



Develop Your  
Creativity

GUIDE FOR BEGINNERS

DEVELOP YOUR  
CREATIVITY



STOWARZYSZENIE  
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DEVELOP YOUR CREATIVITY - USEFUL TOOLS FOR BEGINNERS



# INTRODUCTION



## Develop Your Creativity -

## Effective Communication with Adults from disadvantaged groups

Our goal of this ebook is to help educators to understand how to connect with their clients, learners, service users, especially those, who have immigrated to a new country and are finding it hard to integrate into a new culture and community.

Let's begin by exploring some of the challenges that newcomers face. Adults from different backgrounds (including young adults) are at a stage in their lives where they are trying to figure out who they are, where they fit in, and how they can establish their own identity.

For those who have migrated to a new country, the process of identity formation becomes even more complex as they navigate through cultural differences, language barriers, and social norms. Educators have to be much more creative when working with multicultural groups rather than working with natives.

As educators, it's important to understand that adults need support and guidance during this phase of their lives. However, the key to effective communication with them lies in educator's creativity and ability to listen, empathise, and validate their educational process.



Here are some tips and tricks that you can use to communicate more effectively with your groups:

**Active Listening:** Listening actively means paying attention to what your service users, clients are saying, without interrupting or judging them. This means putting aside your own opinions and biases and trying to understand their perspective.

**Empathy:** Empathy is the ability to put yourself as an educator in someone else's shoes and understand their situation. By showing empathy towards learners, you can help them feel heard and validated, accepted and included.

**Validate their feelings:** Validating your groups' feelings means acknowledging their emotions, even if you don't agree with them. Being part of different cultures may cause conflict. It is important that as an educator you know your group, you know your dos and don'ts. You are aware about other people background and education about different nations. By doing so, you can create a safe and supportive environment where your vulnerable adults feel comfortable expressing themselves.

**Avoid Criticism:** Avoid criticising your groups, even if you disagree with their choices or behavior. Criticism can make them defensive and resistant to your input. Instead, try to offer constructive feedback that focuses on their strengths and helps them learn from their mistakes. As learners from different cultures they might not see your feedback as a constructive one. They might feel offended. So whatever works for you as an educators, make sure it works for them as well.





**Set boundaries:** Setting boundaries is essential to maintaining a healthy relationship with your learners. It's important to communicate your expectations and rules clearly, and to enforce them consistently. This helps them to feel secure and respected, even if they may not always agree with your decisions.

Now, let's explore some exercises that you can do with your groups to help improve their communication skills and develop their creativity:

**Active Listening Exercise:** Sit down with your learners and ask them to share their thoughts and feelings on a particular topic. You can use some pictures, photographs, coaching cards as part of the creative educational process. As they speak, practice active listening by focusing on what they are saying, rather than formulating your response. Once they finish, summarise what you heard them say and ask for clarification if needed. You can use a paraphrase tool. This is a neutral feedback form when used with the "I" statement.

**Role-Play Exercise:** Role-playing is a fun and interactive way to practice communication skills and develop creativity. Take turns playing the role of the educator and learner, and act out different scenarios that may come up in your professional relationship. This can help you identify potential areas of conflict and develop strategies for resolving them, especially when working with migrants. Remember to educate yourself about different cultures. It will help you to understand certain behaviors and not take things personally.



**Journaling Exercise:** Encourage your learners to keep a journal where they can write down their thoughts and feelings. This can be a great way for them to process their emotions and communicate with you in a non-confrontational way especially while entering a new reality in foreign countries. You can also keep a journal of your own to record your thoughts and reflections on your relationship with your learners too. This will help you to build a solid ground of trust.

For adults, who have immigrated to a new country, the process of integrating into a new culture can be overwhelming. Here are some tips and tricks that can help them navigate through this process:

**Support them to learn the language:** Learning the language of your new country can help you communicate with others and feel more integrated into the community. Consider taking language classes or practicing with language apps or books. Be creative! Use Kahoot, Inshot, Canva as part of your workshops and educational process. It is so much fun! Creativity does not need words.

**Task example while working with disadvantaged adults:**

1. Create your own “Five ideas for your holiday”. Ask learners to use any of the tools mentioned (Kahoot, Inshot, Canva) to express their ideas and present the content on the forum.
2. Practice with them





3. Teach them how to find &me for cohesive creative thinking and how to "sell" their ideas to participants of adult workshops.

4. Teach them how to pitch their ideas during workshops with no English.

5. Bounce ideas off others

6. Discuss

7. Present

8. Network

You can use a META Plan – Ask participants to complete META plan of 6 questions including:

1. Who are you?

2. How would you like to be seen by others?

3. How do others see you?

4. What are you best at? How do you know that?

5. What do you need to develop your creativity?

6. Who and what could help you with your ideas for your business

Ask learners to respond to those questions by creating a content using InShot or Canva.



Canva is a very simple free-to-use online graphic design tool. You could use it to create social media posts, presentations, posters, videos, logos and more.

InShot is an editing app for videos and photos. With InShot – video maker with music, you can easily make basic video and even advanced assets like video collage, smooth slow mo, stop motion, reverse video and more.

Remember! People cannot, and should not, be defined by their disadvantage: it is the inequalities to which these potential disadvantages lead that need to be addressed.

As literature we recommend:

- Council of the European Union (2008) Council Resolution on better integrating lifelong guidance into lifelong learning strategies.
- 2905th Education, Youth and Culture Council meeting. Brussels: European Commission.

These are:

- Political, legal or civic equality.
- Equality of outcome (financial equality).
- Equality of opportunity (leveling of life chances).
- Equality of treatment (such as removing the means test) or responsibility (such as scope for making own decisions).
- Equality of membership in nation, faith and family Mount, F (2008) 'Five types of inequality'. JRF Viewpoint. York: Joseph Rowntree Foundation.



# I GENERAL INFORMATION



## Recipients of the workshops:

The recipients of the workshops are adults aged 45-70 who are members of the Universities of the Third Age, Senior Clubs, libraries, community centers, thematic circles or other places associating elderly people. The scenario can be used by elderly people, who often have barriers in creating creative forms of communication, and all people related to adult education.

## Number of participants:

Workshop group for 10 people of both sexes. You can also conduct a workshop in a smaller group of at least 6 people, depending on the premises conditions, but not more than 14 people.

## Proposed techniques / methods of work:

- individual work,
- work in the CANVA graphics program,
- brainstorm.

# I GENERAL INFORMATION

## Examples of materials needed to carry out the meeting:

- work cards,
- laptop/phone,
- markers,
- markers,
- pens, certificates,
- evaluation questionnaire,
- sticky notes,
- A3 cards,
- bristol.





# Purpose of the workshop

## Information for the trainer

While the aging process is different for everyone, we all go through some fundamental changes. Not all of them are what you can expect. For example, despite their deteriorating health, older people tend to be much happier and better appreciate what they have and the need to create creative solutions, and creativity is considered one of the key competences of the 21st century. It is a skill that is needed in almost every job and position.

Despite this, it is not often taught in schools or universities. For many people, non-formal education is therefore the only opportunity to acquire and develop this skill. Moreover, aging also makes some things more difficult, one of which is using technology. In order to implement innovative methods of working with adults, experts developed a set of educational materials for conducting workshops on creativity for adults using the image, including workshop scenarios, exercise kits, and instructional videos for educators. In this scenario you will find innovative sets of exercises for adults with the use of graphic design in the CANVA program.

CANVA is a web-based graphic design tool launched in 2012. The site includes a library where images, graphics and fonts are shared. The online program has default filters and advanced editing functions. CANVA allows you to use ready-made templates and create projects, among others book covers, presentations or invitations from scratch. The program is very easy to use because it works on the "drag and drop" principle. What does this mean in practice? All design elements can be easily moved with the mouse and edited using the keyboard.

The exercises included in the scenario will help to unleash your creativity, build potential and help you with your daily chores. We will go with you through the path of creating innovative projects in practice - from the simplest graphics to complex poster designs. From now on, something that was previously impossible or too difficult will become reality. We invite you to the world of creative ideas. To work!

## II INTRODUCTION

### Work style

Participants sit in a semicircle and the facilitator takes the place in front of the group. The trainer's task is to prepare seats for the participants of the training in advance.



DEVELOP YOUR CREATIVITY - USEFUL TOOLS FOR BEGINNERS

The participants are planned to achieve the following results:

- the ability to design graphics for social media;
- the ability to create printable graphics, i.e. invitation, announcement, certificate, poster;
- skilful use of the database of ready-made photos and videos;
- the ability to upload photos, videos, graphics to the CANVA program;
- efficient creation of graphics using available templates;
- the ability to prepare a consistent branding of the company (e.g. logo);
- the ability to choose appropriate graphics;
- the ability to enter and edit text in projects and graphics (official letter).



# The course of the workshop

## 1.1. Introducing the teacher / teachers. Greeting (5 min.)

- First name, Last Name,
- education,
- experience,
- interested.

## 2. Introductions of the training participants (15 min.)

Writing the name on a sticky note and sticking it on the visible part of the clothes. Then, each of the participants, briefly - in one sentence, presents their expectations regarding the training.

## 3. Group rules (25 min.)

The tutor prepares a mind map titled with the topic of the training. It creates 4 main branches from the main topic:

- TRAINING OBJECTIVES
- EXPECTATIONS
- RULES
- TRAINING EVALUATION. TIPS FOR THE FUTURE

(identifying aspects of the training that can be improved in the future).

Trainer hangs the prepared mind map in the training room so that it is visible to each of the participants.





## Stages of presenting a mind map:

1. Presentation of the main goals of the training recorded on a previously prepared mind map.
2. The facilitator asks the participants about their expectations regarding the training and writes them down on a mind map using the activating method: brainstorming.
3. The instructor defines the 3 most important rules that apply during the training. Additionally, the instructor emphasizes the possibility of implementing 1 principle proposed by the training participants.
4. The last point of the mind map is part of the training evaluation. After the workshop, the tutor asks the participants how they evaluate the training and writes down their comments on a mind map.



# III. CONTENT

**Canva** – is a popular, free image maker. It is an extremely intuitive and easy-to-use tool, addressed to people who have no experience in graphics. Canva has a huge database of templates, fonts and photos that are easy to modify. The program allows you to use ready-made templates, but it is also possible to create a given project from scratch. Canva is available in both free and paid versions. Users who need more options can purchase a paid package - its cost is about \$ 10 per month. The program can be used via a computer via a web browser, as well as an application for smartphones with iOS and Android operating systems. To start using Canva, you'll need to create a free account or sign up with your Google, Facebook, or email address. The great advantage of this program is that basically anyone can use it. Even people who do not deal with graphics on a daily basis will be able to handle it.

The Canva logo is displayed in a large, stylized, cursive font. The letters are a vibrant blue color with a subtle gradient, giving it a modern and artistic feel.

## What features does Canva have?

Canva is a very simple graphics tool that has many useful features. After logging in, the user gets access to thousands of templates and photos. With this program, you can quickly and easily create a lot of simple, but still attractive graphics. In the program on the home page, you can view the history of recently designed or started graphics. With Canva, you can create teams and share designs with others, so multiple people can work on one project at the same time. Importantly, the program ensures adaptation to the current requirements of social networks. The program can design, among others:

- graphics for social media (Instagram, Facebook, etc.),
- invitations, cards, CV,
- thematic presentations,
- websites,
- logos,
- business cards,
- e-books,
- offers,
- posters,
- infographics,
- and many other graphic projects.



# PANEL I

## Your own invitation design

When creating an invitation, many people wonder what it should be like, how to write it to make it elegant, neat and thus original. There are many tips on the Internet on how to correctly write an invitation, what to include in it, what to pay attention to, what forms of politeness to use or what mistakes to avoid. This information is extremely useful, but it should also be remembered that in addition to professional text, graphic design is also important. There are many companies on the market that deal with professional design and printing invitations to order. Many people use this type of service, but thanks to the open access to the CANVA program, the invitation can be made at home. The only thing that is required is to have a computer, access to the Internet and a lot of creativity in its creation.

**Are you wondering how to do it?**

**It's nothing difficult!**

Below is a step-by-step instruction on how to design an invitation  
in the CANVA program.



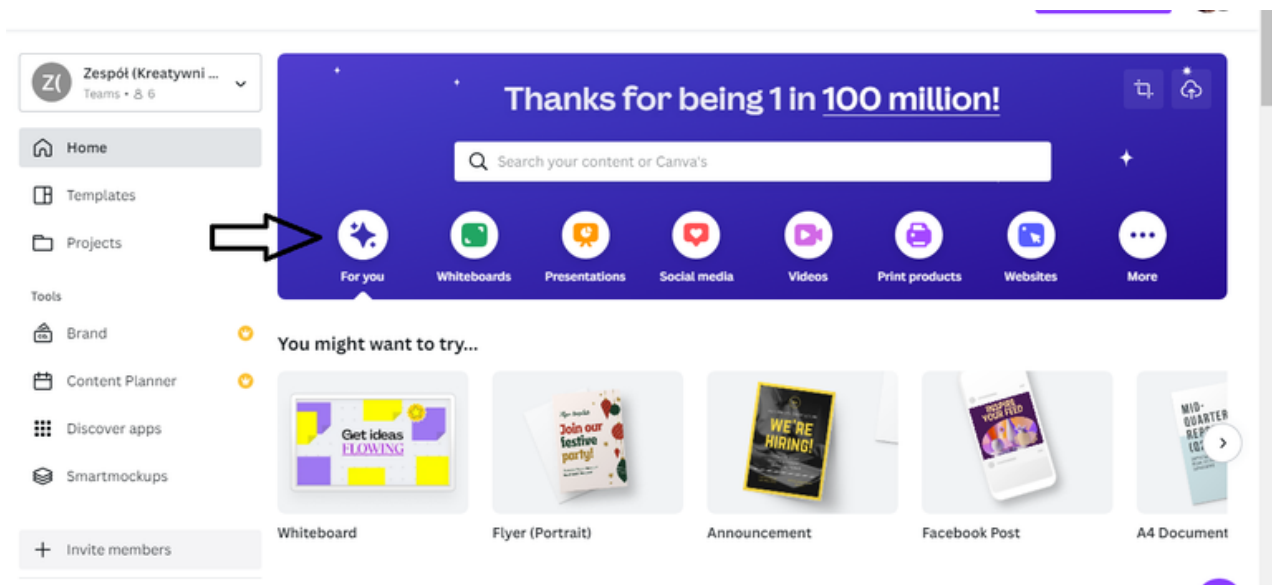
# PANEL I

## Your own invitation design

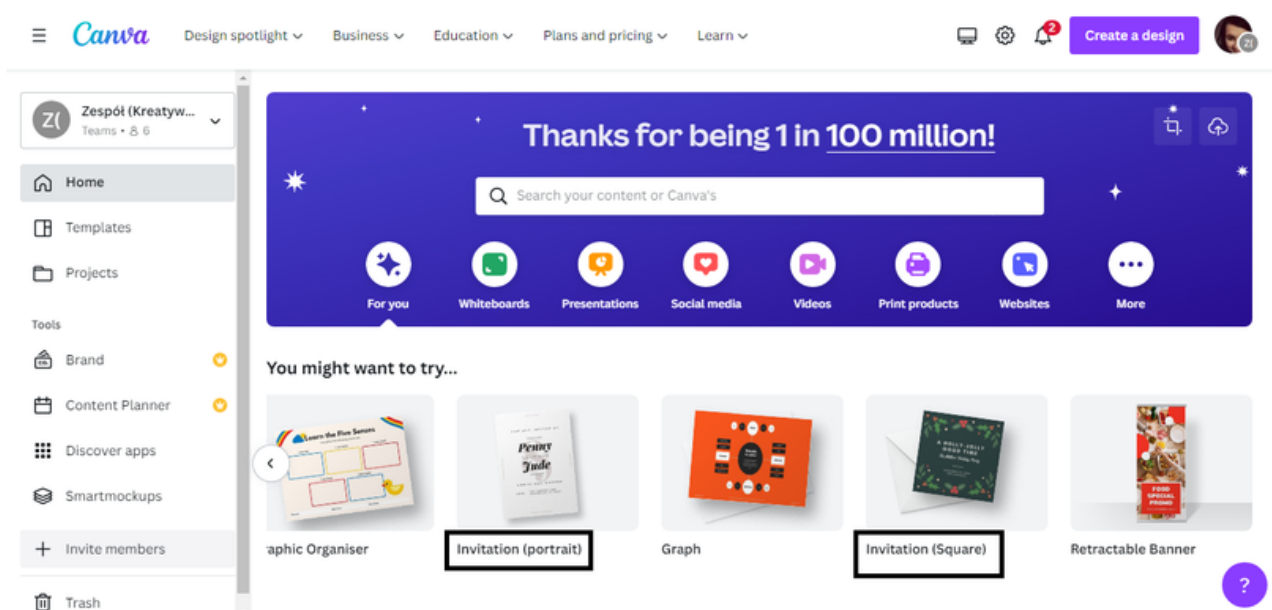
### PREPARATION OF THE INVITATION DESIGN IN THE CANVA PROGRAM - INSTRUCTION

STEP 1. Log in to the CANVA program.

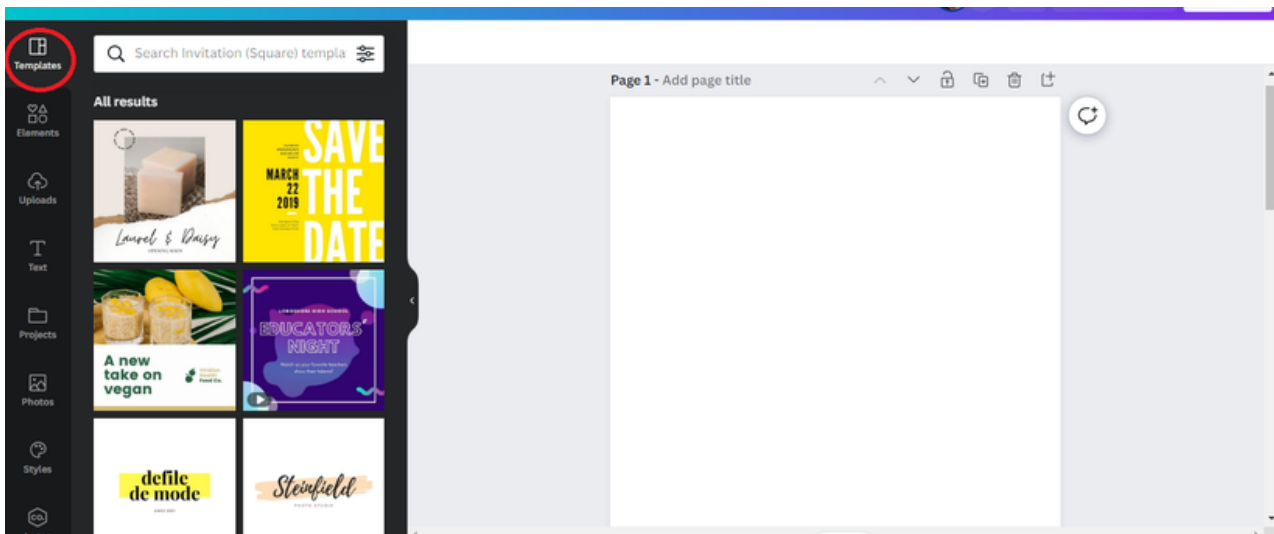
STEP 2. Click "For You".



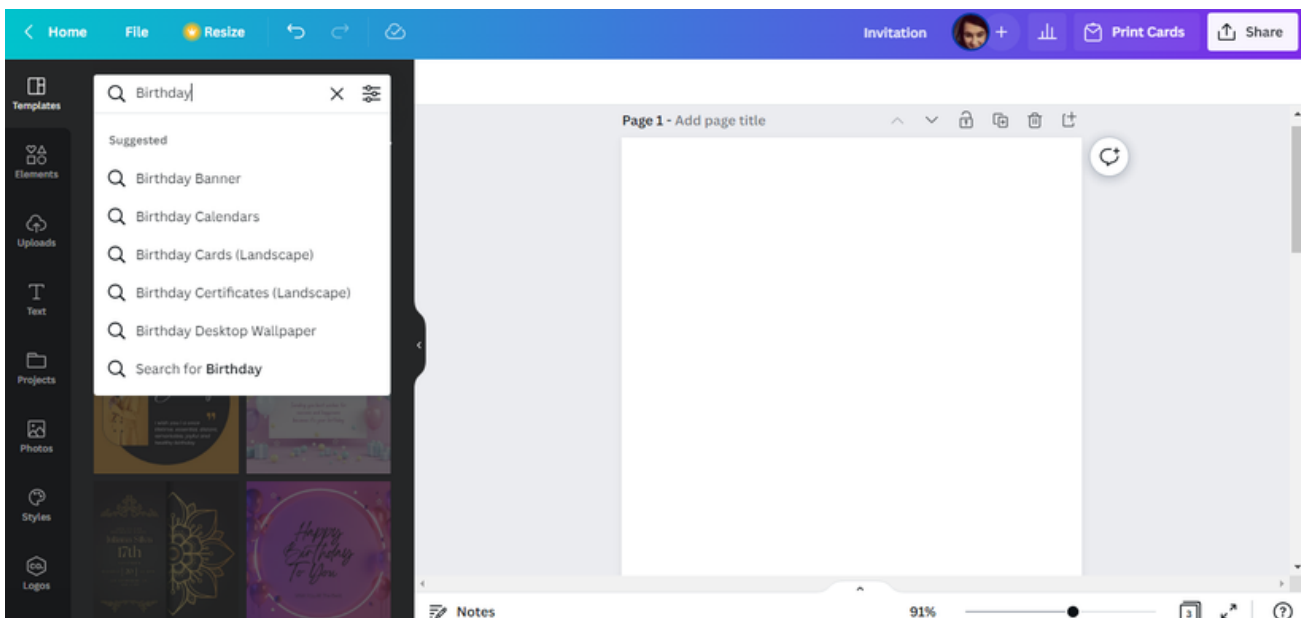
STEP 3. Then select the format of the invitation. You have two options: "Invitation (portrait)" and "Invitation (square)".



**STEP 4.** Once you have chosen the format of the invitation, the next step will be to choose the template. The "Templates" option is available in the bar on the left side of the interface.

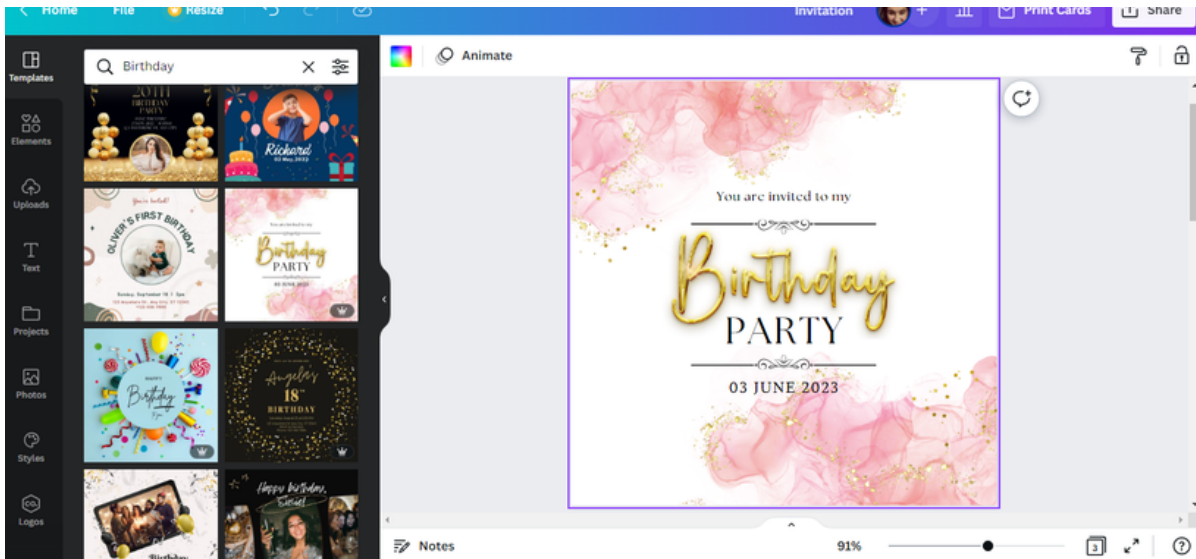


To facilitate the selection of the invitation template, on the template bar in the upper left corner, you can enter the subject of the event for which you are designing the invitation !!!

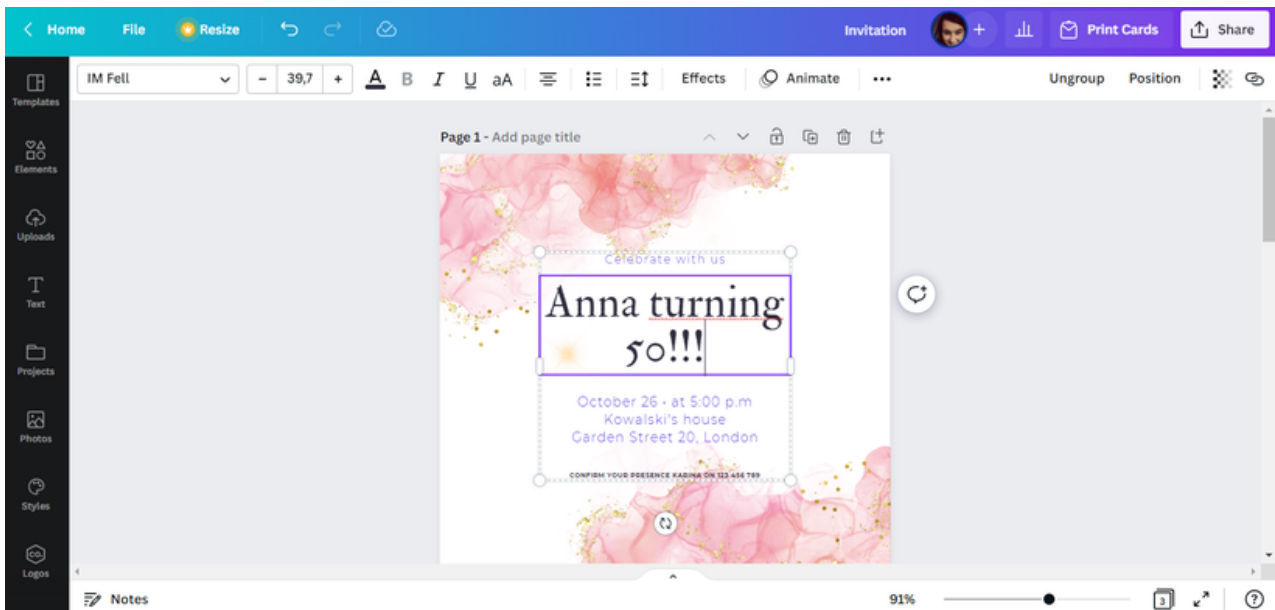




STEP 5. Choose a template according to your preferences.



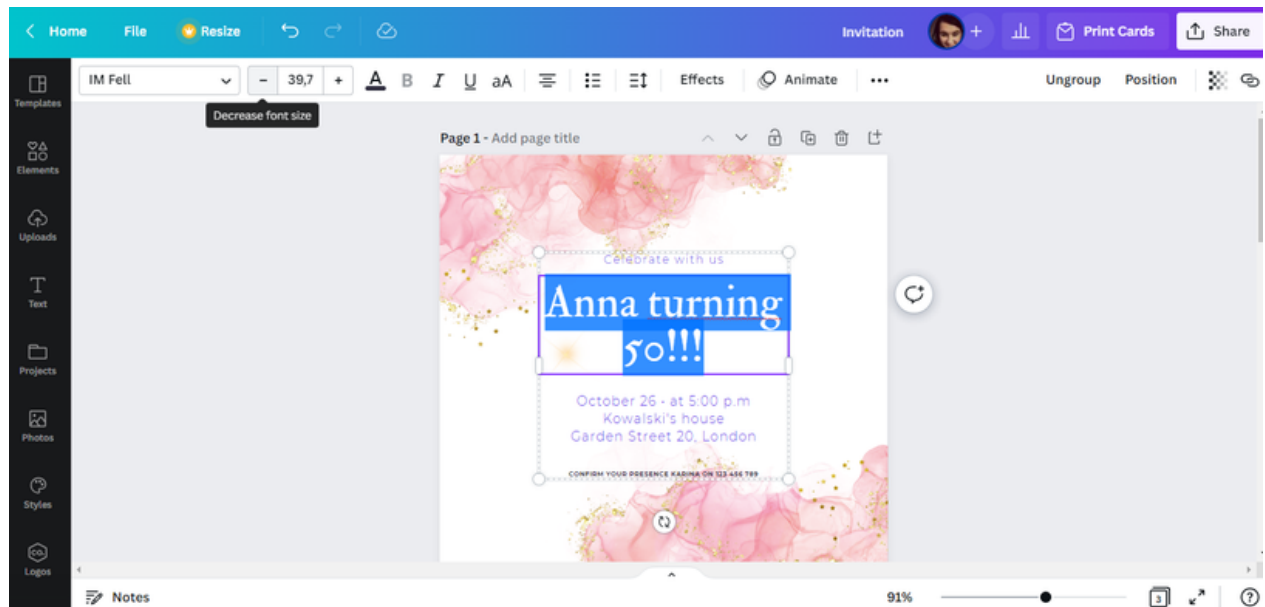
STEP 6. After selecting the template, modify the text of the invitation, entering the details of the party organized by you.





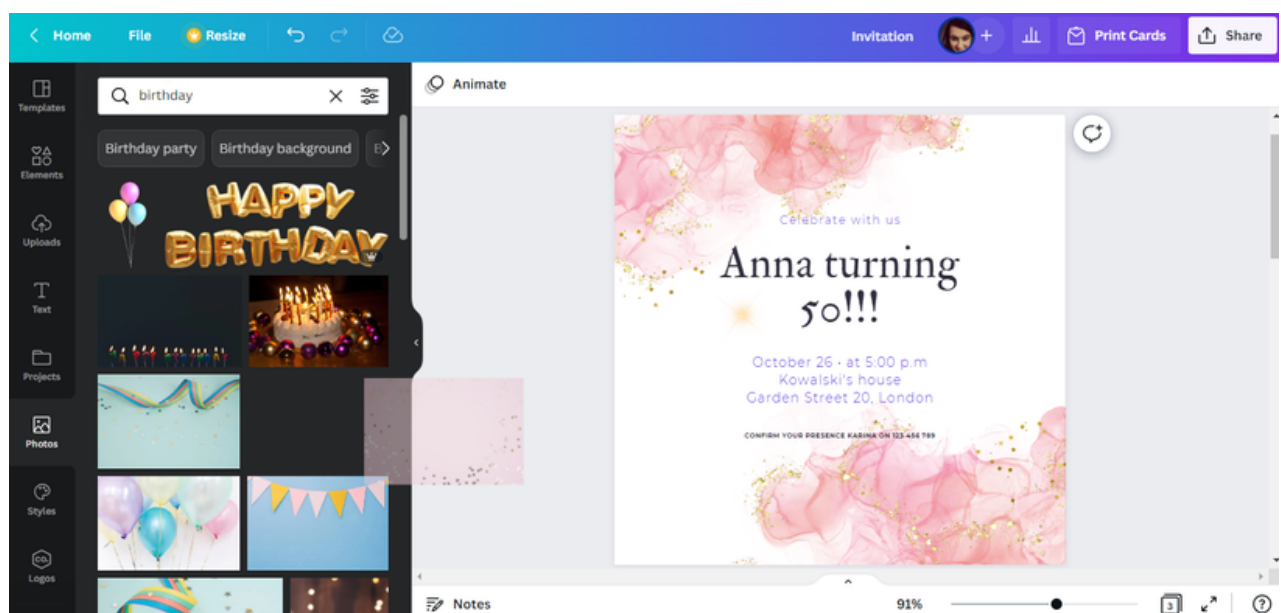
## REMEMBER!!!

In the CANVA program you can change the type, size and color of the font. You can also make the text bold, use the italic option, change the amount of space between words and even letters in a word.

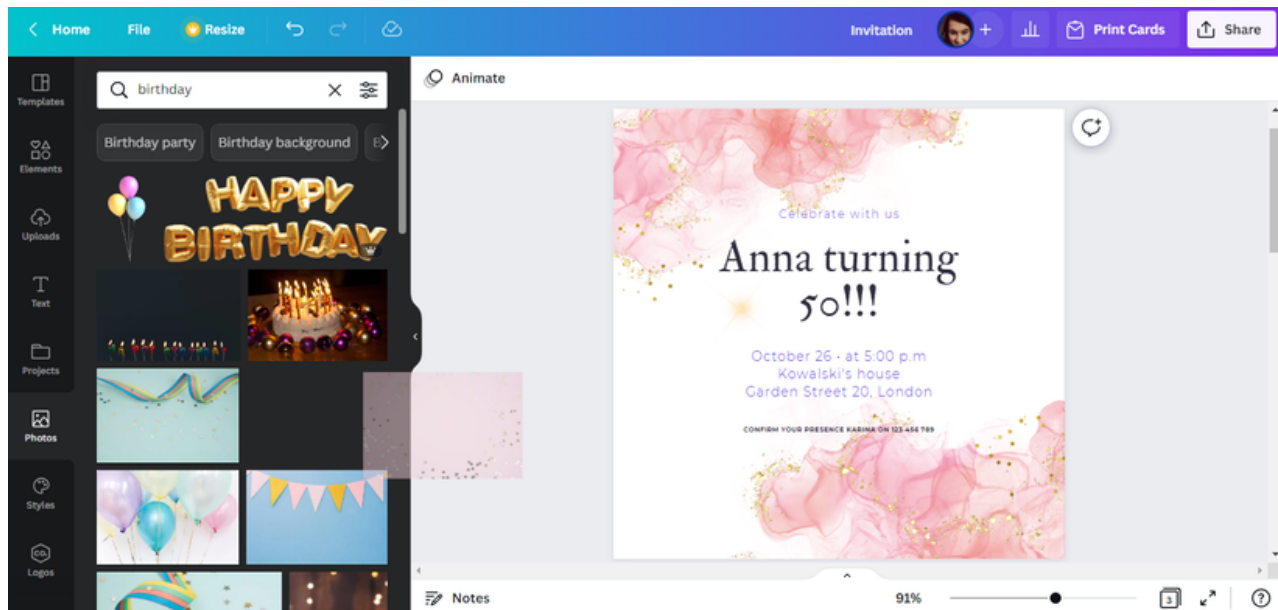


**STEP 7.** The next action you can do is change the graphics of the invitation. It is possible by changing the background (e.g. choosing a different photo).

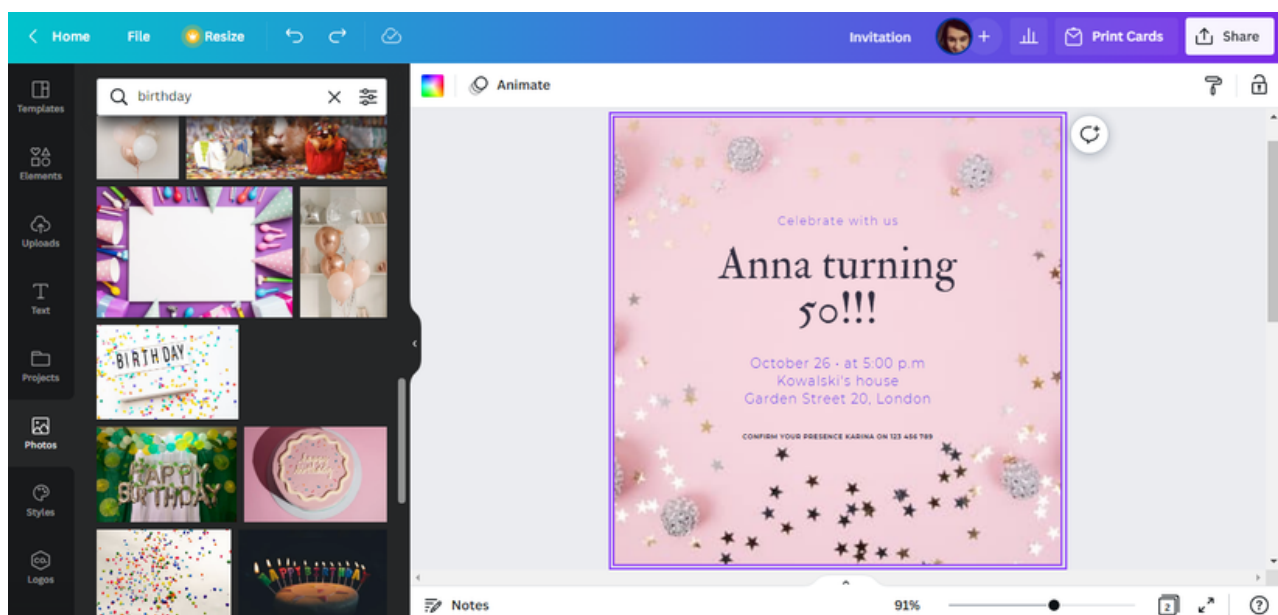
To do this, select the **"Photos"** option, and then enter the subject of the project in the "Search anything from Canva" box. This will give you a full array of photos that you can use.



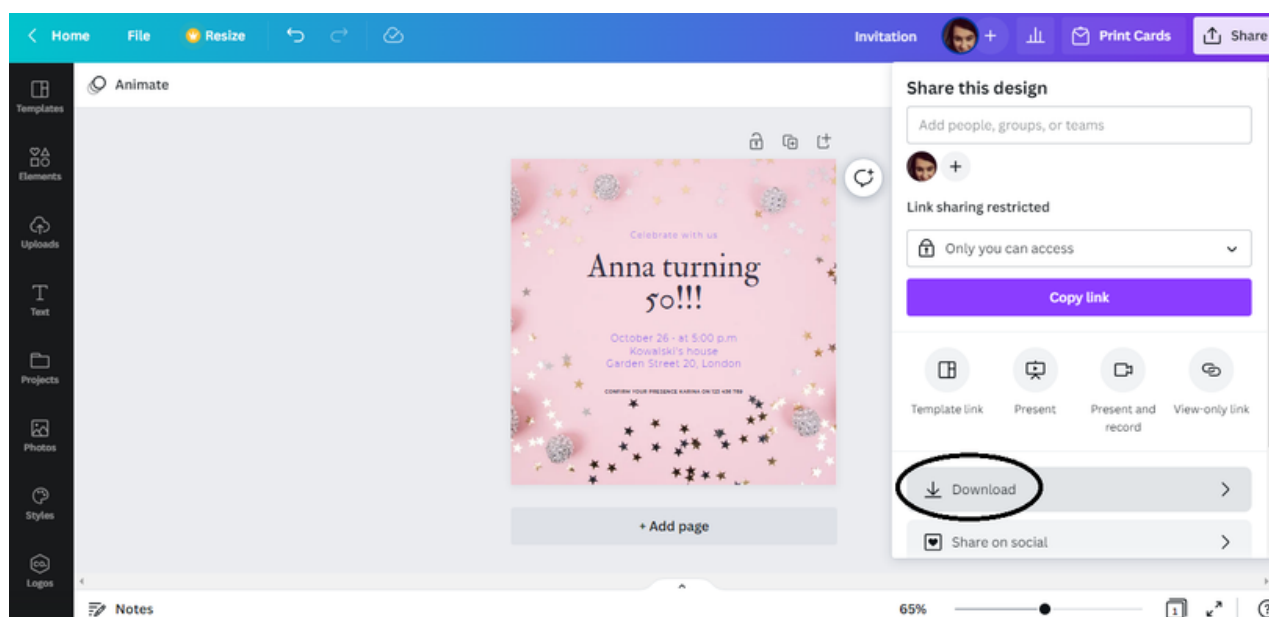
After making your selection, drag the photo with your mouse towards the invitation design.



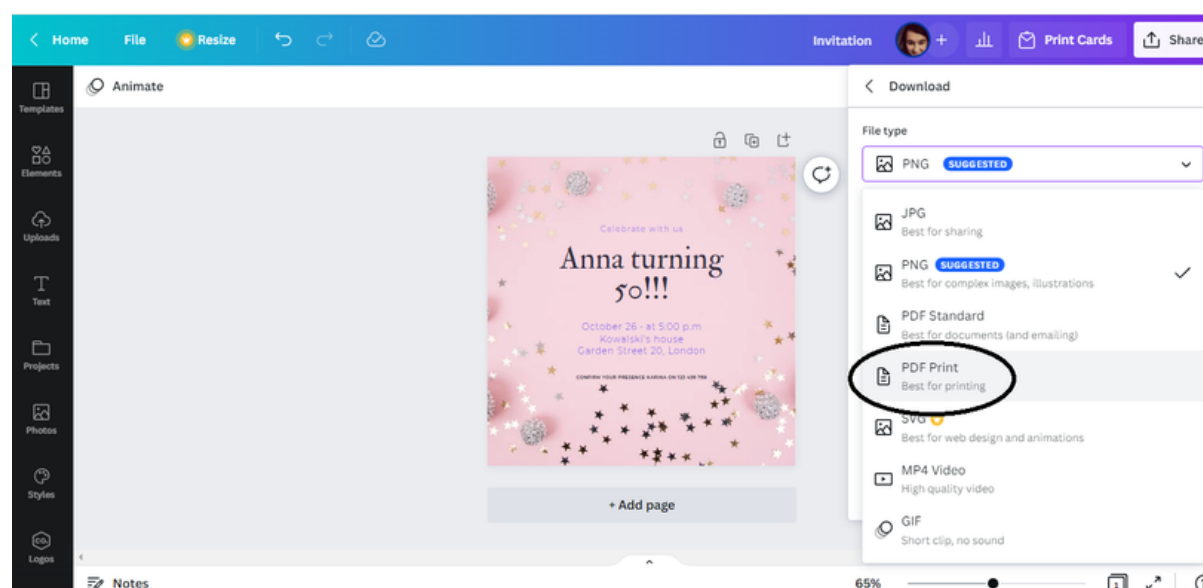
Then plot the photo on the invitation design. The background will change automatically.



**STEP 8.** After finishing work, download the graphics for printing. You can do this by selecting the "Share" option in the upper right corner of the interface, and then "Download".



The recommended format for downloading graphics is "PDF Print".



**INVITATION TEXT:**

**CELEBRATE WITH US  
ANNA TURNING 50!!!  
OCTOBER 26 • AT 5:00 P.M  
KOWALSKI'S HOUSE  
GARDEN STREET 20, LONDON  
CONFIRM YOUR PRESENCE KARINA ON 123 456 789**

### EXERCISE 1 (30 min.)

The participants, using the CANVA program, are tasked with designing an invitation to the celebration of the 30th wedding anniversary. They then have to download their design in the format that is most preferred for printing.

#### TEXT FOR THE TRAINER:

*On the Worksheet No. 1 I distributed, there is an order to perform a task using the CANVA program. In accordance with the command, please design an invitation to the ceremony, which is organized on the occasion of the 30th wedding anniversary. Then download the developed graphic in the format you prefer for printing. You have 30 minutes for this exercise. In case you had any questions, I'll be glad to help.*



## WORKSHEET 1

Design your 30th wedding anniversary invitation using the CANVA program.  
Then download in the format that is most preferred for printing.

NOTES:

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# PANEL I

## Visible announcement

Our own invitation design is behind us. This short written form is usually given to selected people whose presence is important to us during the event we are organizing. However, sometimes we want to announce a given initiative to a much wider group of recipients.

In this exercise you will try to design an announcement.

How to do it?

It's easy with the CANVA program!

Below you will find instructions on how to design an announcement that attracts the attention of potential recipients.

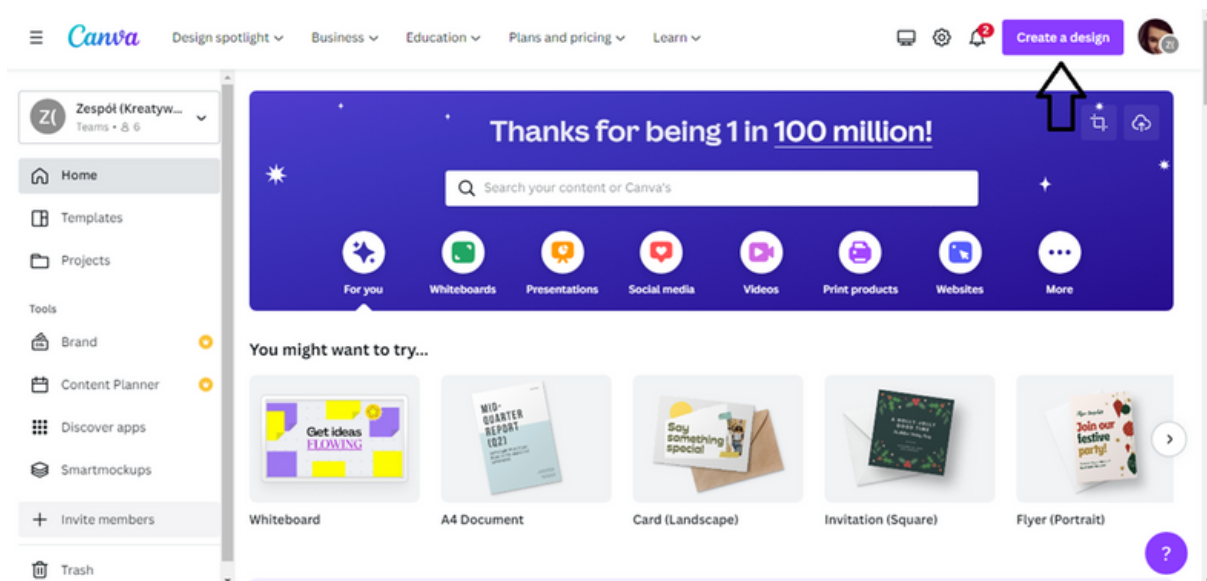




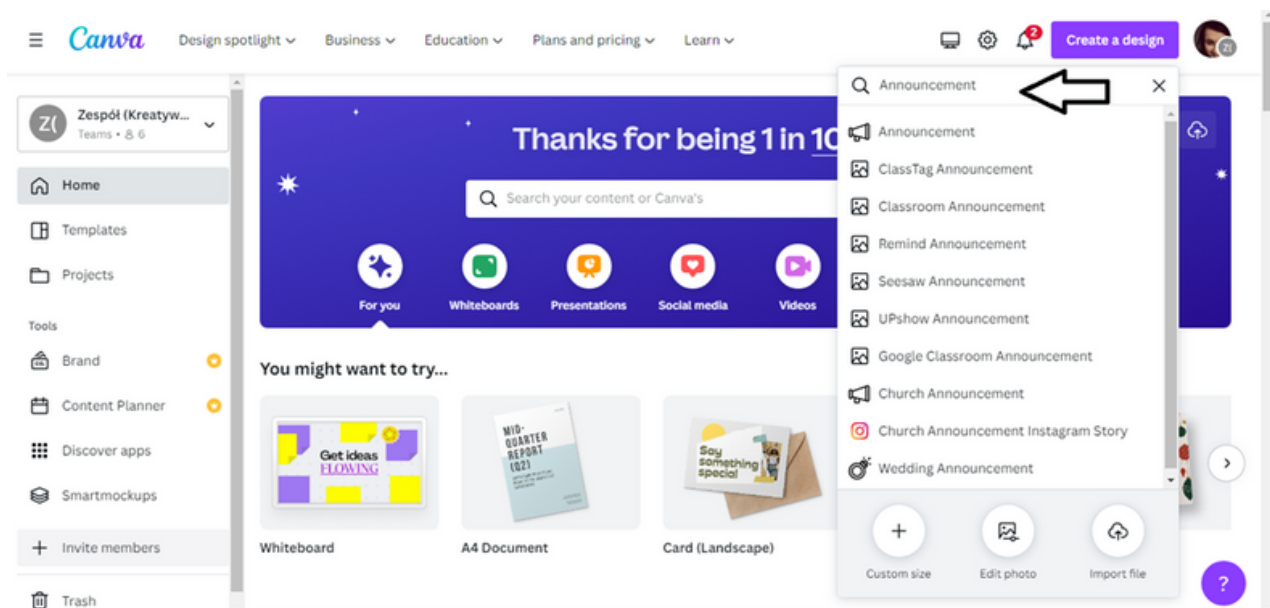
## PREPARATION OF THE ANNOUNCEMENT DESIGN IN THE CANVA PROGRAM - INSTRUCTION

STEP 1. Log in to the CANVA program.

STEP 2. Then, in the upper right corner, check the "Create a design" option.

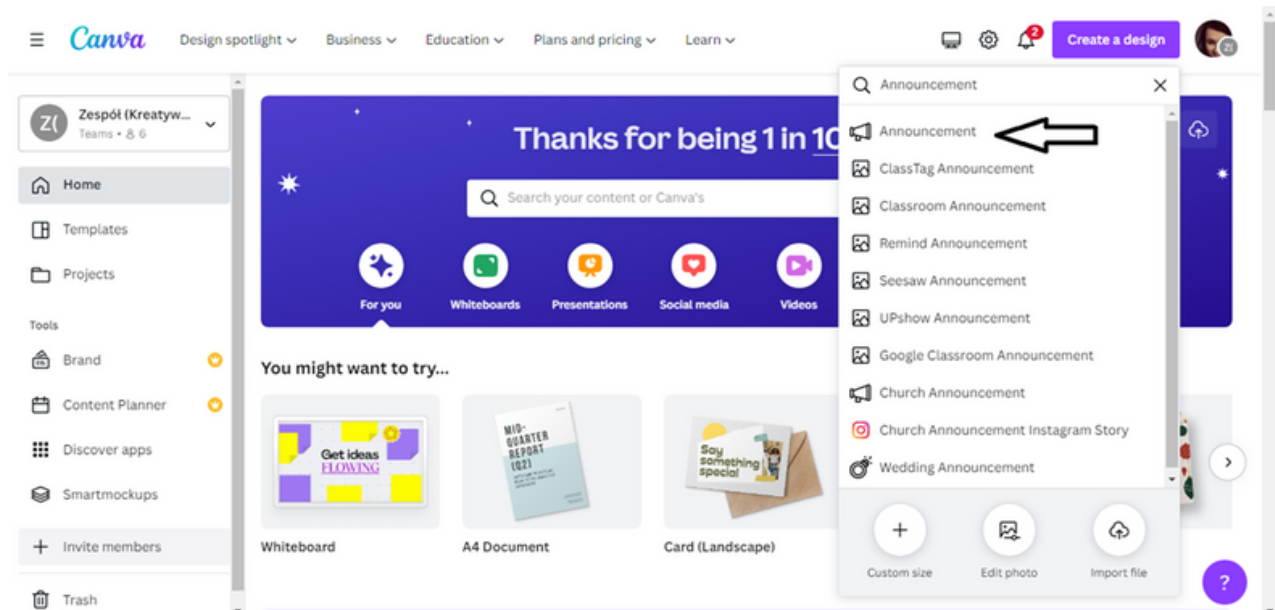


STEP 3. After selecting the "Create a design" option, a bar with default project proposals will appear on the preview. In the space provided for entering the text, enter the type of graphic you plan to design. In this case, it will be an *Announcement*.



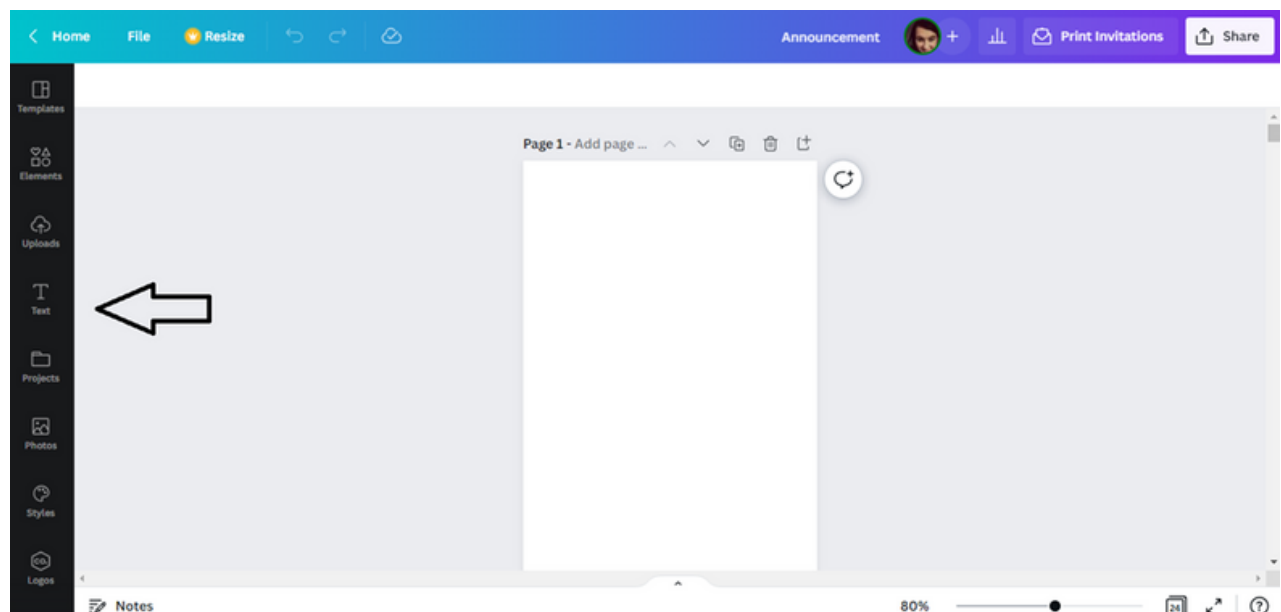


**STEP 4.** After entering the keyword, the bar will offer graphic formats of announcement. For this exercise, select the first option.

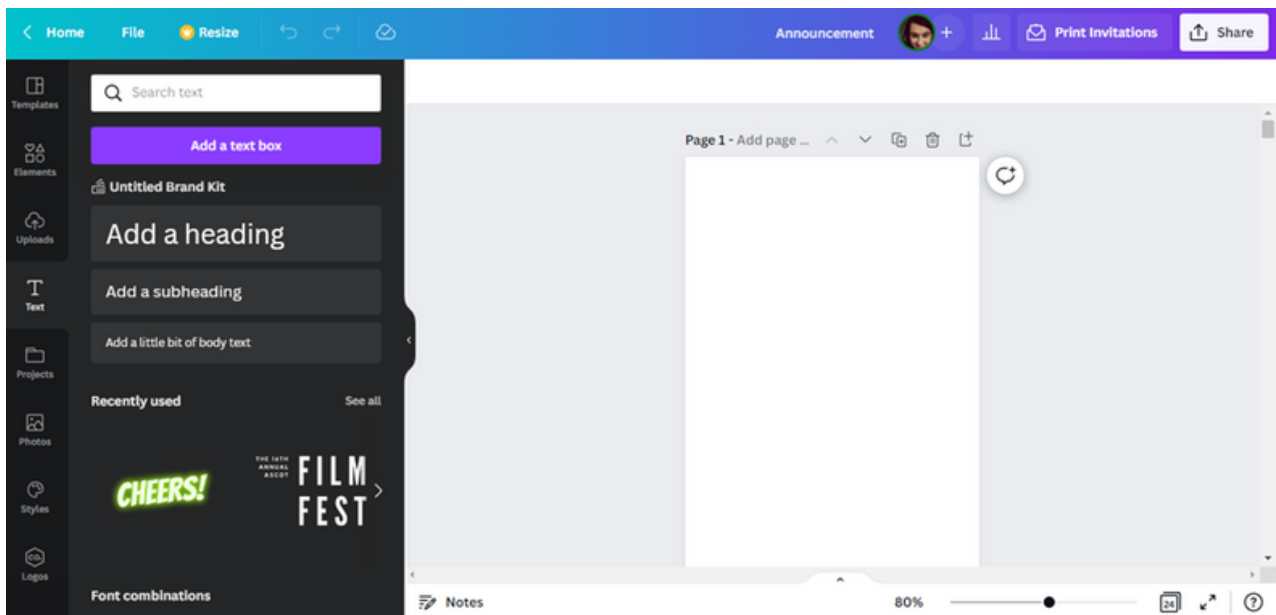


**IMPORTANT:** The CANVA program default templates will not be used in this task. An original graphic template will be created with the use of the CANVA program tools. The announcement concerns the upcoming adult training.

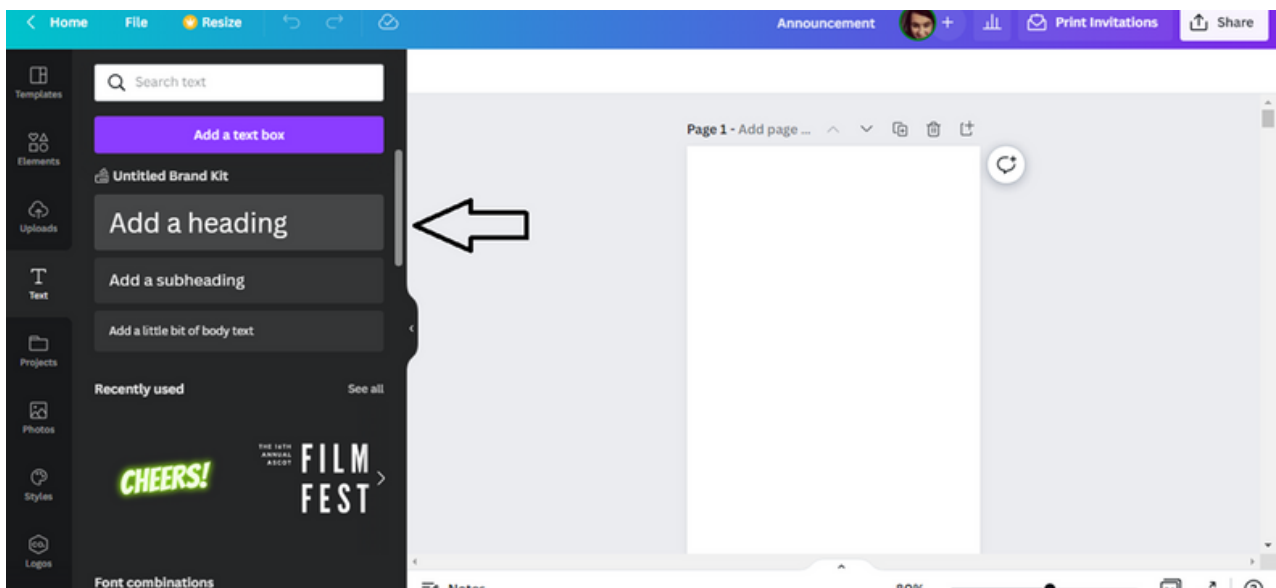
**STEP 5.** The first stage of work on the project will be to introduce the text of the Announcement. To do so, select "the Text" option on the toolbar on the left side of the interface.



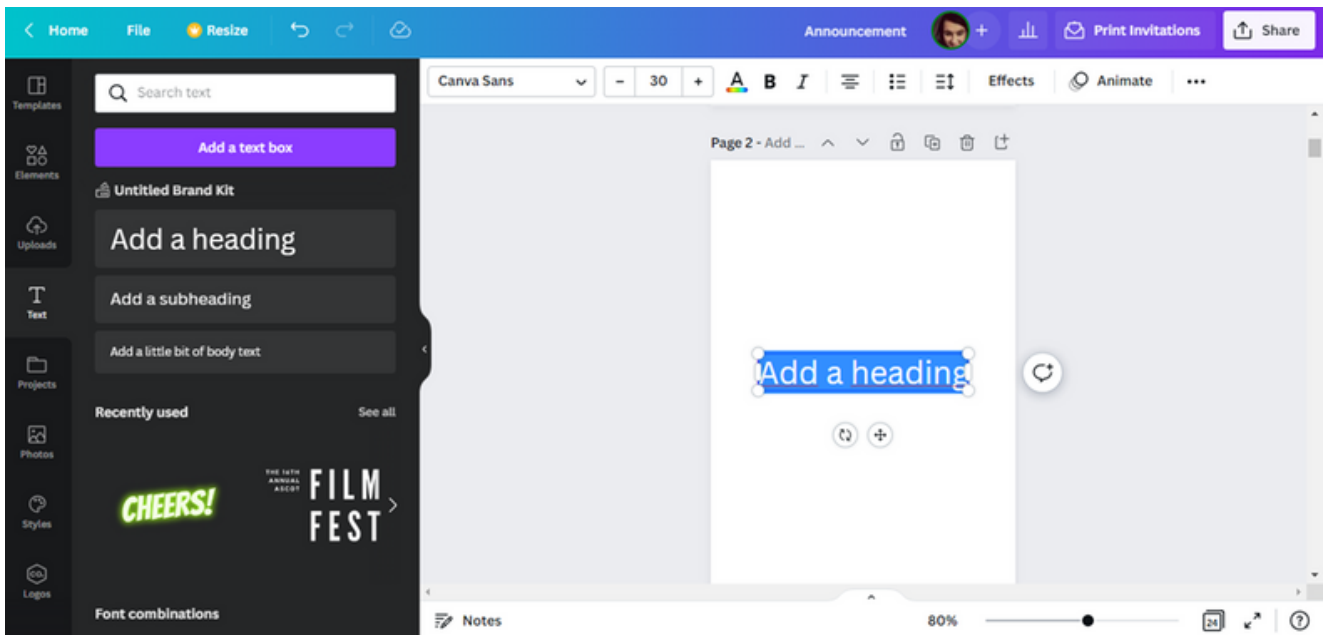
After clicking on “the Text” option, you will be able to enter text into the project.



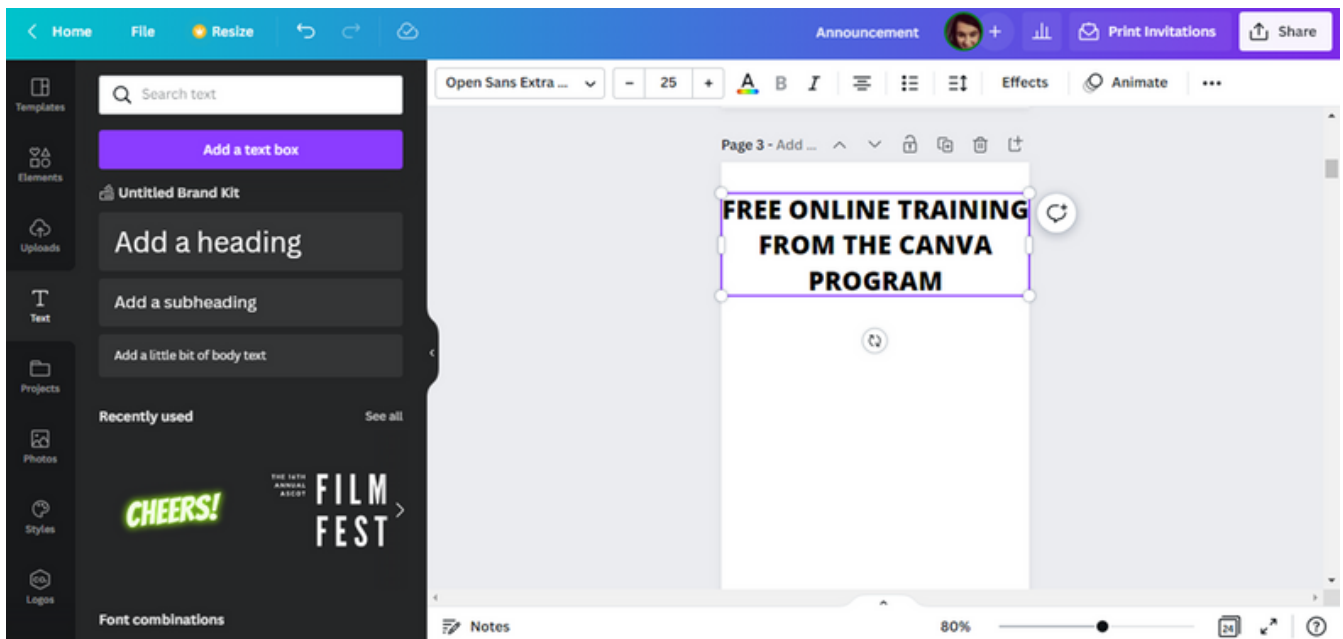
STEP 6. First, add a heading. To do this, click on the "Add a heading" option.



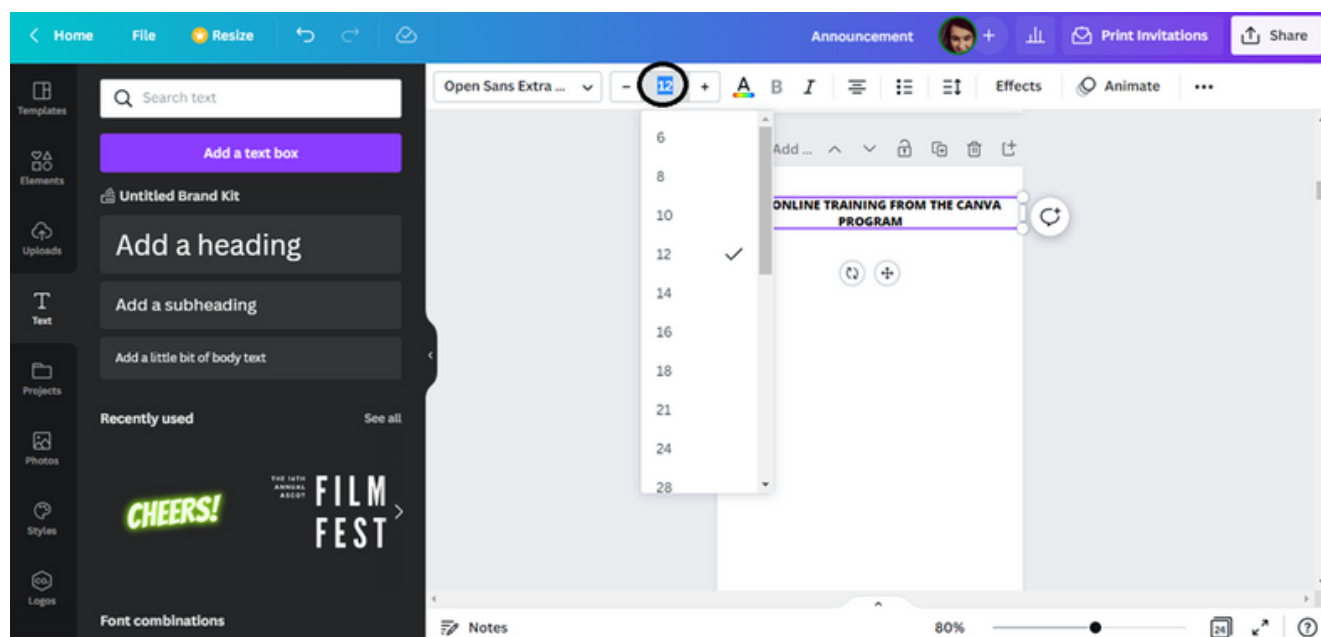
Automatically, a text box will appear on the design card where you can enter the heading of the advertisement.



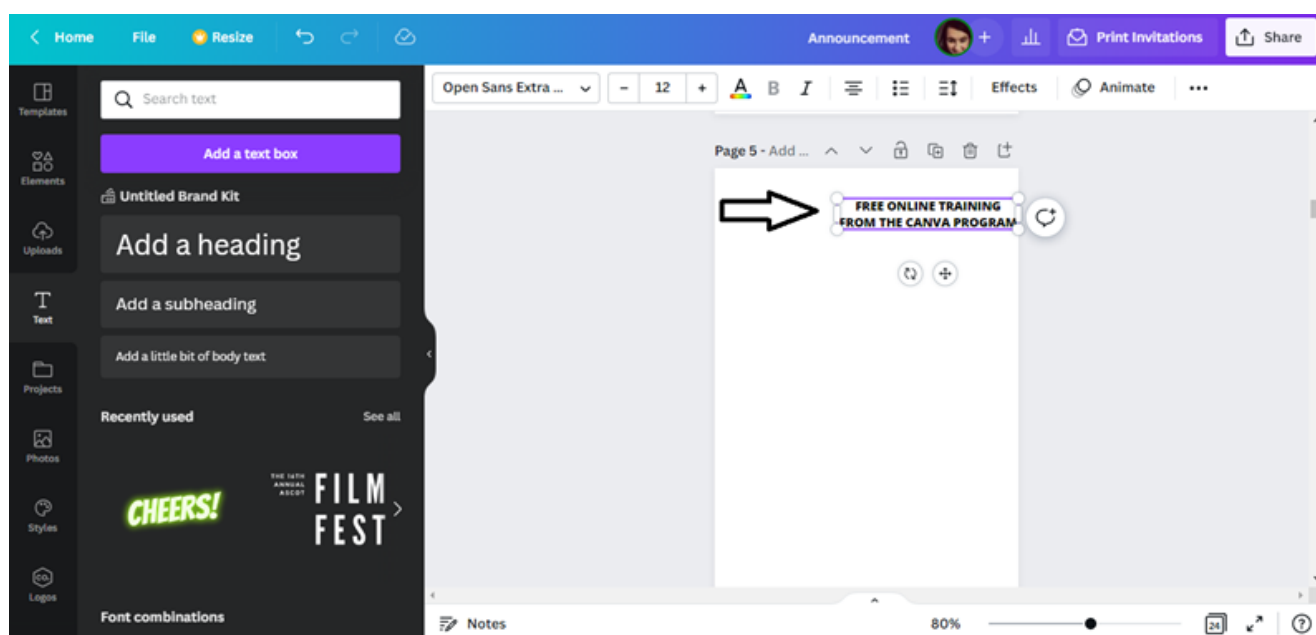
In the header field, enter the following text:  
FREE ONLINE TRAINING FROM THE CANVA PROGRAM.



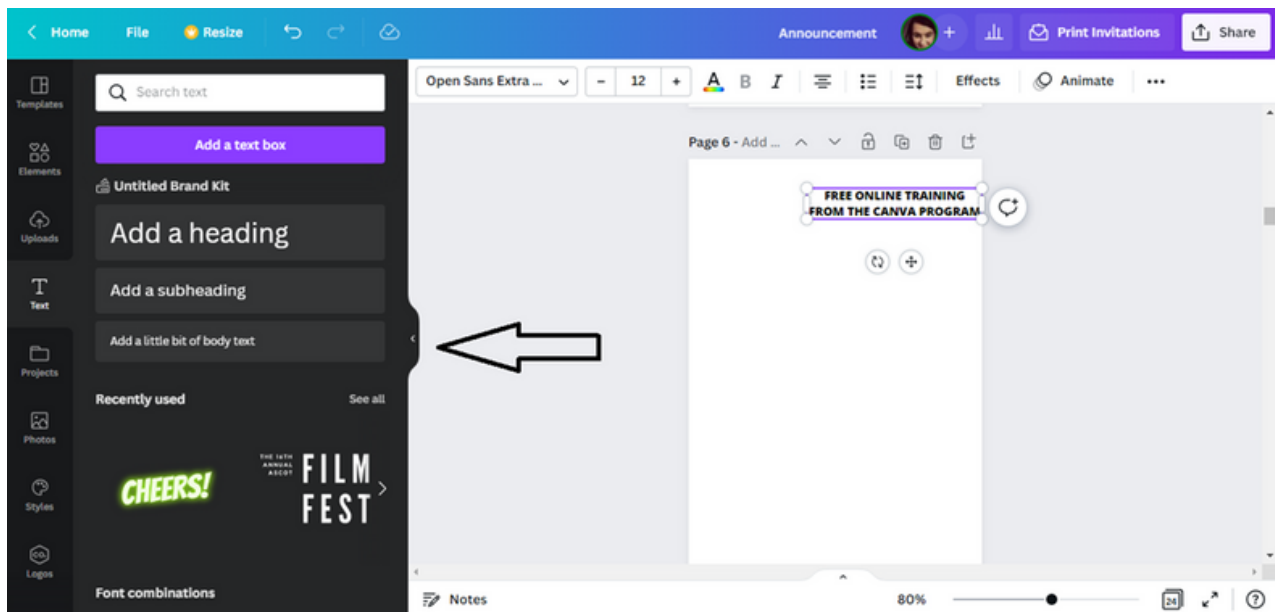
Change the font size to 12.



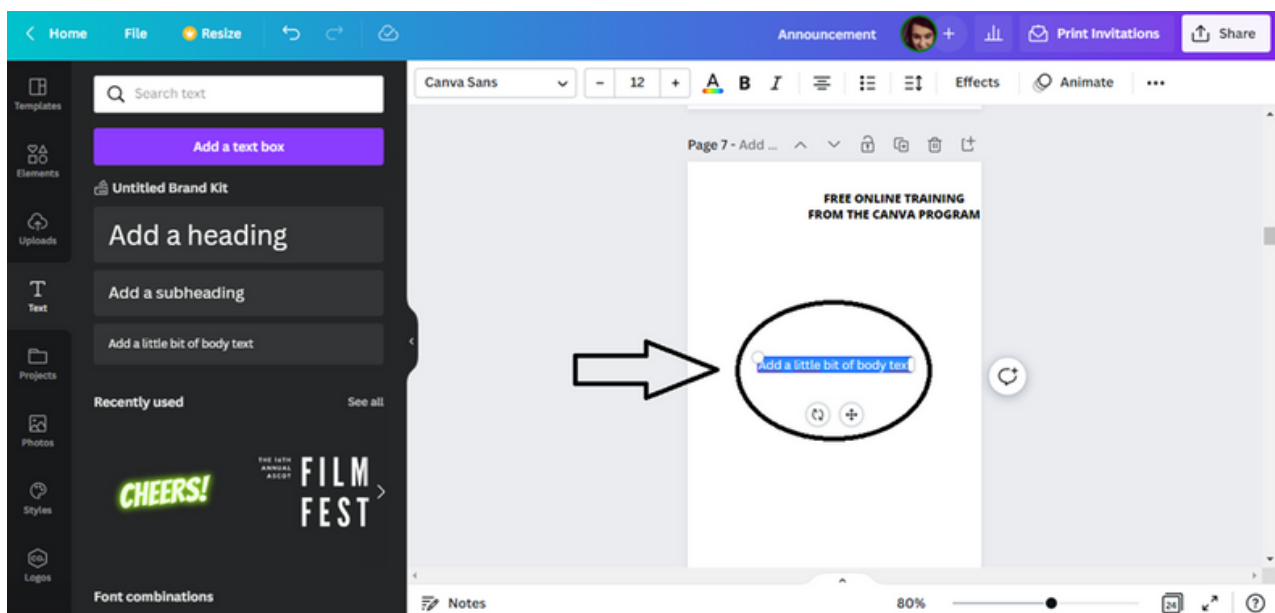
Then use the mouse cursor to collapse the text so that the text arrangement is the same as in the scheme below.



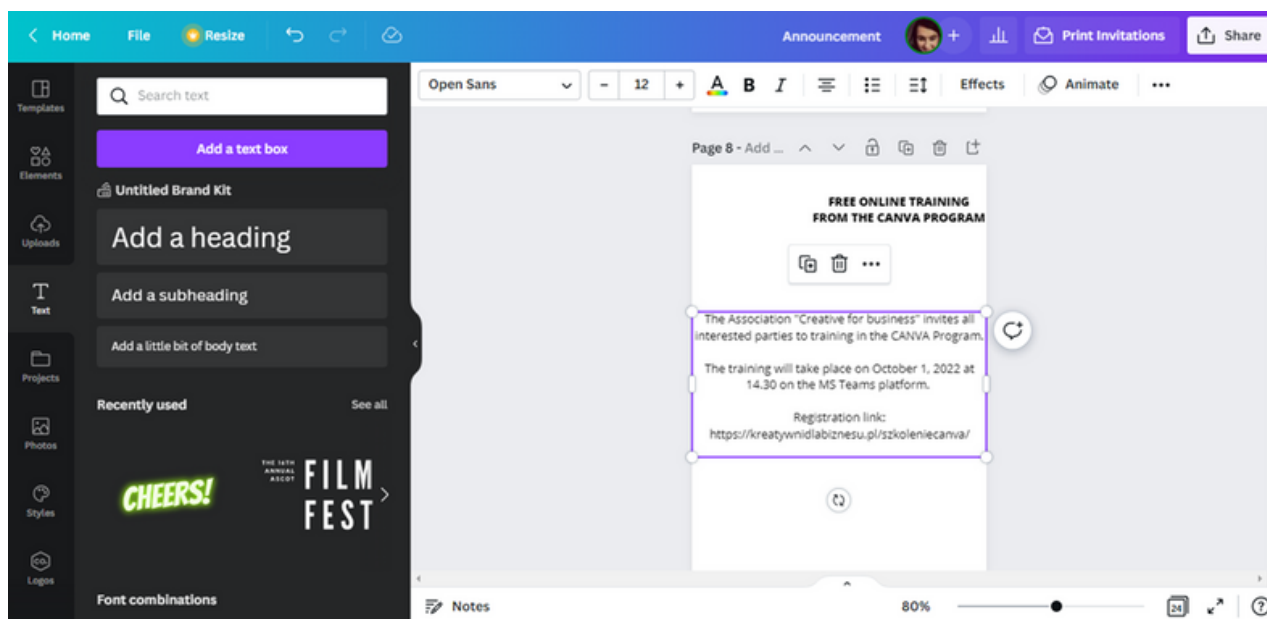
**STEP 7.** After entering the header, enter the main part of the announcement. To do this, you have to repeat the action described in **STEP 5**, i.e. expand the Text option on the toolbar. Then select a variant: **Add the text box**.



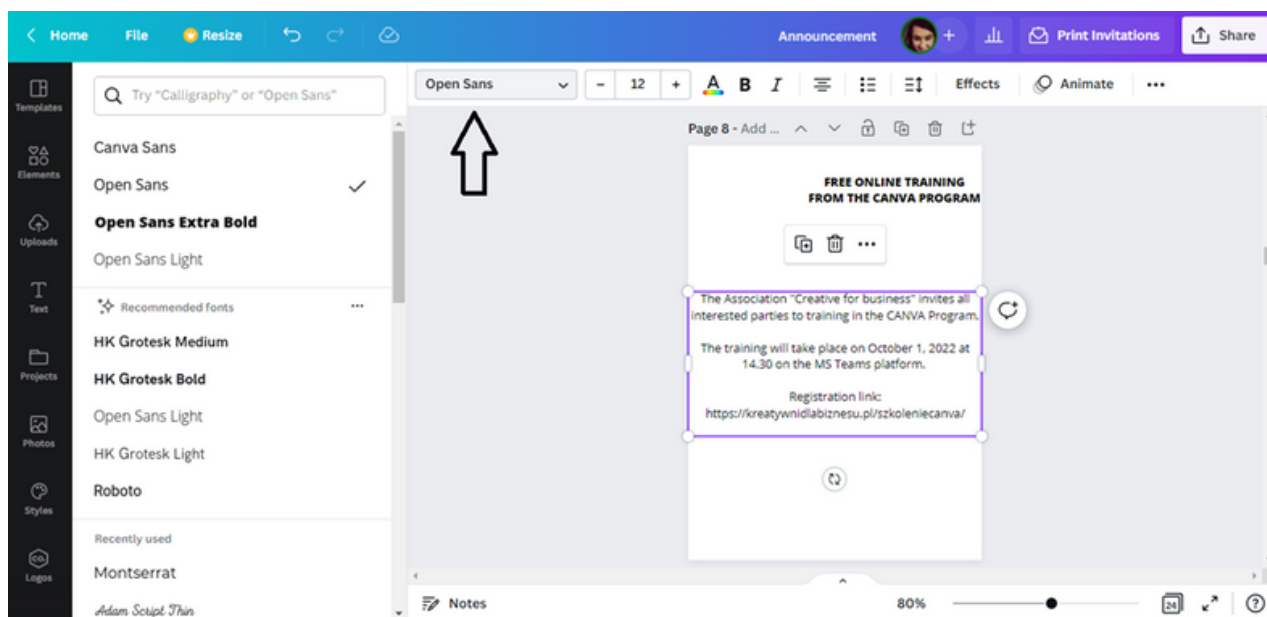
A text box will appear on the design template where you can enter the text of the announcement.



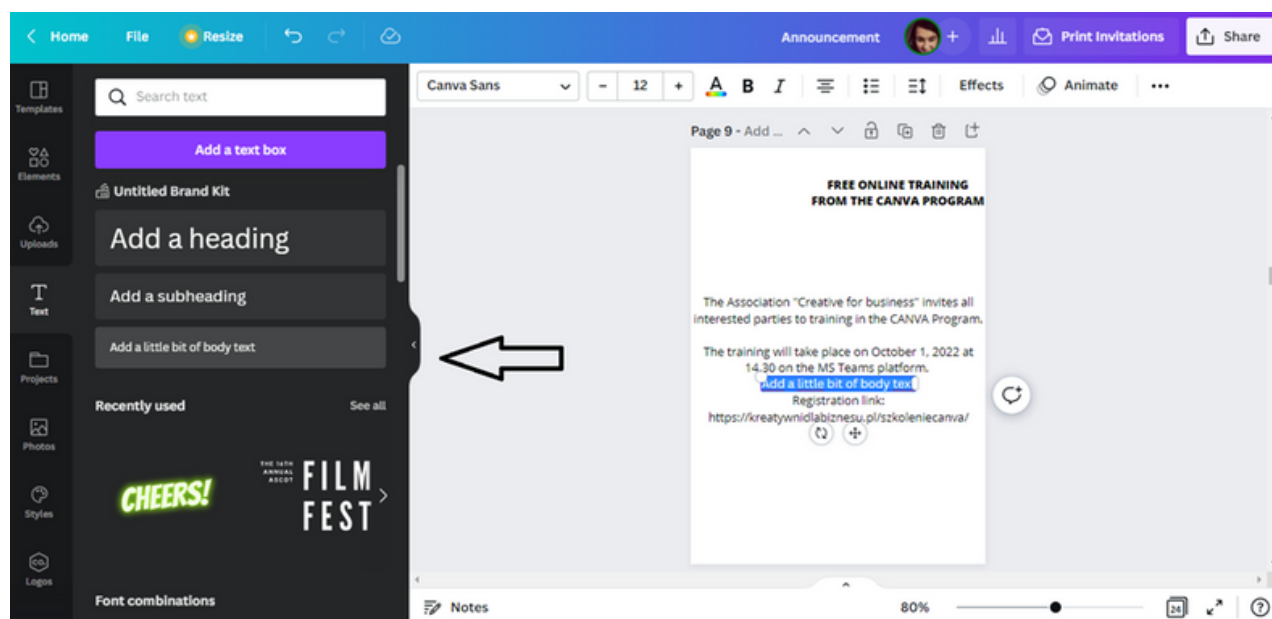
Enter the content of the announcement in the text field.



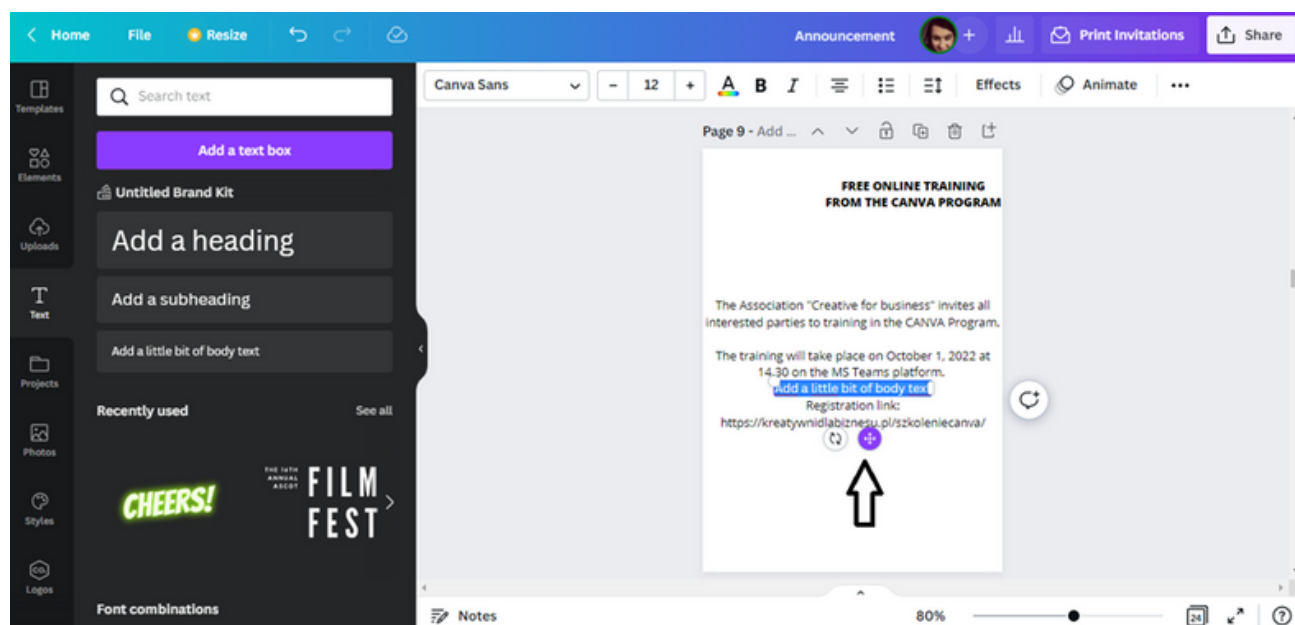
Change the font to Open Sans. The font size is 12.



**STEP 8.** Enter the phrase "Join us!" in the lower right corner of the template. As in the previous steps, select Text from among the editing tools and click Add the text box.

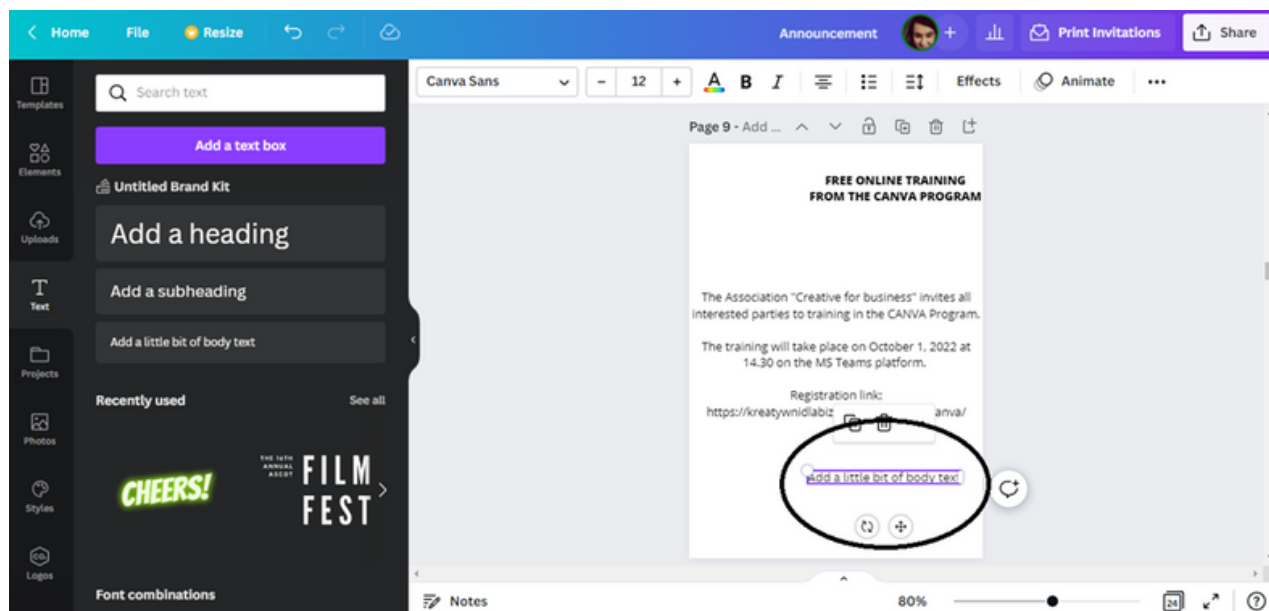


The text box automatically appeared in the center of the template. If you want to move them to the lower right corner of the template, you should hover your mouse over the icon with intersecting coordinates next to the text field.

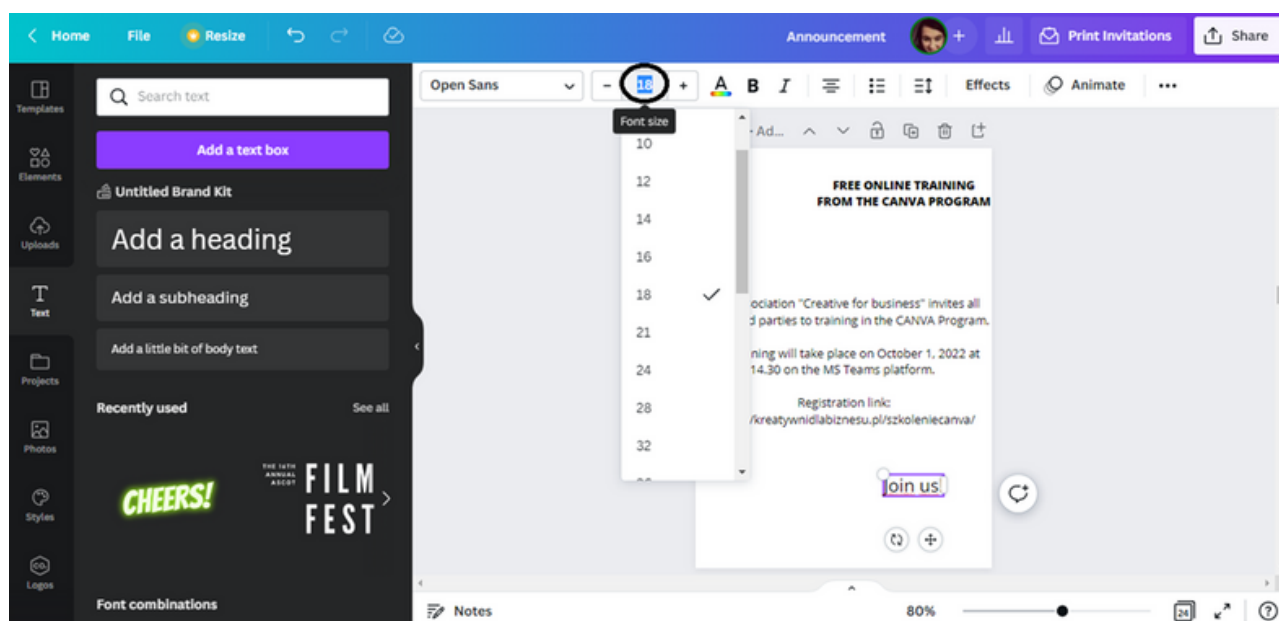




Then move the text box to the lower right side of the template.



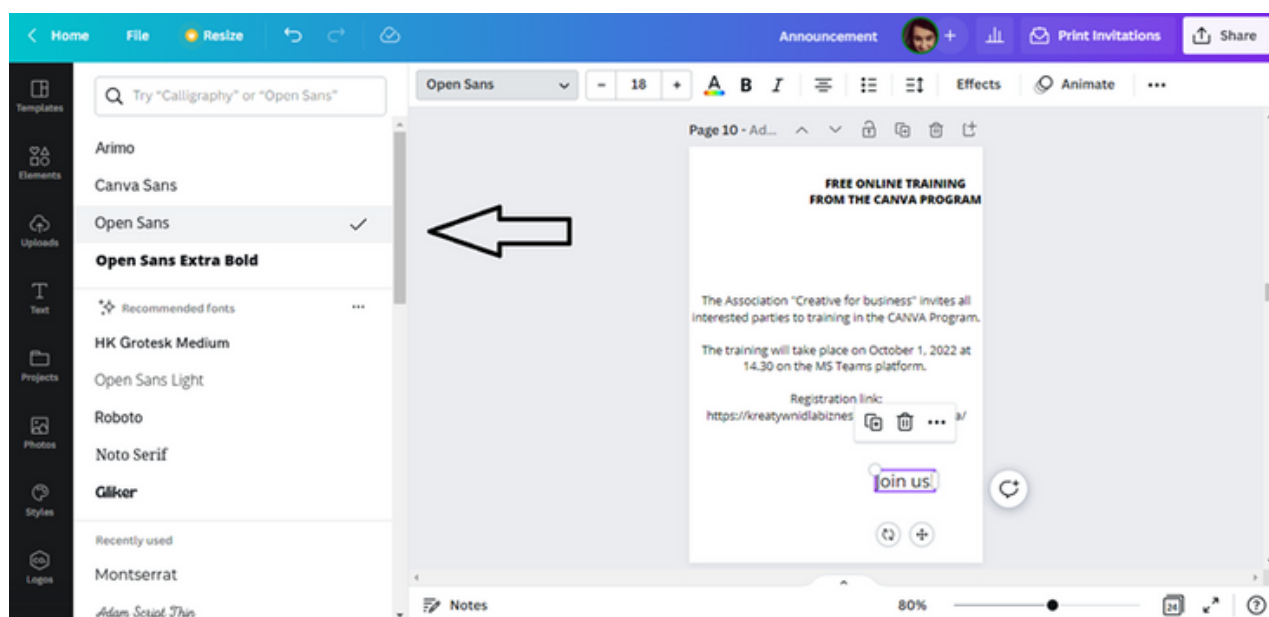
Enter the word "Join us!" in the text field and set the font size to 18.



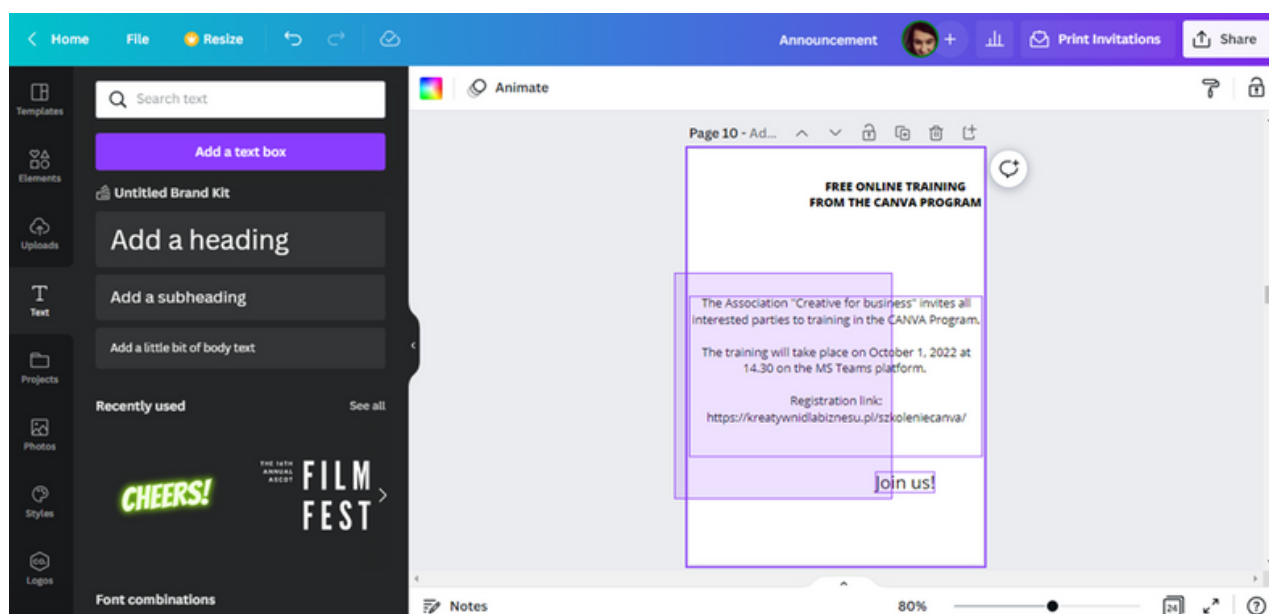
# PANEL I

## Visible announcement

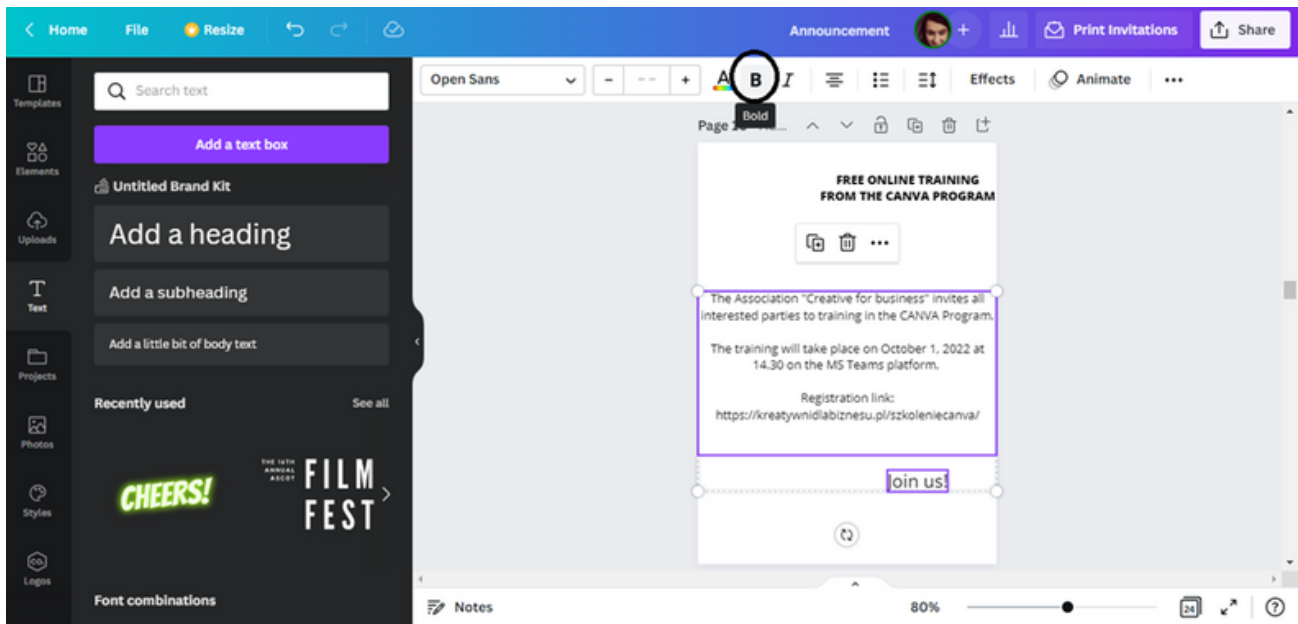
Change the font type to Open Sans.



Finally, select the text of the announcement.

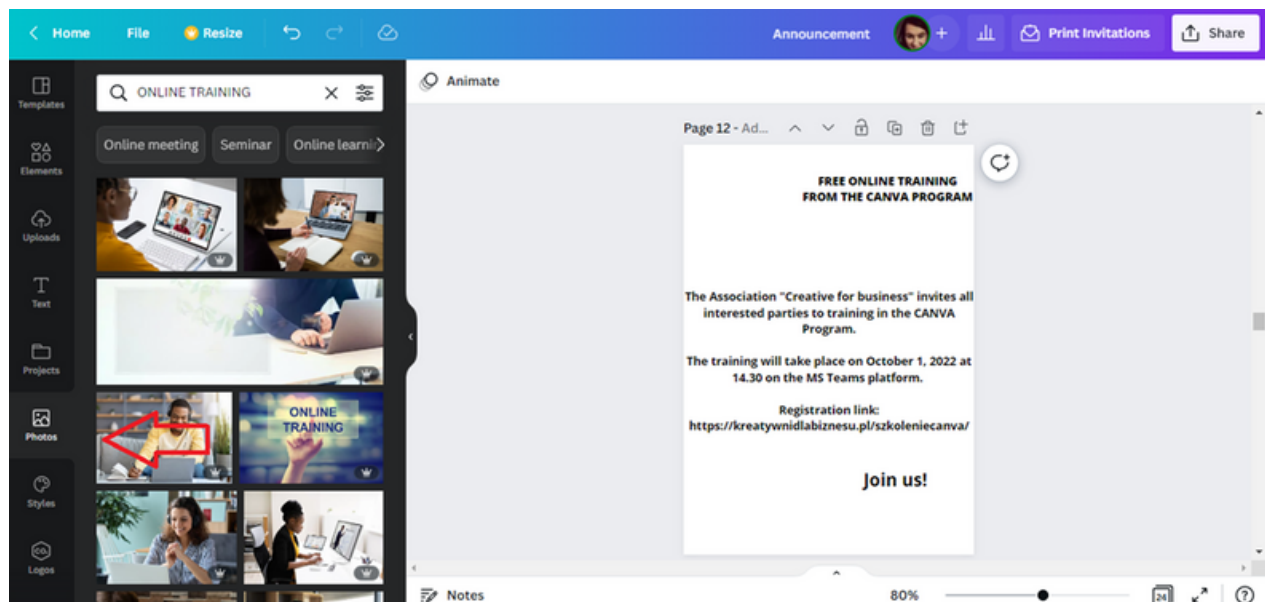


Then you make the font bold.

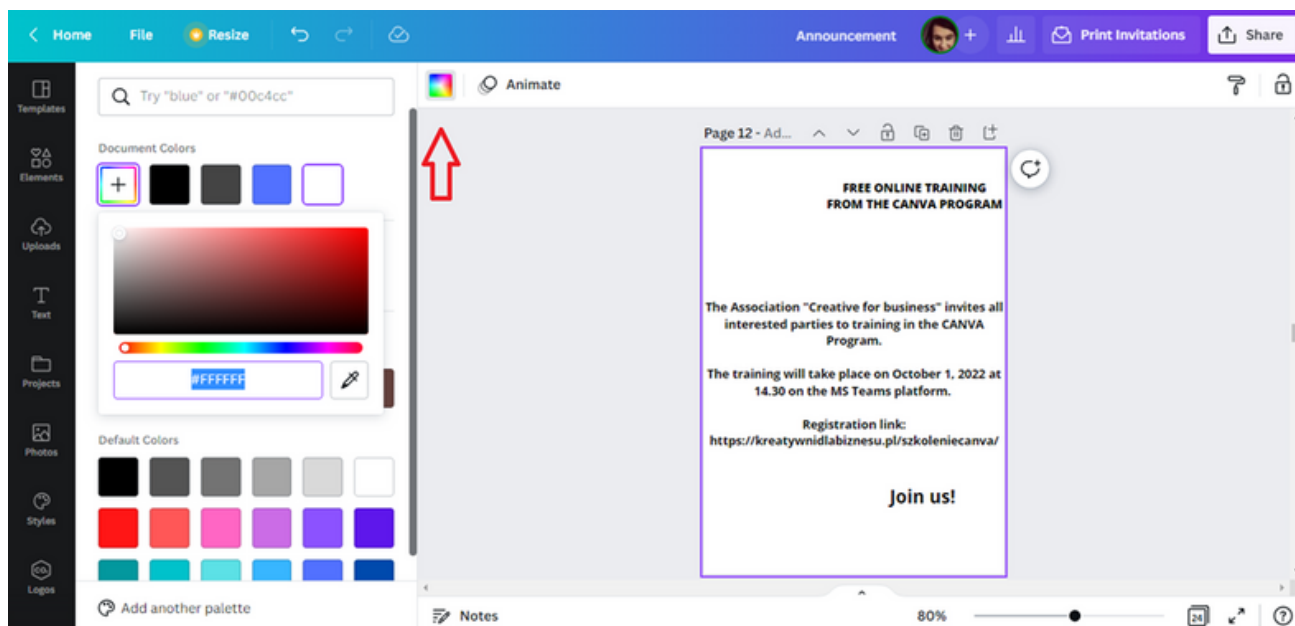


STEP 9. When you have added text to the design template, to diversify the external appearance of the Announcement, enter the graphic elements and background. First, enter a background. The CANVA program has many options for developing the background of the graphic. You can use for this purpose:

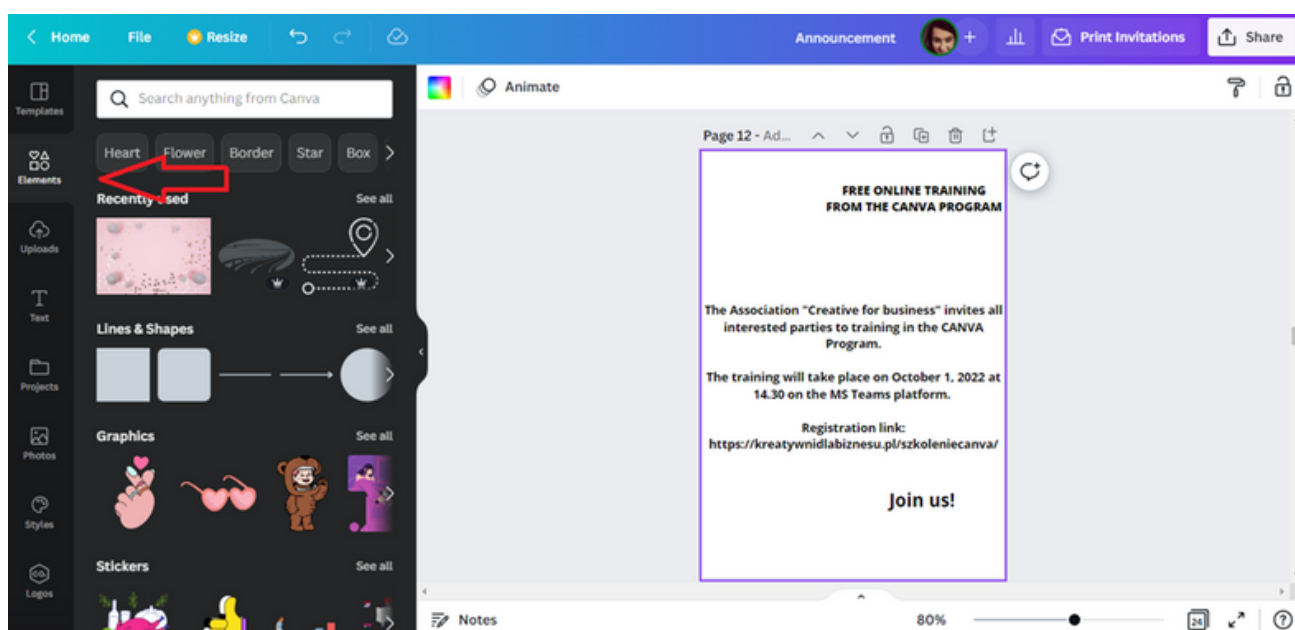
- photo (adequate to the subject of the announcement),



- a wide range of colors,



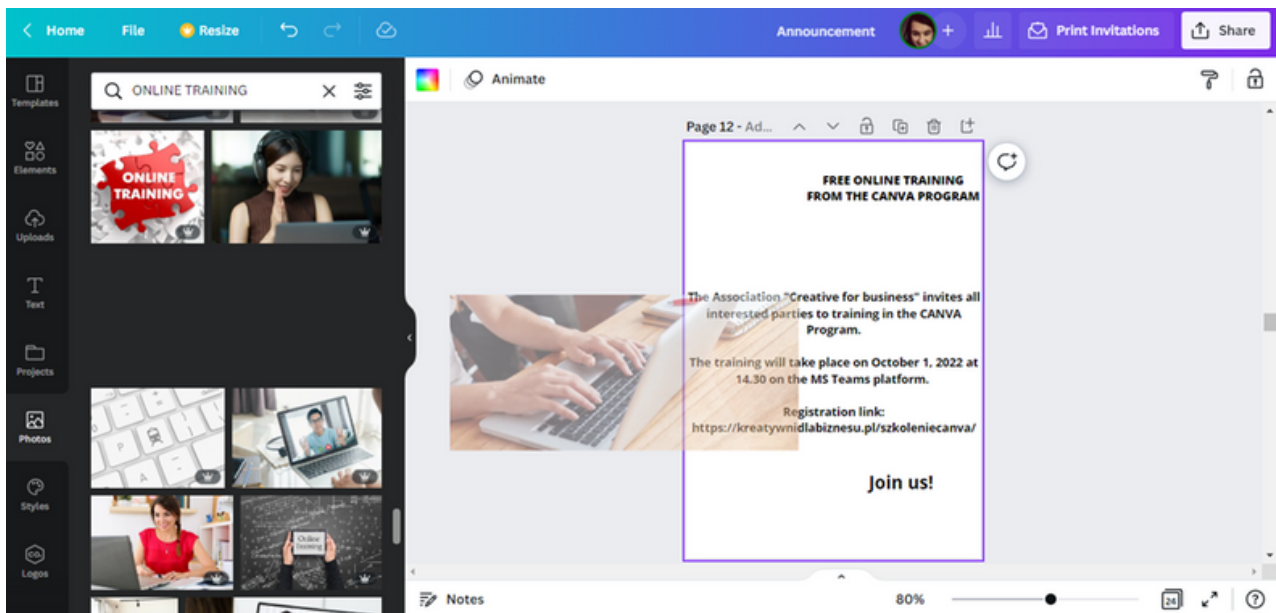
- a set of elements, i.e. lines and shapes, graphics, stickers.



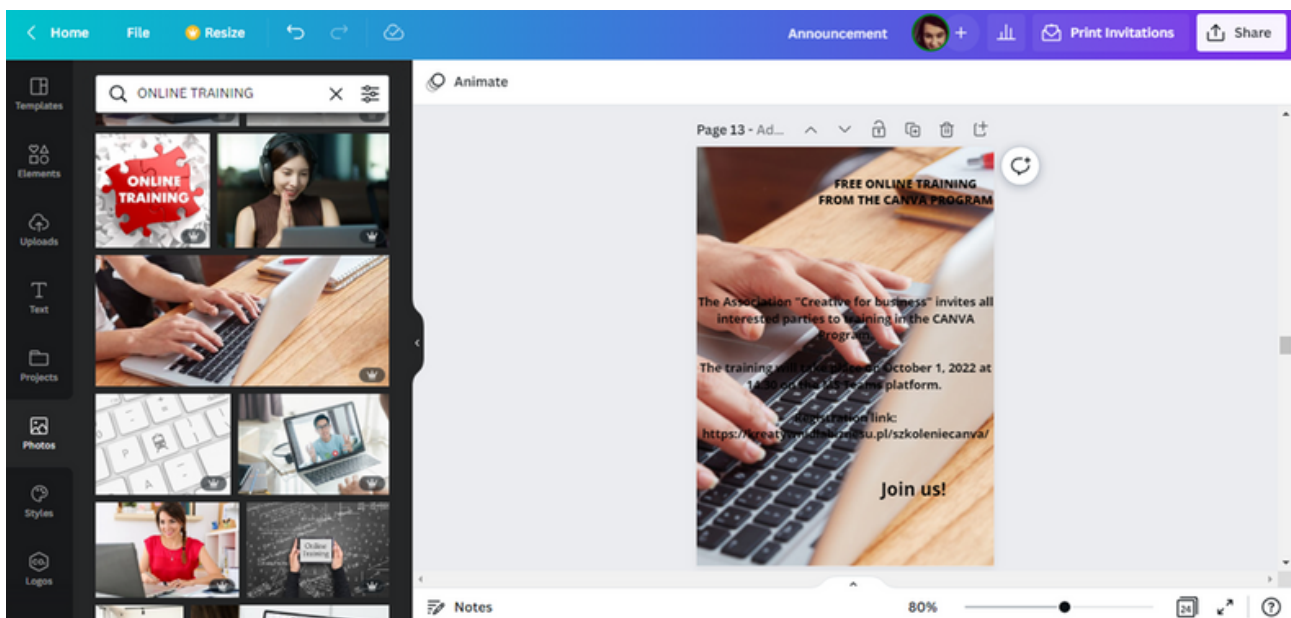
!!!Remember when designing the background of the graphic, you can combine all the available options!!!

DEVELOP YOUR CREATIVITY - USEFUL TOOLS FOR BEGINNERS

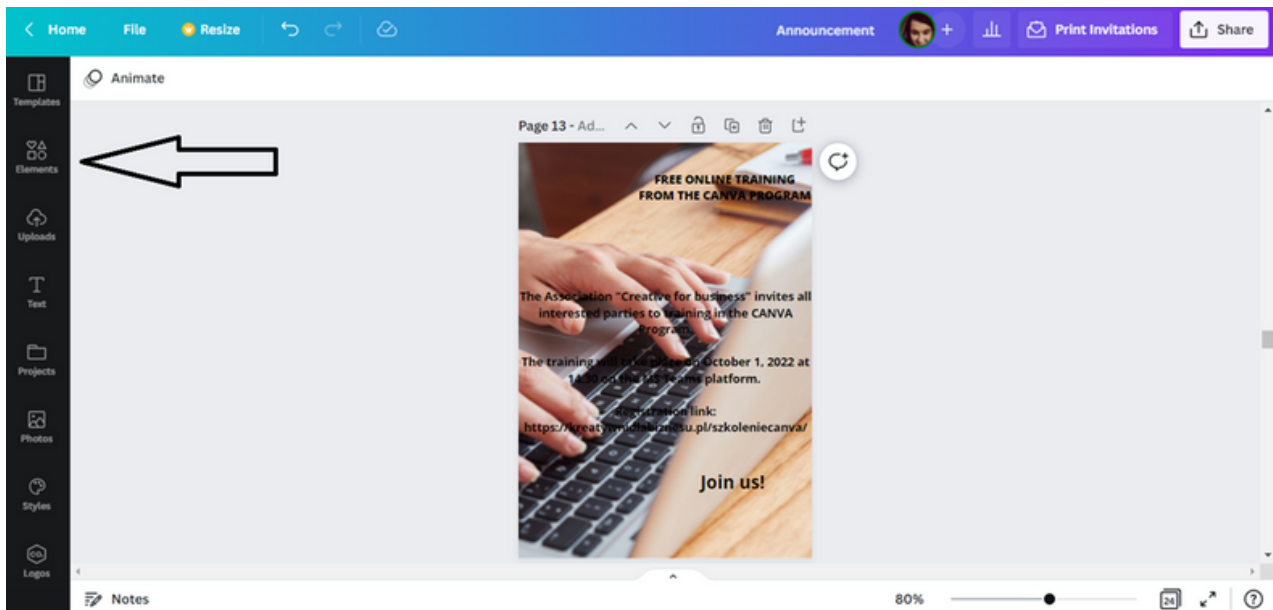
**STEP 10.** Using the information provided in the previous step, select the appropriate background. For this activity, set a photo as the background. In order for the photo to stick as the background, move it to the project with the mouse cursor.



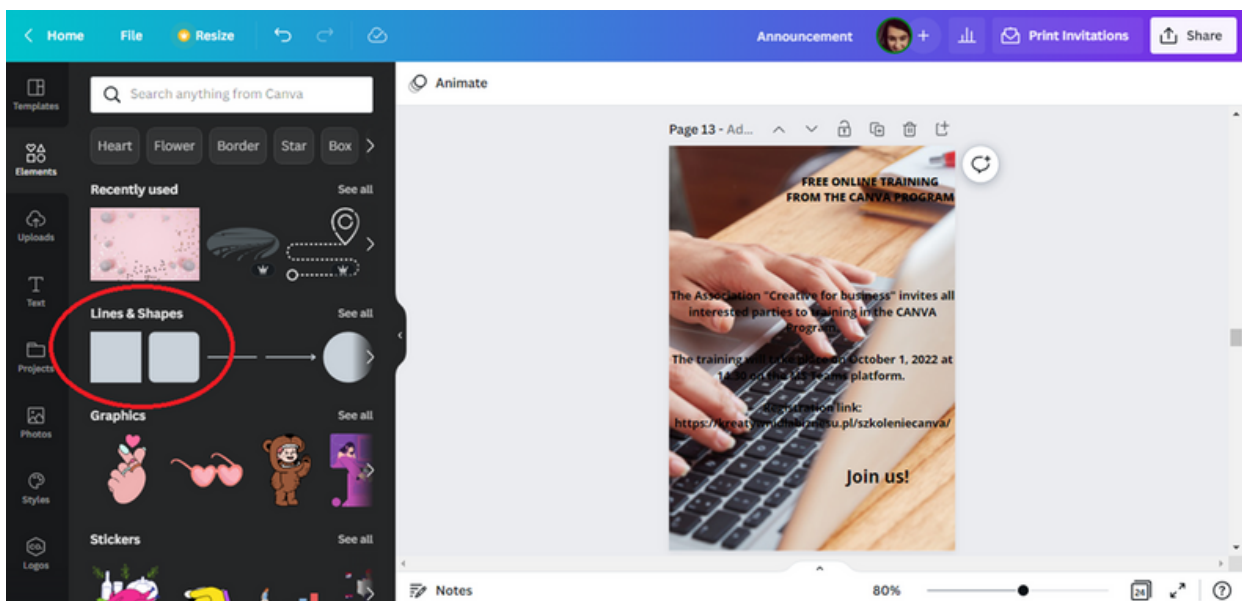
**STEP 11.** After setting a photo in the background, the text of the announcement is hardly visible.



If you want the content of the announcement to be visible, you can use a tool such as Elements.

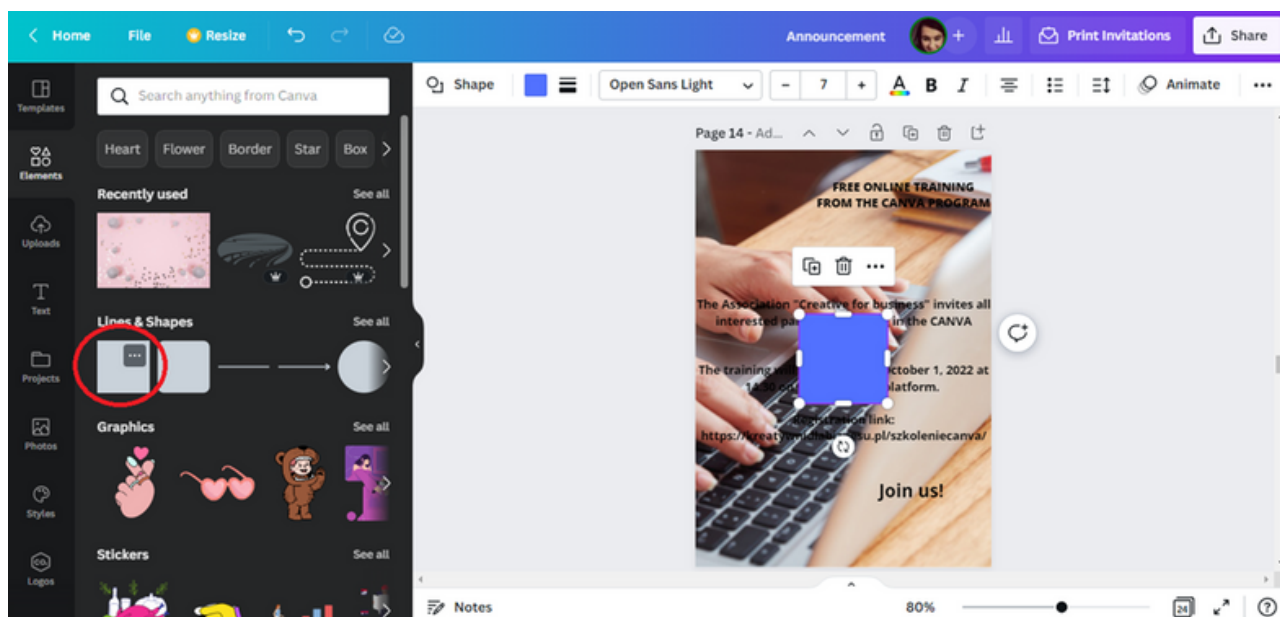


Among the elements is the set of the Lines and Shapes.

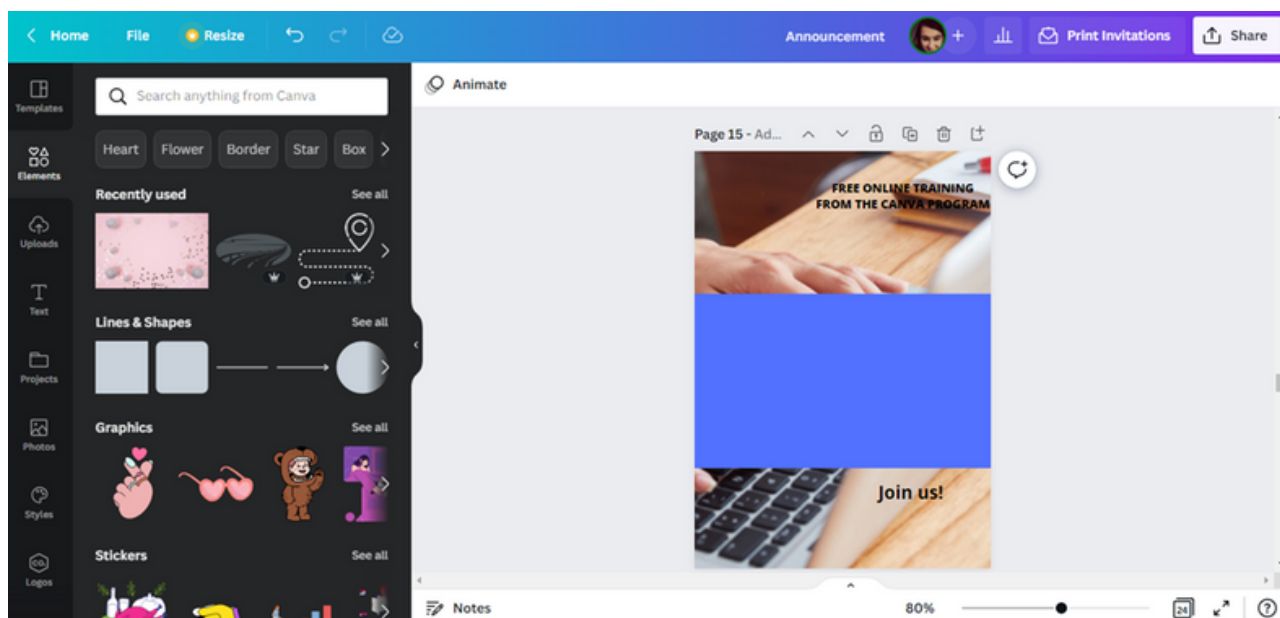




Choose a square from the set of the **Lines and Shapes**. After clicking on this shape, it will appear on the announcement template.

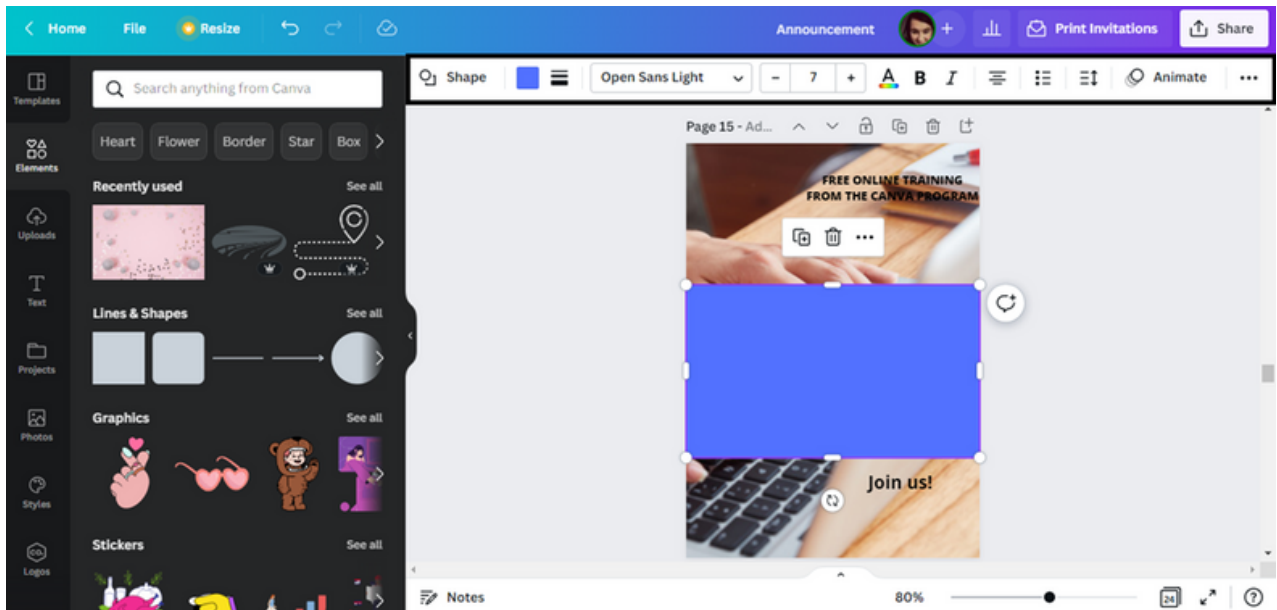


Then widen the shape so that it covers the content of your announcement.

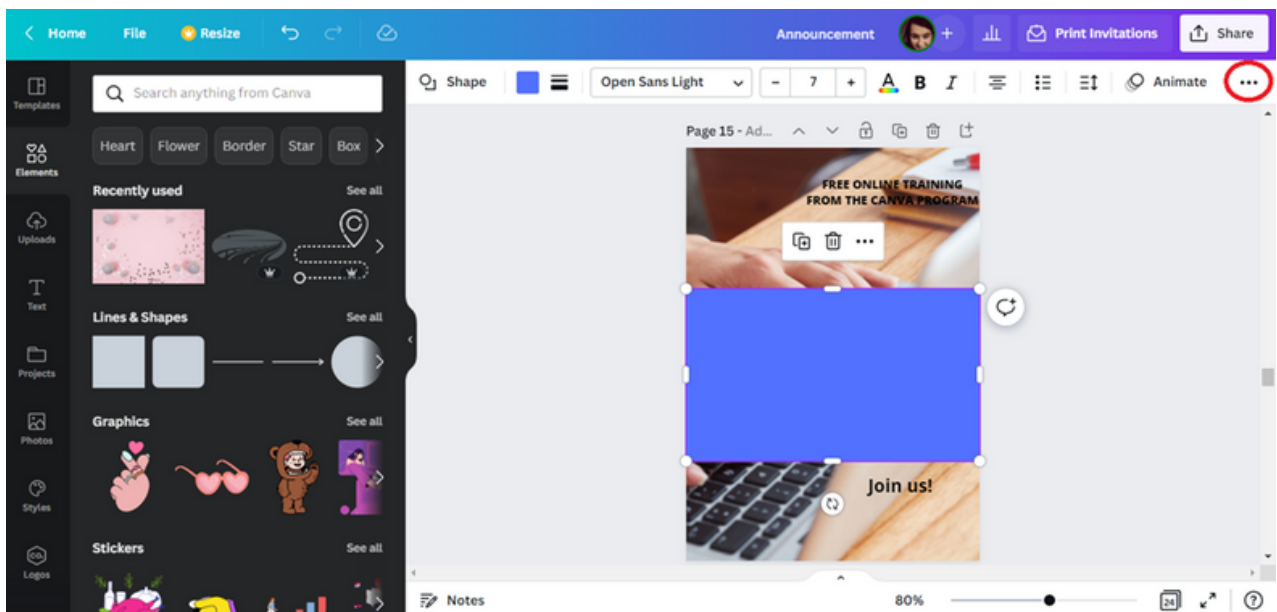




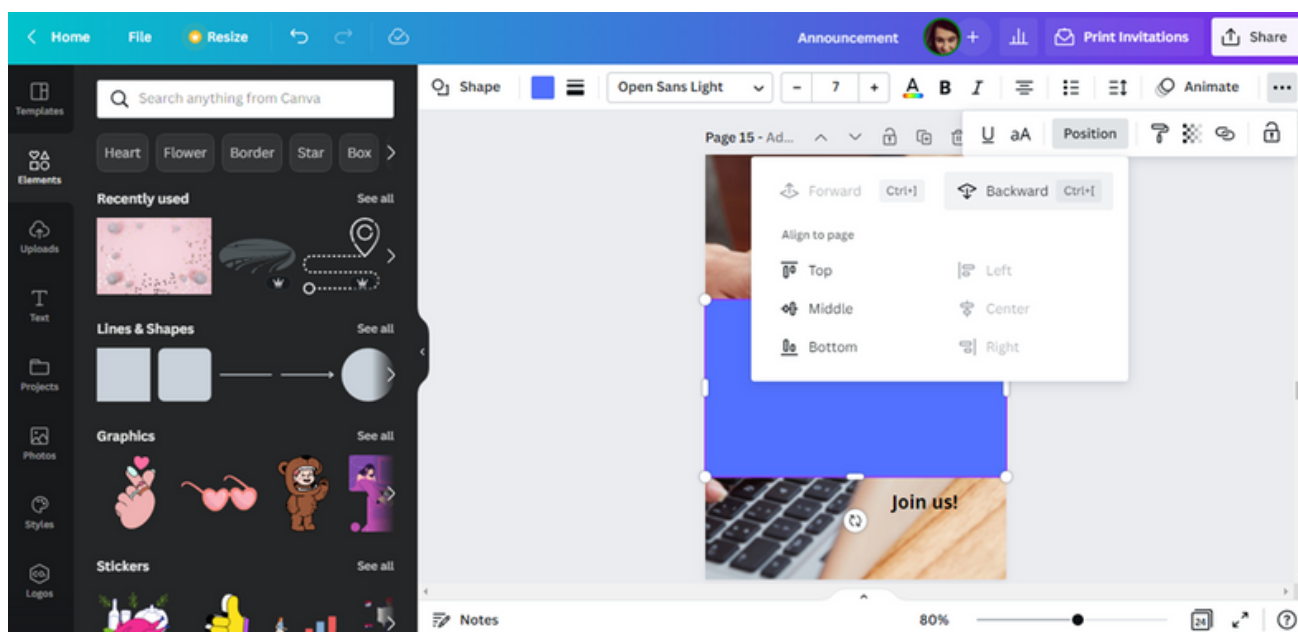
**STEP 12.** The next step is to flip the shape backwards so that the text is visible again. To do this, select a shape. A toolbar appears above the project template.



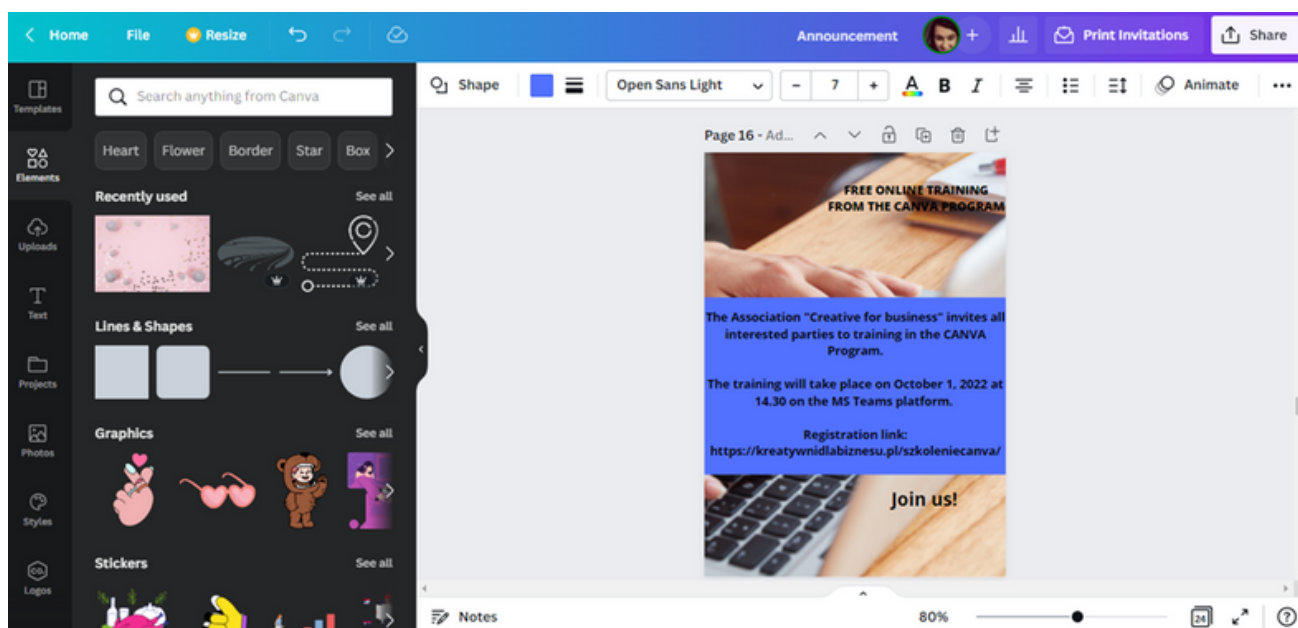
From the toolbar, select the icon representing three dots.



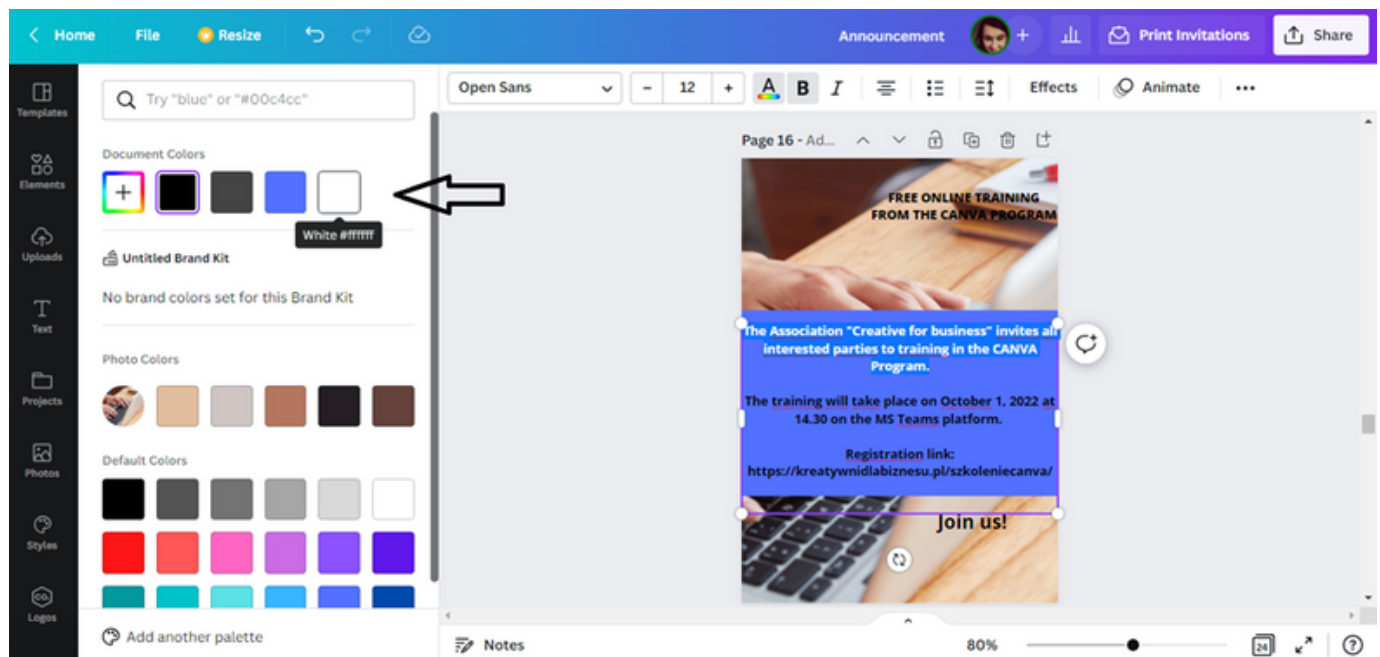
After clicking on the icon, you will see a bar with additional tools to help you create graphics. Select **Position** option and then **Backward**.



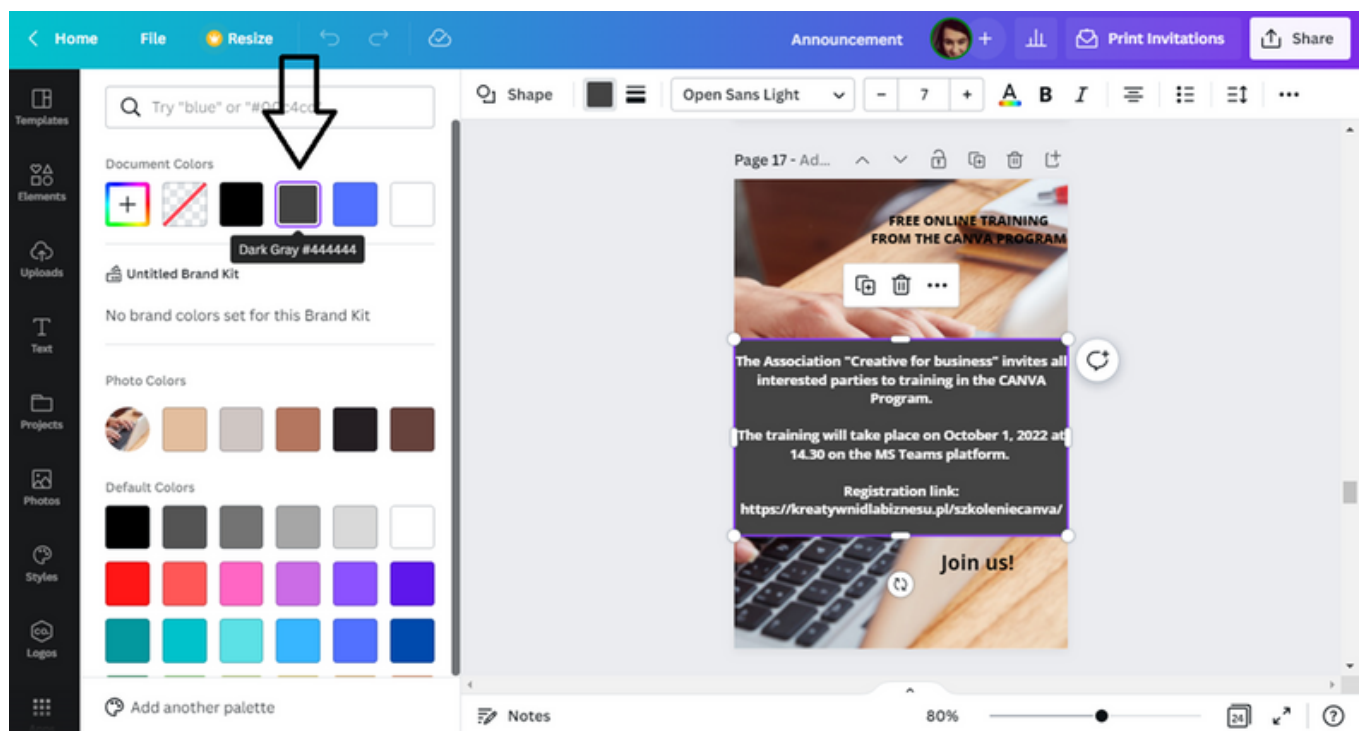
As a result, the shape will flip to the back and the text will be visible.



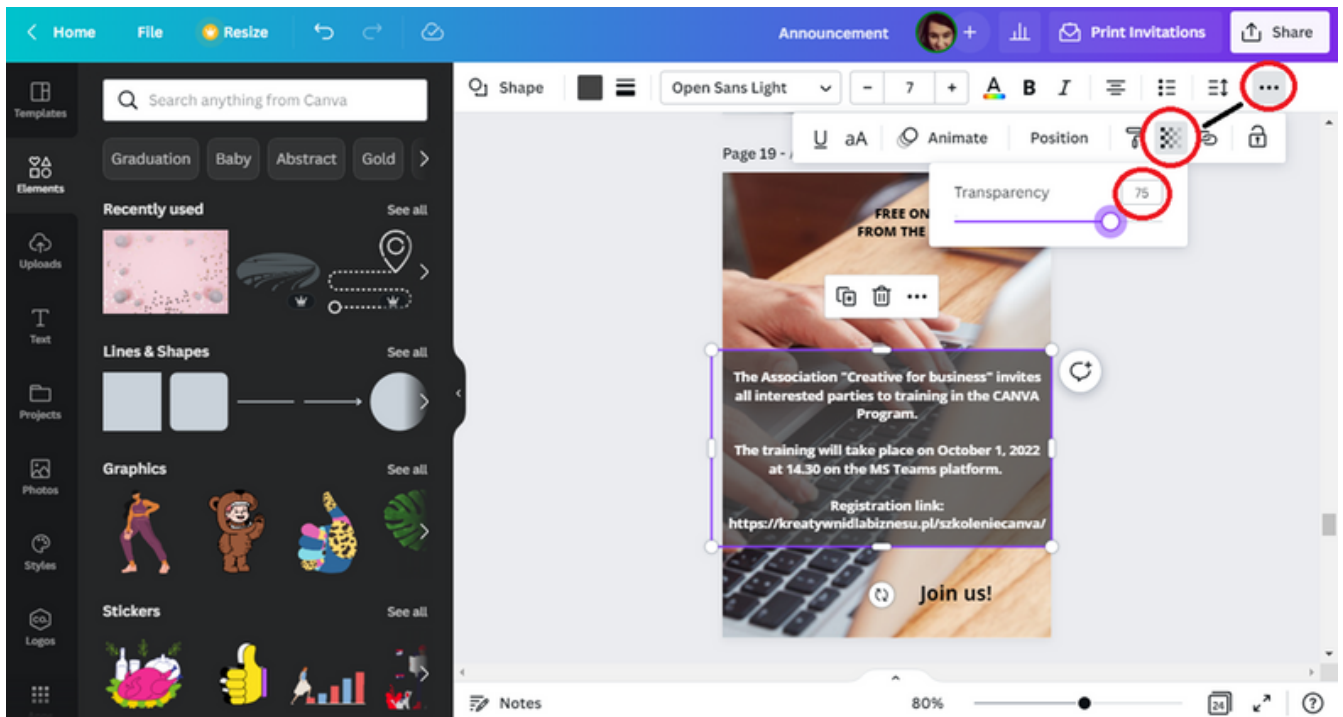
Change the font color of the announcement main text to white.



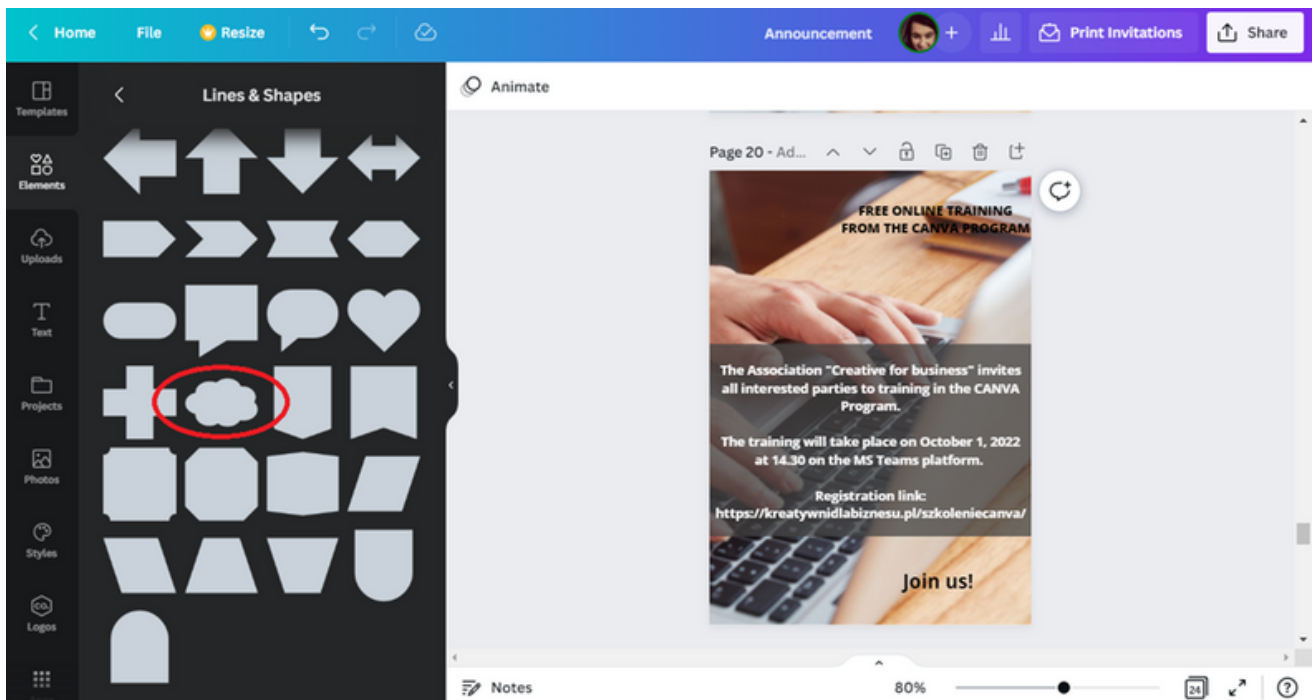
Then change the background color of the text to dark gray.



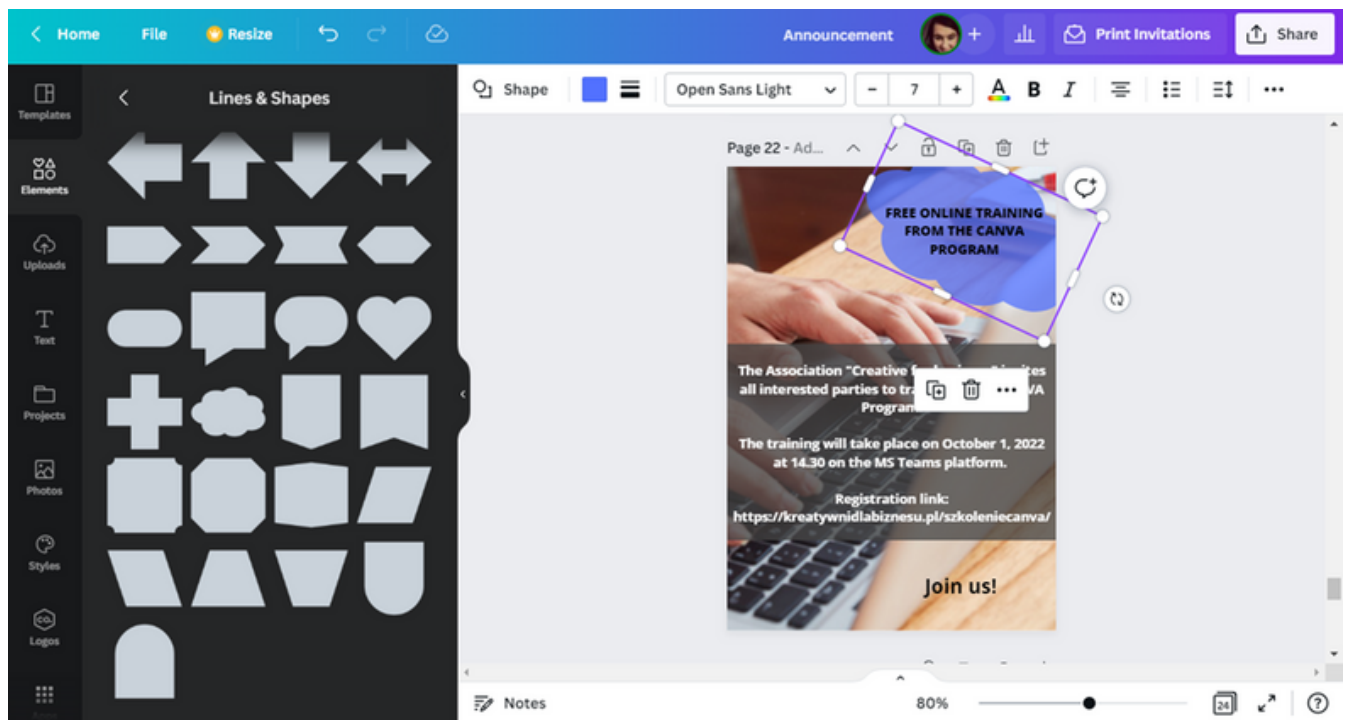
To lighten the background, set the transparency to 75 points.



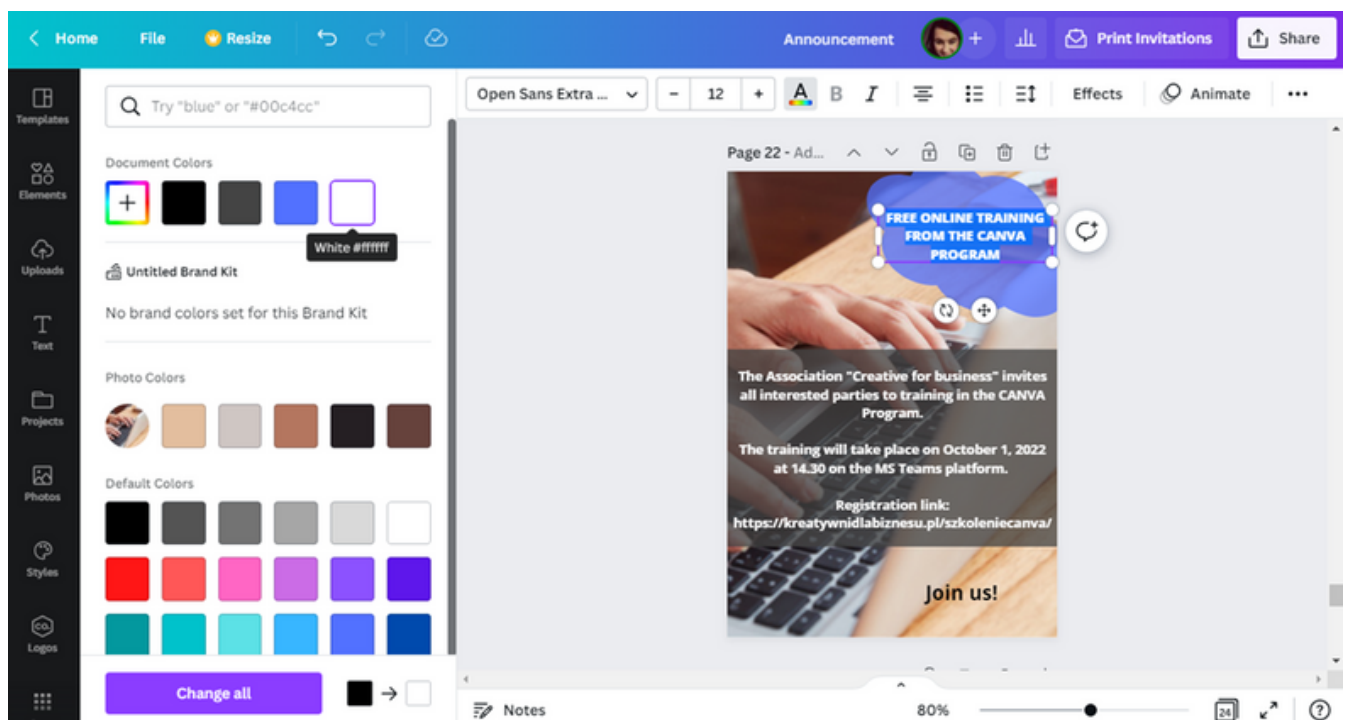
STEP 13. The next step will be to select the shape shown below from the Elements.



Then, according to the template, put the shape on the heading of the announcement, set the color to blue, set the transparency to 75 points and transfer the shape to the back of the text.

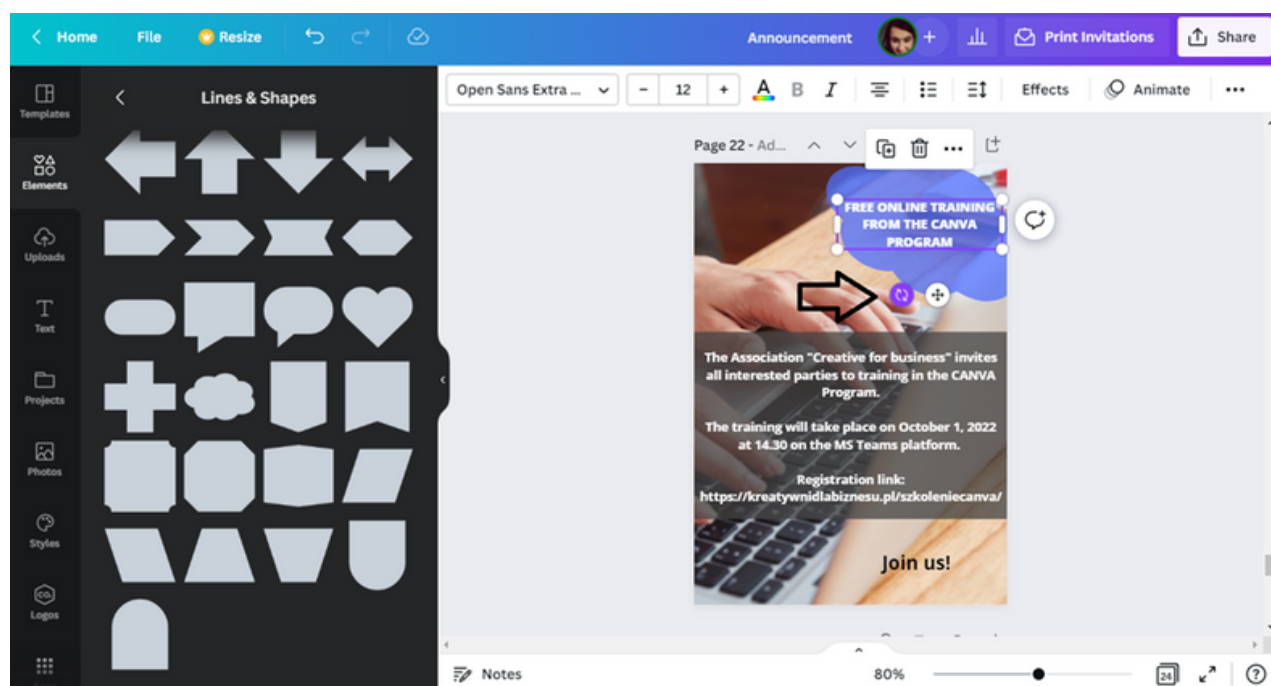


Change the heading font color to white.

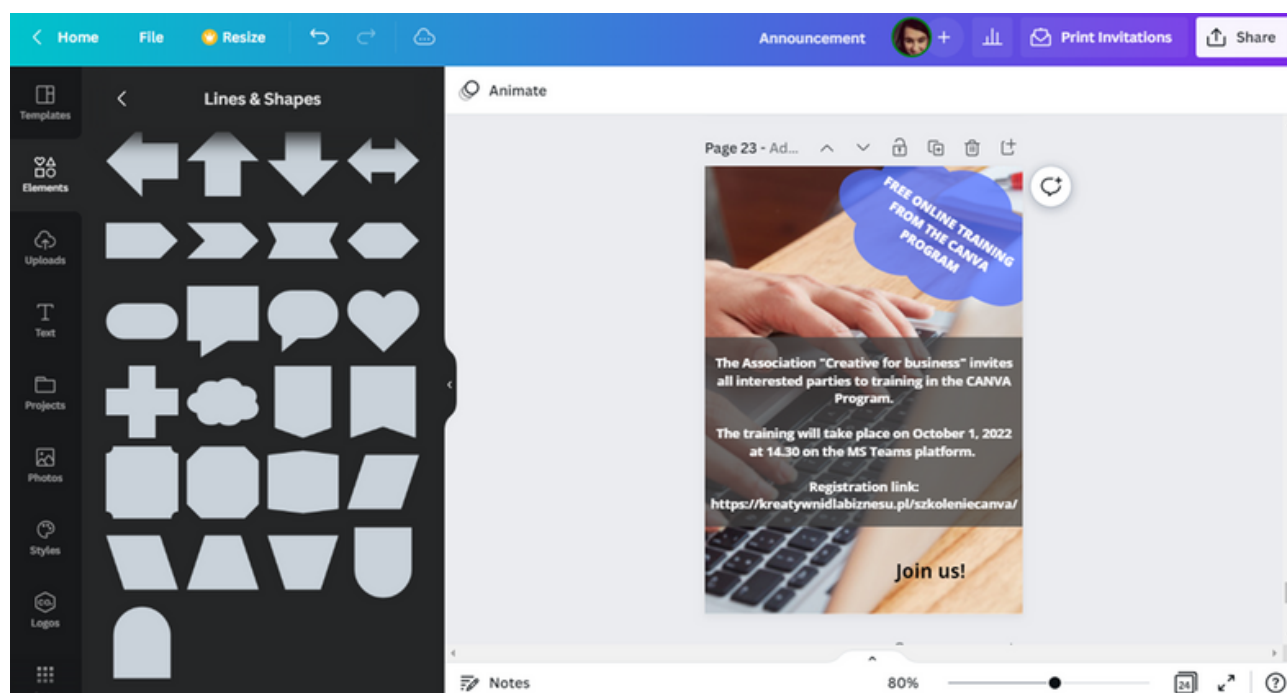




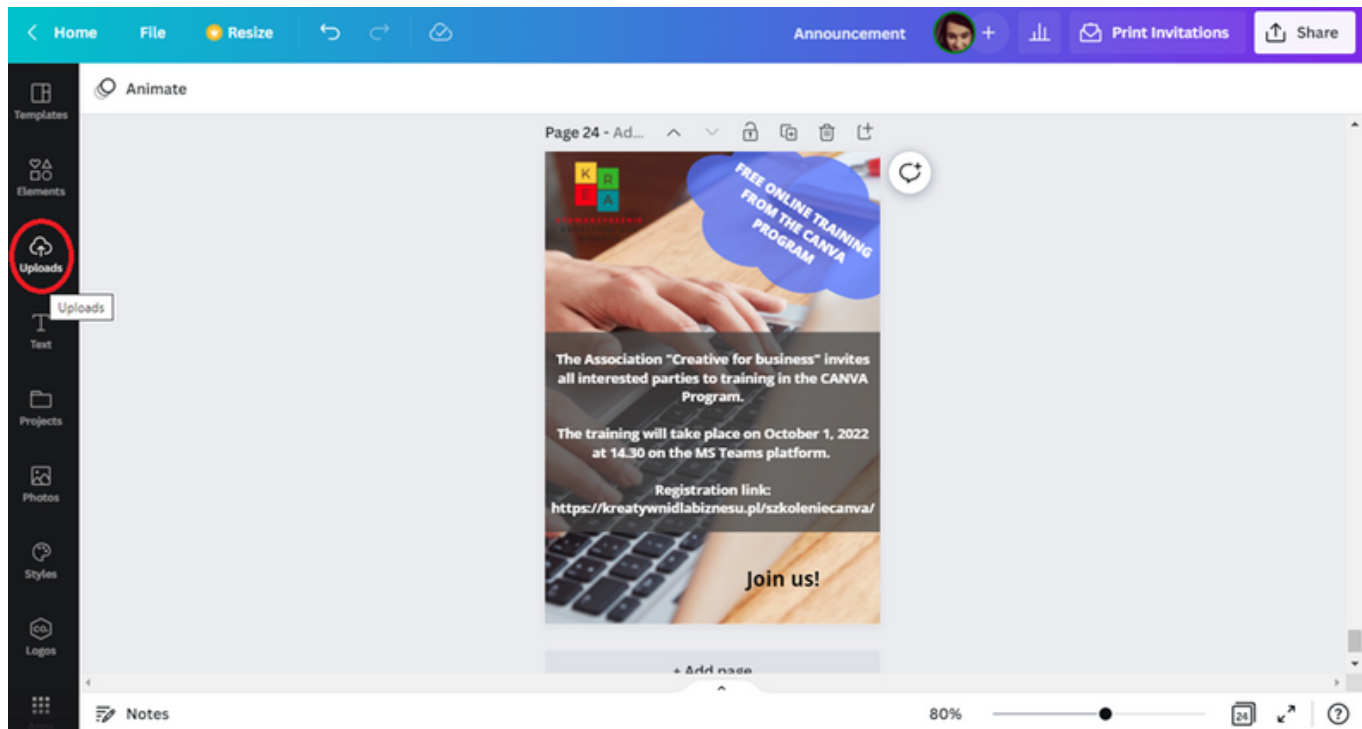
Select the heading text, use the icon below to slightly rotate the text towards the right side of the sheet.



The announcement heading should look like as follows.



**STEP 14.** It is welcomed to add the organizer's logo to the announcement. The logo is uploaded using the Uploads option.



**STEP 15.** After finishing work, download the graphics for printing. You can do this by selecting the "Share" option in the upper right corner of the interface, and then "Download".

#### **ANNOUNCEMENT TEXT:**

**FREE ONLINE TRAINING FROM THE CANVA PROGRAM**

**THE ASSOCIATION "CREATIVE FOR BUSINESS" INVITES ALL INTERESTED PARTIES TO TRAINING IN THE CANVA PROGRAM.**

**THE TRAINING WILL TAKE PLACE ON OCTOBER 1, 2022 AT 14.30 ON THE MS TEAMS PLATFORM.**

**REGISTRATION LINK:**

**[HTTPS://KREATYWNIDLABIZNESU.PL/SZKOLENIECANVA/](https://kreatywnidlabiznesu.pl/szkoleniecanva/)**

**JOIN US!**

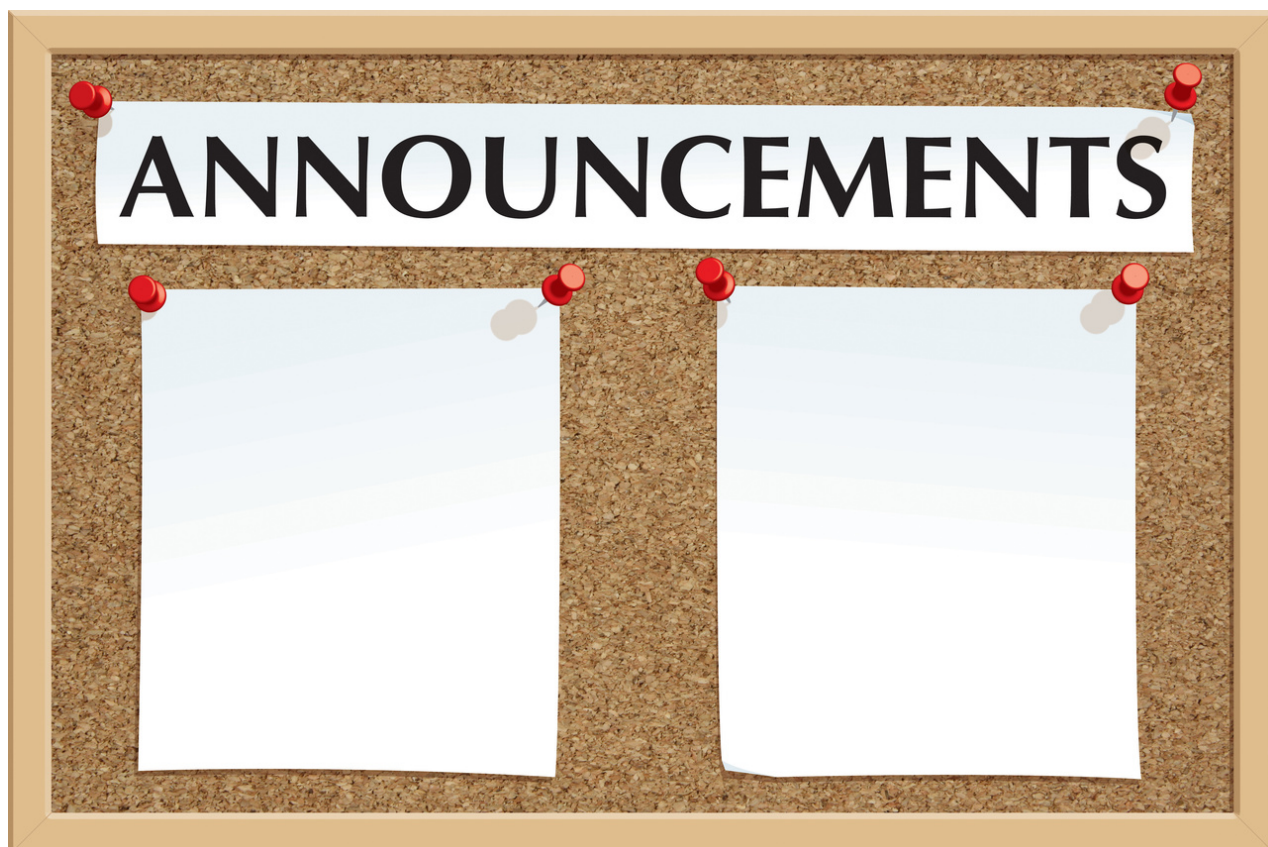


## EXERCISE 2 (30 min.)

With the help of the CANVA program, the participants are to design an announcement for free preventive examinations organized by the Municipal Health Center for people over 50 years of age. They then have to download their advertisement draft in the format that is most preferred for printing.

### THE TEXT FOR THE TRAINER:

*On the Worksheet 2 that I have handed out, there is an order to perform a task using the CANVA program. In accordance with the content of the recommendation, please design an announcement that concerns free preventive examinations for people over 50, organized by the Municipal Health Center. Then download the developed graphic in the format you prefer for printing. You have 30 minutes for this exercise. In case you have any questions, I'll be glad to help.*



## WORKSHEET 2

With the help of the CANVA program, design an announcement informing about free preventive examinations organized by the Municipal Health Center for people over 50 years of age. Then download the prepared announcement in the format you prefer for printing.

NOTES:

This image shows a full page of primary-ruled paper. It features ten sets of horizontal dashed lines, each set consisting of three parallel lines. These lines are evenly spaced vertically across the entire page, providing a guide for handwriting practice. The background is white, and there are no margins or additional markings.

# PANEL I

## Professional certificate

The announcement is done!

This is the perfect moment to prepare certificates for training participants, which will confirm their participation and the competences they have acquired.

How to do it?

With the CANVA program you can do it without any problems!

Below you will find instructions on how to design a professional certificate for participants of training, workshops and courses.



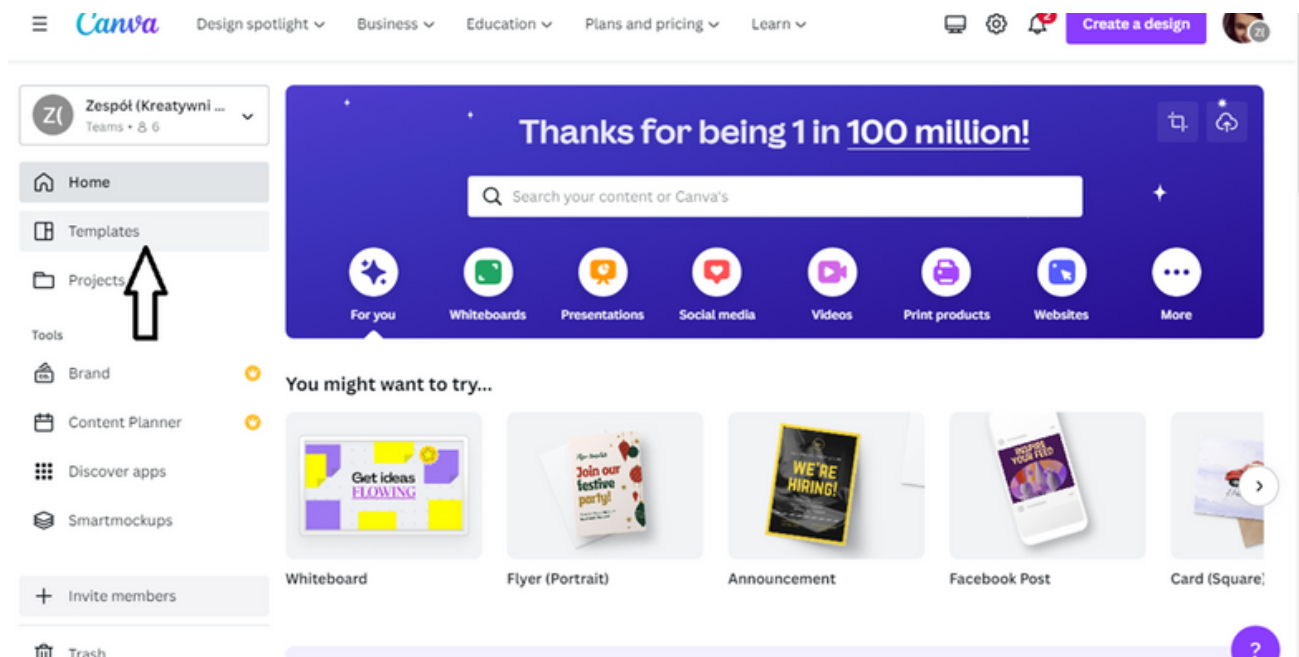
# PANEL I

## Professional certificate

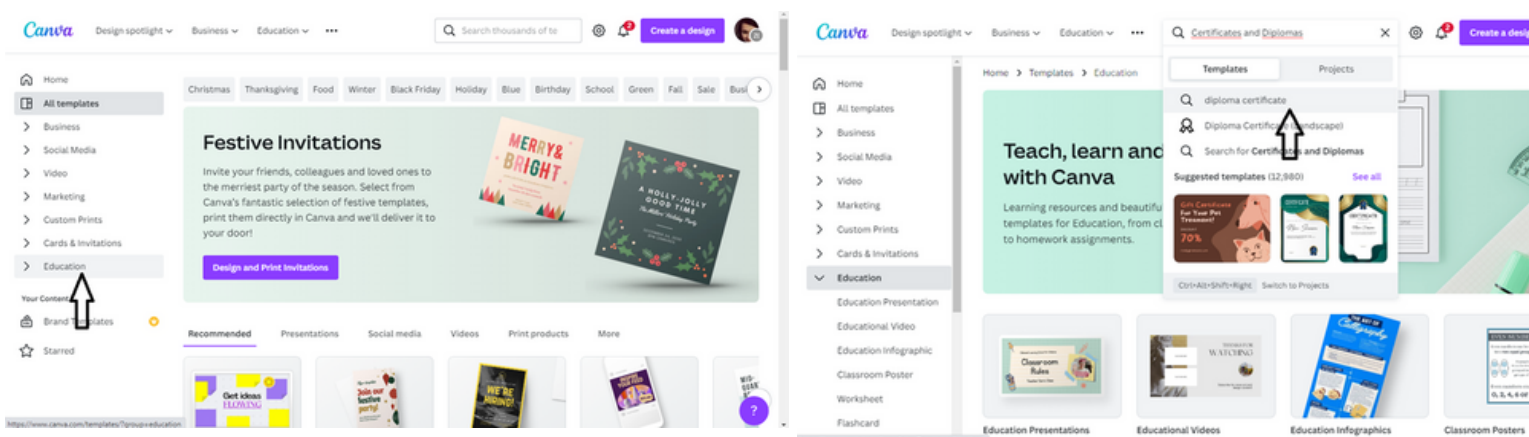
### PREPARATION OF THE CERTIFICATE DESIGN IN THE CANVA PROGRAM - INSTRUCTION

STEP 1. Log in to the CANVA program.

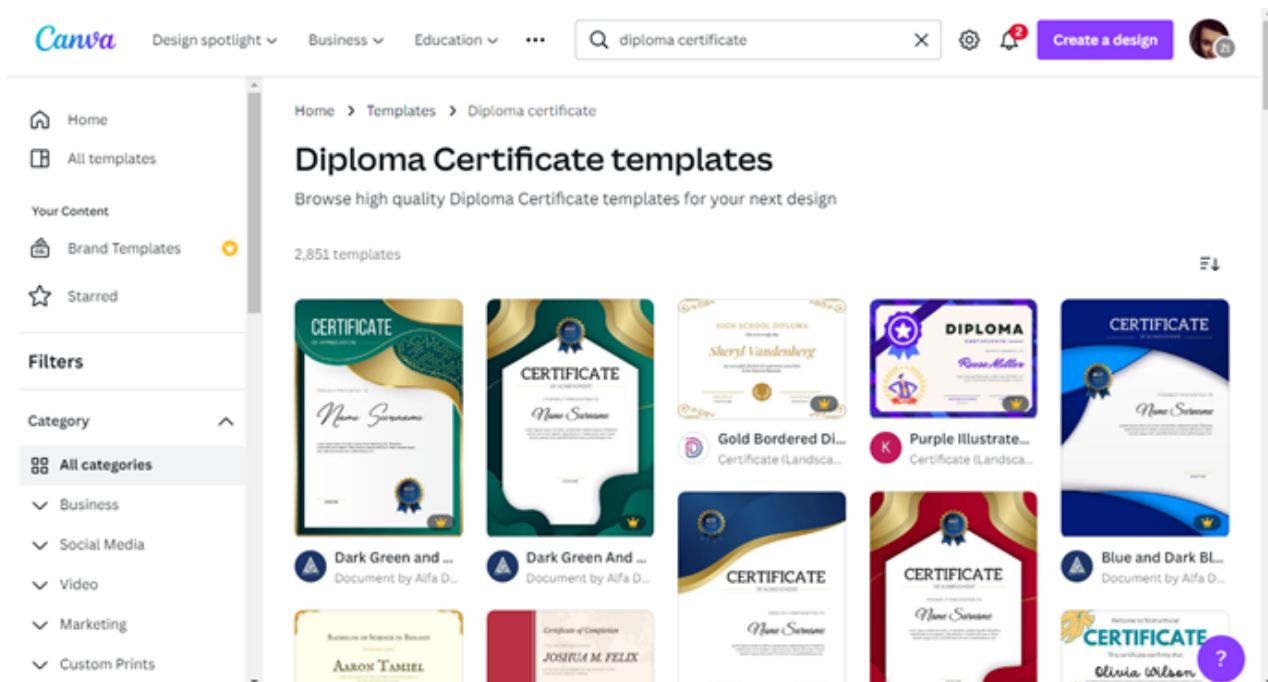
STEP 2. To prepare the certificates, select the All templates folder.



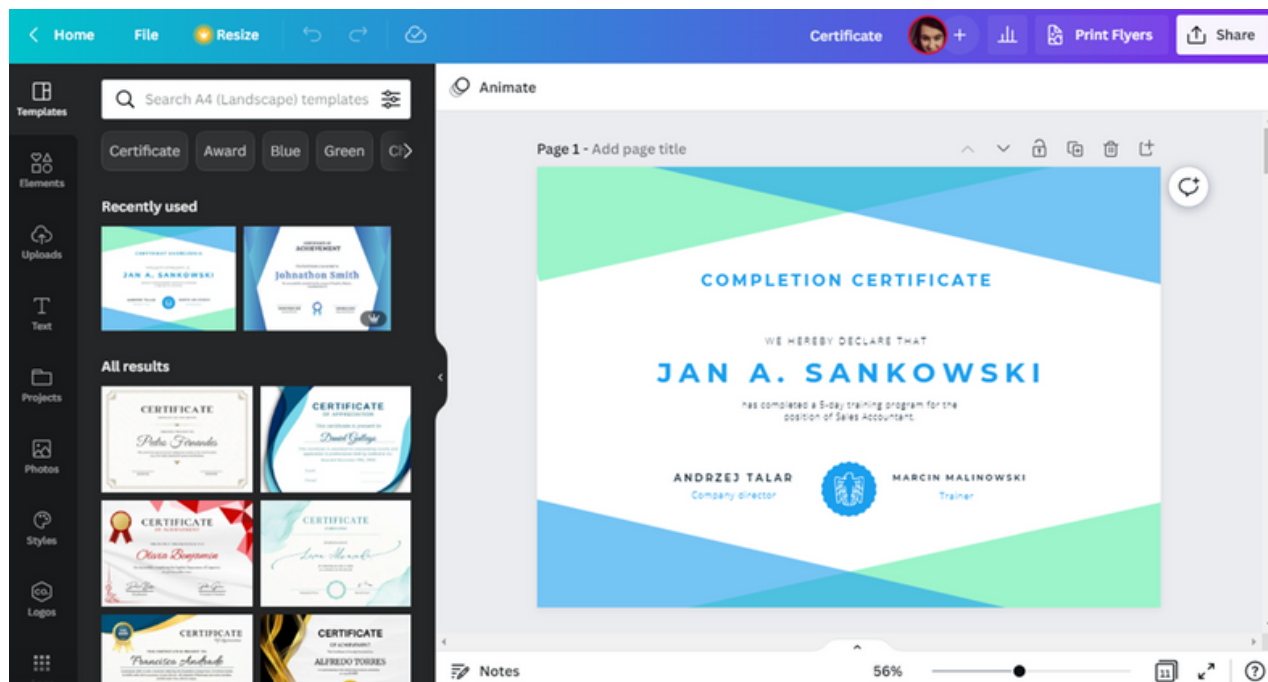
STEP 3. Then, from the Templates category, select the Education option. After selecting the Education option, enter term Certificates and Diplomas to search for a suitable template.



After selecting the Certificates and diplomas option, a page with several dozen to several hundred templates will open.

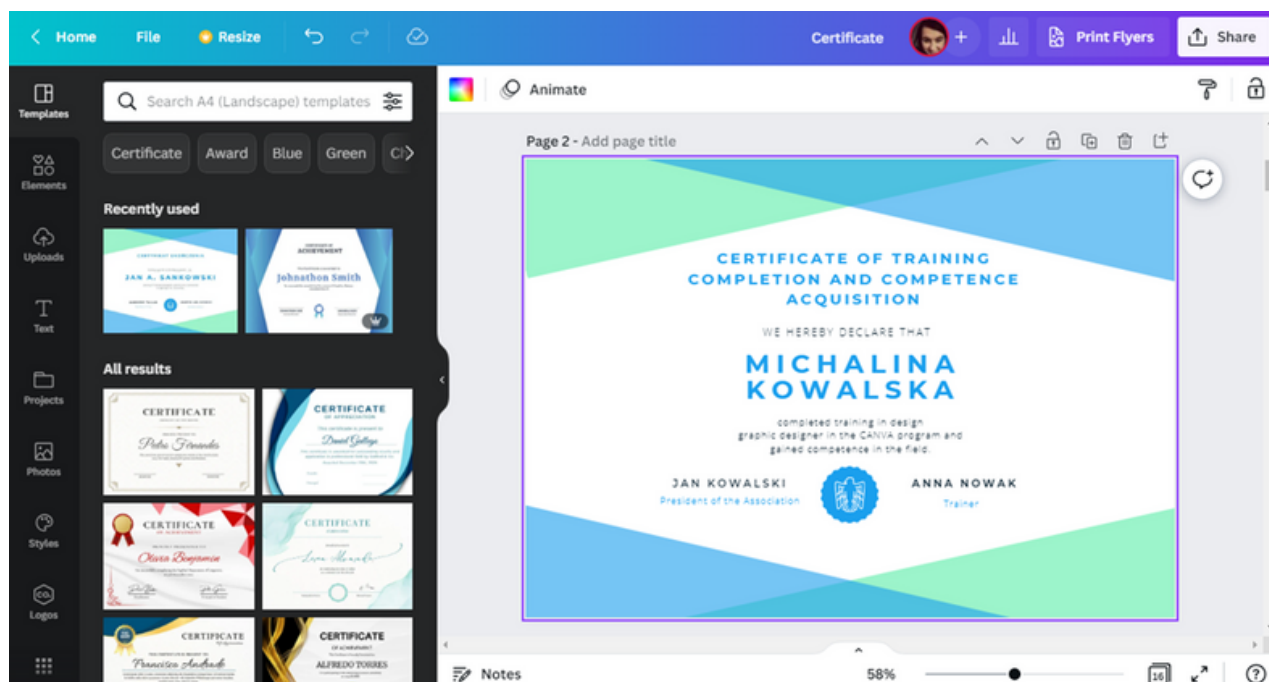


STEP 4. Choose one of the templates according to your preferences. The template you selected will open in a new tab.

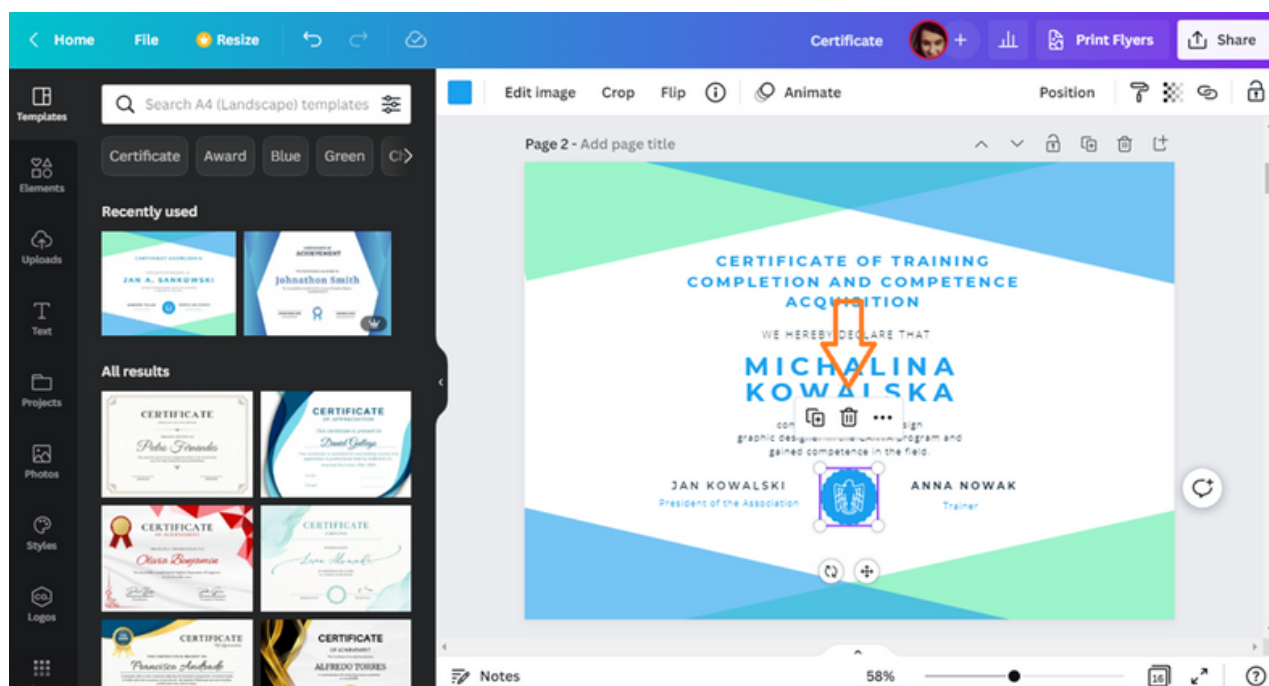




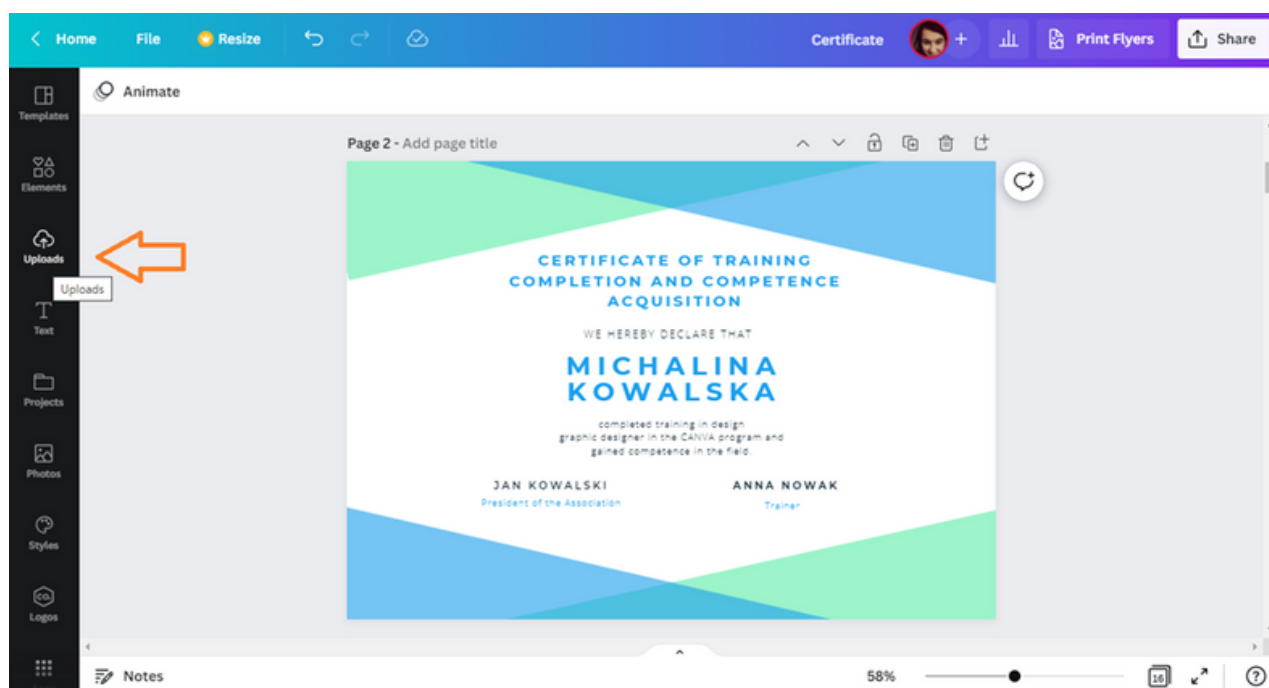
**STEP 5.** First, adjust the text data to the situation. Enter the name and surname of the training participant, name of the training, name and surname of the trainer / president of the association. You can also change the content of the certificate at your own discretion.



**STEP 6.** After updating the text of the certificate, attach the organizer's logo. First, delete the one that was in the template as an example. To do this, just select the logo and then click the Trash icon.

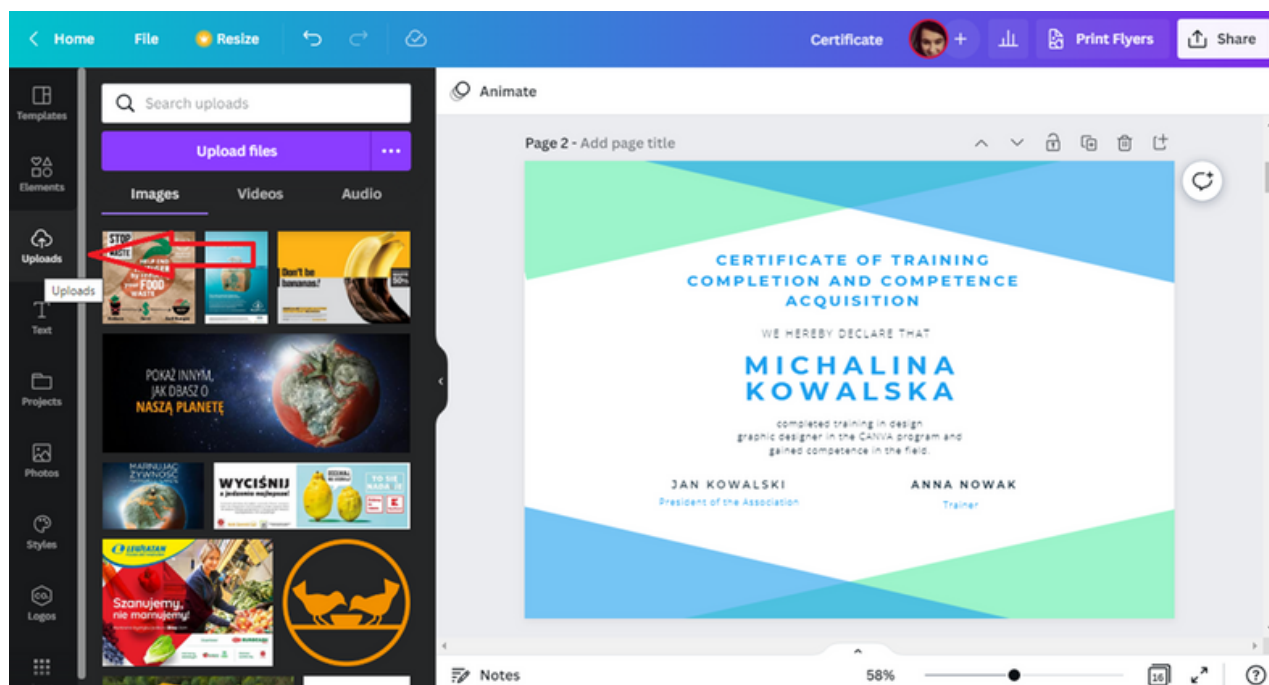


**STEP 7.** Then add the organizer's logo. If you have a logo loaded in the CANVA program, just select it from the Uploads tab.



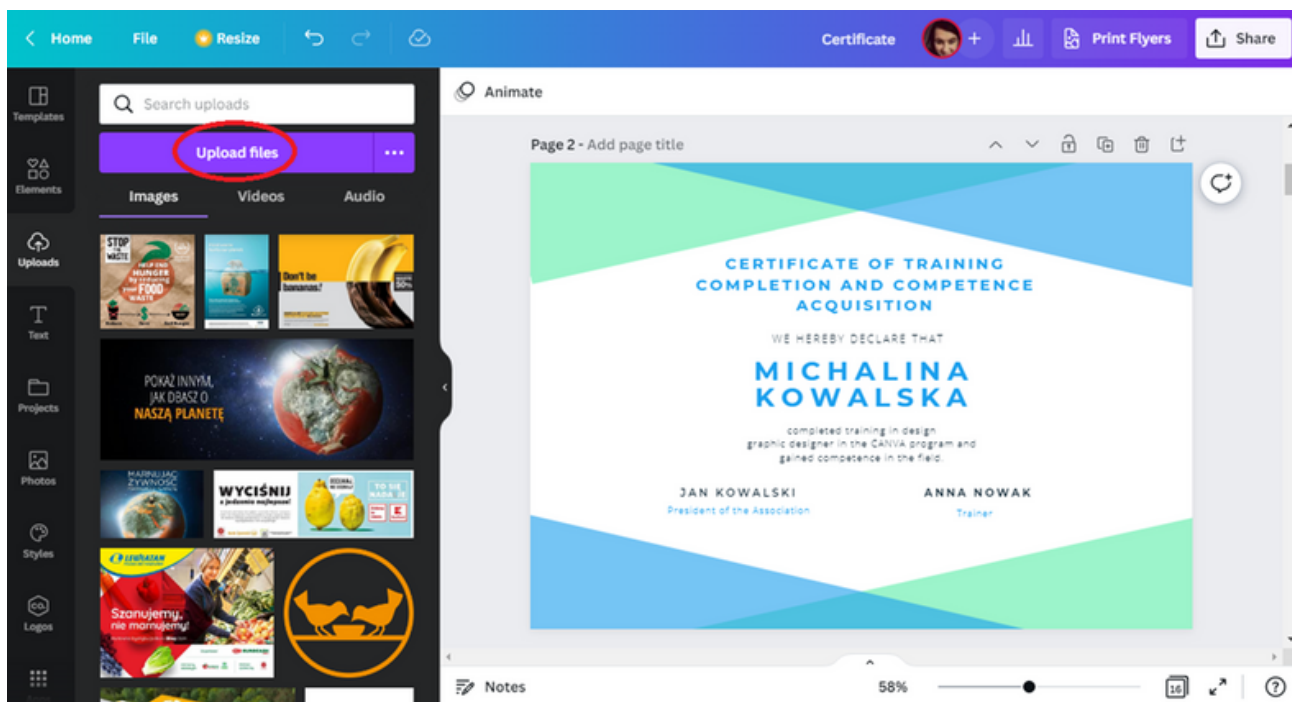
If there is no organization logo uploaded to the CANVA program, proceed as follows:

- go to the Uploads tab;

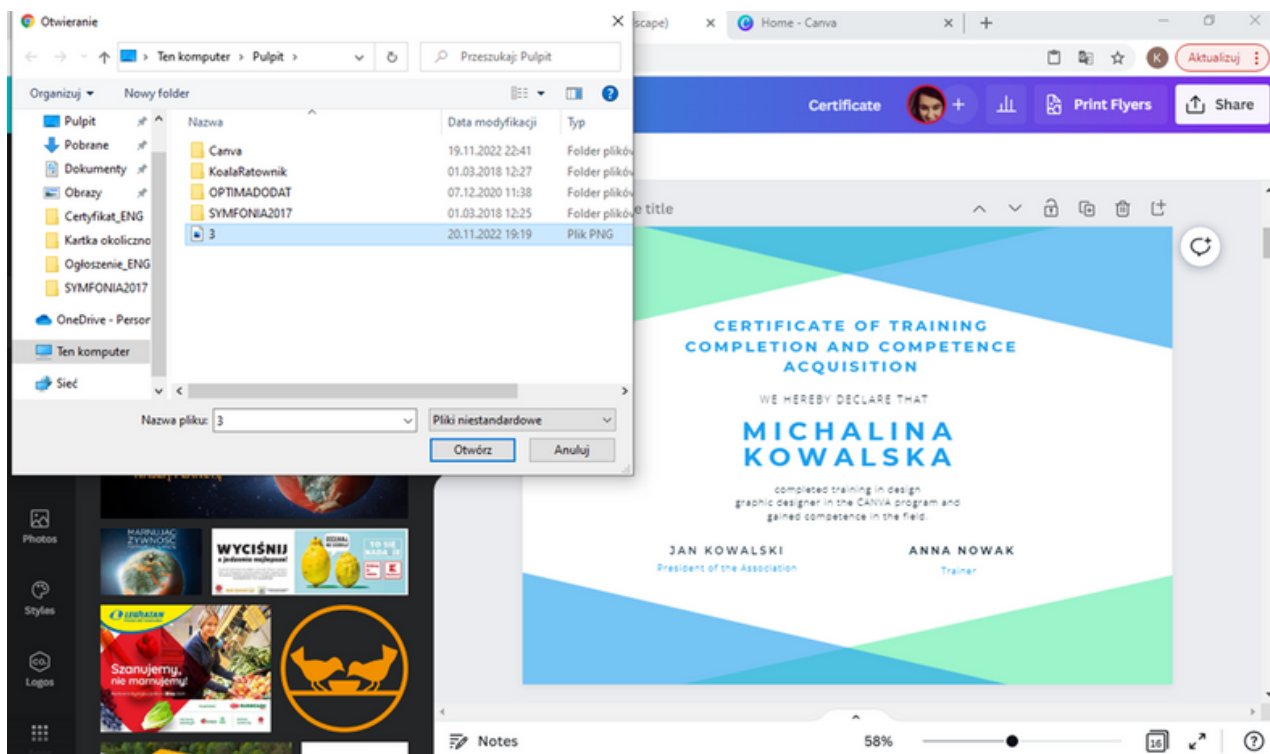




- click on Upload files;

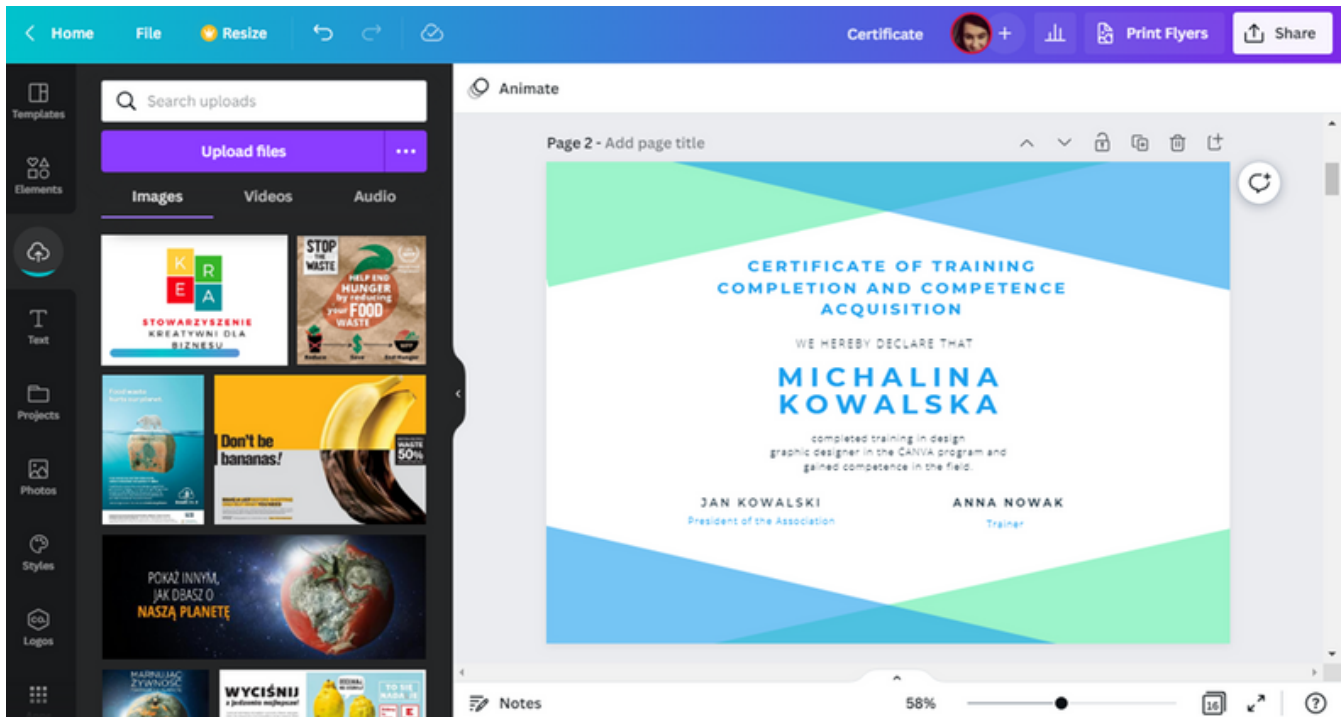


- after clicking on this option, the desktop window with the files will appear. Choose the organizer logo from them;

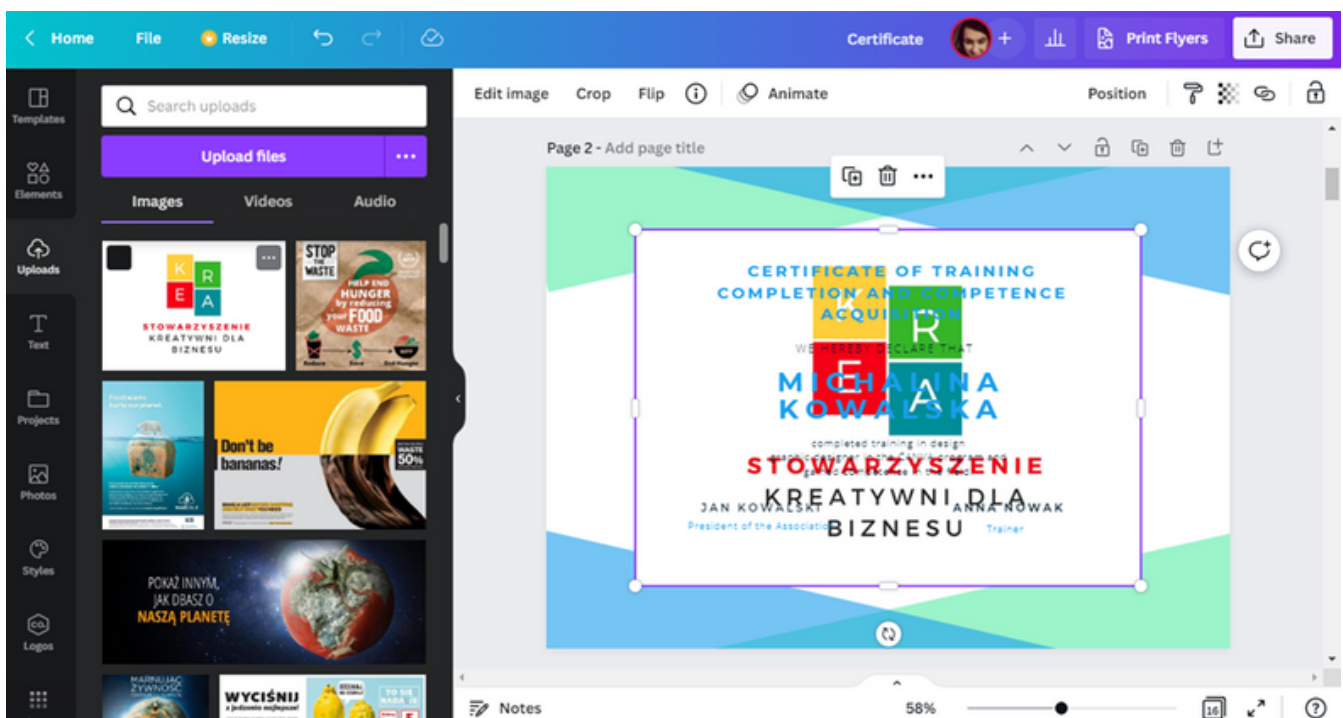


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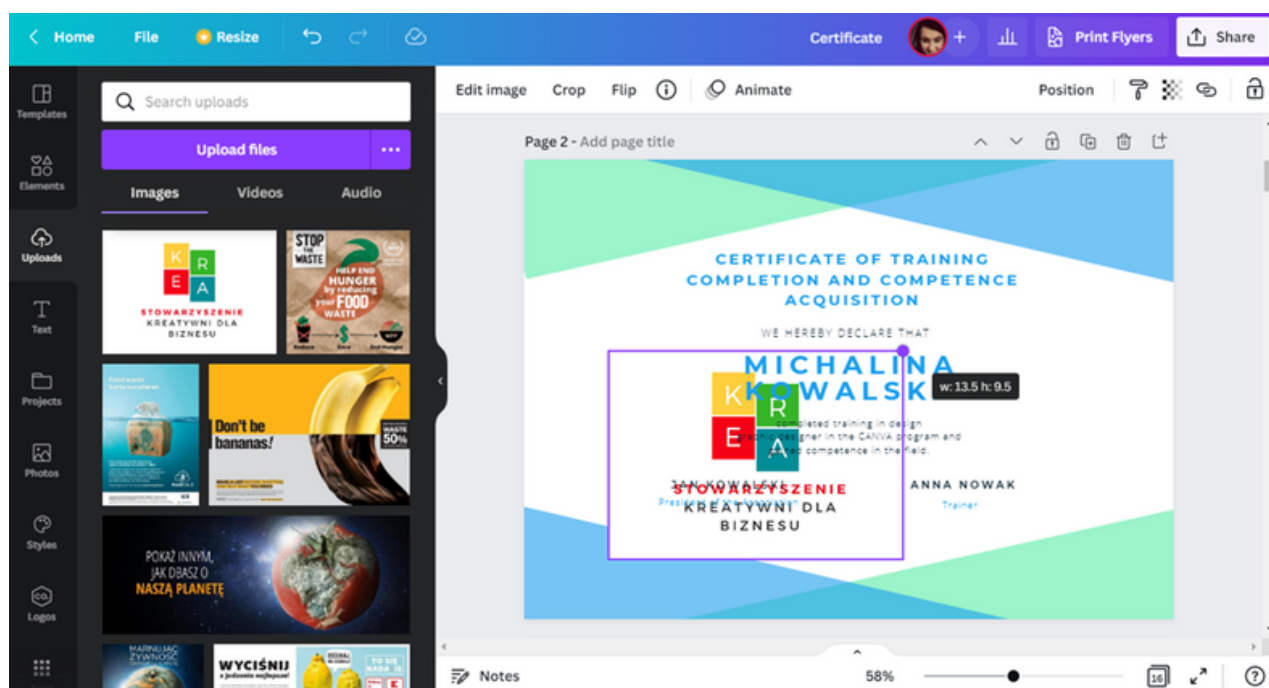
- after selecting the file, the logo will be loaded in the Uploads folder;



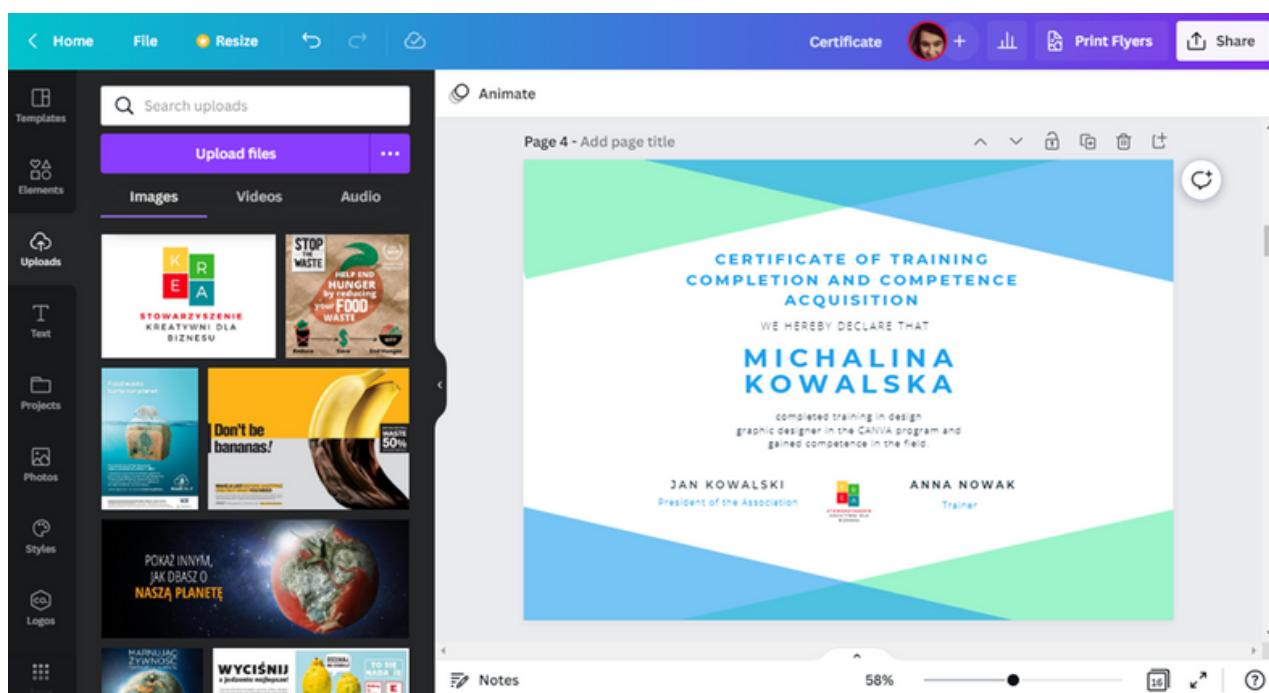
- then put the logo on the template. Just click on them;



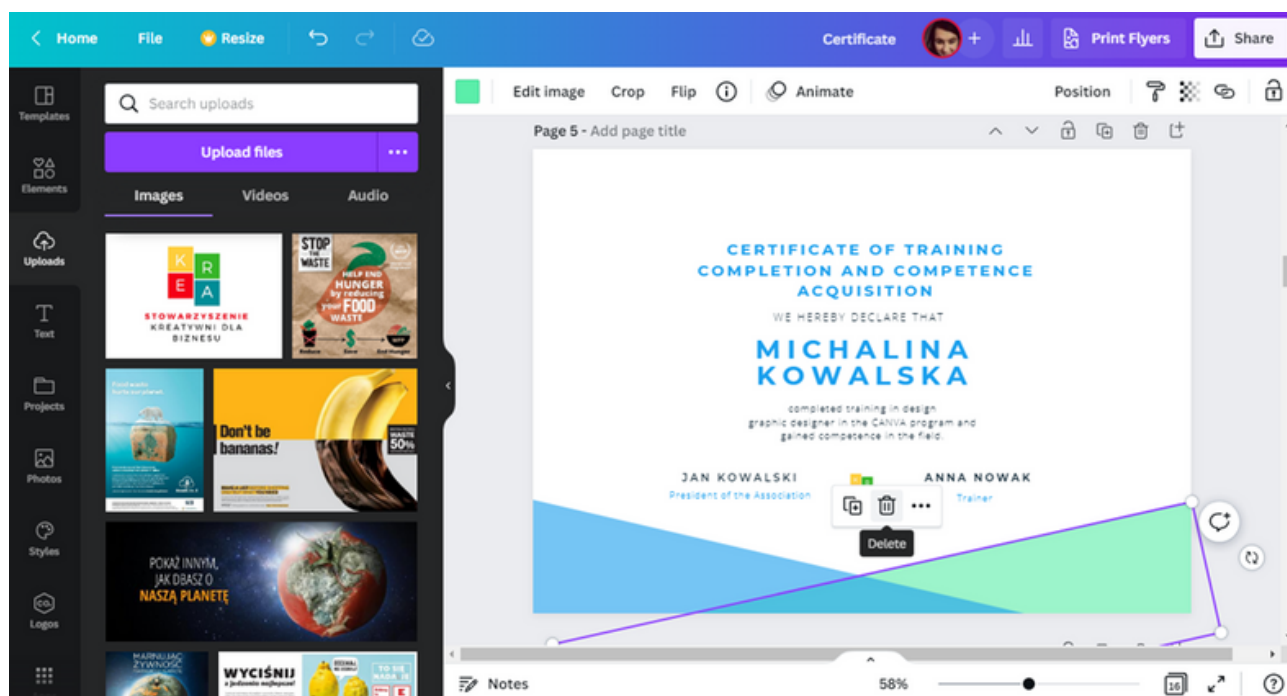
STEP 8. A large-size logo has appeared on the design template. The size of the graphic can be reduced using the cursors.



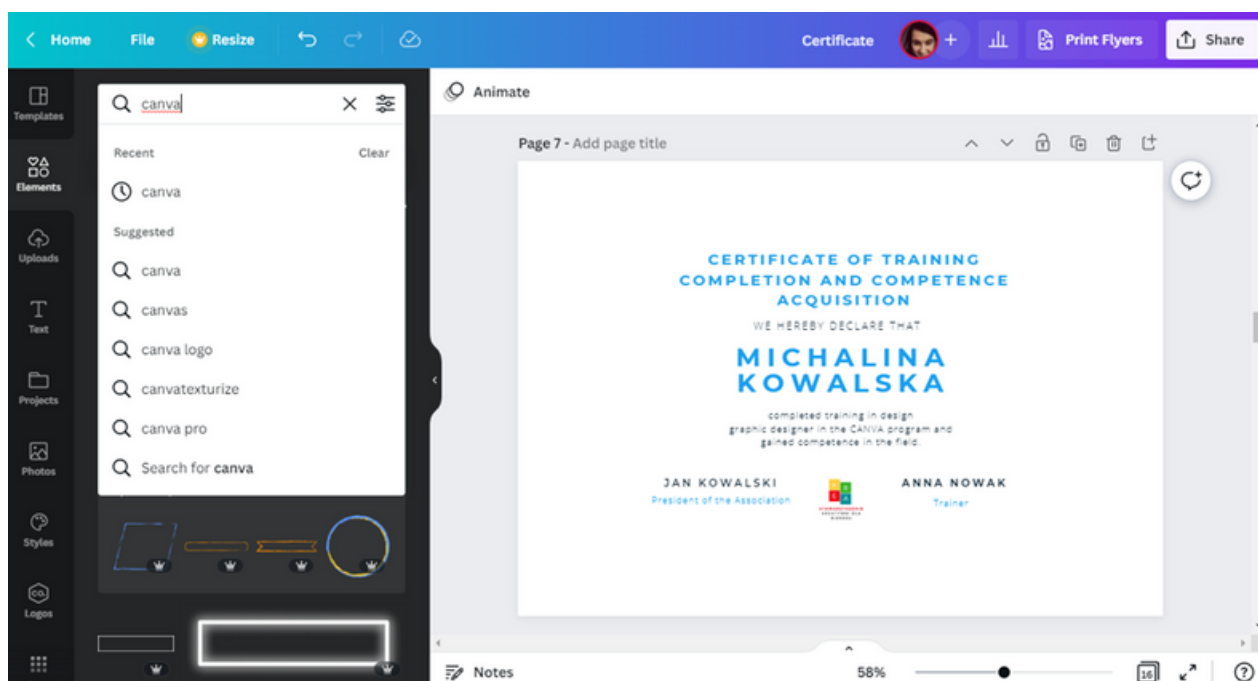
Place the logo in a dedicated place.

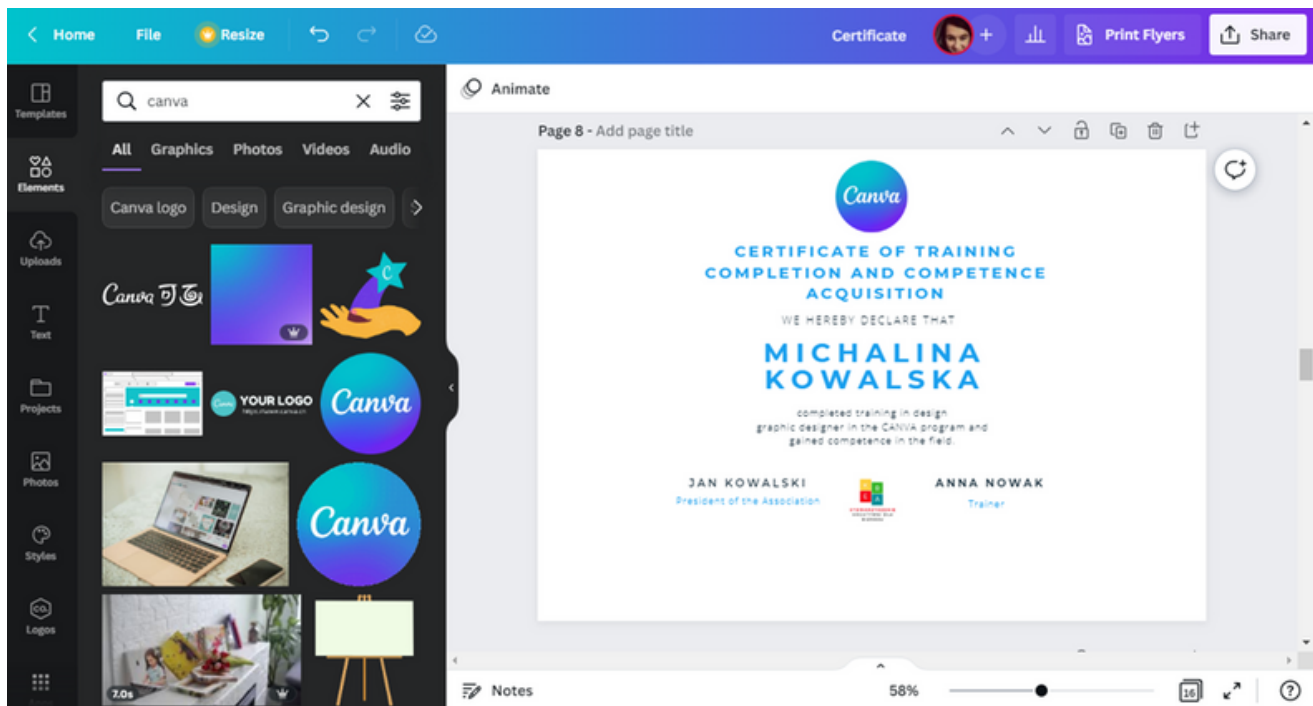


**STEP 9.** Next to changing the text or logo, you can also change the graphic design. First, remove the one that was initially proposed by the CANVA program. As with the logo, delete items by selecting them and clicking the Trash icon.

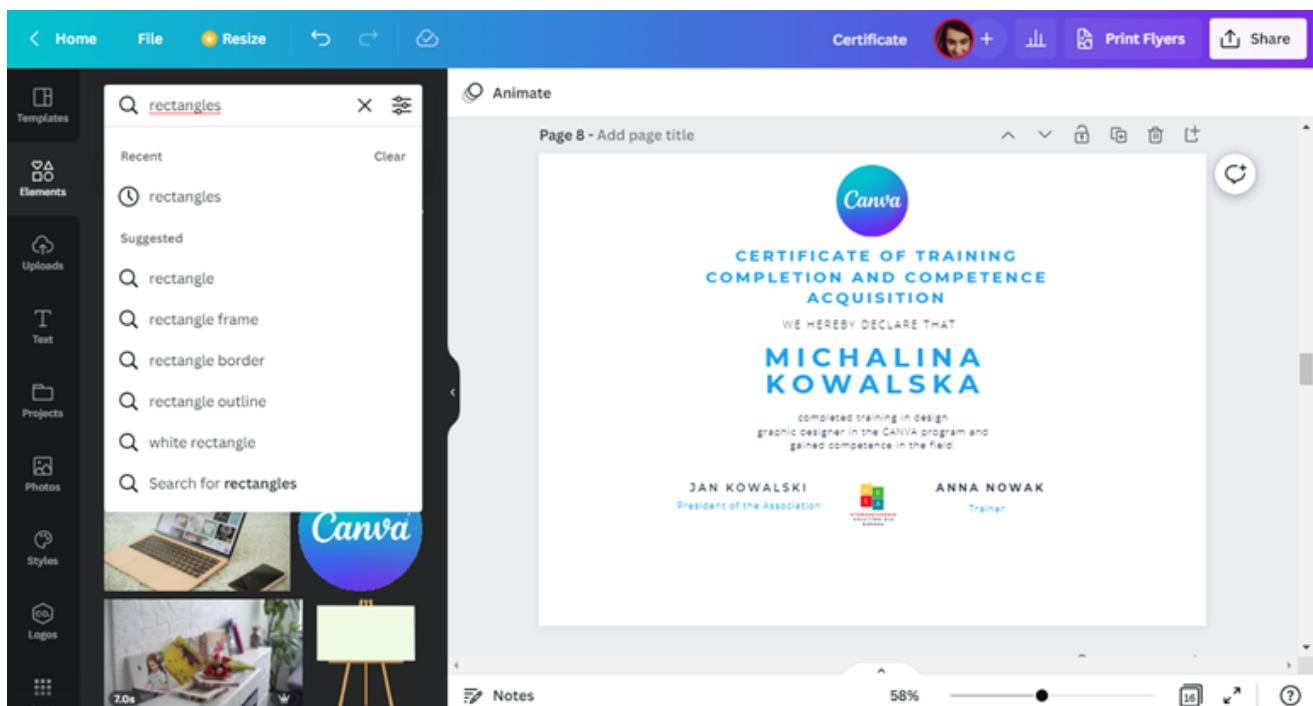


In order to design a new graphic design, use the **Elements** folder. Find the CANVA logos in the folder and put them on the certificate template.



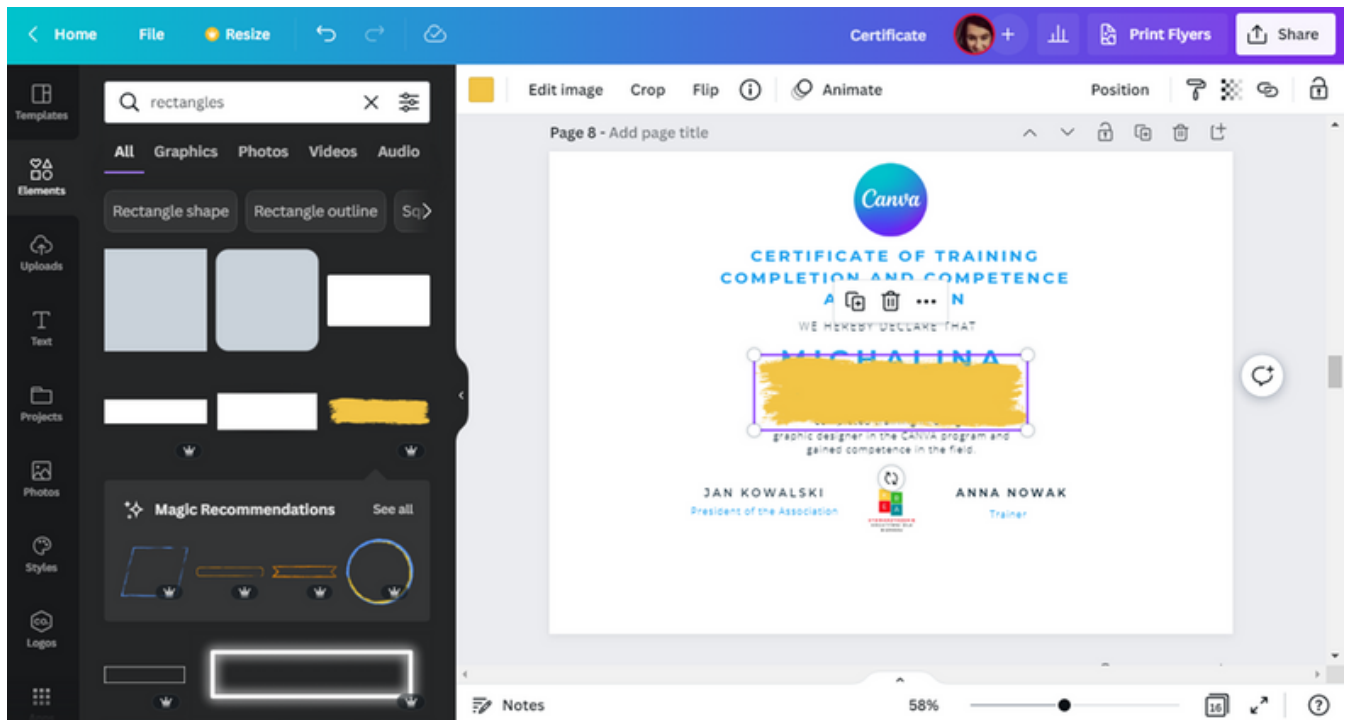


STEP 10. In the same folder (i.e. Elements) search for the rectangle shape.

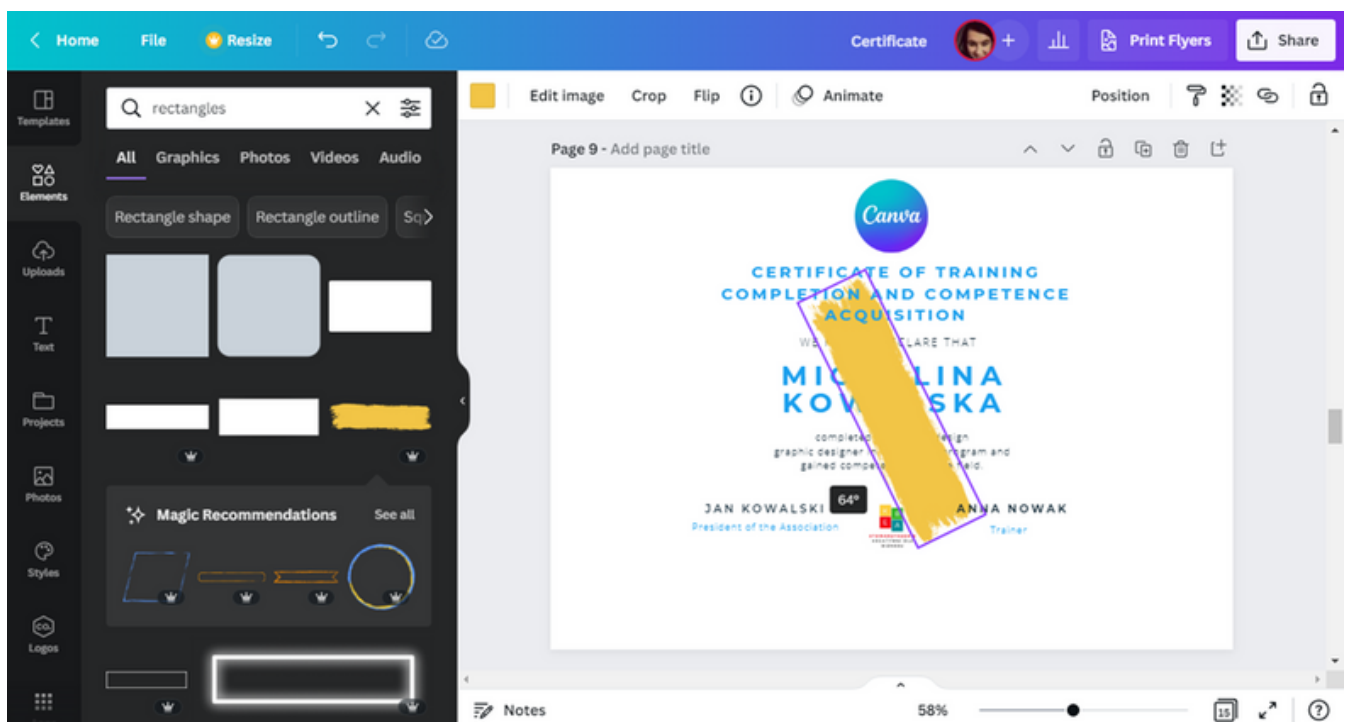




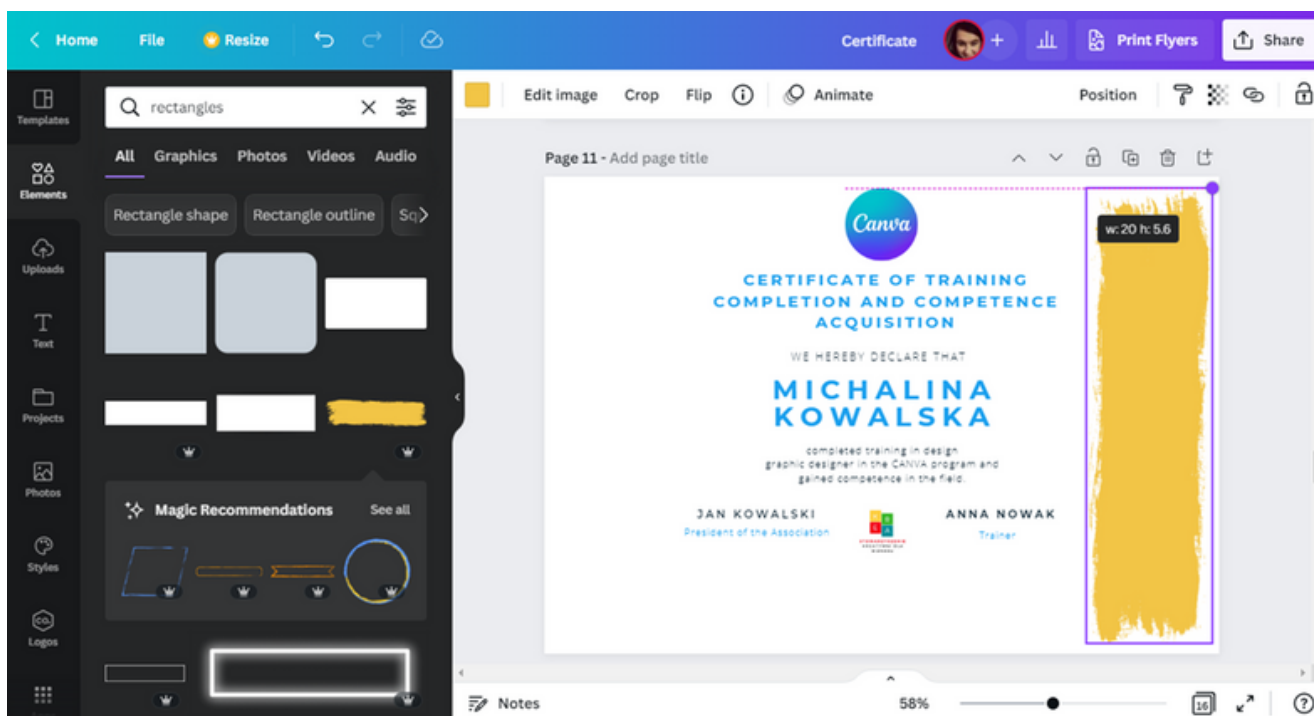
From among all the search results, choose the shape that suits you best.



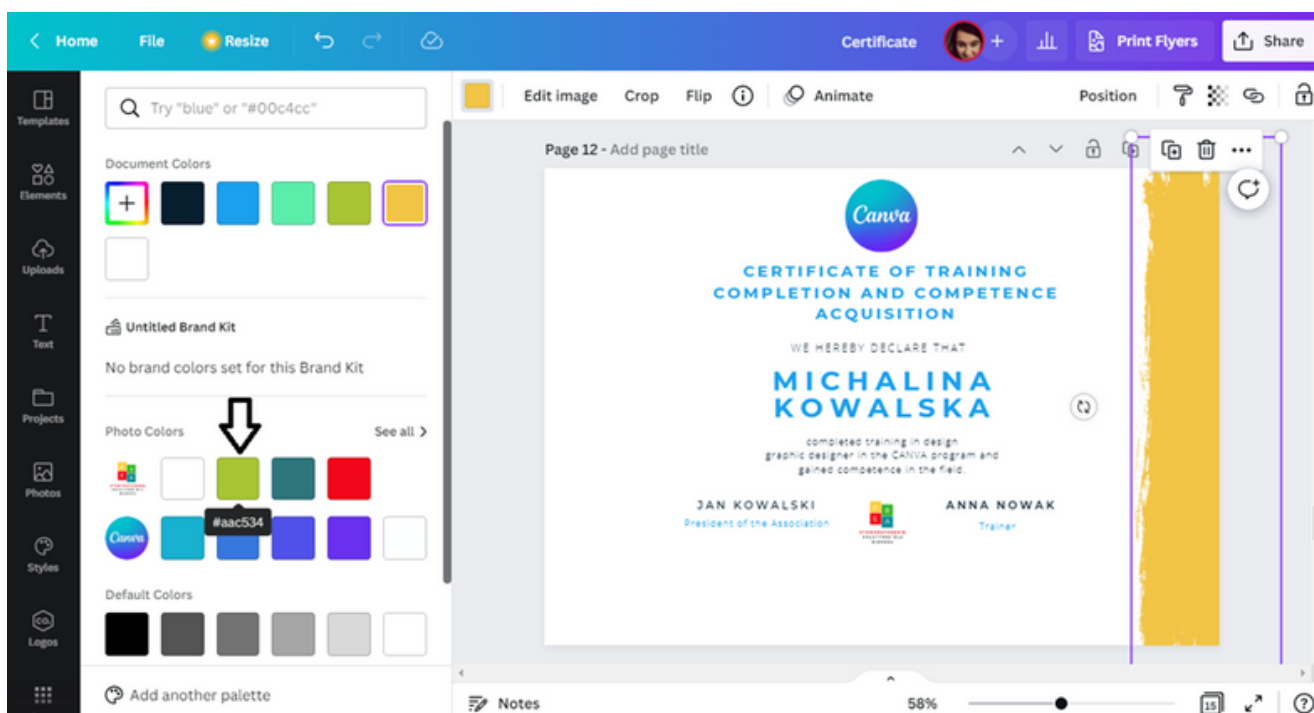
Use the cursor to reposition the shape by 90 degrees (horizontal to vertical).



Move the shape to the right edge of the design and enlarge it.

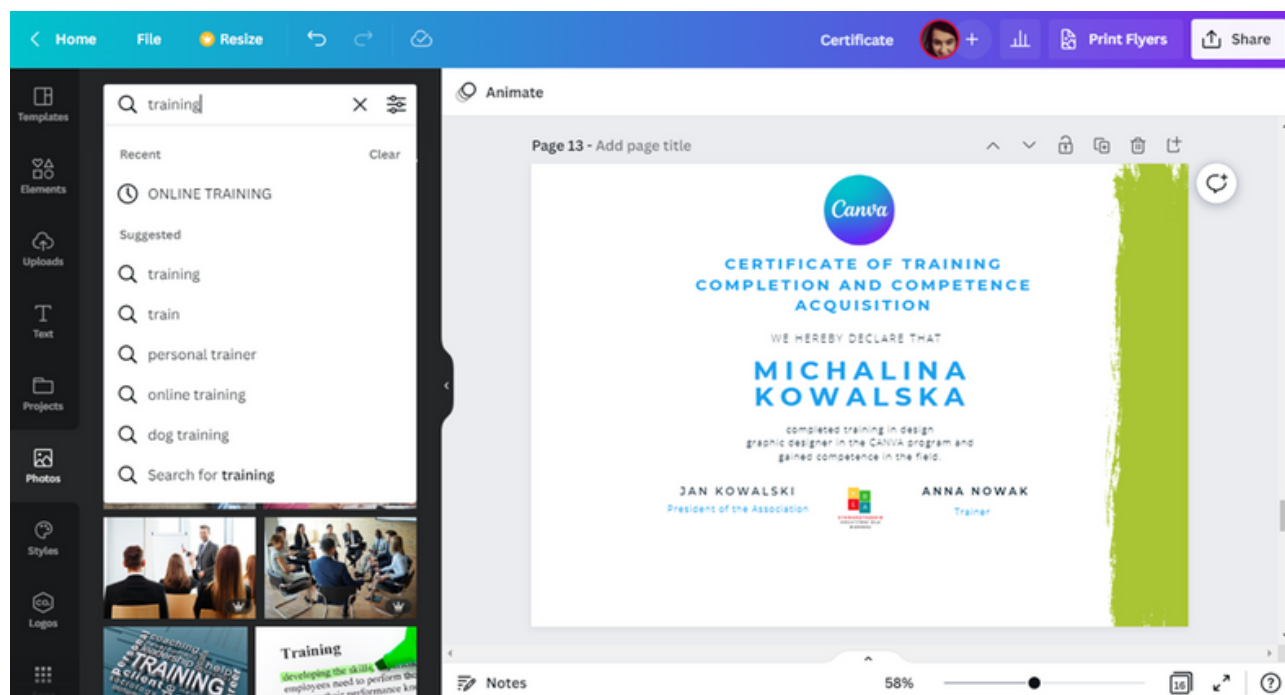


Change the color to green. The same one that is in the organizer's logo.

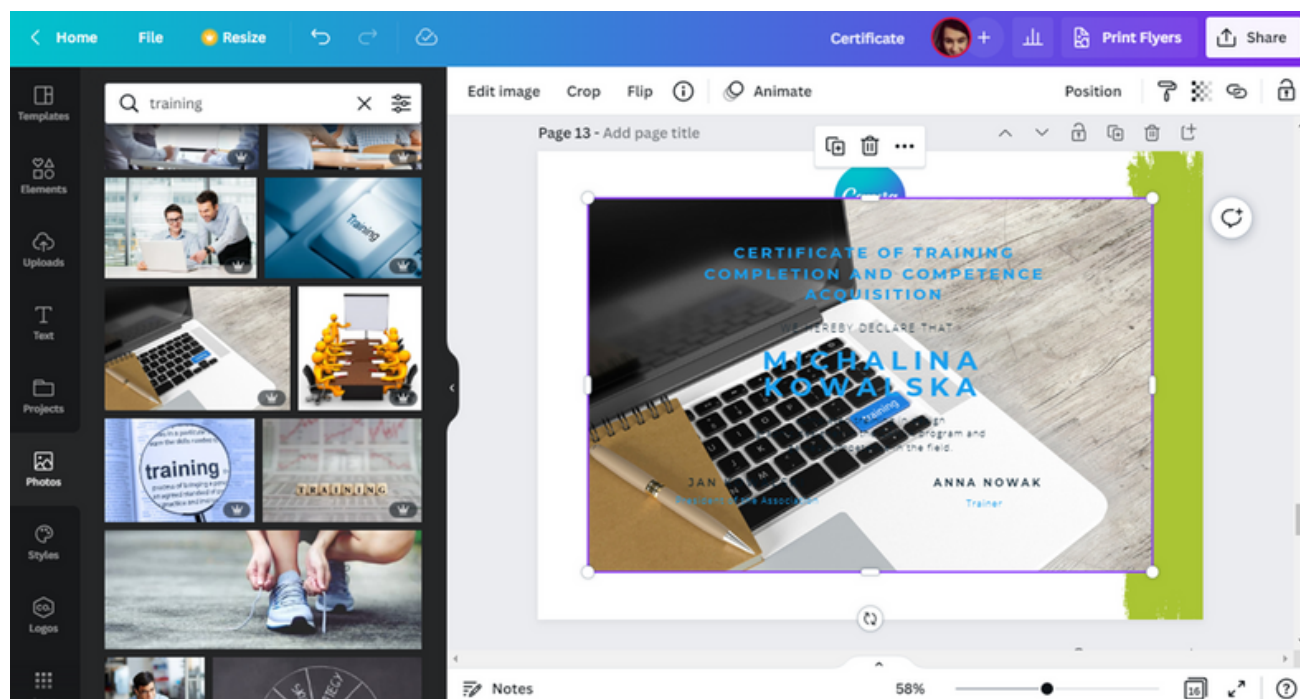




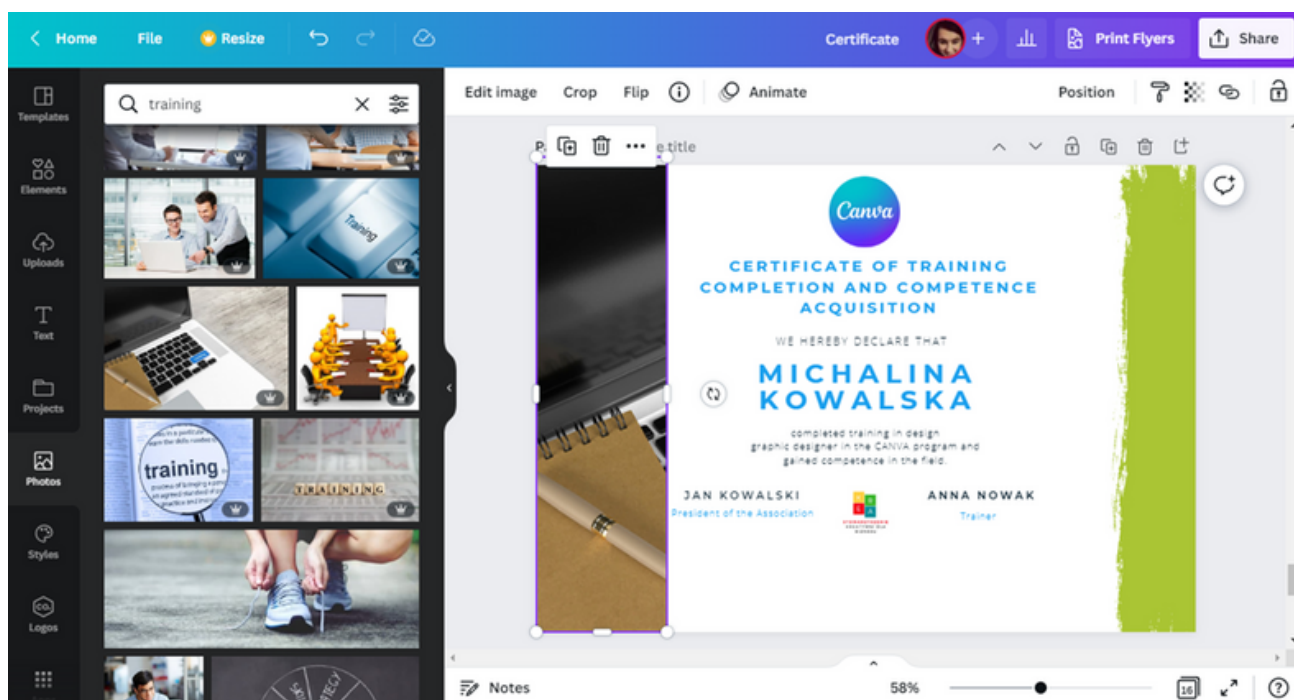
**STEP 11.** On the left side of the certificate template, post a themed photo. To do this, in the Photos folder, enter the word training.



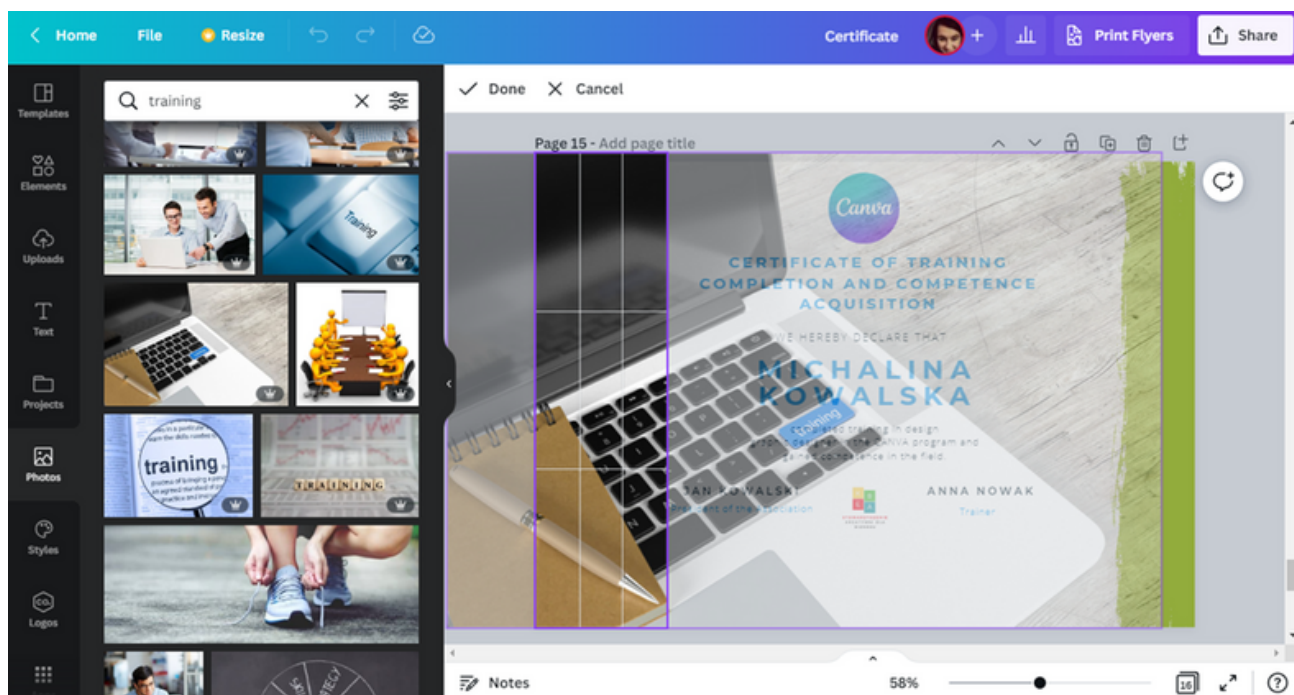
Choose one from the set of photos offered by the CANVA program.



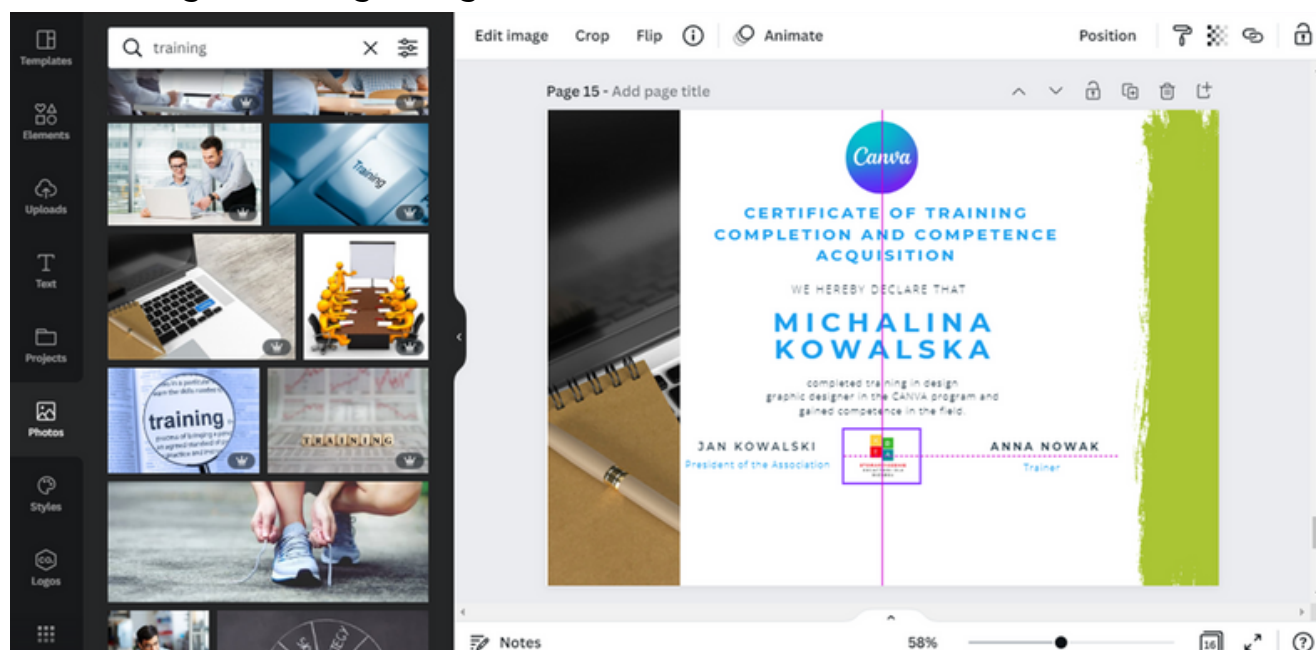
Use the cursors to compress the photo to the right edge.



After that action, part of the photo will be hidden. Only a small fragment of it will be visible. You can change the fragment you want to see. This can be done by double clicking on the photo. A preview of the entire photo will appear, allowing you to control it left and right.

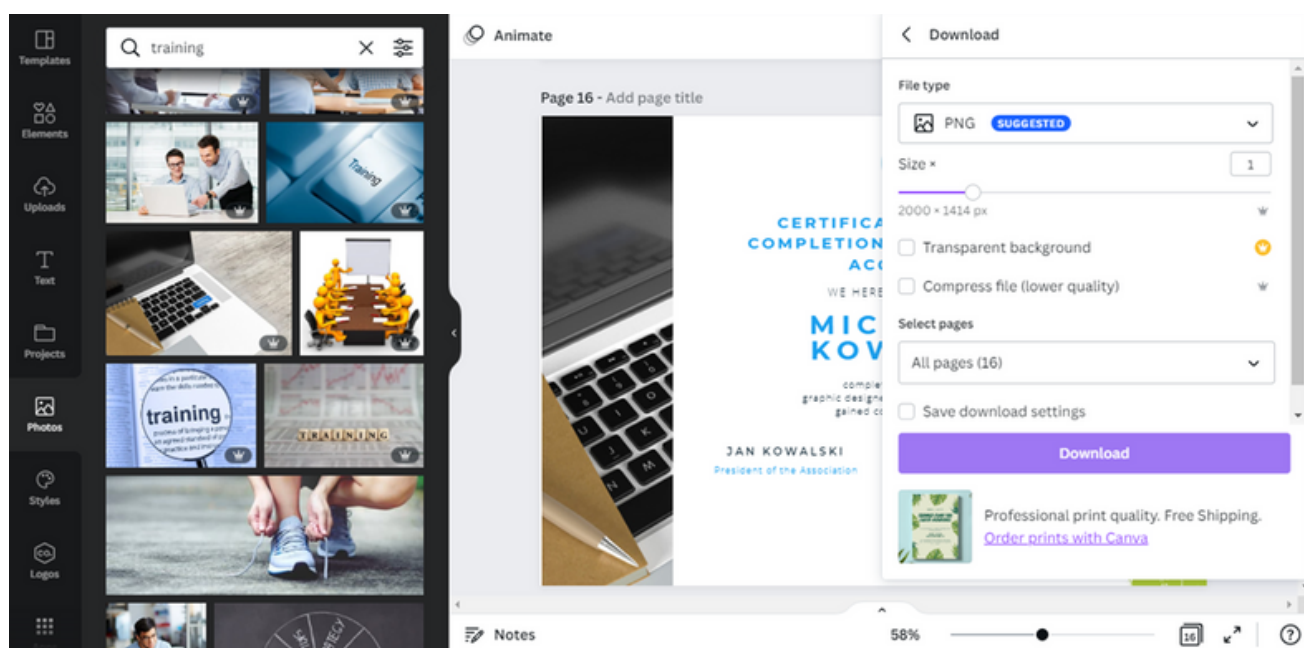


STEP 12. For a better visual effect, you can move the text of the certificate along with the logs to the right edge.



The CANVA program has "default levels", thanks to which the user can place text, photos, graphics evenly to each other.

STEP 13. After finishing work, download the graphics for printing. You can do this by selecting the "Share" option in the upper right corner of the interface, and then "Download".



Certificate text:

Certificate of training completion and competence acquisition  
We hereby declare that  
Michalina Kowalska  
completed training in design  
graphic designer in the CANVA program and gained competence in the field.  
  
President of the Association  
Trainer



### EXERCISE 3 (30 min.)

Using the CANVA program, the participants are to design a certificate of participation in workshops on assertive refusal in practice. They then have to download the prepared certificate draft in the format that is most preferred for printing.

#### THE TEXT FOR THE TRAINER:

*On the Worksheet No. 3 I distributed, there is an order to perform a task using the CANVA program. According to the instruction, please prepare certificates of participation in workshops on assertive refusal in practice. Then download the developed graphic in the format you prefer for printing. You have 30 minutes for this task. In case you have any questions, I'll be glad to help.*



## WORKSHEET 3

With the help of the CANVA program, design a certificate of participation in the workshop on assertive refusal in practice. Then download the prepared certificate in the format that you prefer to print.

NOTES:

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# PANEL I

## Original greeting card

Birthdays, name days, anniversaries, holidays are some of the many occasions for which we give out a greeting card. Most often we use what the market offers us, but there are people who appreciate something new and original. The best way is to make a greeting card for special occasions yourself.

How to do it?

Take advantage of the CANVA program!

Below you will find instructions on how to design an original greeting card.





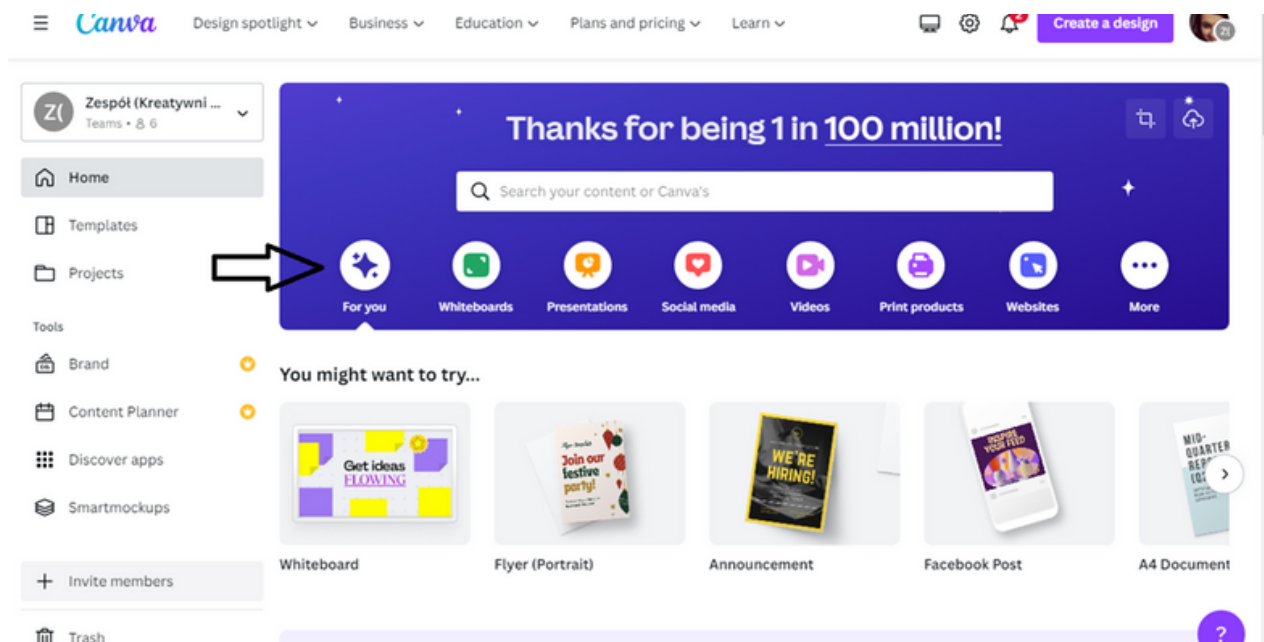
# PANEL I

## Original greeting card

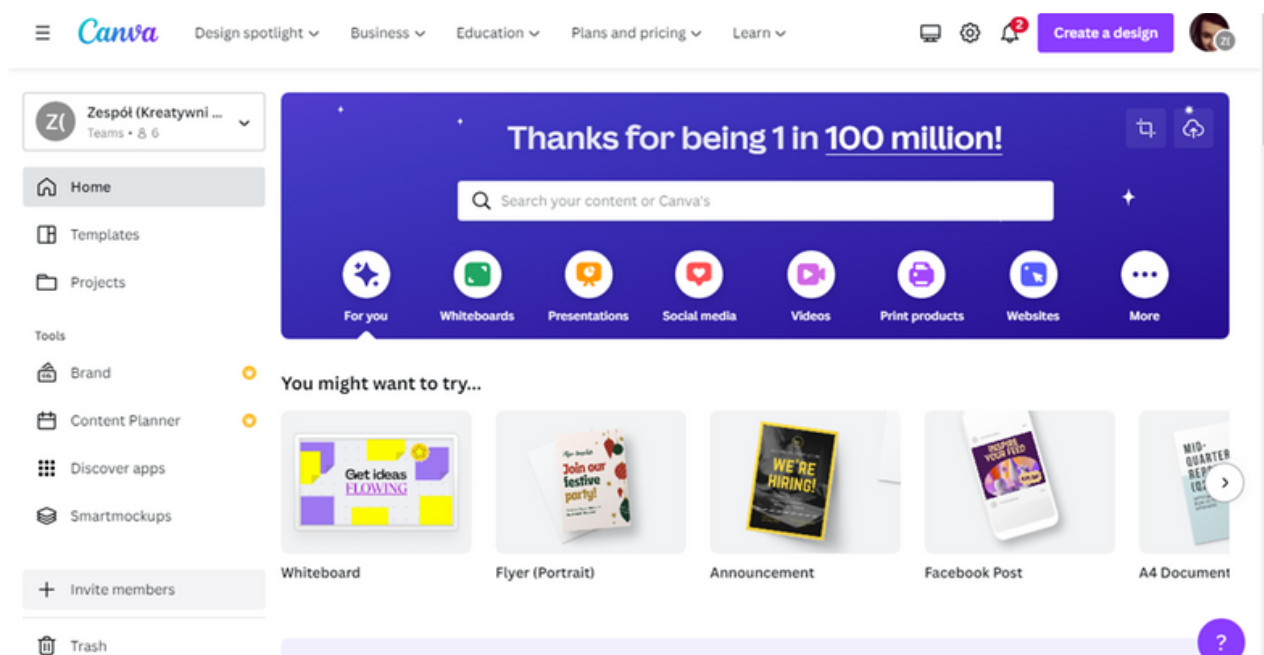
### PREPARATION OF THE GREETING CARD IN THE CANVA PROGRAM - INSTRUCTION

STEP 1. Log in to the CANVA program.

STEP 2. Then select a set of templates For You.

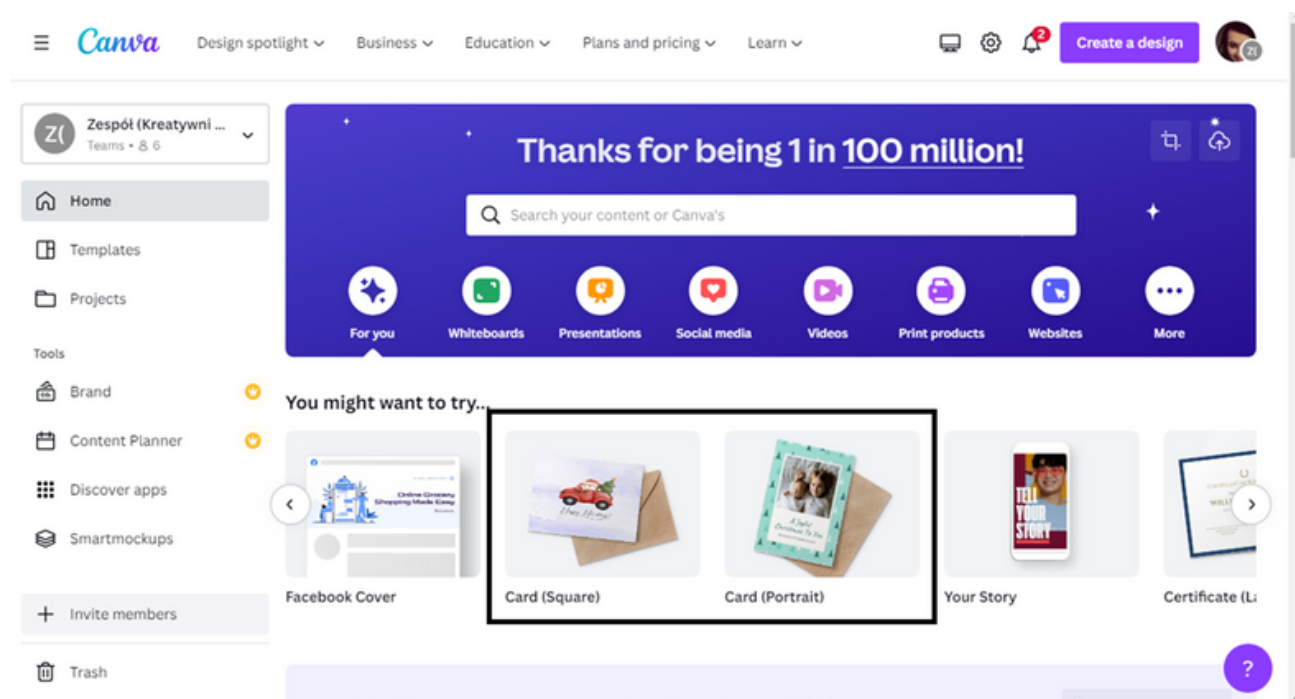


STEP 3. A bar with suggestions will appear. From among the proposals, search for a template dedicated to greeting cards. You can use the cursor on the right side of the proposal bar to do this.

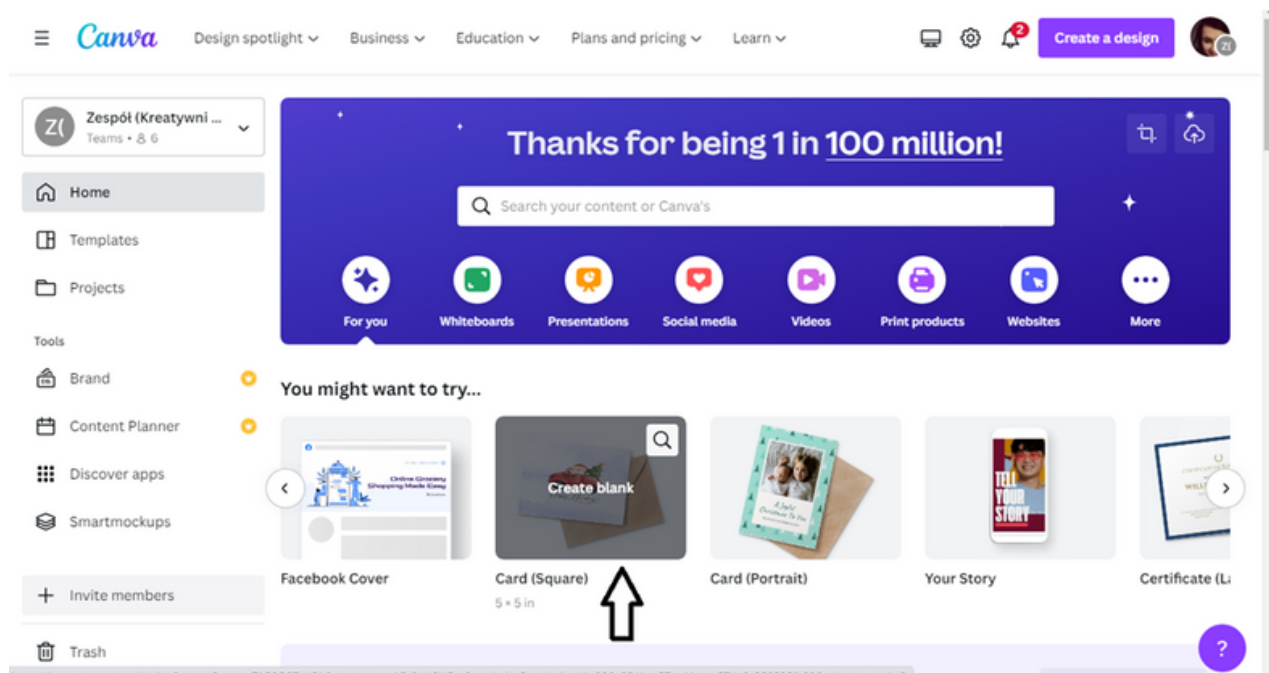




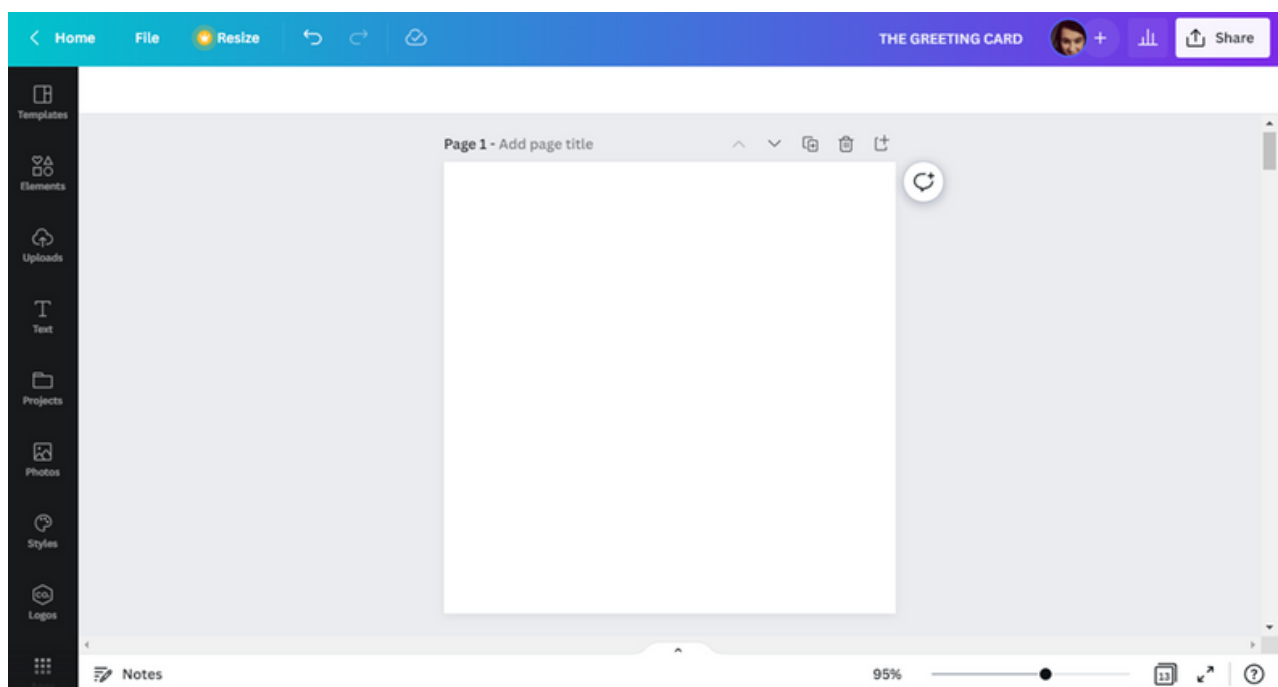
CANVA offers two templates for the design of the greeting card.



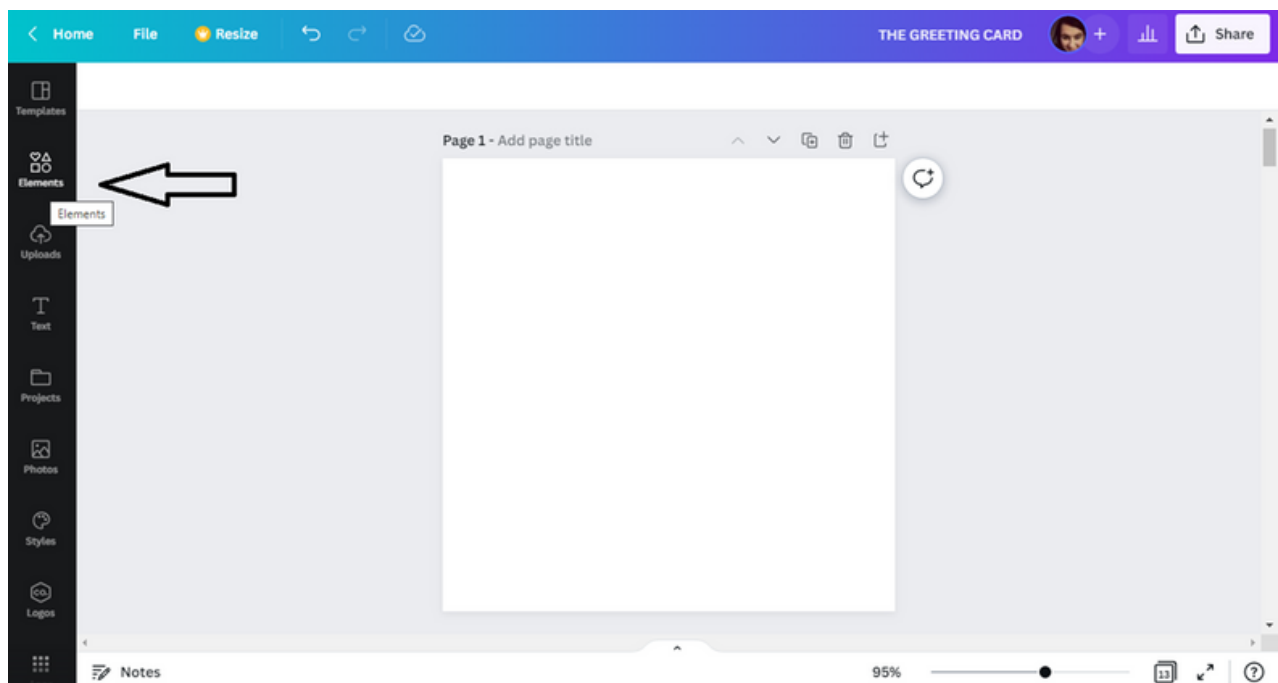
STEP 4. Choose the template that suits you best.



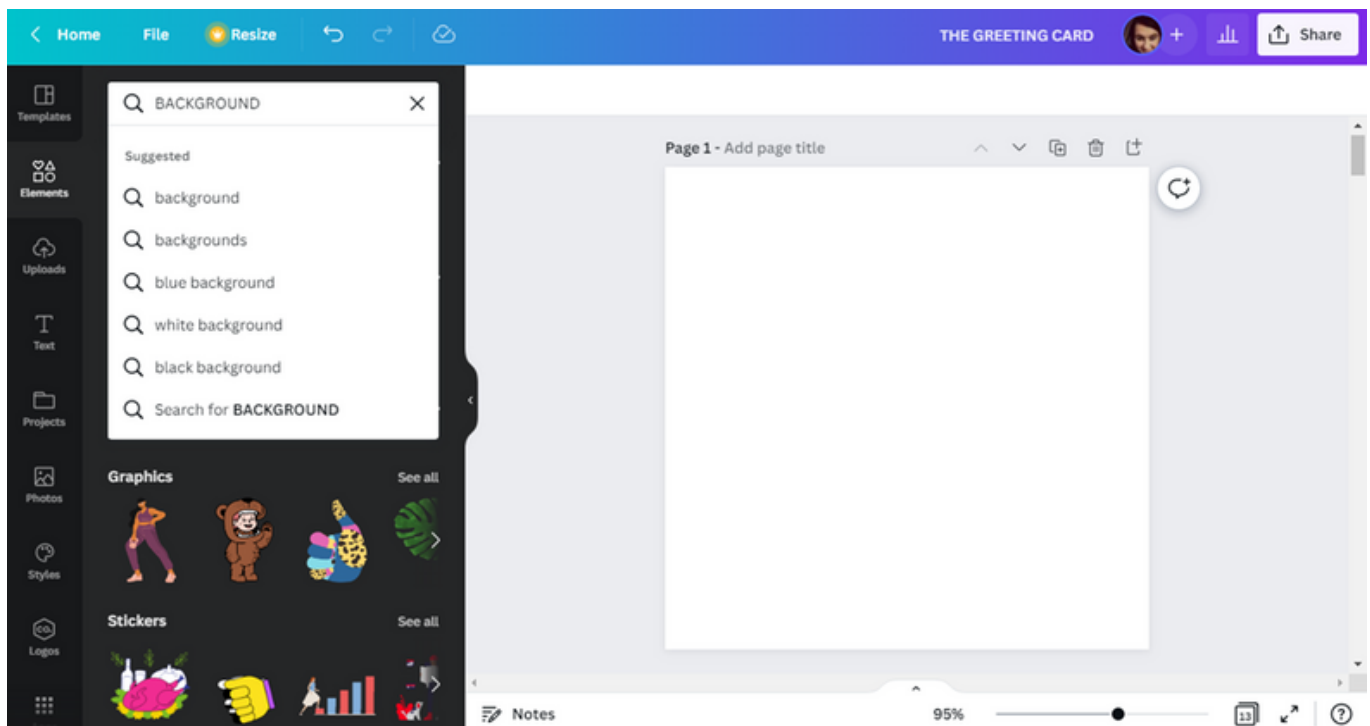
After clicking on the option you have chosen, the template will open in a new browser window.



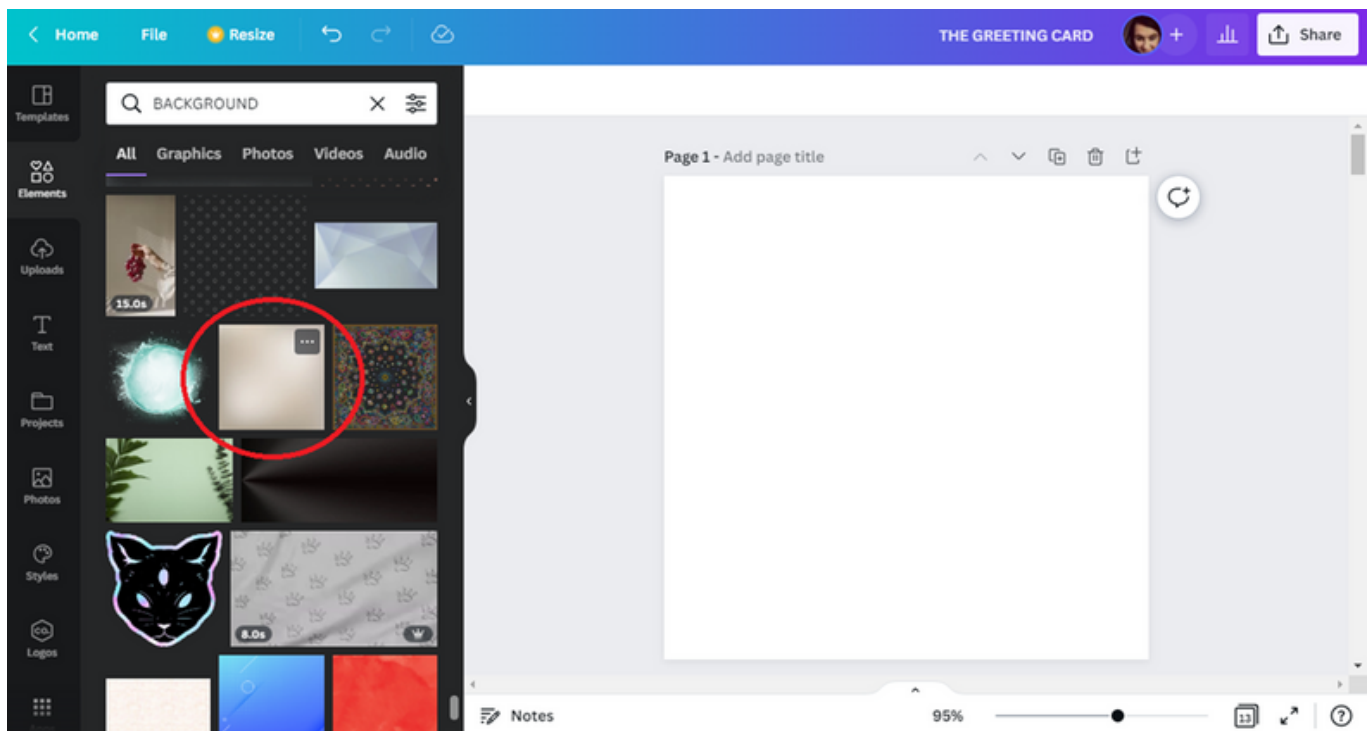
STEP 5. Due to the fact that we do not use the available designs, first select the background. To do this, open the **Elements** tab.



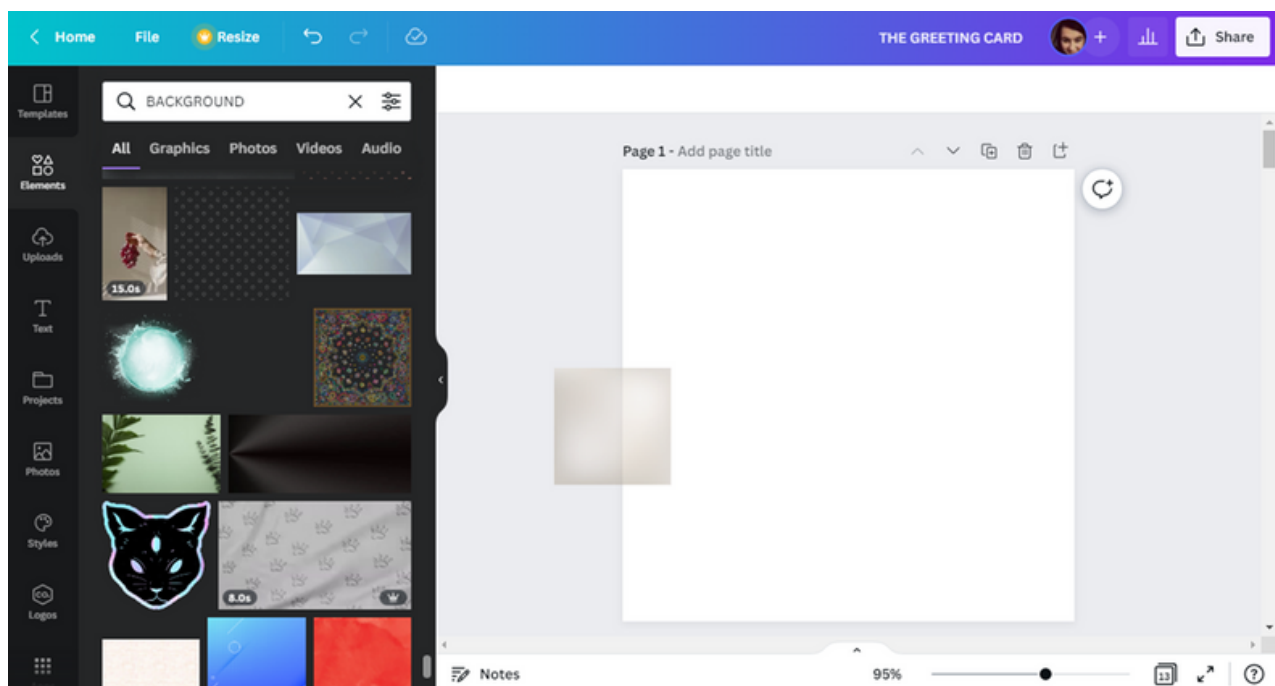
Type **BACKGROUND** in the search window.



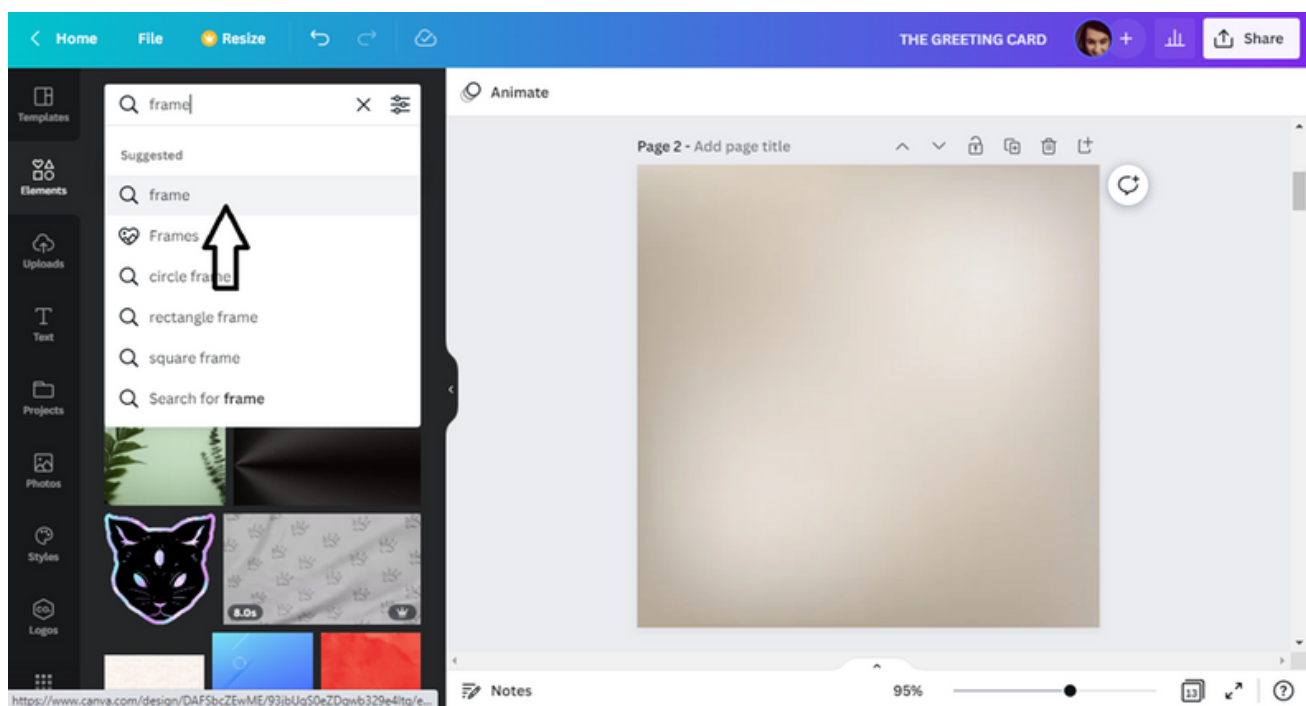
Choose a background.



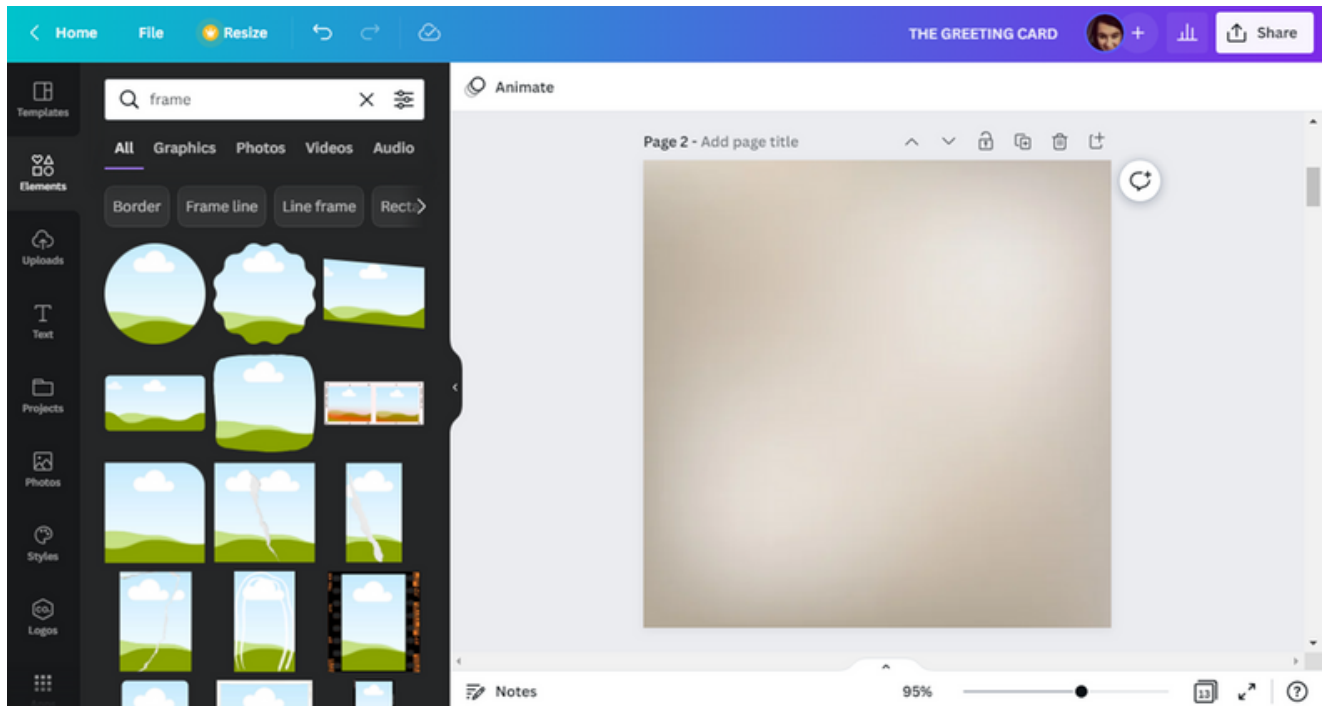
Select the background by dragging the selected item onto the template.



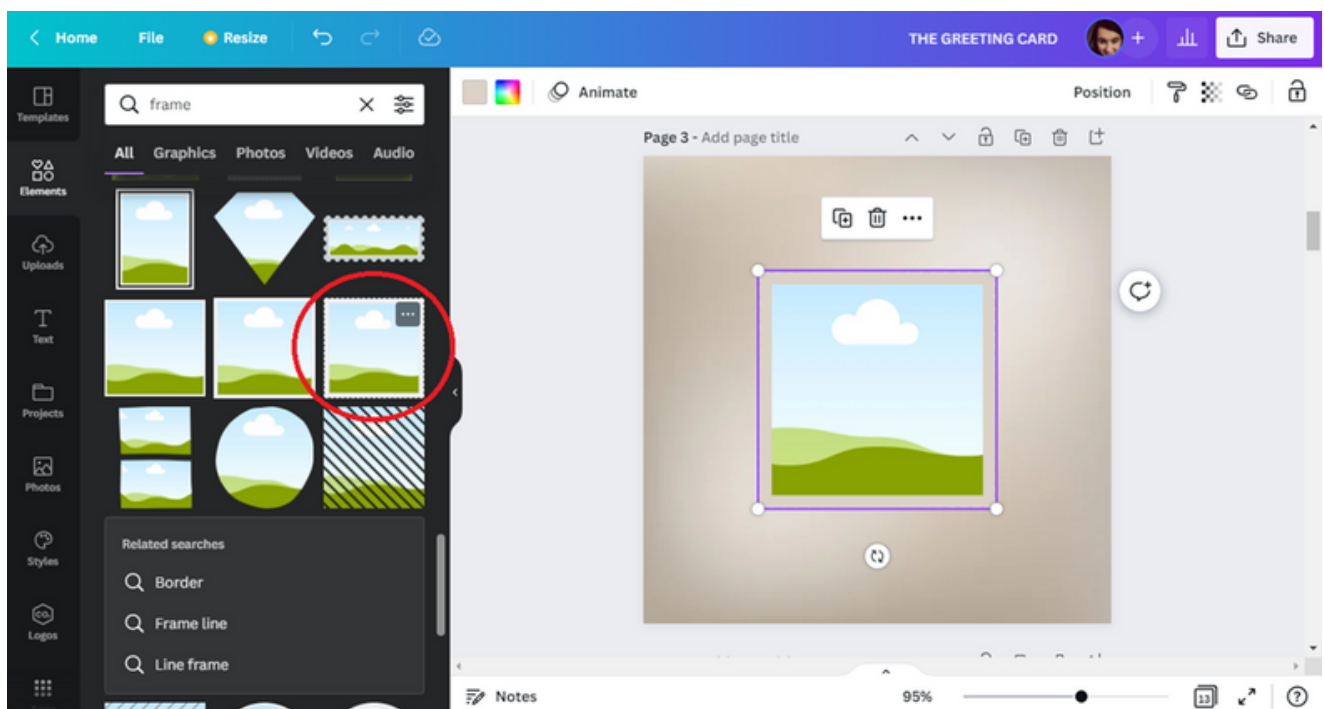
STEP 6. After selecting the background, the next step is to choose the frame that will be necessary in the further part of the work on the card design. You will find the frame in the same tab as the background (i.e. Elements).



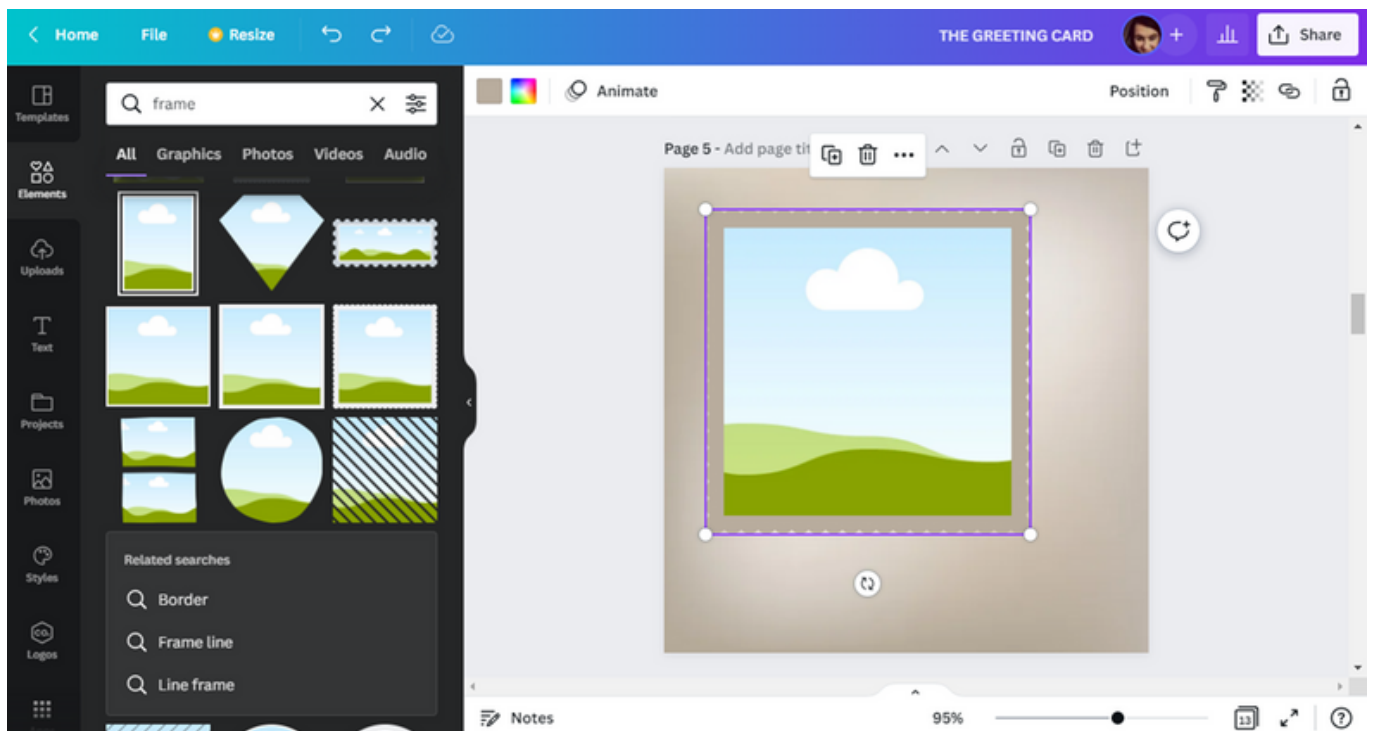
After searching for an element, i.e. a frame, a set of available proposals will appear.



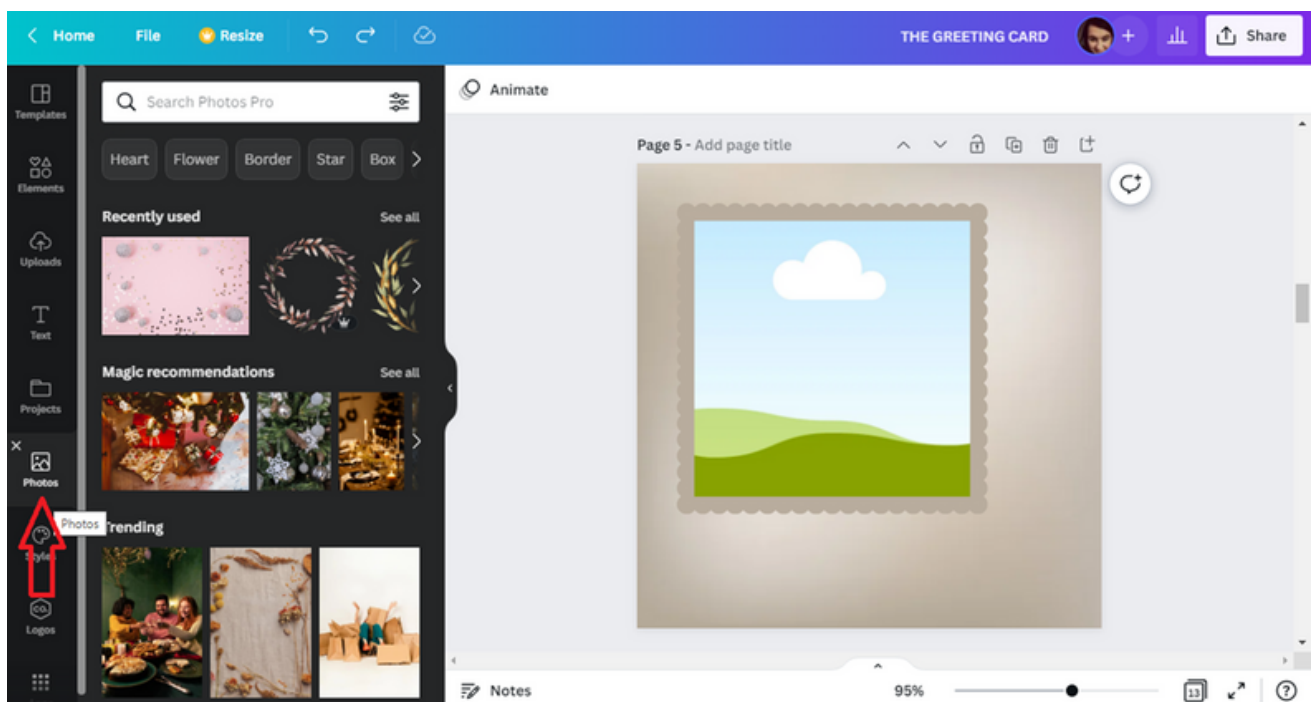
Choose one of the proposals.



Enlarge the frame and then move it to the upper left corner of the template.

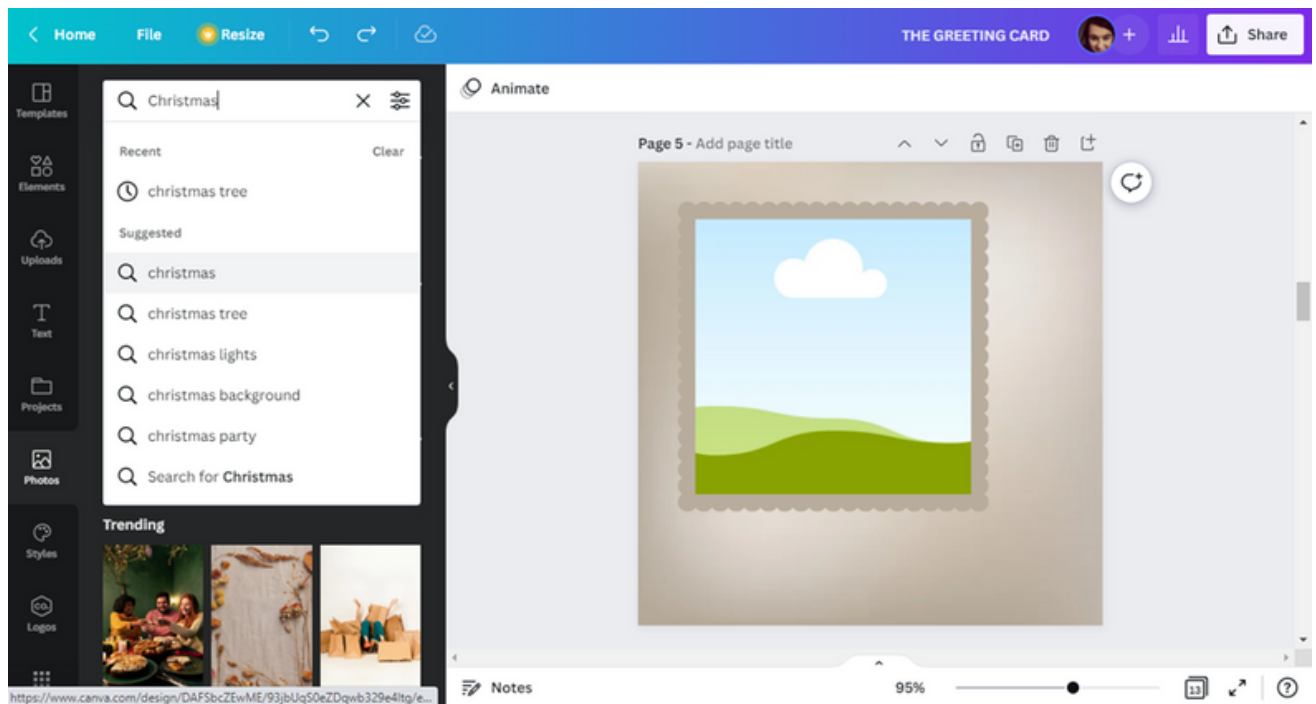


STEP 7. The next stage of work is selecting a photo for the frame. To do this, go to the Photos tab.

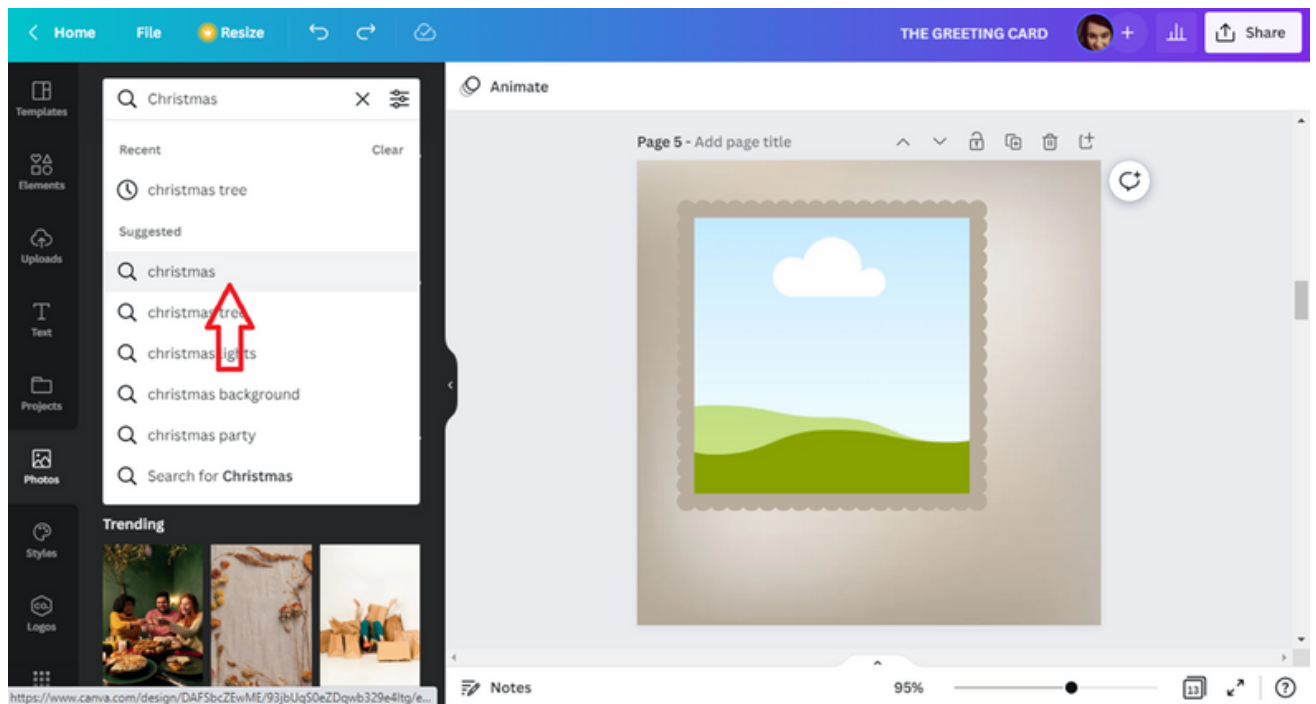




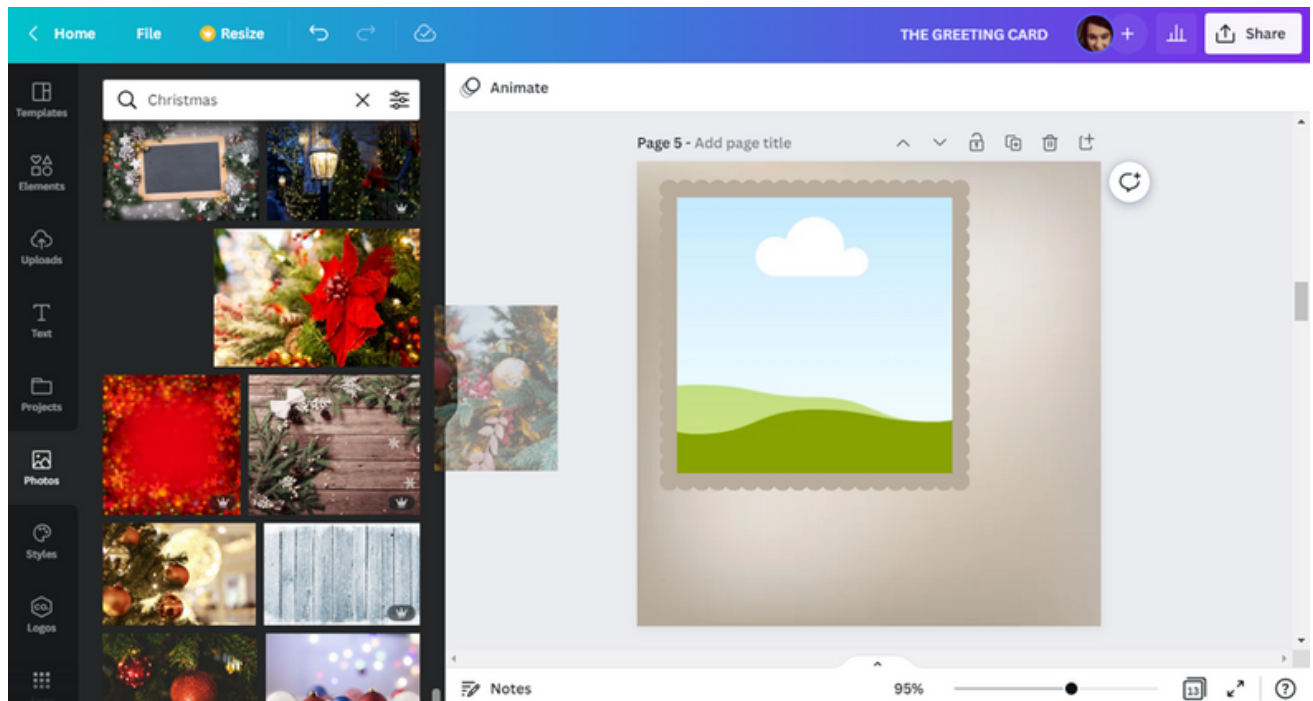
In the search field, enter Christmas.



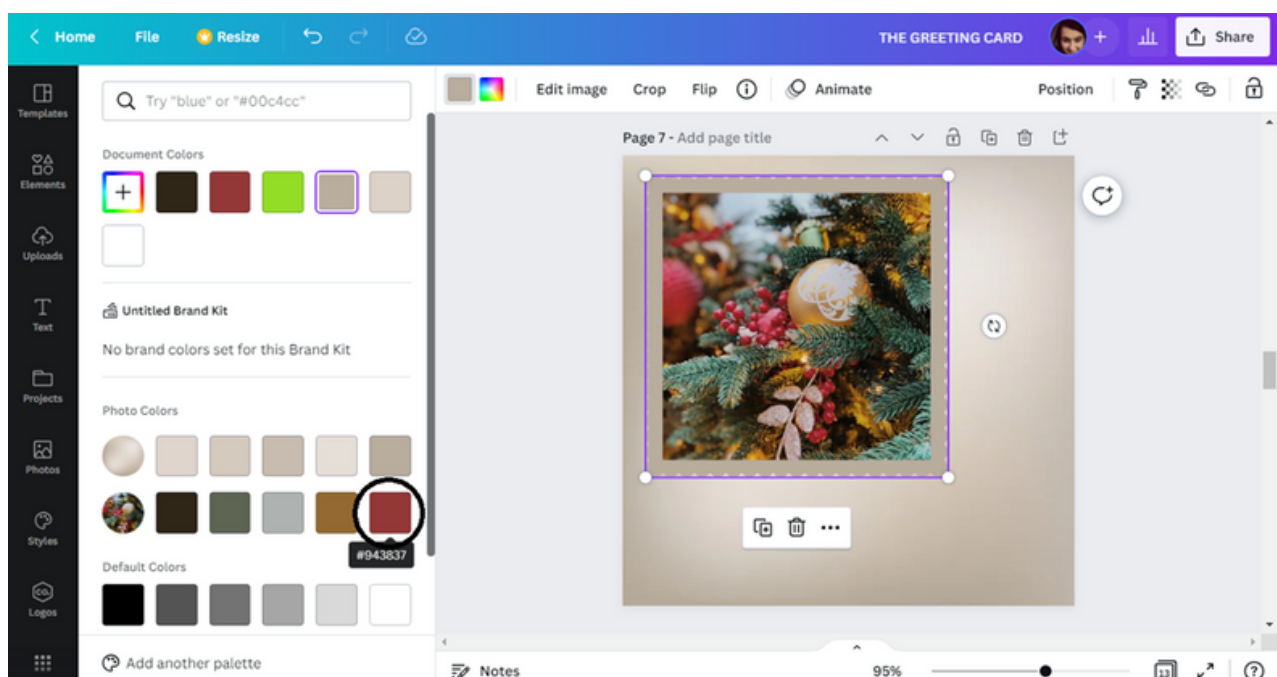
Then select one of the results that appeared.



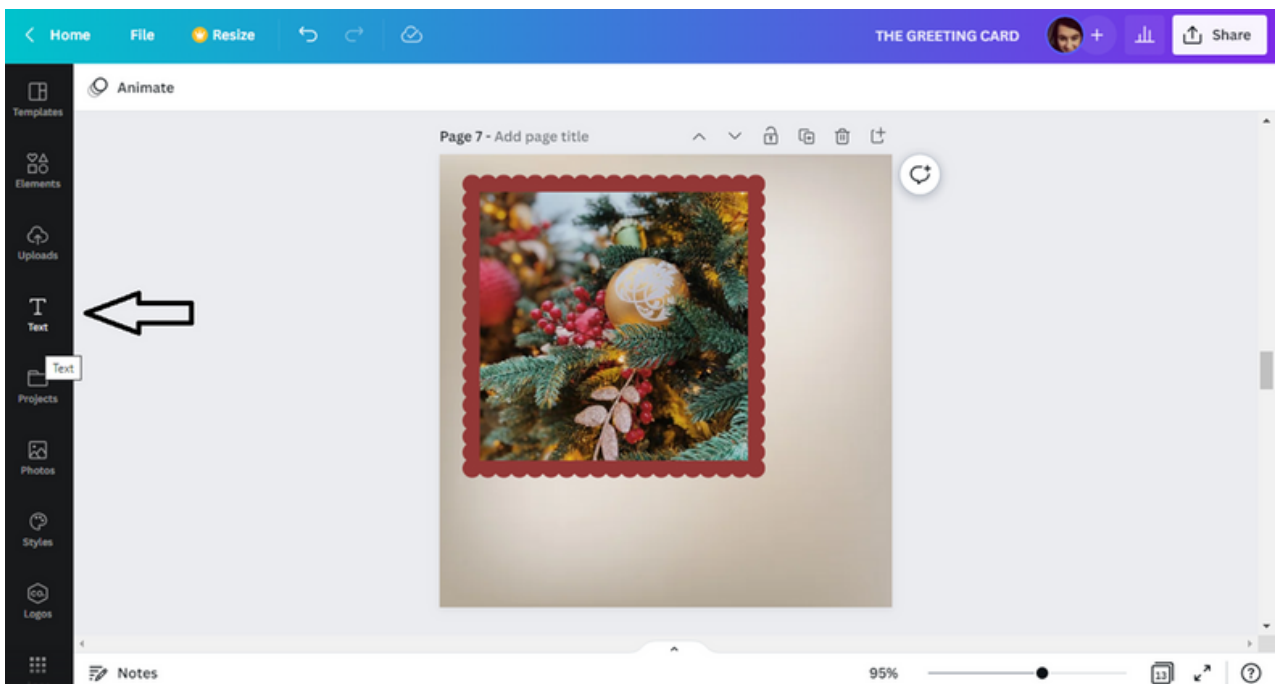
Make your photo selection. To place it in a frame, drag the photo to the frame area.



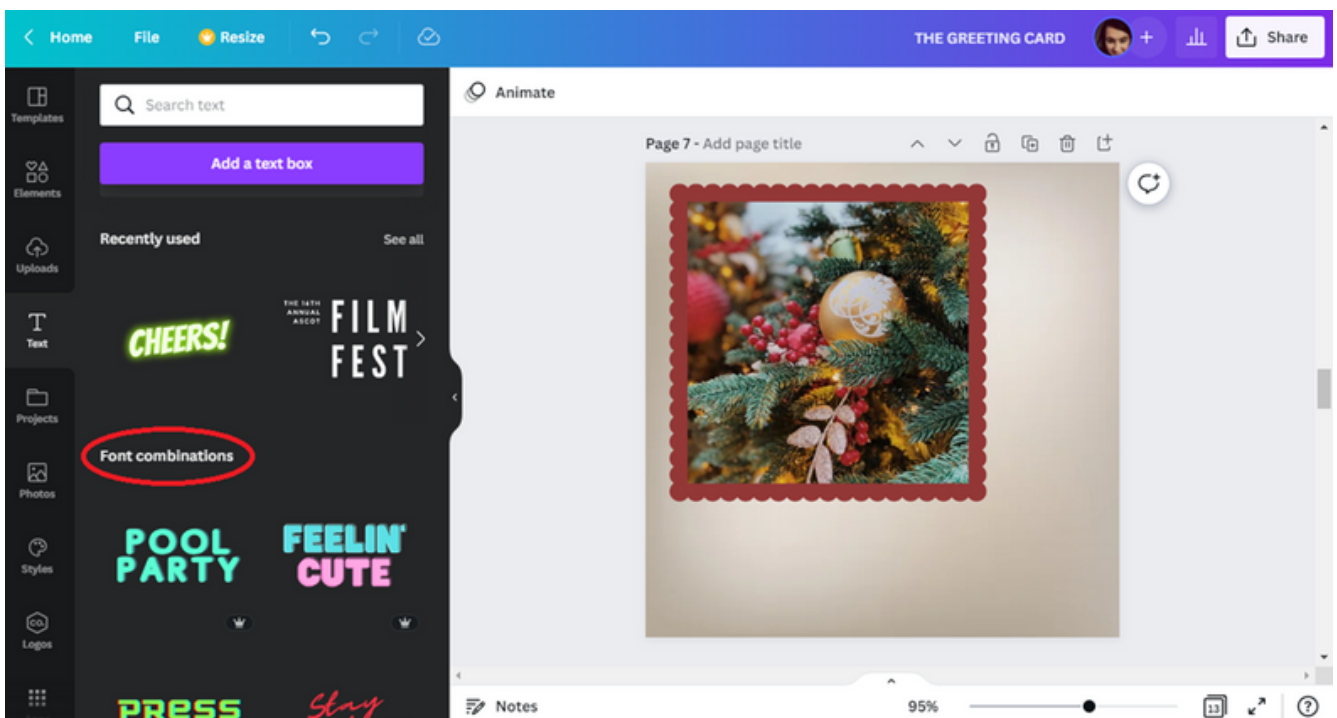
**STEP 8.** When the photo is in the center of the frame, the next step is to select the color of the frame's border. When you select a frame, you will find a box in the top bar that indicates the color of the item. To change the color scheme, press the field. In order to best match the colors, you can use the suggestions of the CANVA program, which selects a color proposal for photos or graphics applied to the project.



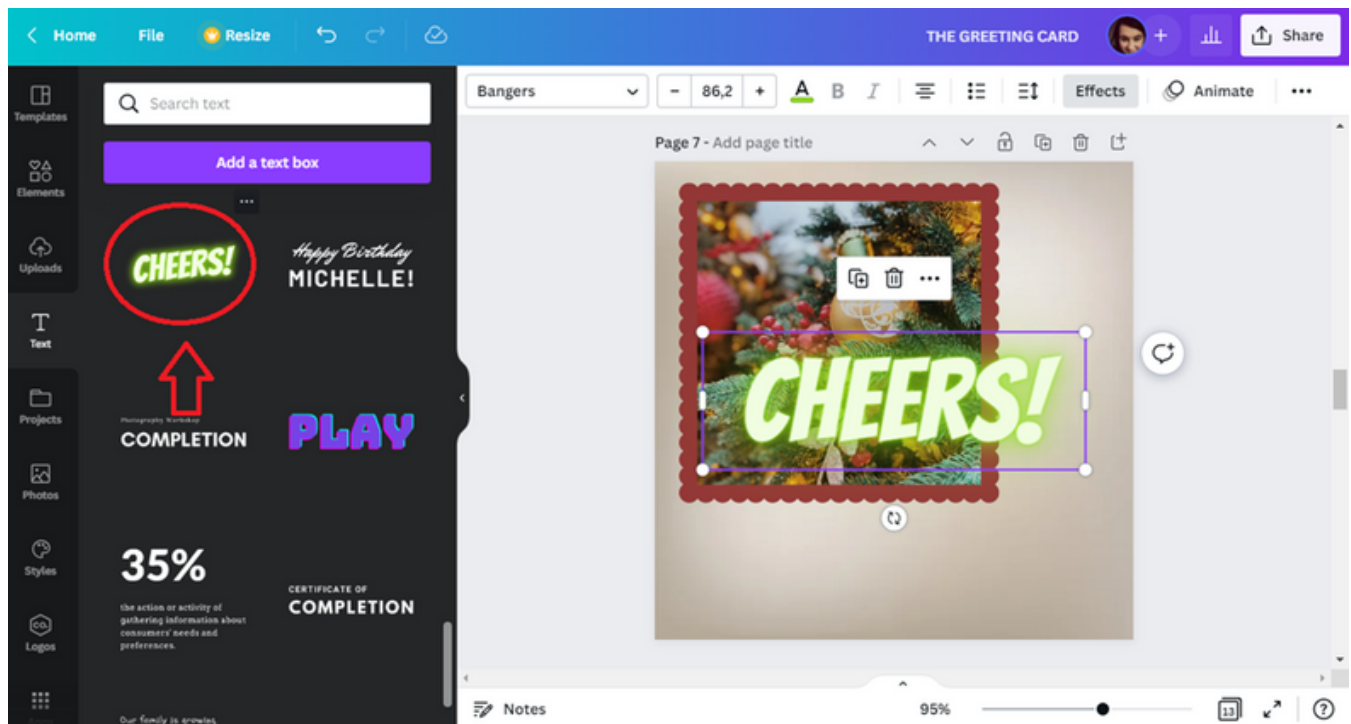
STEP 9. After you finish working on the frame, start entering the text. To do this, go to the Text tab.



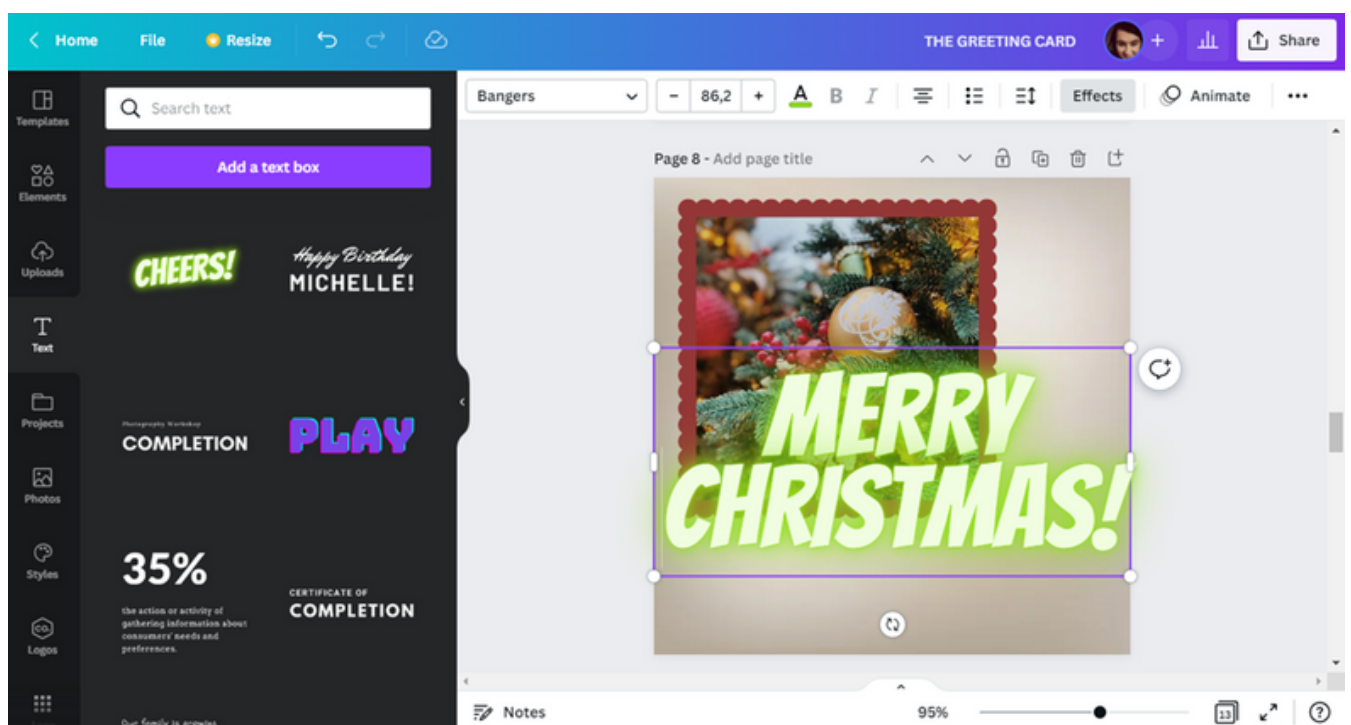
This time, use the Font Combinations option.



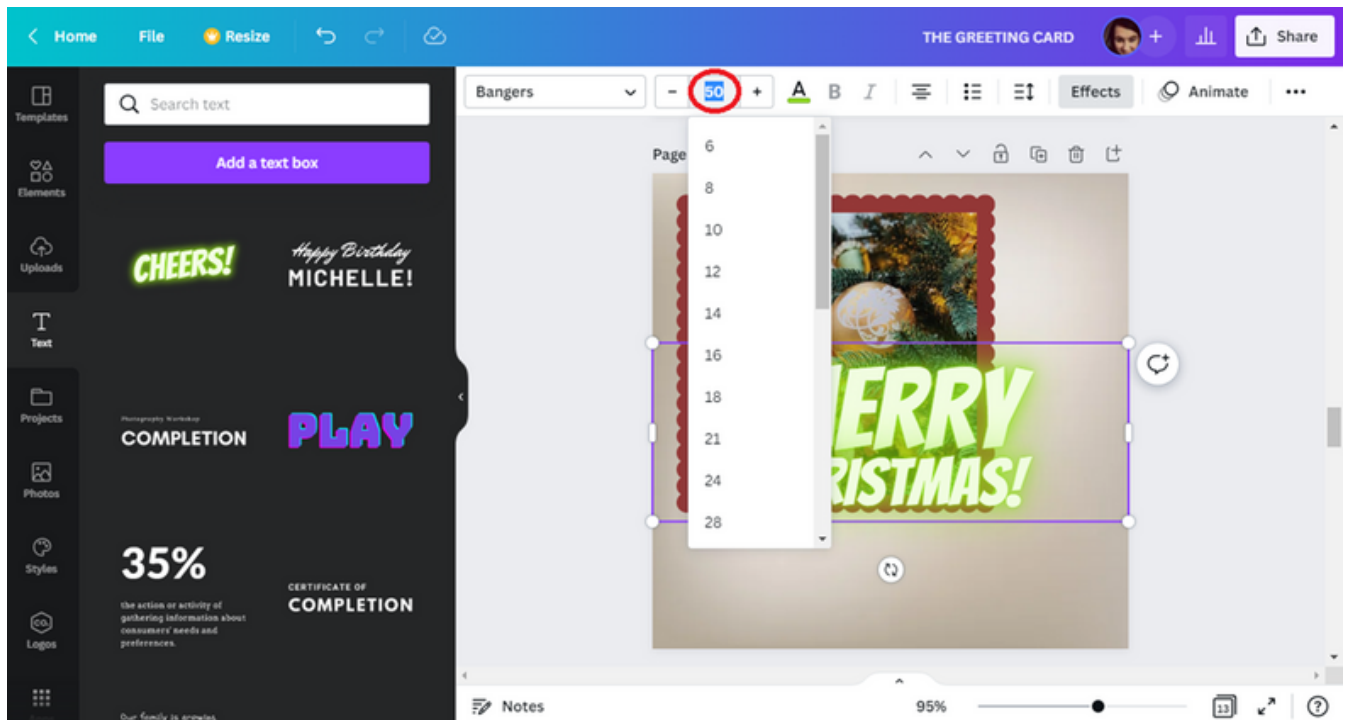
Choose one of the options.



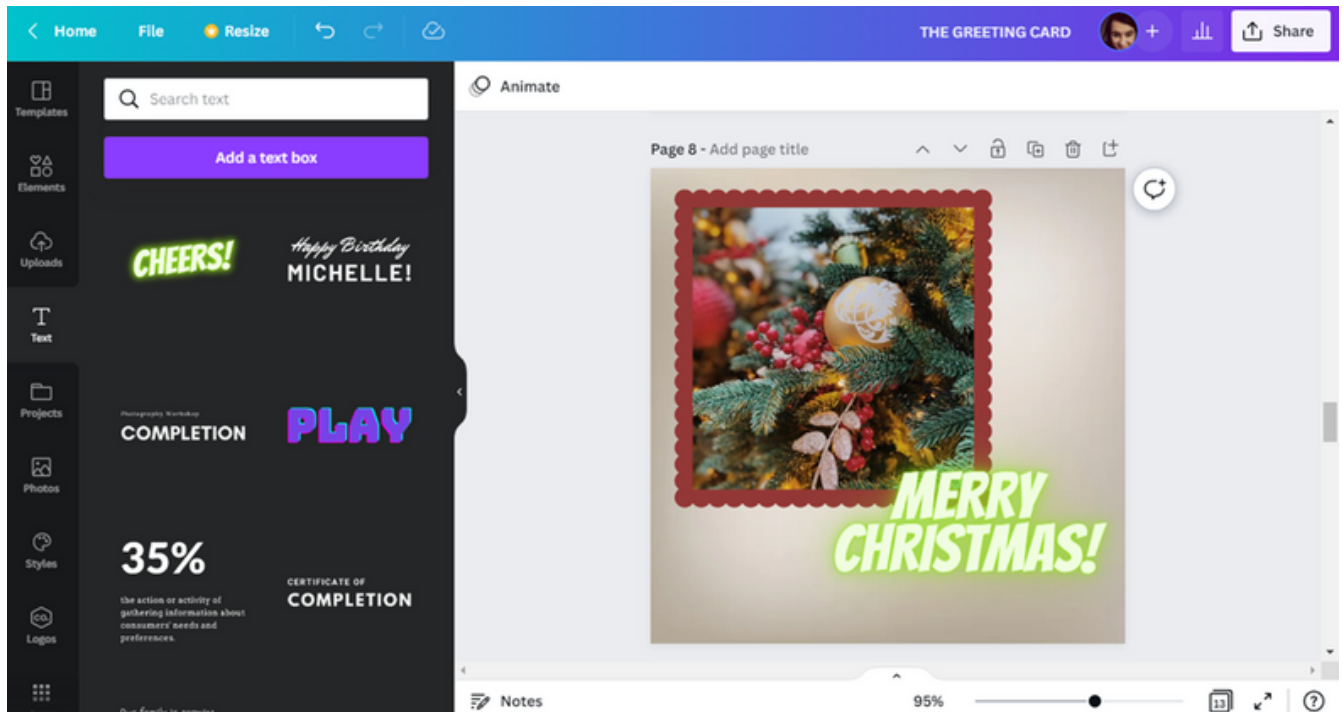
Enter the text: MERRY CHRISTMAS!



Change font size to 50.

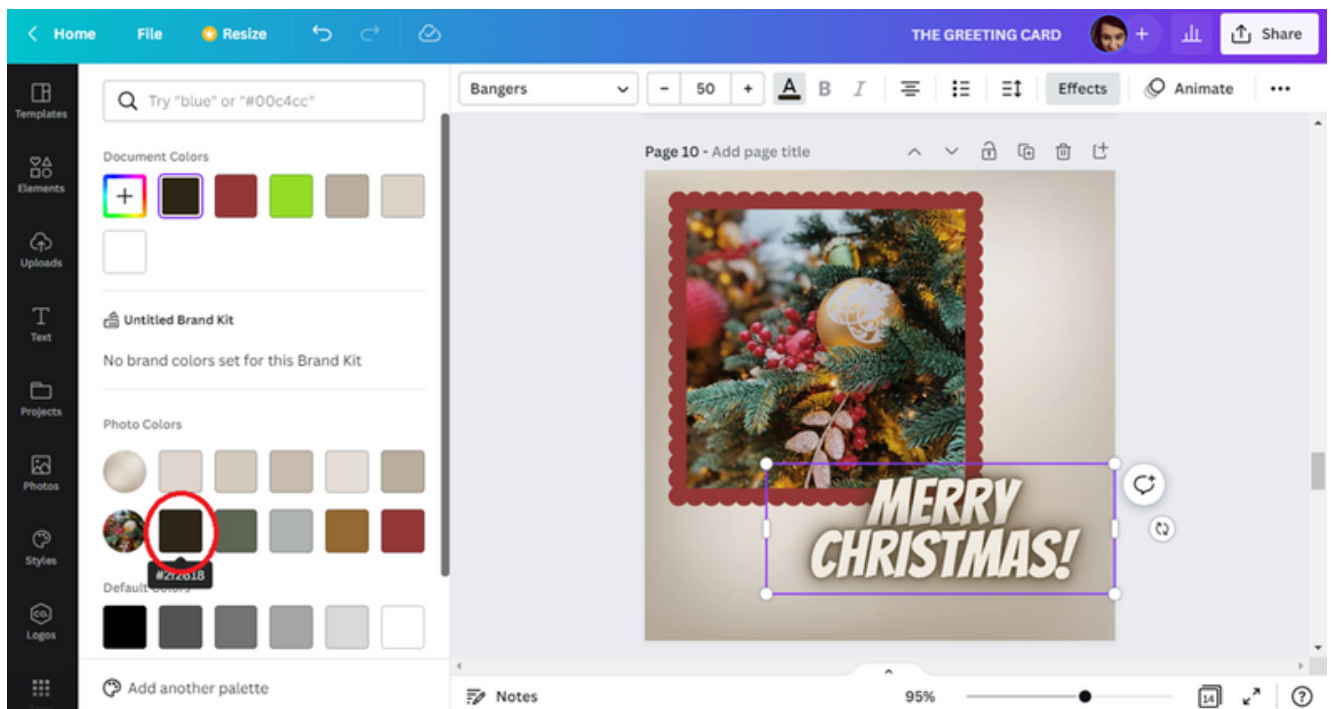


Move the text box to the lower-right edge of the frame.

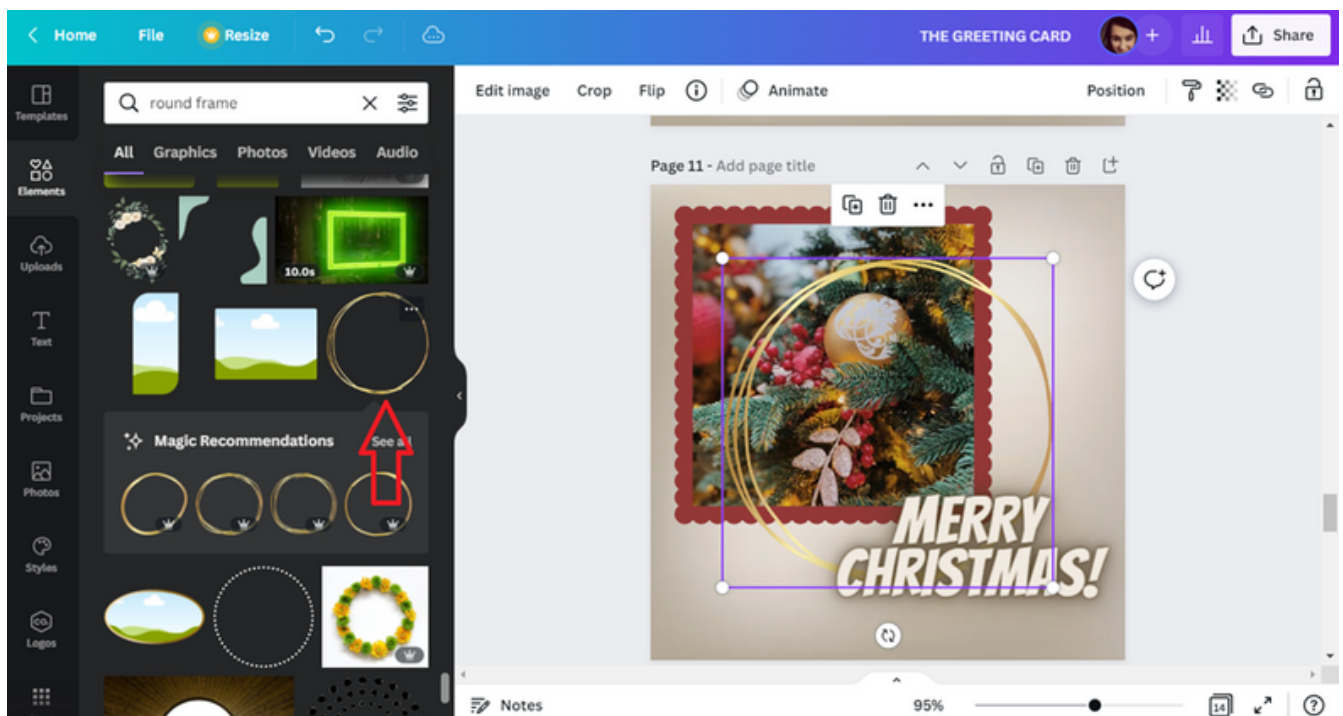




Change the font color.

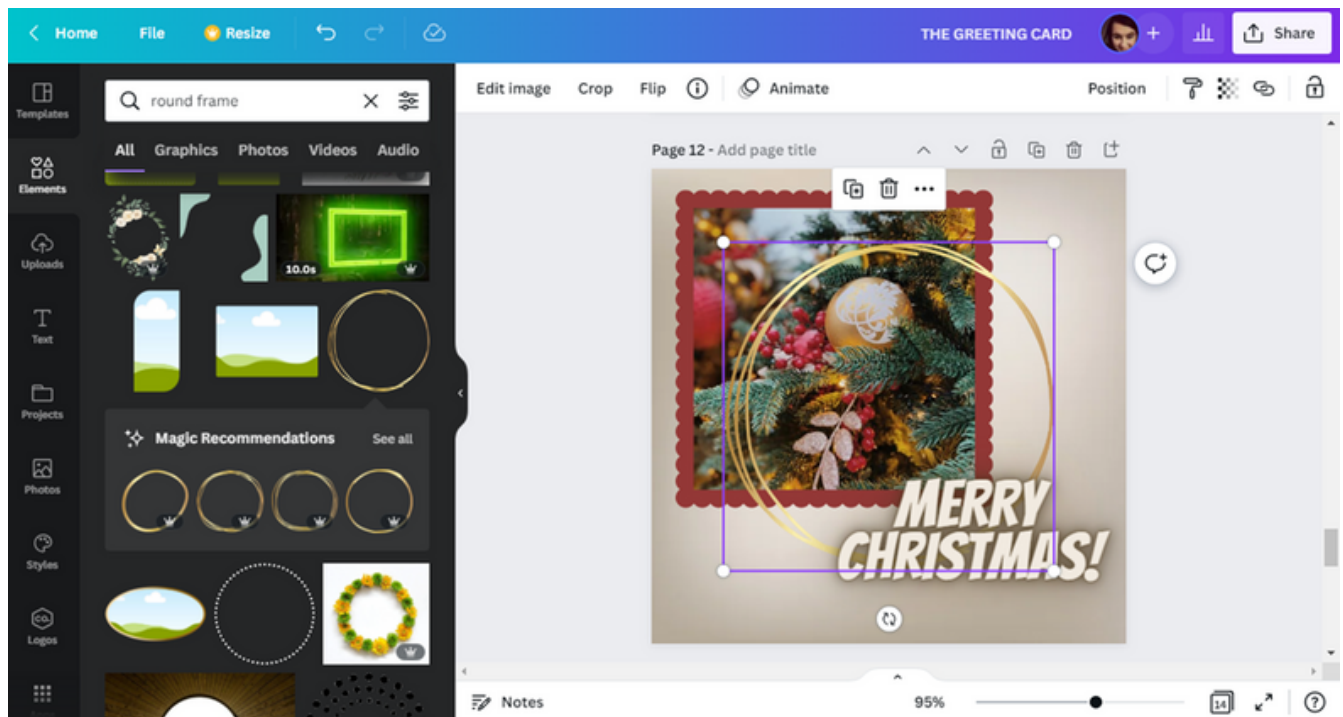


STEP 10. To add variety to the design, choose a shape. To do this, search for circular frames in the Elements tab. Then select one of the found suggestions.

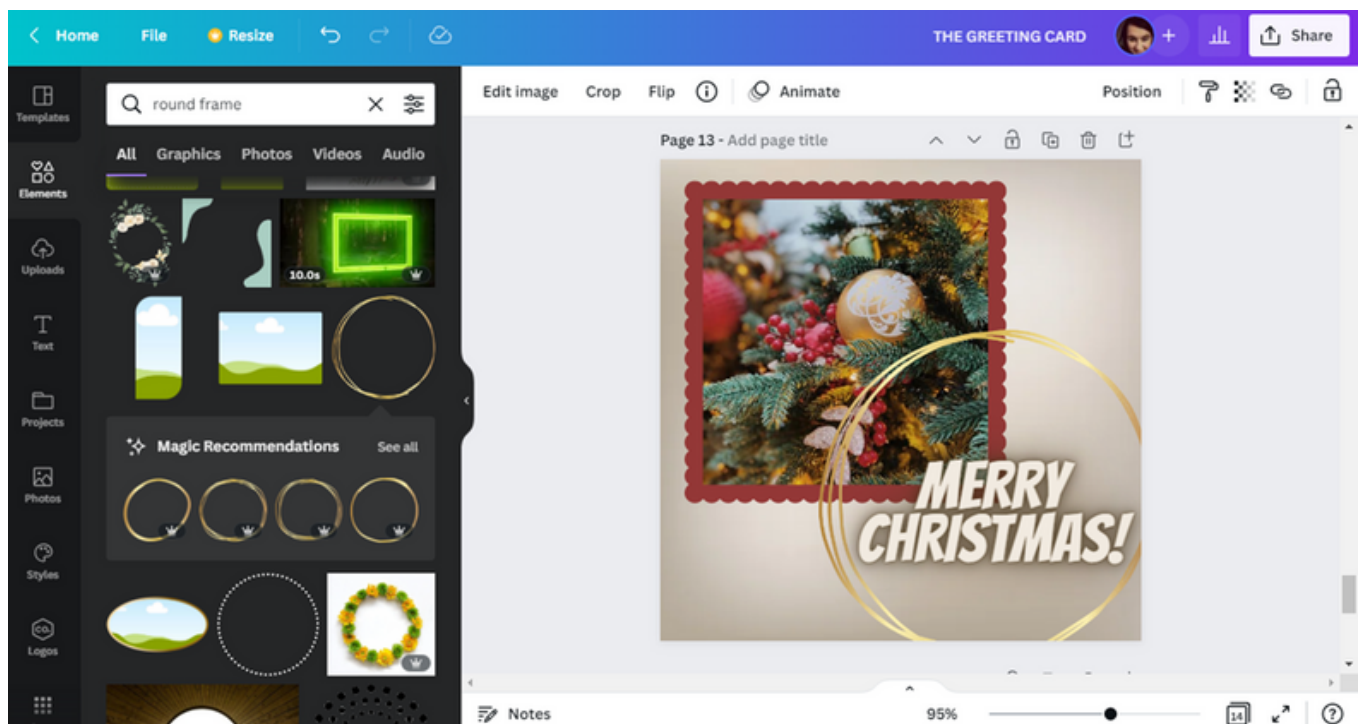




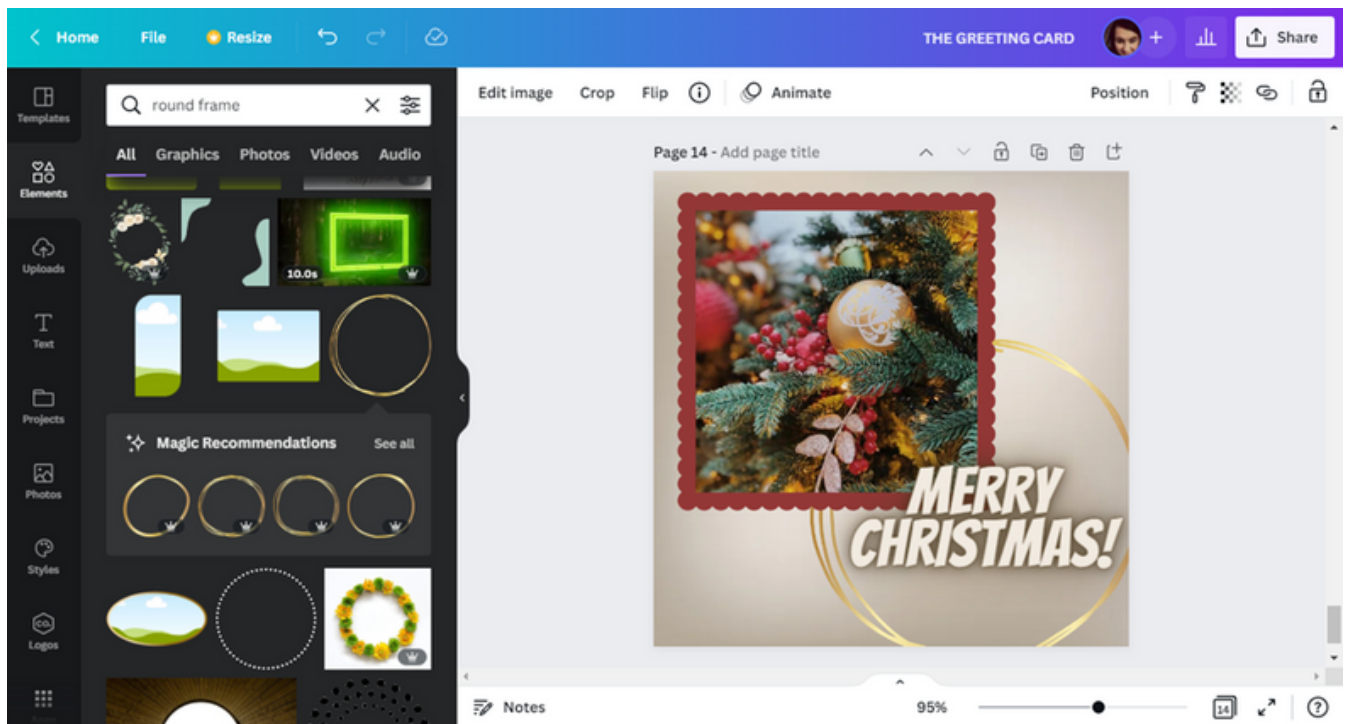
We can change the size and location of the selected element. First, enlarge it.



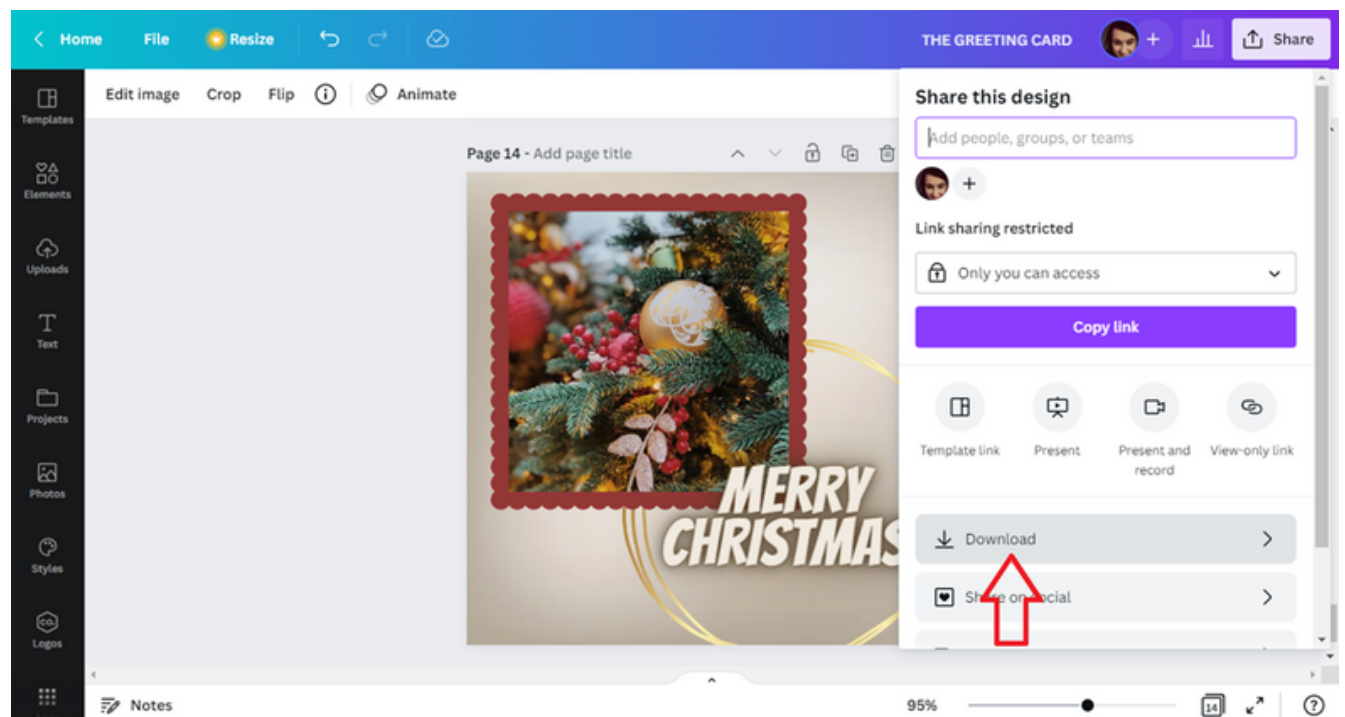
Then change the position by moving the circle to the lower left corner of the design.



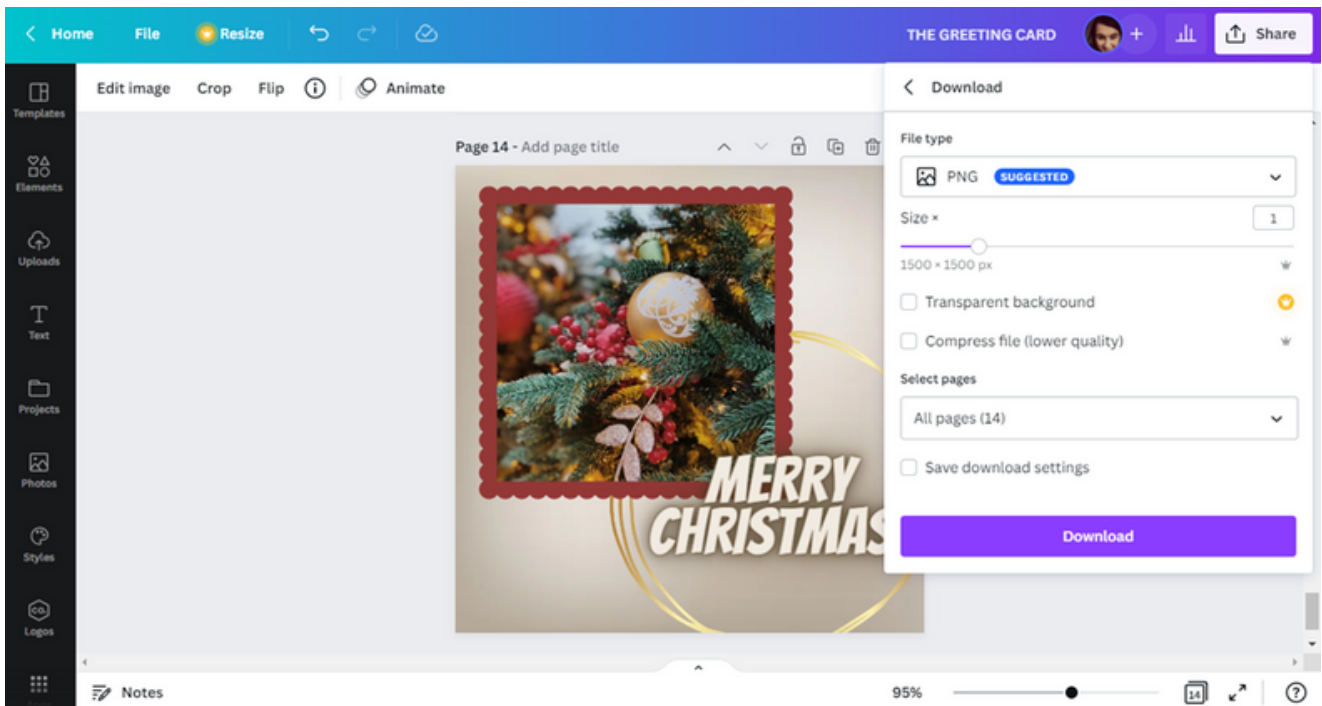
Finally, flip the circle to the back, using the **Position** option.



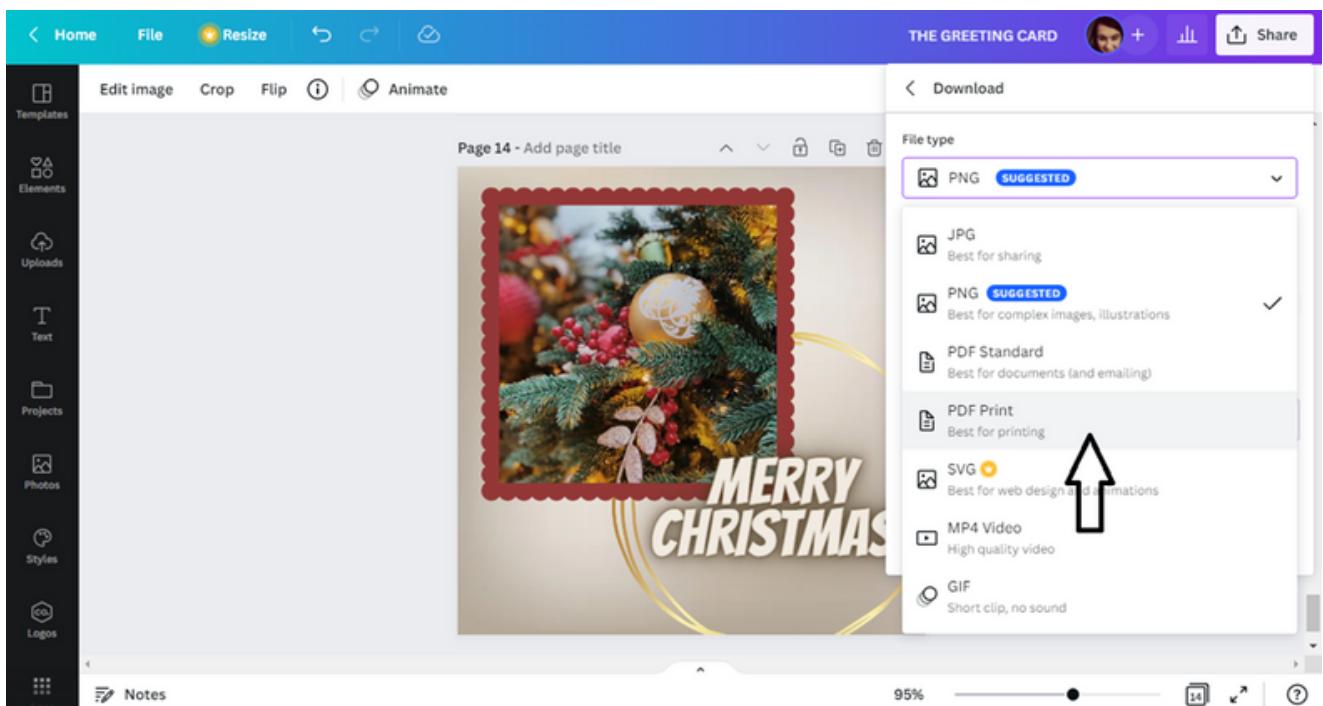
STEP 11. After completing work on the project, download the prepared sheet. This can be done using the **Share** option.



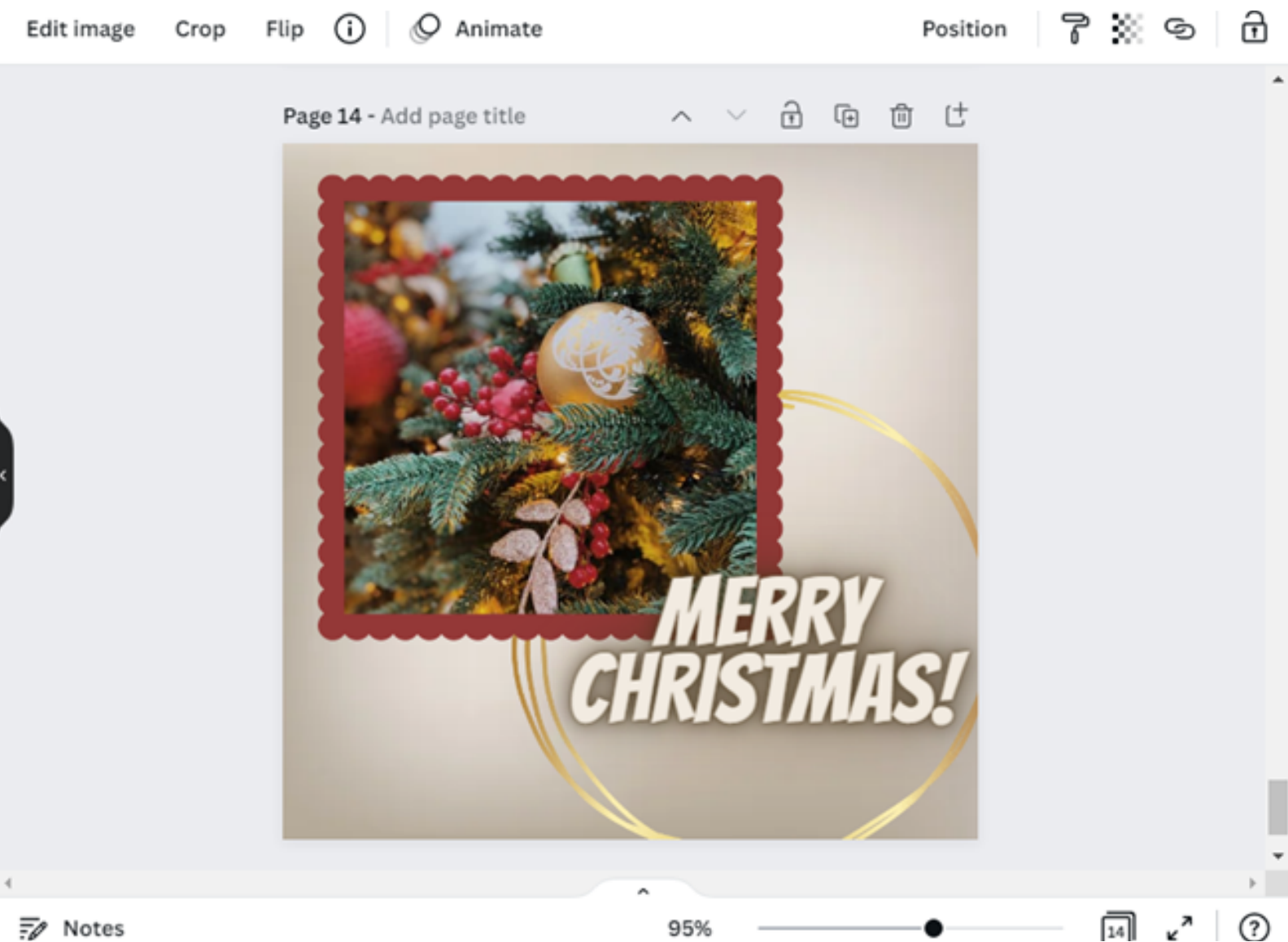
There are two ways to download the document. One of them is the one suggested by the CANVA program, ie **PNG suggested**.



The second is **PDF print**. This option is more advantageous when we not only want to send the card electronically, but also want a paper version. The quality of the graphics does not deteriorate after printing.



THE CARD IS READY!





# PANEL I

## Original greeting card

### EXERCISE 4 (30 min.)

With the help of the CANVA program, participants are tasked with designing a greeting card for their friend / acquaintance on the occasion of the 25th anniversary of their professional work. They then have to download the prepared draft in the format that is most preferred for printing.

#### THE TEXT FOR THE TRAINER:

*On the Worksheet No. 4 that I have handed out, there is an order to perform a task using the CANVA program. According to the recommendation, please prepare a greeting card for your friend / acquaintance on the occasion of the 25th anniversary of your professional work. Then download the developed graphic in the format you prefer for printing. You have 30 minutes for this task. In case you have any questions, I'll be glad to help.*



# PANEL I

## Original greeting card

### WORKSHEET 4

With the help of the CANVA program, design a greeting card for your friend / acquaintance on the occasion of the 25th anniversary of your professional career. Then download the prepared draft in the format that is most preferred for printing.

NOTES:

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# PANEL II

## UPLOADING PHOTOS TO CANVA

### WORK SHEET 1 “Photos”

Take three artistic photos of interesting objects currently in your surroundings. In your notes, write down the names of these items and why you chose these items. Use the selected photos in Task 1 according to the instructions.

#### NOTES

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## Task 1 Uploading photos to the CANVA program (20 min.)

Using Canva gives you plenty of opportunities to create fun designs such as invitations, social media posts and resumes. To give your designs an original and personal touch, it is worth adding your own photos, to do so, upload them to Canva. In this task, upload your photos taken in accordance with Job Card No. 1 to the program.

### EXAMPLE SENTENCE FOR THE LEADER:

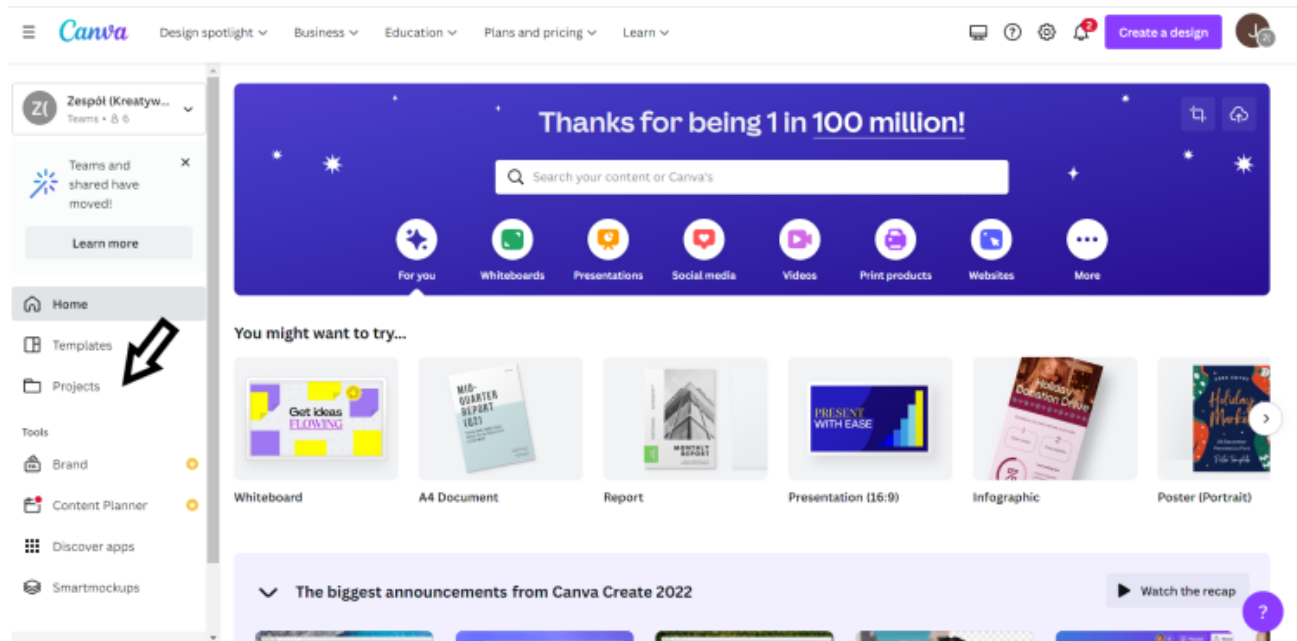
*Upload photos taken in accordance with Worksheet # 1 to Canva. The following instruction will help you to complete this task. You have 20 minutes for this task. In case you had any questions, I'll be glad to help.*



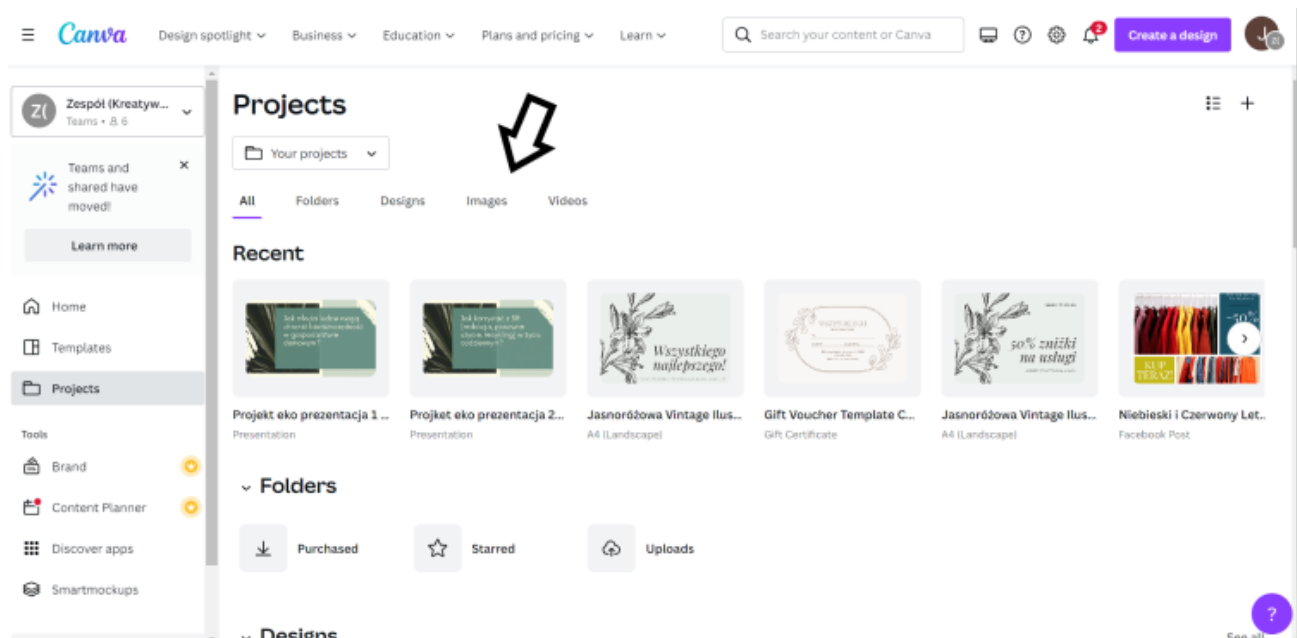
## How to do it?

STEP 1. Log in to Canva.

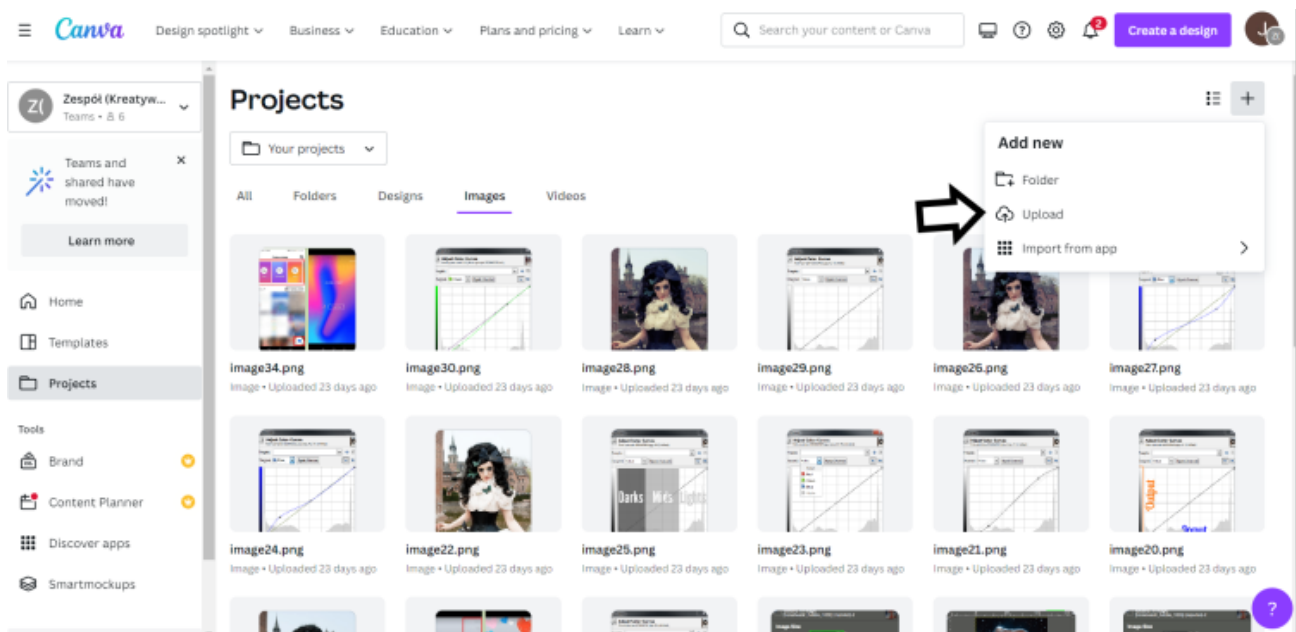
STEP 2. On the main page, in the left bar, select the "Projects" option.



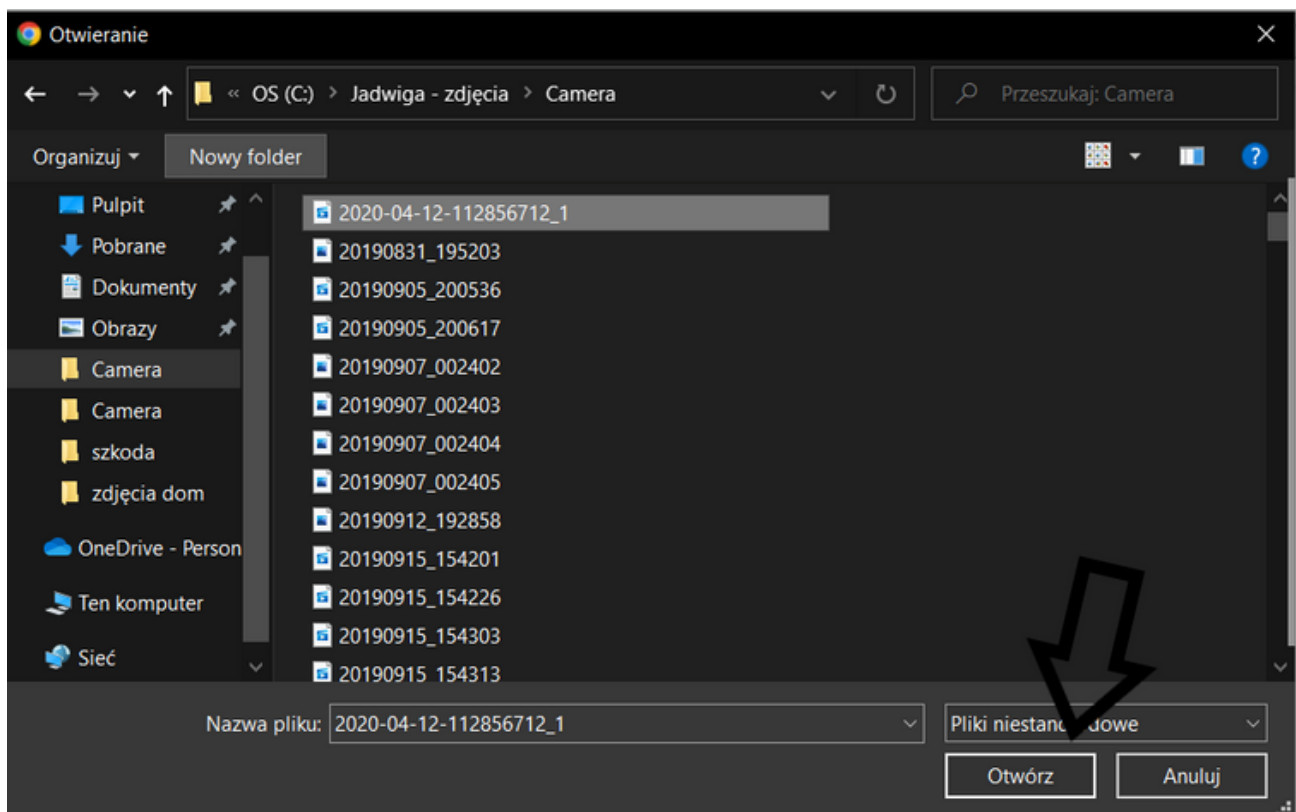
STEP 3. Then select the "Images" option.



STEP 4. In the images tab in the upper right corner there is a "+" press it and then select the option "Upload".



STEP 5. After selecting photos from your computer, press the "Open" button.



AND READY! FROM NOW ON, YOU CAN ADD UPLOADED PHOTOS TO YOUR PROJECTS.

DEVELOP YOUR CREATIVITY - USEFUL TOOLS FOR BEGINNERS

# PANEL II

## CREATE A COLLAGE IN CANVA

### WORK SHEET 2 Artistic photos

The photos taken in accordance with the instructions in the Work Sheet No. 1 will be used to create a collage in Task No. 2. In the notes below, describe what connects the three photos selected by you and come up with the title of the collage.

### NOTES

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## Task 2 COLLAGE (20 min.)

Create a collage with photos taken according to Worksheet 1.

Thanks to task 1, you already know how to upload photos to Canva. This skill will come in handy in this task!

EXAMPLE SENTENCE FOR THE LEADER:

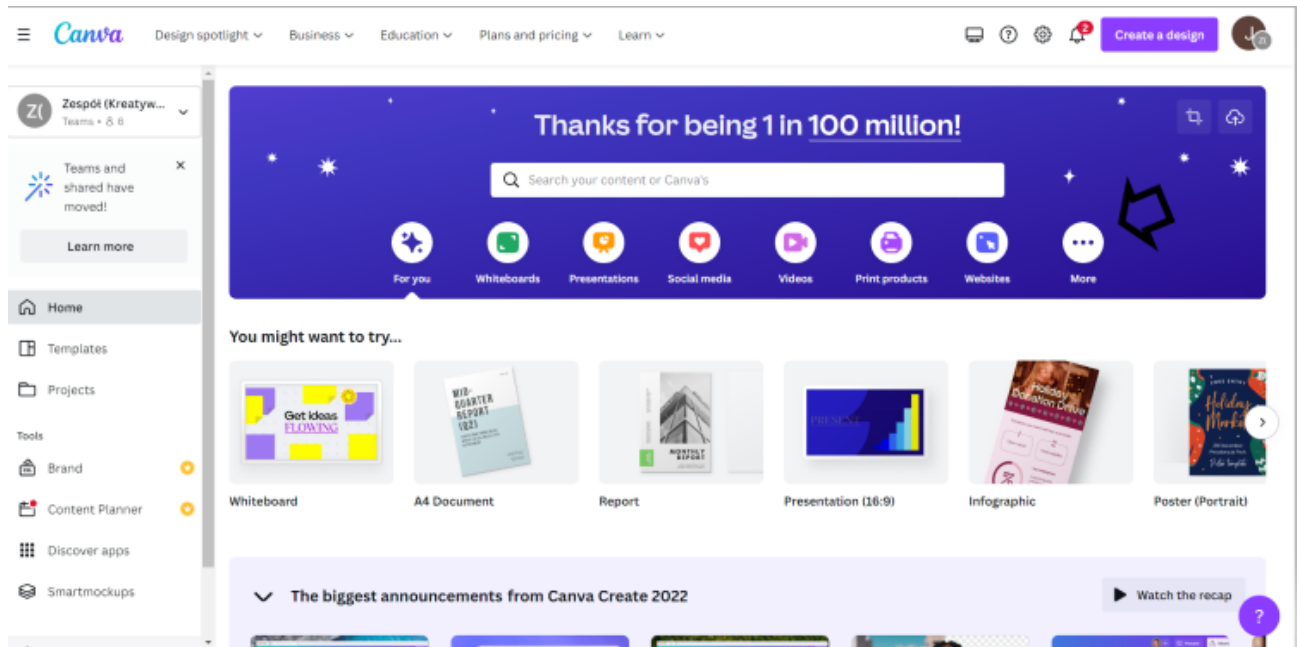
*Photos taken according to Worksheet 1 will now be used to create a collage in Canva. The following instruction will help you to complete this task. You have 20 minutes to complete this task. In case you had any questions, I'll be glad to help.*



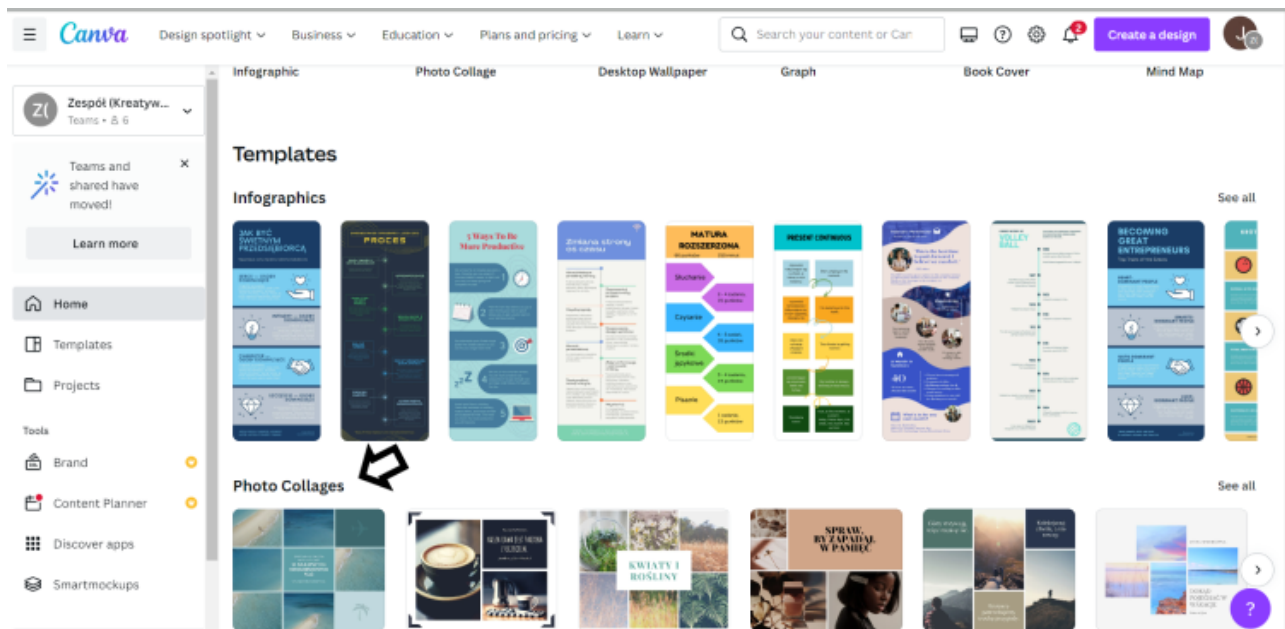
## How to do it?

STEP 1. Log in to Canva.

STEP 2. Click on "More".

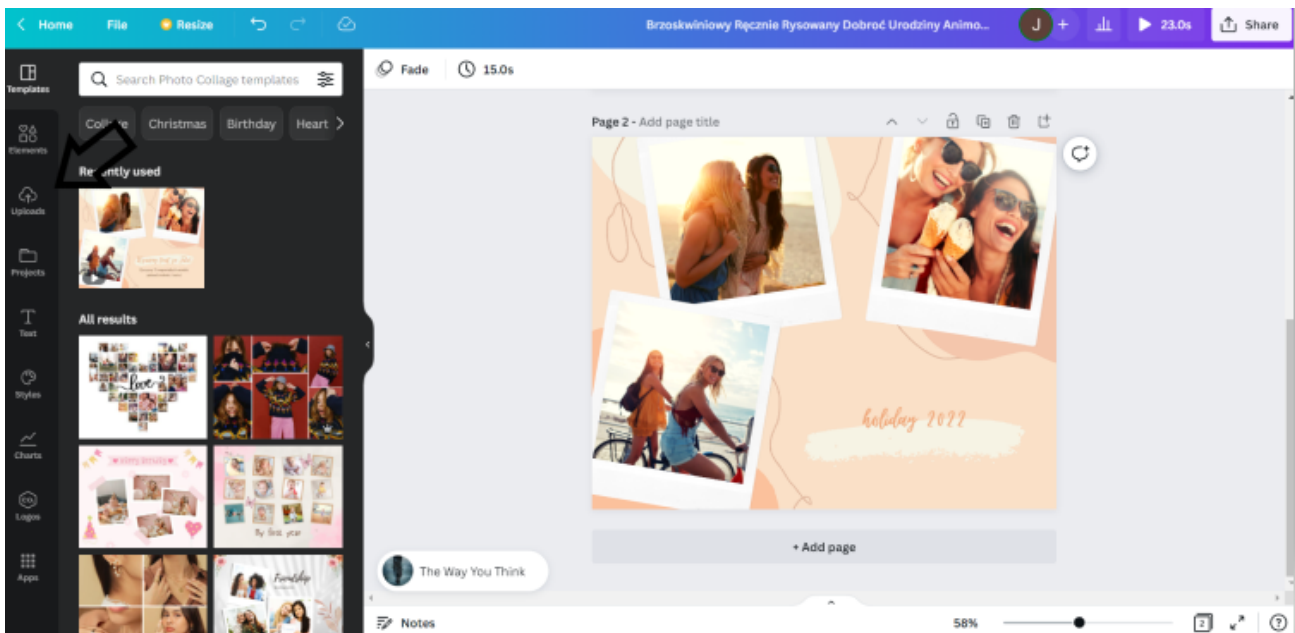


STEP 3. In the "Templates" option, select the "Photo Collages" option.



STEP 4. In the "Photo collages" tab, choose a template according to your preferences.

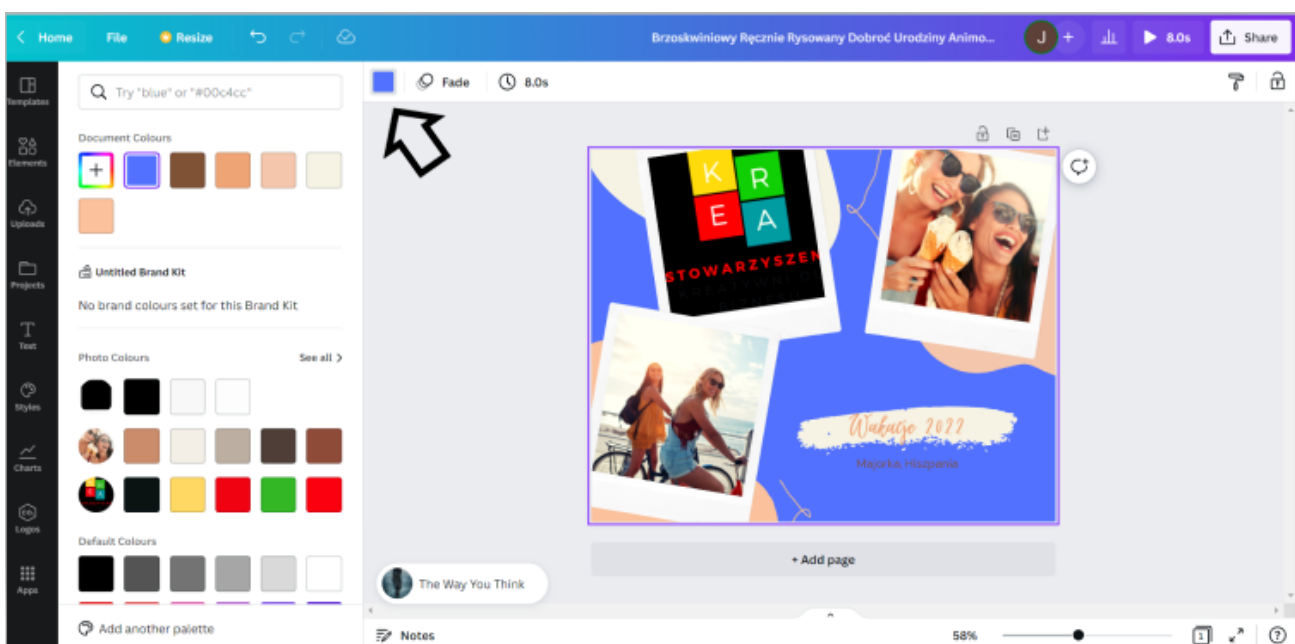
STEP 5. After choosing a template, edit the collage by adding your own photos. Select "Upload" in the left bar and select the "Images" tab.



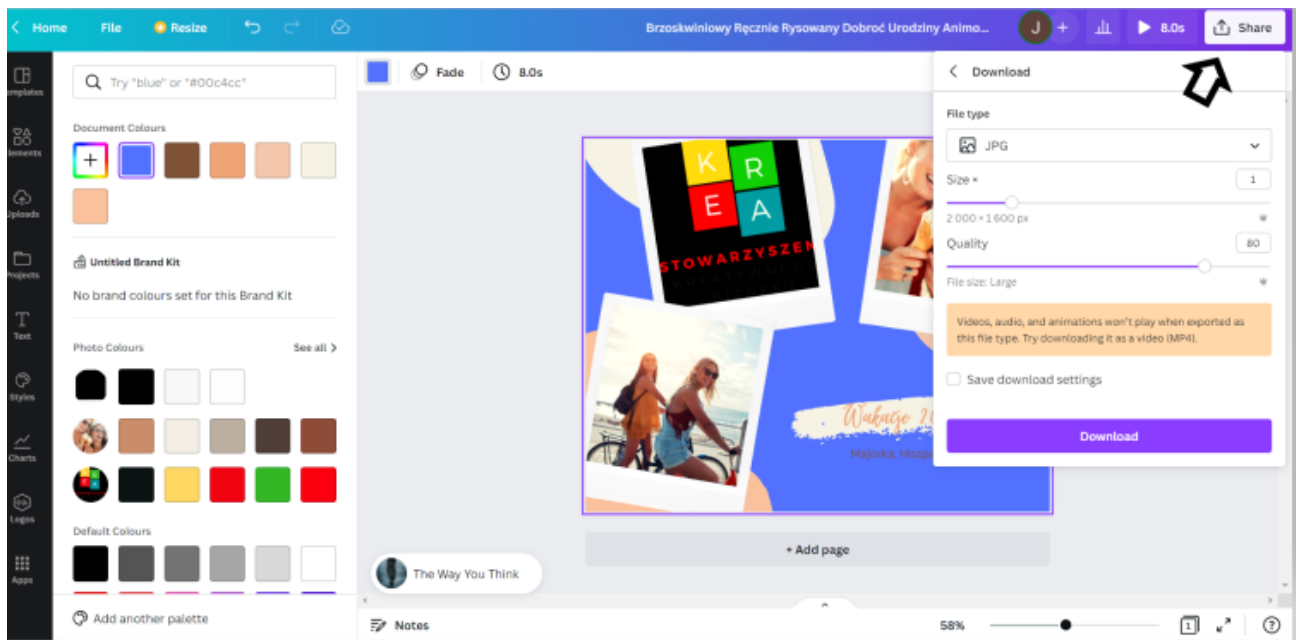
STEP 6. From the "Images" tab, select the photos you want to add to the collage and drag them with the mouse cursor towards the project.

STEP 7. Change the collage title by clicking in the text place and typing your own.

STEP 8. Change the background in the graphic by clicking on the collage and then in the upper left corner on the icon with colors and choose the color you prefer.



**STEP 9.** Download the collage as a JPG file by clicking on the top right corner "Share" then "Download" and select "File Type" → "JPG" and click "Download".





# PANEL II

## CREATING AN ORIGINAL POSTER IN CANVA

### WORKSHEET 3 EVENT

On the worksheet, describe the event you have invented in which you would like to participate. List the exact details of this event and your preferred guests.

#### IMPORTANT!

Remember to precisely specify the date, place and the most important information about the event.

#### NOTES

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### Task 3 Poster (30 min.)

Design your event poster with Canva using the information from Work Sheet 3.

#### EXAMPLE SENTENCE FOR THE LEADER:

*On the Job Card No. 3 I have distributed, you have described in detail the event that you would like to participate in. Use the saved information in Task 3 when designing the poster of your event. You have 30 minutes for this task. Below is an instruction. In case you had any questions, I'll be glad to help.*

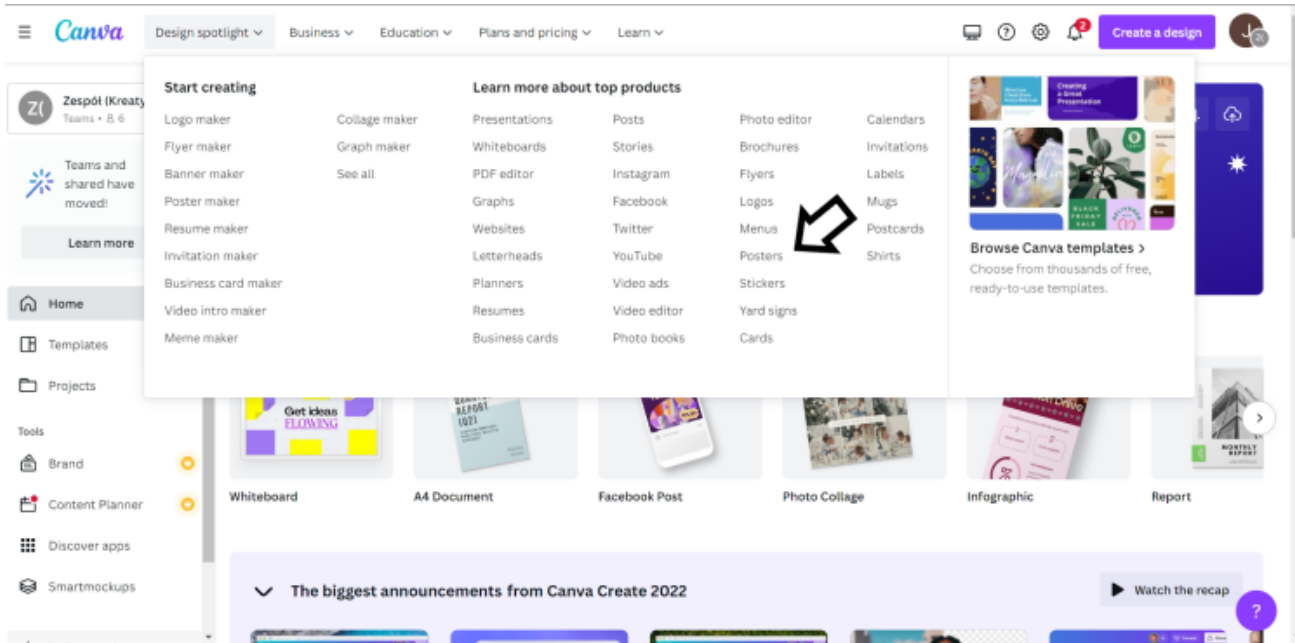




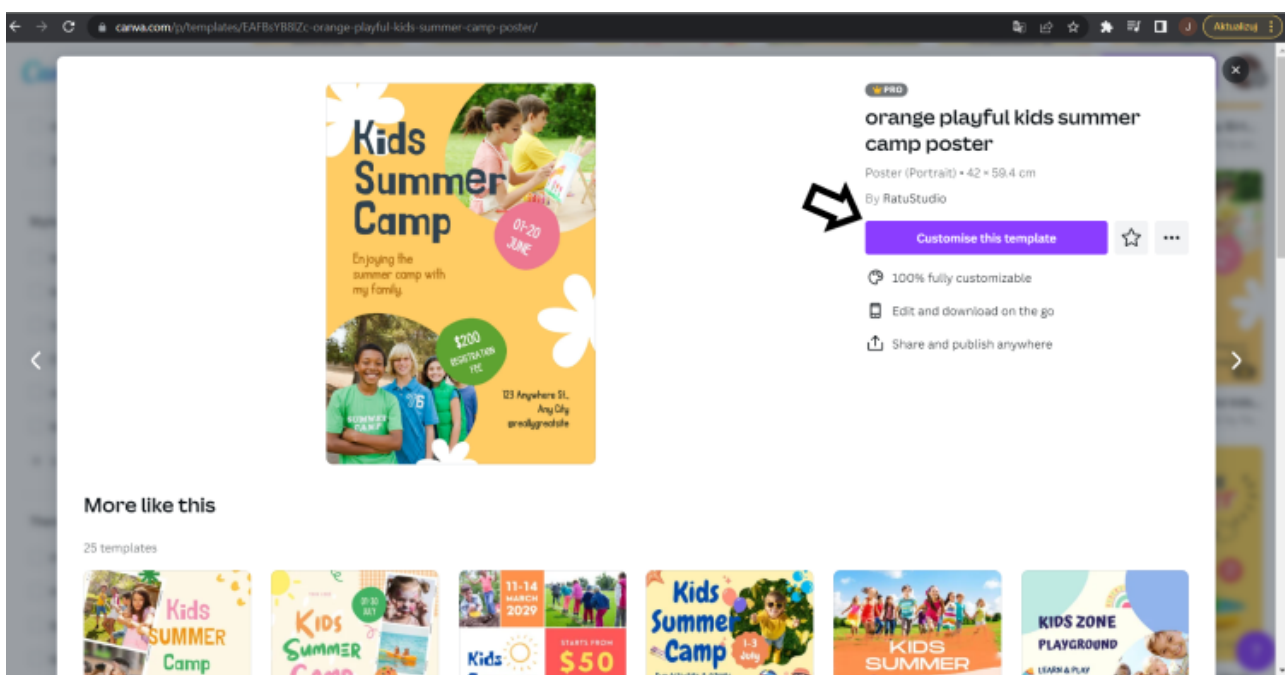
## How to do it?

STEP 1. Log in to Canva.

STEP 2. On the main page, in the upper left corner, in the "Design spotlight" tab, select the "Posters" option.



STEP 3. Click on the poster template of your choice and then select "Customize this template".



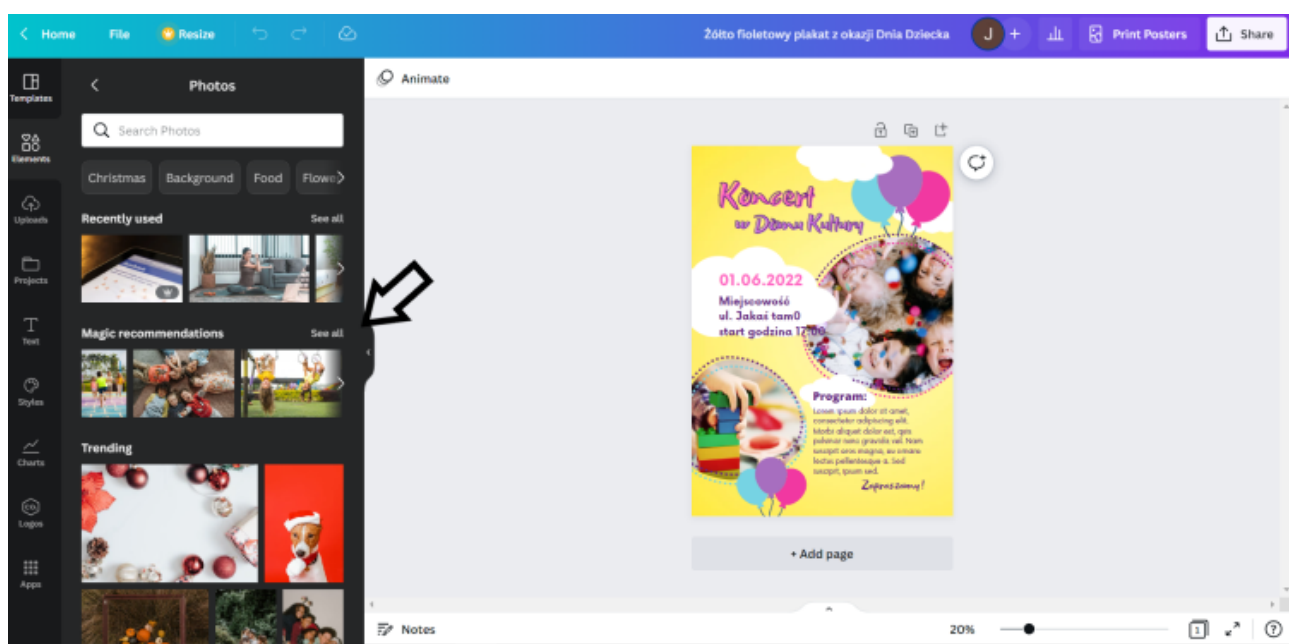
**STEP 4.** From now on, you can freely edit the poster of your choice. According to the content of the task, transfer the information about the event from Job Card No. 3 to the poster.

Change the content of the advertisement by clicking in the place of the text and entering your own.

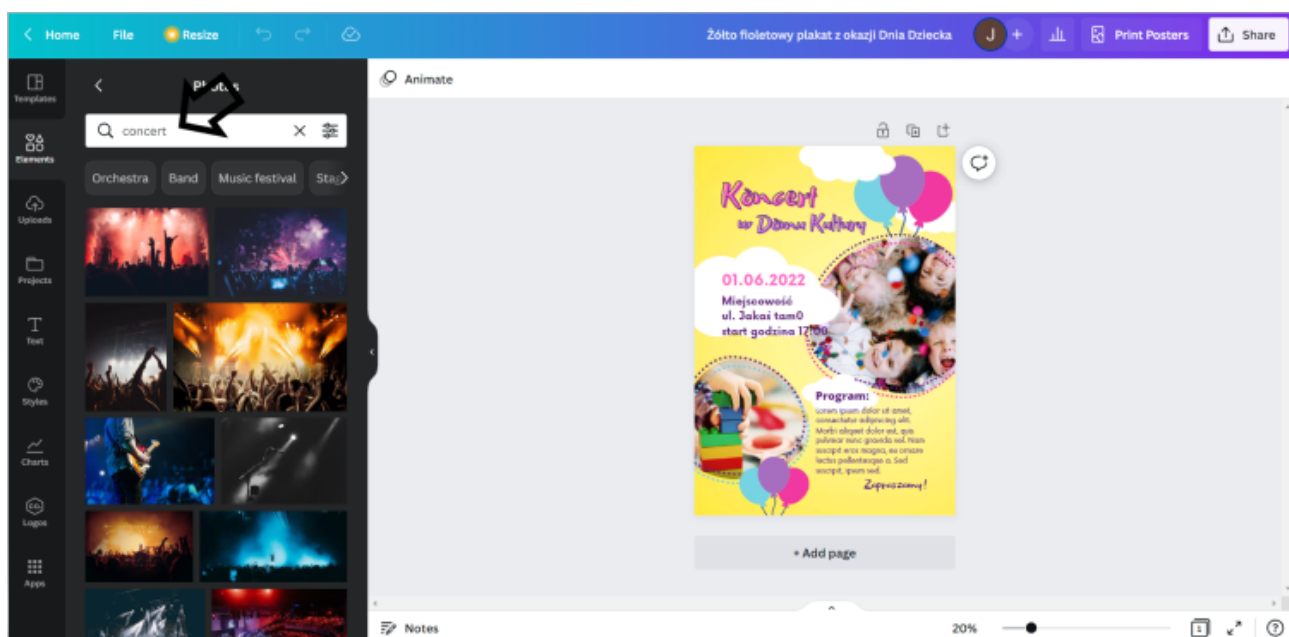
You can also change photos by adding photos selected from Canva.

**STEP 5.** Are you wondering how to change the photos on the poster?

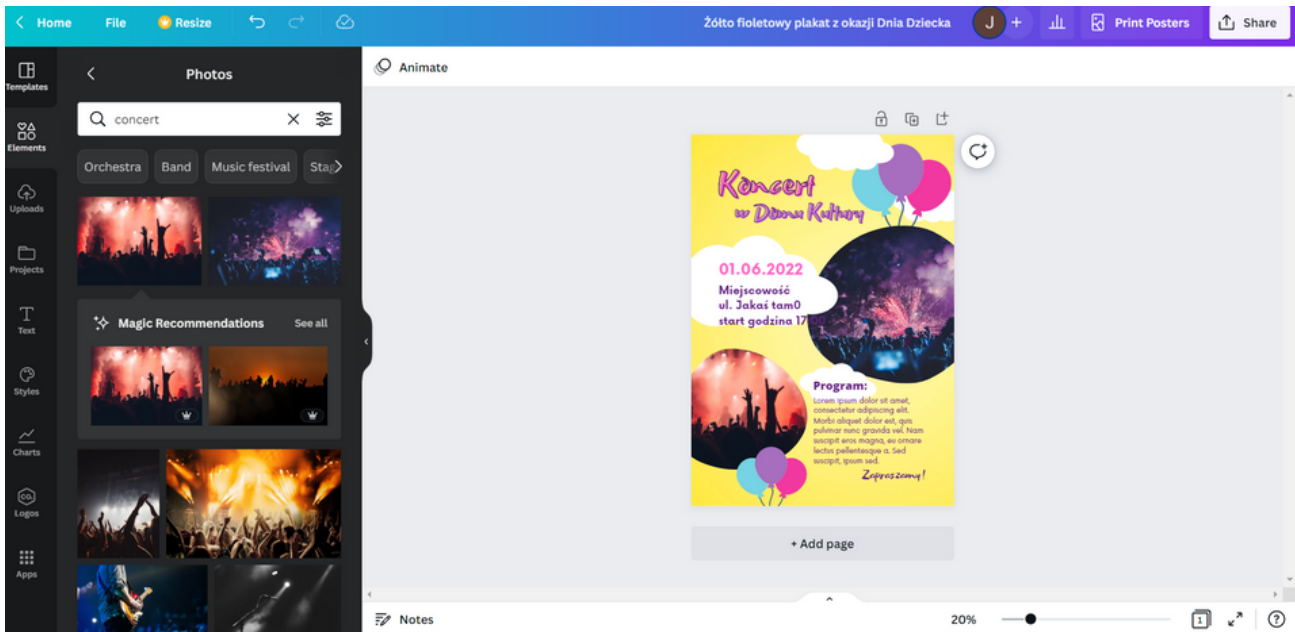
Select the "Elements" tab on the left side of the bar and then "Photos - see all".



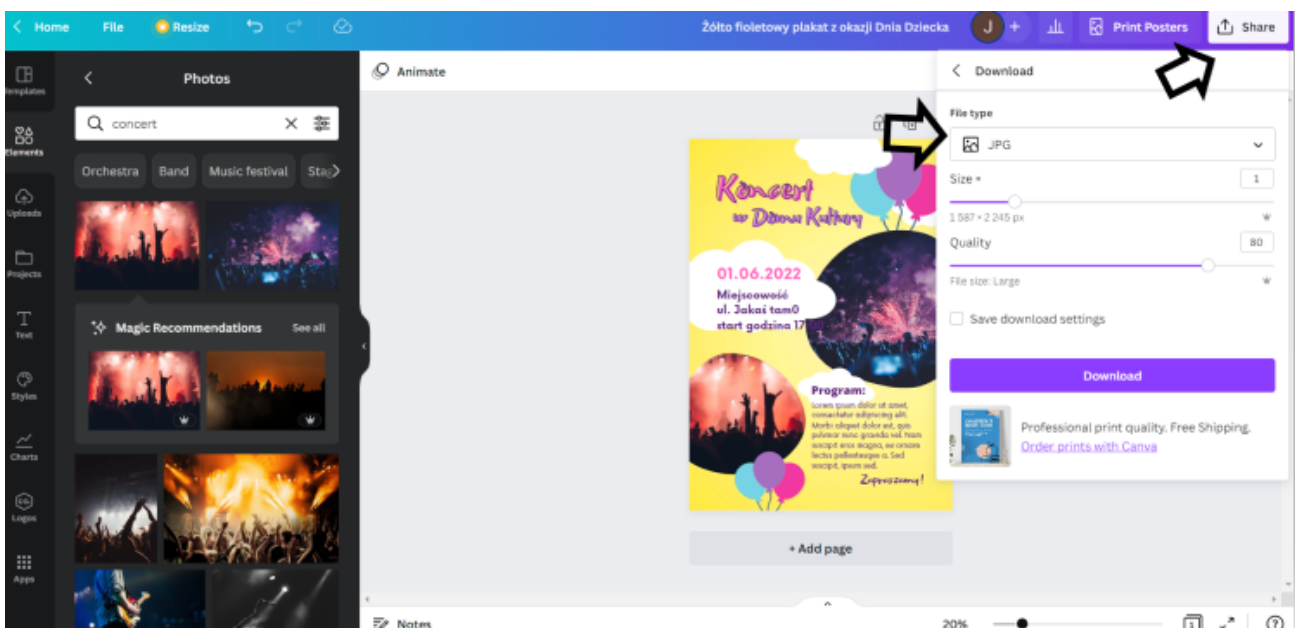
In the search box, you can enter the type of photos you are interested in and choose one of them.



Select the photos you want to add to the poster and drag them with the mouse cursor towards the project.



STEP 6. Download the poster as a JPG file by clicking on the top right corner "Share" then "Download" and select "File Type" → "JPG" and click "Download".



# PANEL II

## CREATING A FACEBOOK POST

### WORKSHEET 4 Business

On the worksheet, describe in detail the company you invented.

Unsubscribe:

- company name,
- what he does,
- where is,
- and come up with one event / promotion about this company.

### NOTES

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#### Task 4 Post on Facebook (30 min.)

Using the information from Job Card No. 4 regarding your company's event / promotion - use Canva to design an entry for your company fanpage on Facebook.

#### EXAMPLE SENTENCE FOR THE LEADER:

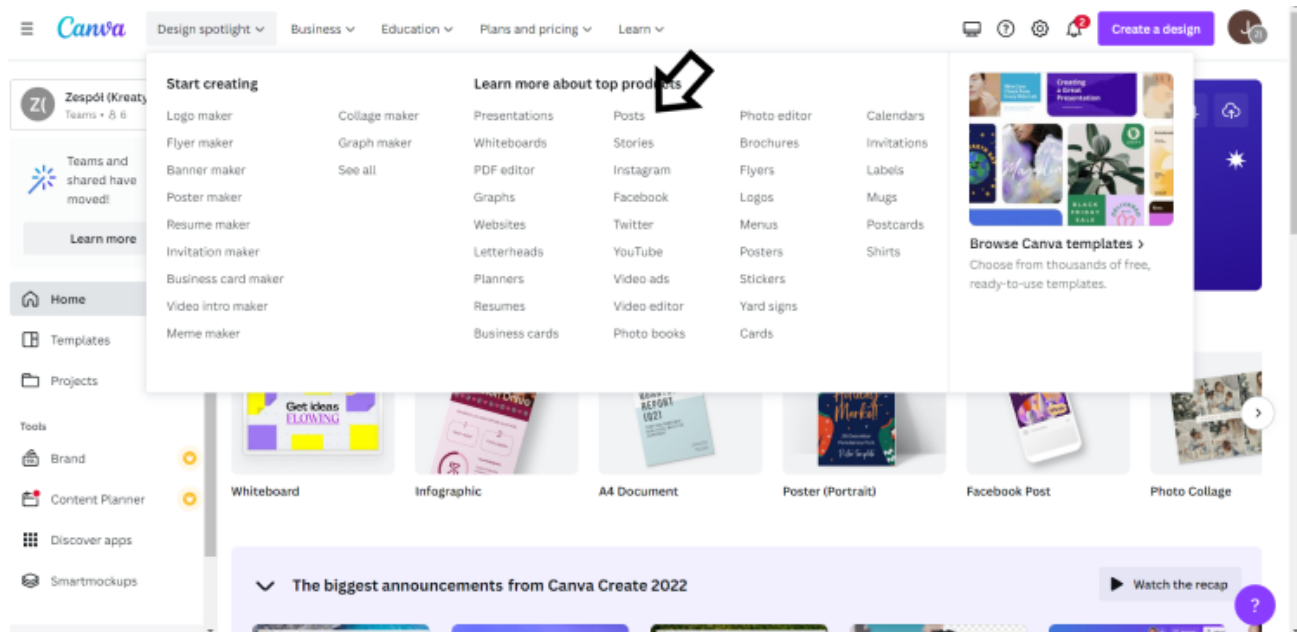
*On the Worksheet No. 4 you described the event / promotion regarding your company. In this task, use this information to create a post for your company fanpage on Facebook. You have 30 minutes for this task. Below is an instruction. In case you had any questions, I'll be glad to help.*



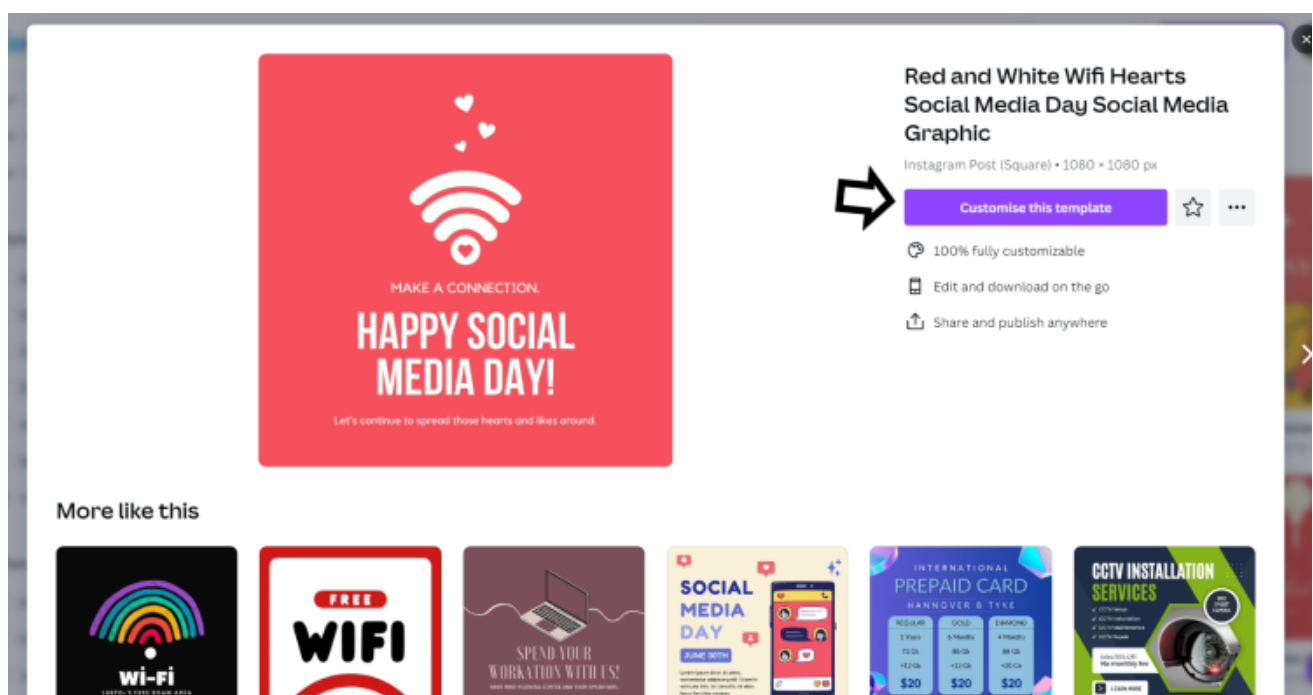
## How to do it?

STEP 1. Log in to Canva.

STEP 2. On the home page in the upper left corner, under the "Design spotlight" tab, select the "Posts" option.

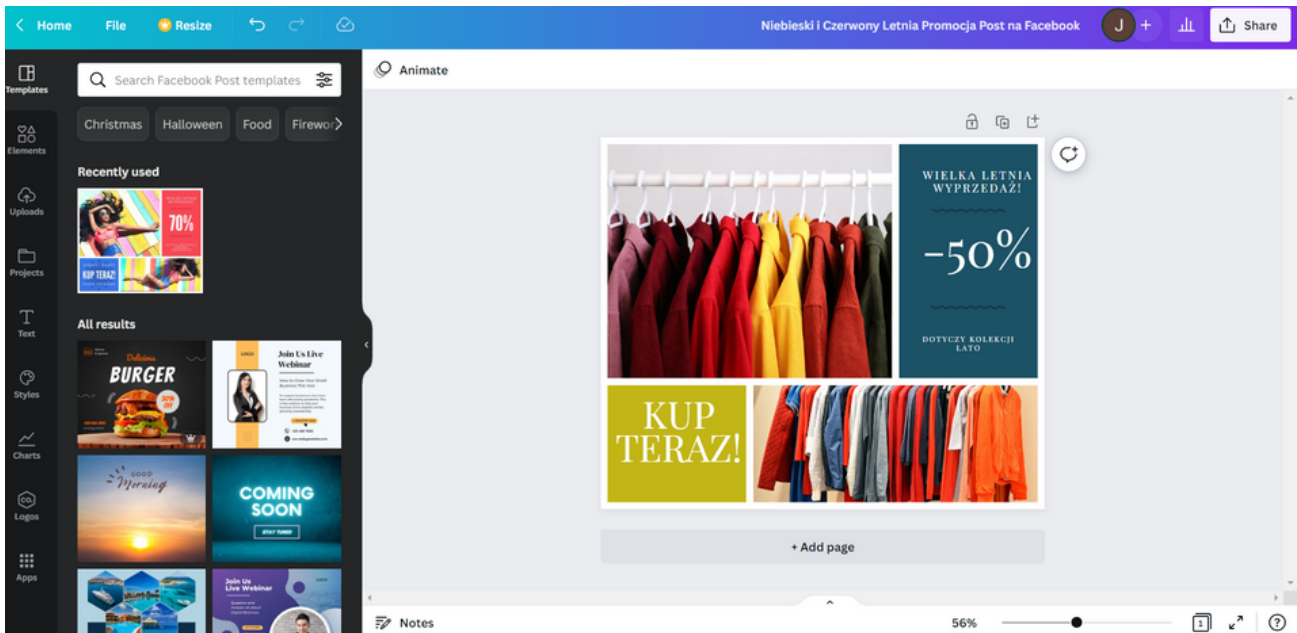


STEP 3. Click on the template of your choice and then select "Customize this template".

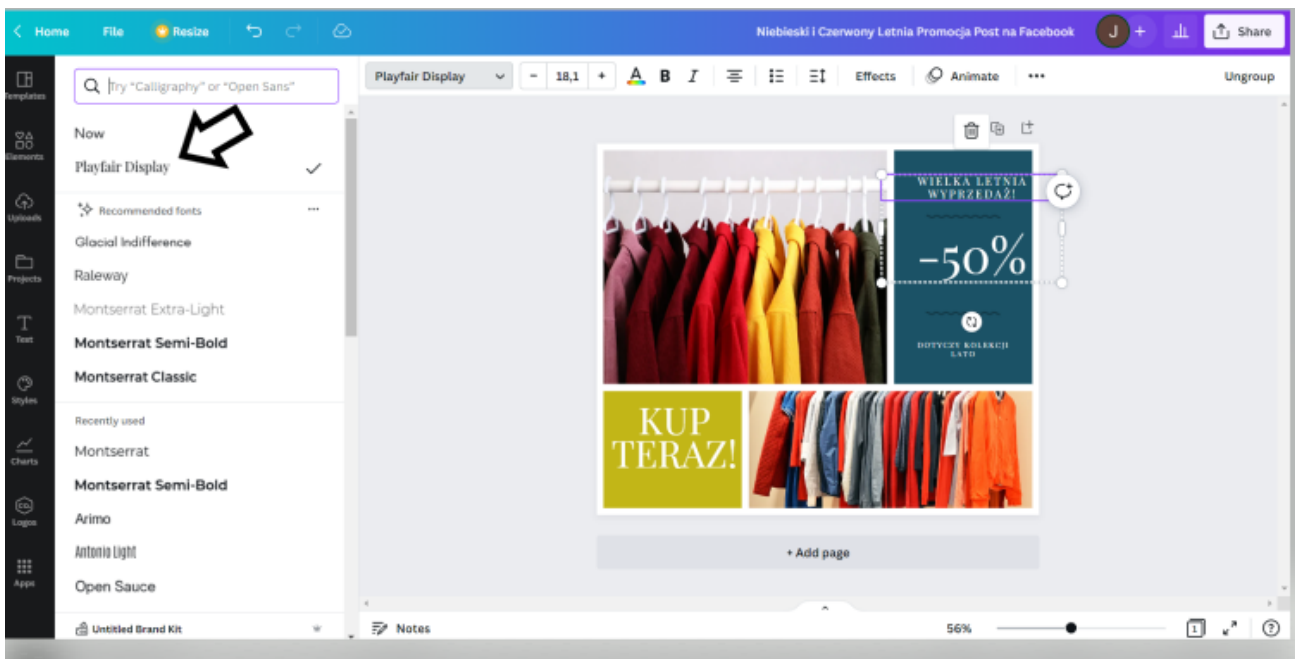




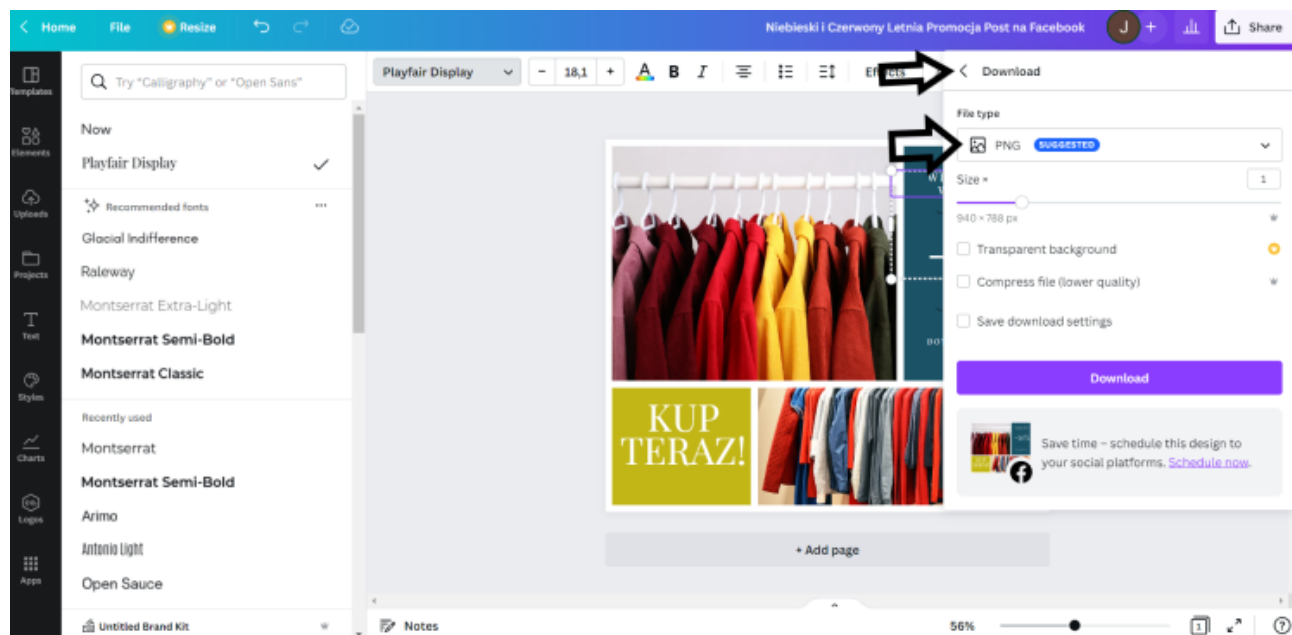
STEP 4. Edit the template by changing photos and adding information from Work Sheet 4.



STEP 5. Change the font by selecting the text you want to edit and then select the “Playfair Display” font in the upper left corner.



**STEP 6.** Download the graphic as a PNG file by clicking on the top right corner "Share" then "Download" and select "File Type" → "PNG" and click "Download".



# PANEL III

## CREATING A UNIQUE LOGO ON CANVA

### Mini lecture

Explanation of terms:

- Logotype
- Visual identity



**Logotype** – is a logo centered around a company name or initials, while a logomark is a logo centered around a symbolic image or icon. The general term logo refers to all marks that represent a brand.

**Visual identity** – is all of the imagery and graphical information that expresses who a brand is and differentiates it from all the others. In other words, it describes everything customers can physically see, from the logo to the interior design of a store.

### LOGO WITH BADGE

Canva's badge logo maker makes designing a breeze. It does not matter if you create them for your organization or finally enter the business world with the desire to build your own brand. Certainly, each of you will find a template that will meet your expectations and preferences. You will achieve whatever you want with just a few simple clicks. Work with a free template or develop a project from the very beginning. Unleash your creativity and enjoy the possibilities of the CANVA program by changing color combinations and mixing and matching fonts and icons until you find the ones that perfectly match the name and colors. To work!

## WORK SHEET 1

Think about a brand / company / organization that you own or would like to create in the future. Define your personal brand image by answering the following questions.

Type of organization (company, NGO's, informal group, small company, large enterprise, agritourism, etc.): .....

Organisation name:

.....

Logotype style (minimalist, classic, bold, elegant, calligraphic, humorous):

.....

Logotype type (1,2,3,4,5):

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1. Logotype - The logotype, or wordmark, consists only of letters written in a characteristic typeface. This type of logo only contains the brand name - an excellent choice if your brand name is interesting and catchy.
2. Monogram - A letter sign or a monogram (letterform) is a kind of a logotype - it is also a project based on the use of typography itself. The monogram only contains the first letters, initials, or the acronym of the brand name (eg, IBM, CNN, HBO).
3. Pictogram - A symbol or pictogram uses a single icon to represent the brand - it is the graphic symbol itself (signet ring), without any text. These types of symbols have great potential, but it is worth remembering that reaching the recognition stage will require time and effort, because the lack of the company's name in the logo makes it difficult for recipients to associate the mark with the brand and remember the brand.
4. Abstract Symbol - Deviating from specific associations, the abstract logo uses geometric patterns to create a truly unique effect. Over time, this initially obscure symbol may become synonymous with your brand (such as the Nike swoosh symbol).
5. Complex logo - A logo composed of various elements contains both text and an image (logotype and signet). An example of such a logo can be a monogram with a pictogram, a logotype with an emblem or an abstract signet ring, and any other combination.

Logo colors:.....

**Attention! When choosing a multi-color logo, limit yourself to a maximum of three colors.**

Font: .....

NOTES

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	<b>Serif</b> posiada ozdobne, krótkie kreski (szeryfy) stosowane do zwiększenia dekoracyjności
	<b>Sans-serif</b> nie posiada dekoracyjnych kresek (szeryfów)
	<b>Script</b> naśladuje odręczne pismo lub kaligrafię
	<b>Decorative</b> czcionki dekoracyjne, często o nieregularnych kształtach

## EXAMPLE SENTENCE FOR THE LEADER:

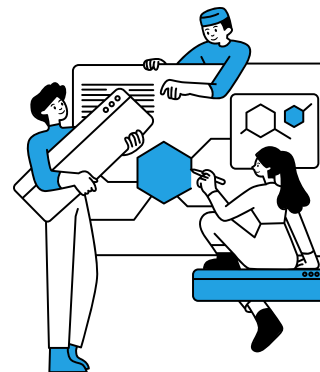
*On the WORK SHEET No. 9 I have distributed, describe in detail your concept of creating a logo for your current company / organisation or one which you would like to create in the future. You have 20 minutes for this task.*

*In case you have any questions, I'll be glad to help.*

# Canva



## How to create a badge logo?



1. Get started with Canva
2. Open Canva and search for "Badge Logo" for professionally designed templates you can use that can also inspire you.
3. Match them to your brand
4. Canva's library has thousands of templates, so you're sure to find the one that best suits your brand. Each template is fully customizable. Choose the one that best reflects the nature of your company. You can also start from scratch to develop your logo with the utmost precision.
5. Personalize your logo with a badge
6. Customize your badge logo by changing the template's color scheme and font combinations and sizes. Browse through our extensive library of stickers, icons, gallery images, and more. Upload your own photos or icons to personalize your design.
7. Collaborate in real time
8. Collect feedback from business partners or associates by giving them access to projects. Show them how amazing design is with Canva and get them to work together to create the best badge logo for your brand.
9. Stamp your brand materials
10. Once your badge logo is ready, save the design and download it in JPEG or PNG format to show off to the world. Include this logo in your marketing materials to give your brand impressive brand recognition. You can also create these promotional materials in Canva.

## Task 1 - Creating a unique logotype ( 30 min.)

Using ready-made templates in the CANVA program, create your own logo of the organization you are a member / owner of or the organization that you would like to create in the future, for example, Rural Housewives' Clubs based on the Work Card No. 1.

### THE TEXT FOR THE TRAINER:

*Using the ready-made templates in the CANVA program, create your own logotype of the organization of which you are a member / owner or an organization that you would like to create in the future, e.g. Circles of Country Housewives based on Worksheet No. 1. You have 30 minutes for this task.*

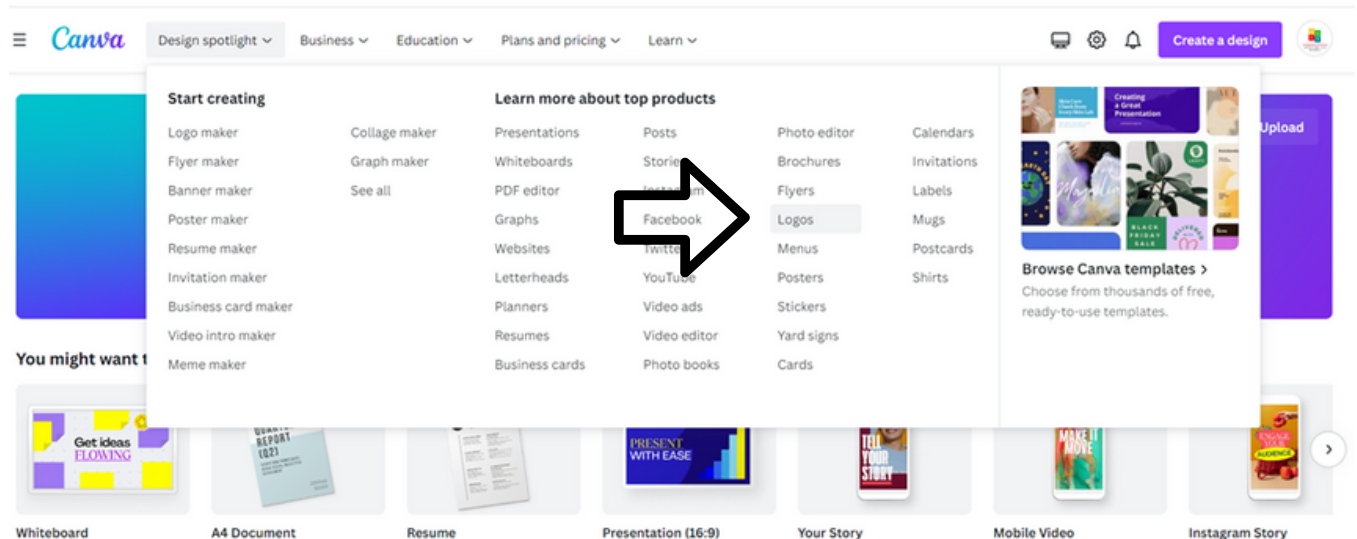




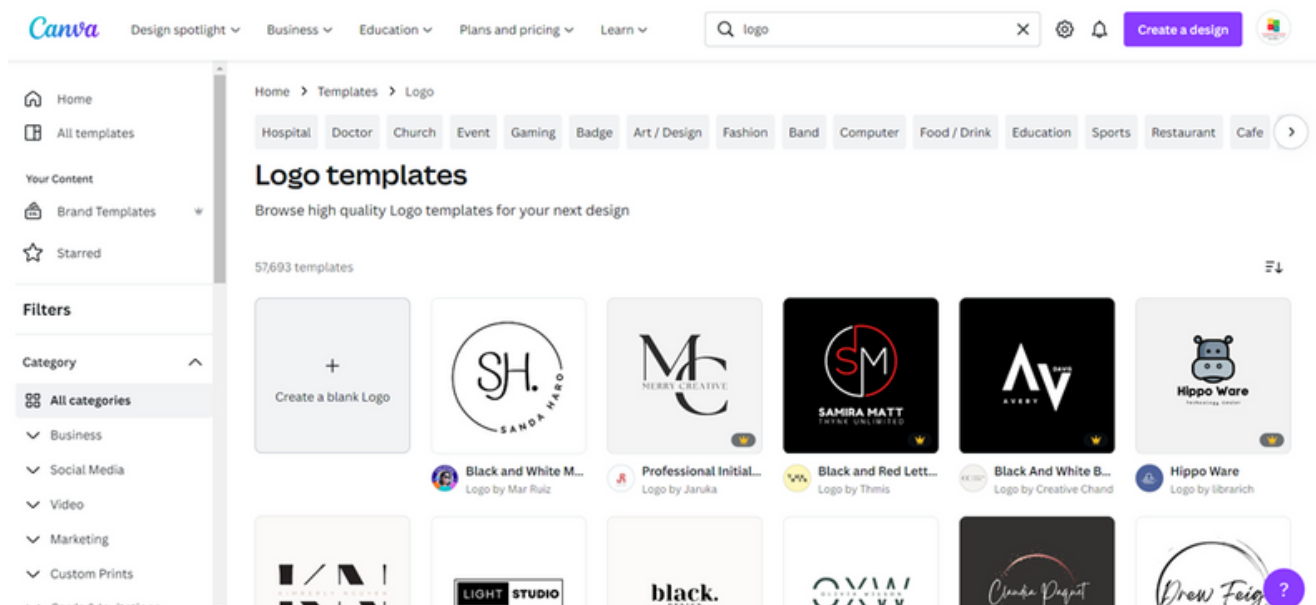
## How to do it?

STEP 1. Log in to CANVA.

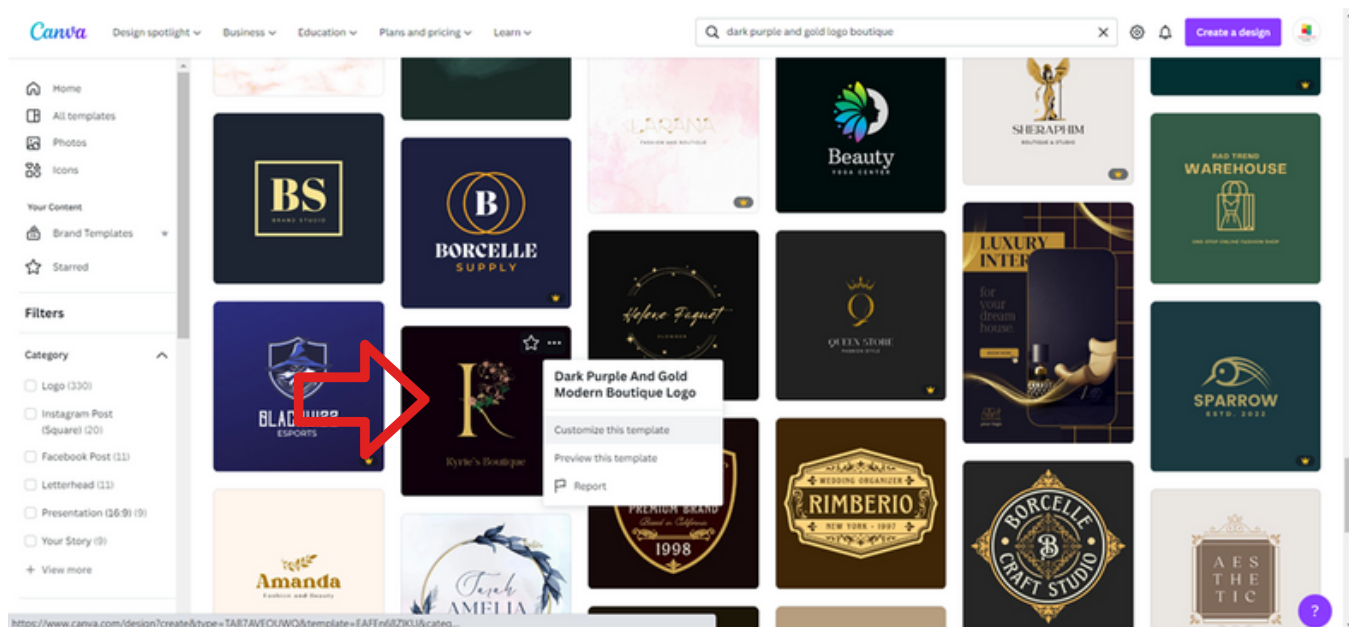
STEP 2. On the main page, in the upper left corner, in the "Templates" tab, select the "LOGOTYPE" option.



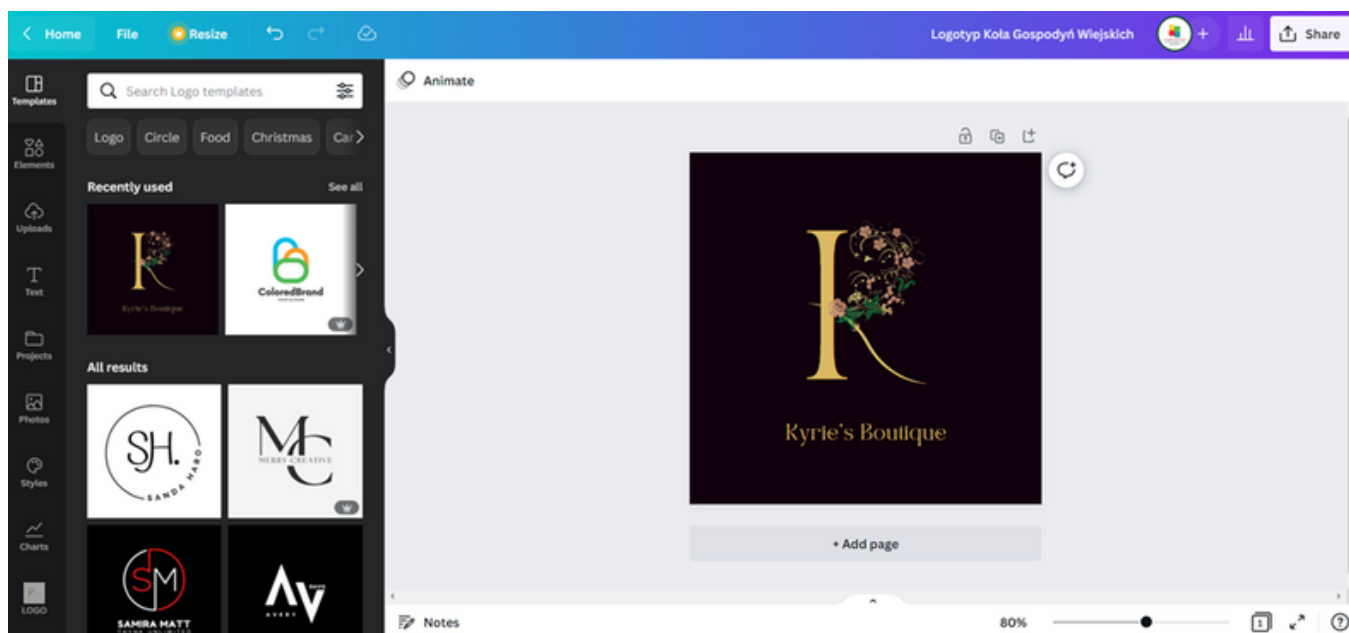
STEP 3. Click on the template of your choice and then select "Customize this template".



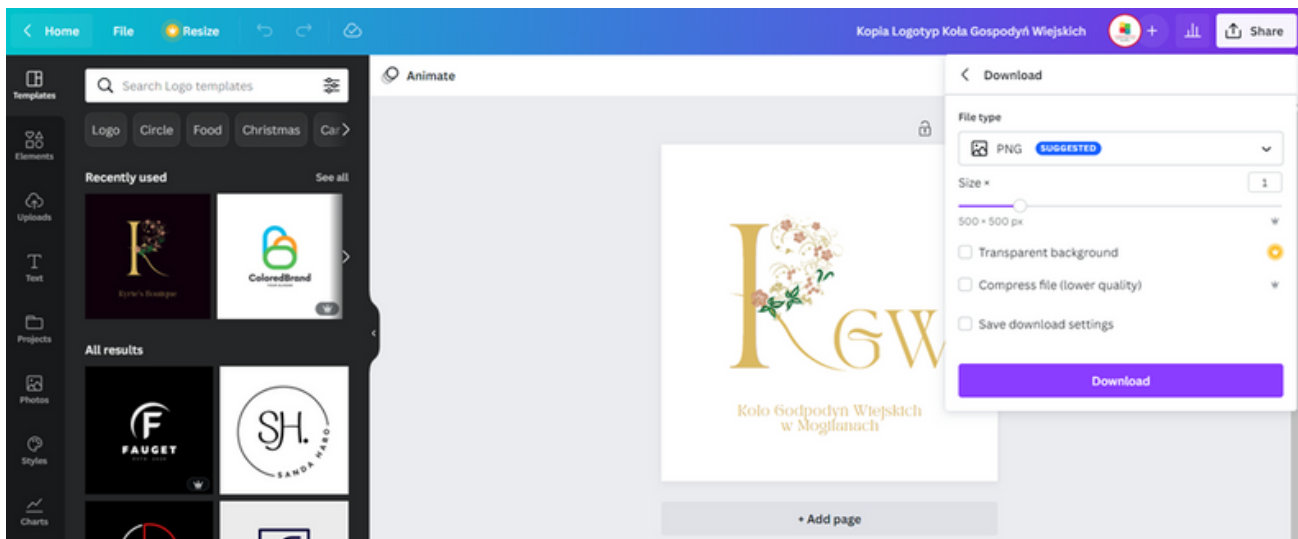
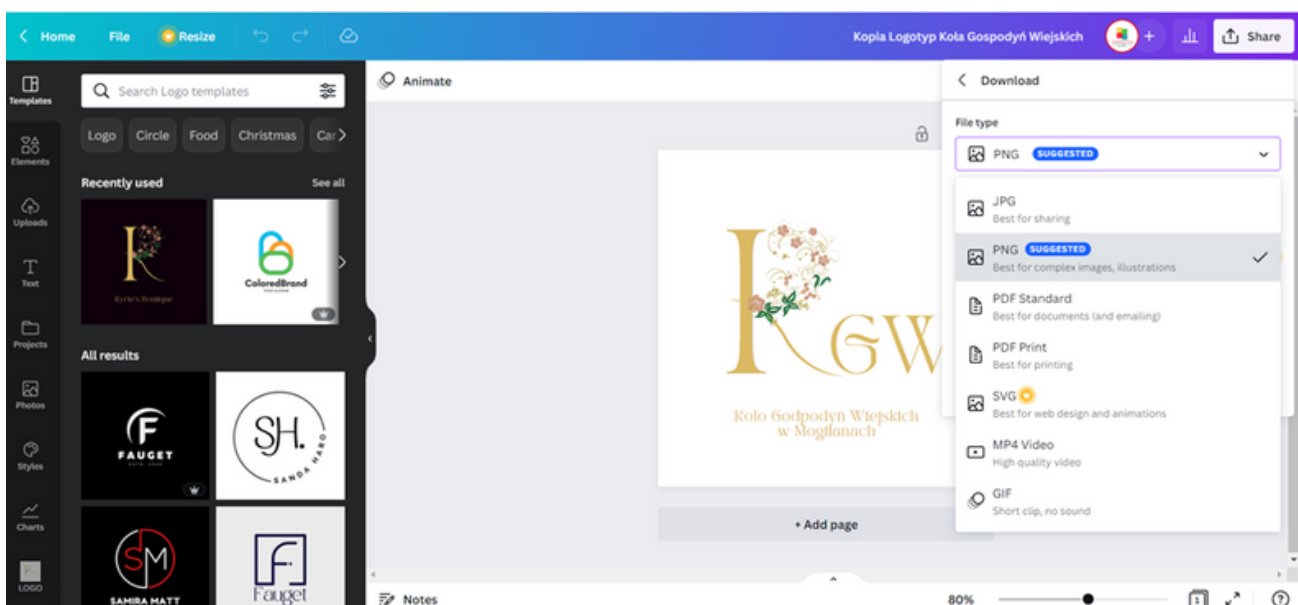
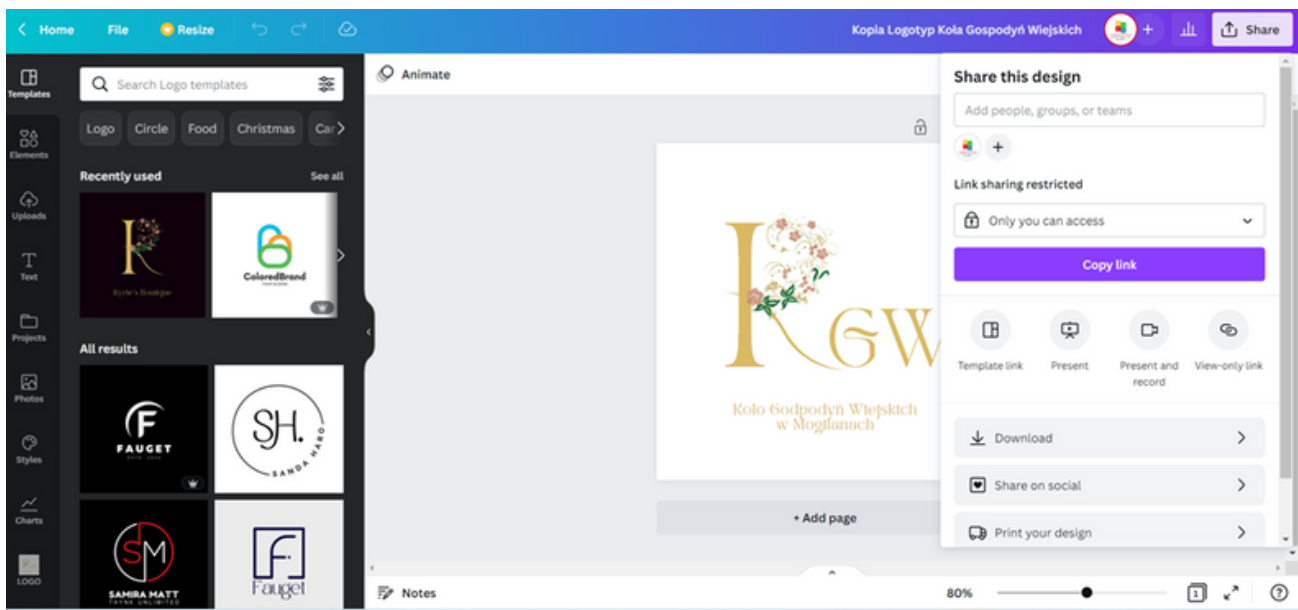
**IMPORTANT! ON THE LEFT SIDE YOU CAN SELECT "STYLE", "THEME" AND "COLOR" OF THE TEMPLATE YOU ARE LOOKING FOR, EG STYLE - MINIMALIST, THEME - BUSINESS, COLOR - RED.**



STEP 4. Edit the template by changing the photos and adding information from Work Sheet 9



STEP 5. Download the graphic as a PNG file by clicking on the top right corner "Share" and then "Download" and select "File Type" → "PNG" and click "Download".



# PANEL IV

## CREATING A PROFESSIONAL WRITING ON CANVA



### Mini lecture

#### The most important right style

An official letter is always written in an official style, and its basic features are:

- simple, not very elaborate sentences that will present the most important information and the essence of the matter,
- using the passive voice or impersonal forms of the verb, e.g. “ordered”, “wrote”, “given”,
- neutrality towards the described matter, the letter must be devoid of emotional expressions.

### LAYOUT

#### Sample Format for Formal Letters

**Your Contact Information** — John Doe • 35 Chesnut St • 555-555-5555 • john@doe.com

**Date** — May 15th 2019

**Contact Information** — Cesar Julius  
Of the person or company  
you are writing to  
Manager  
Crystal Lake Company  
53 Oak Avenue, Ste 5  
Dell Village, Wisconsin 54101

**Greeting** — Dear Mr. Julius,

**Body of Letter** — I'm writing to resign my position as customer service representative,  
The first paragraph should  
provide an introduction  
effective August 15, 2019.

In the following paragraphs,  
provide more info & specific details

The last paragraph should restate  
the reason you are writing & thank  
the reader for reviewing your request

I've recently decided to go back to school, and my program starts in  
early September. I'm tendering my resignation now so that I can be  
as helpful as possible to you during the transition.

I'm particularly grateful for your guidance while I was  
considering furthering my education. Your support has meant so  
much to me.

Thanks, and best wishes, — Closing

John Doe — Signature

## WORKSHEET 2

Think about an interesting initiative that you would like to carry out in your area. Based on the created go, create a model letter to a representative of local authorities (commune administrator, mayor, president) with a request for funding for your project.

**IMPORTANT! Remember to keep the correct writing (see below).**

**Sample Format for Formal Letters**

**Your Contact Information** — John Doe + 35 Chesnut St. + 555-555-5555 - john@doe.com

**Date** — May 15th 2019

**Contact Information** — Cesar Julius  
Manager  
Crystal Lake Company  
53 Oak Avenue, Ste 5  
Dell Village, Wisconsin 54101

**Greeting** — Dear Mr. Julius,

**Body of Letter** — I'm writing to resign my position as customer service representative, effective August 15, 2019.  
I've recently decided to go back to school, and my program starts in early September. I'm tendering my resignation now so that I can be as helpful as possible to you during the transition.  
I'm particularly grateful for your guidance while I was considering furthering my education. Your support has meant so much to me.

**Closing** — Thanks, and best wishes.

*John Doe* — Signature

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

## EXERCISE 2 (30 min.)

Using the letter created on WORKSHEET 10, create a graphical version of it in CANVA.

### THE TEXT FOR THE TRAINER:

*Using ready-made templates in the CANVA program, create a graphic version of the letter based on WORKSHEET 2. You have 30 minutes for this task.*

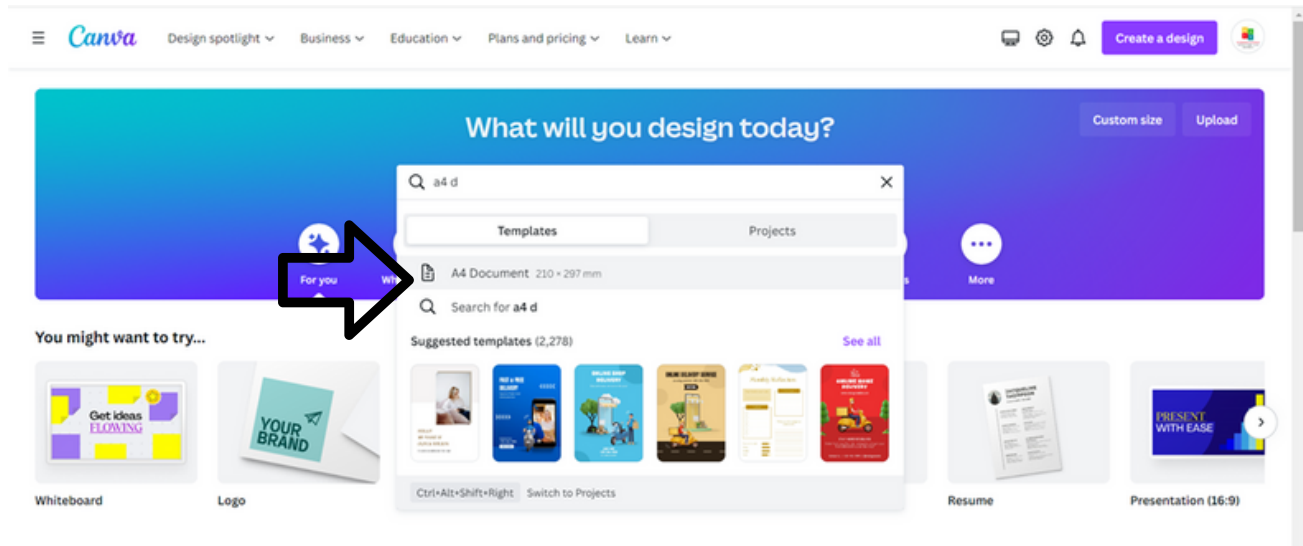




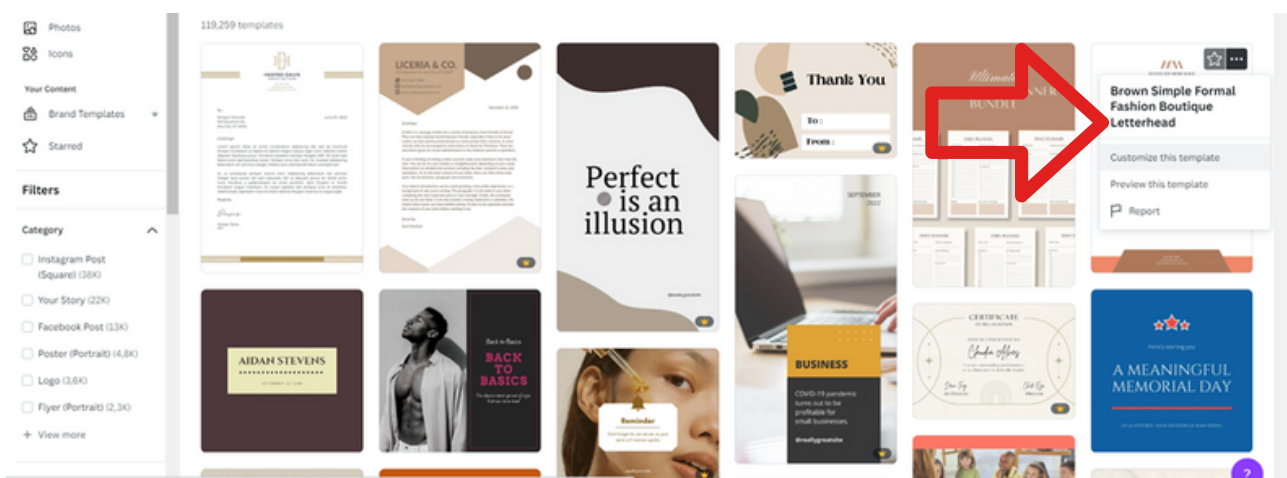
## How to do it?

STEP 1. Log in to CANVA.

STEP 2. On the main page, in the upper left corner, in the "Templates" tab, select the "A4 documents" option.

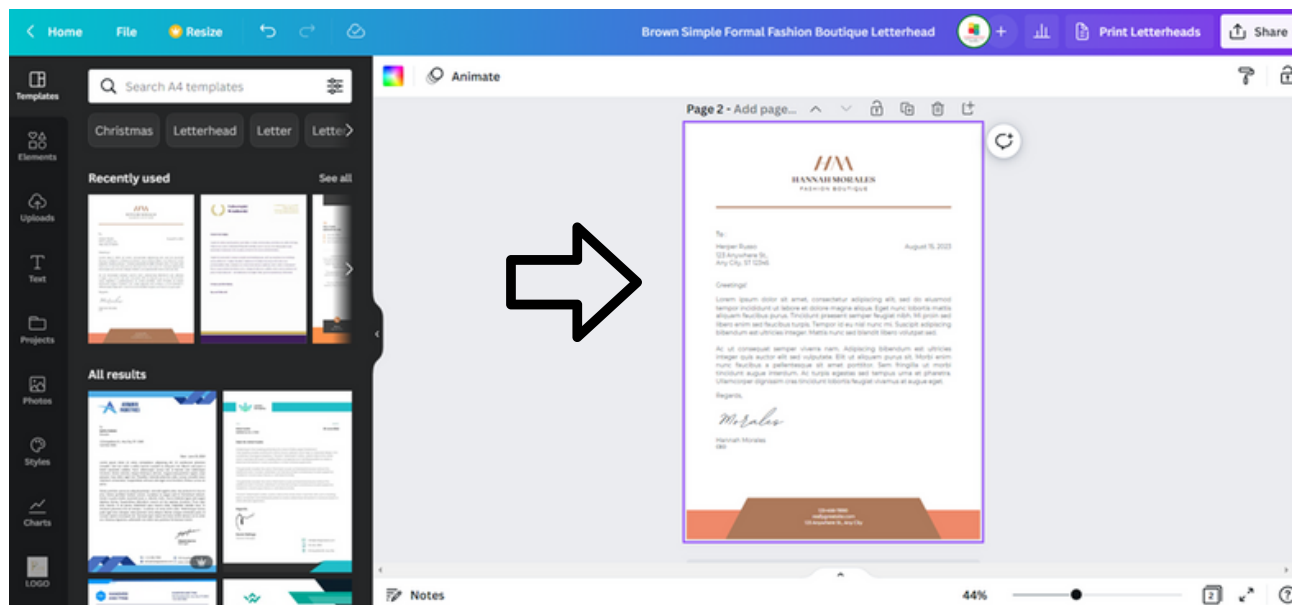


STEP 3. Click on the template of your choice and then select "Customize this template".

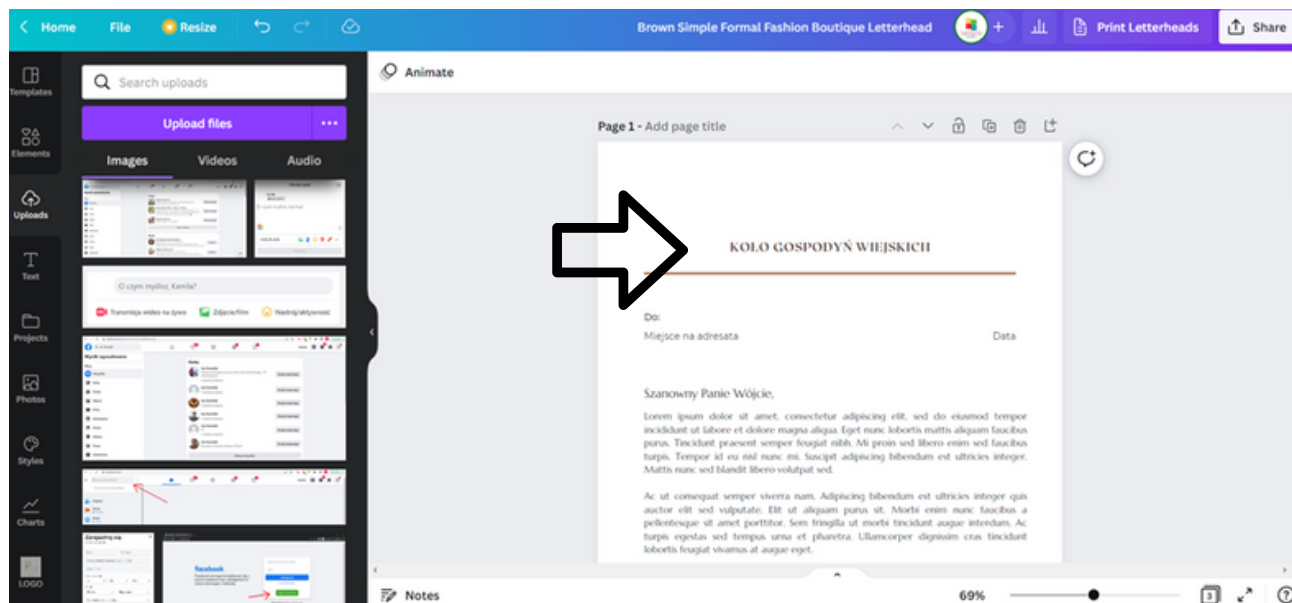


**IMPORTANT! ON THE LEFT SIDE YOU CAN SELECT "STYLE", "THEME" AND "COLOUR" OF THE TEMPLATE YOU ARE LOOKING FOR, FOR EXAMPLE STYLE - MINIMALIST, THEME - BUSINESS, COLOUR - RED.**

STEP 4. Edit the template by changing the photos and adding information from Work Sheet No. 2

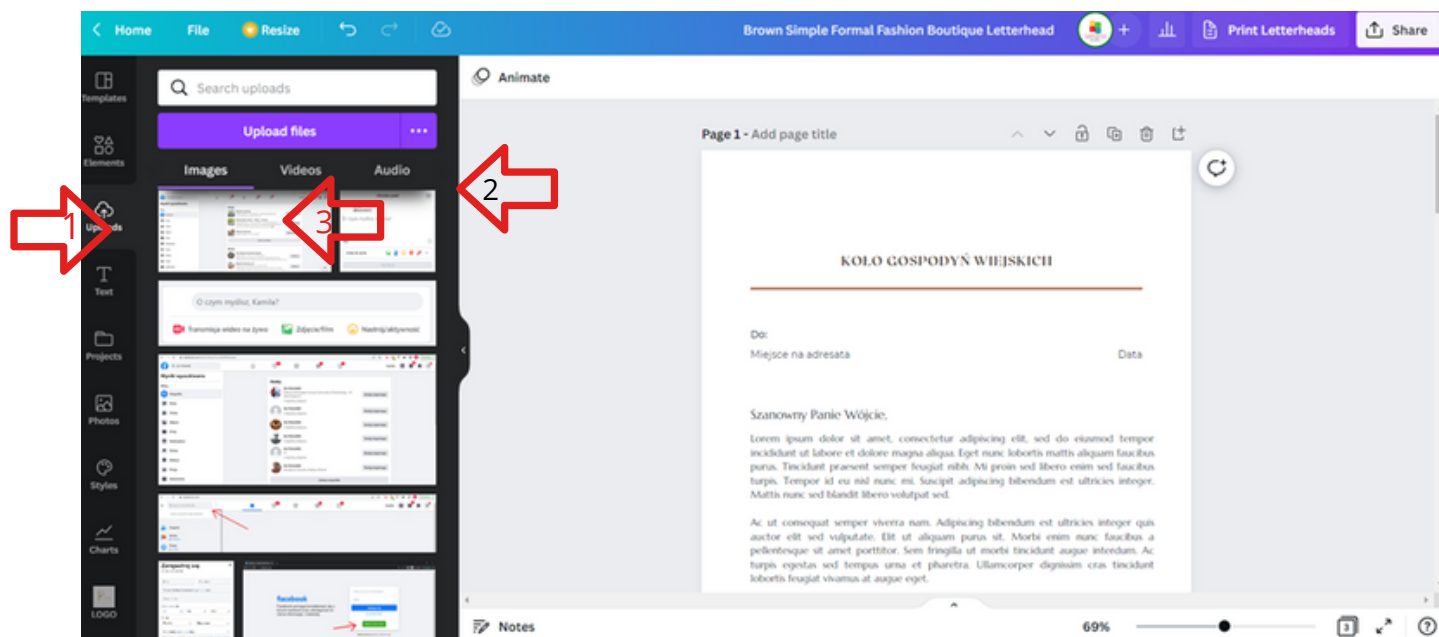


STEP 5. Change the title, eg University of the Third Age.

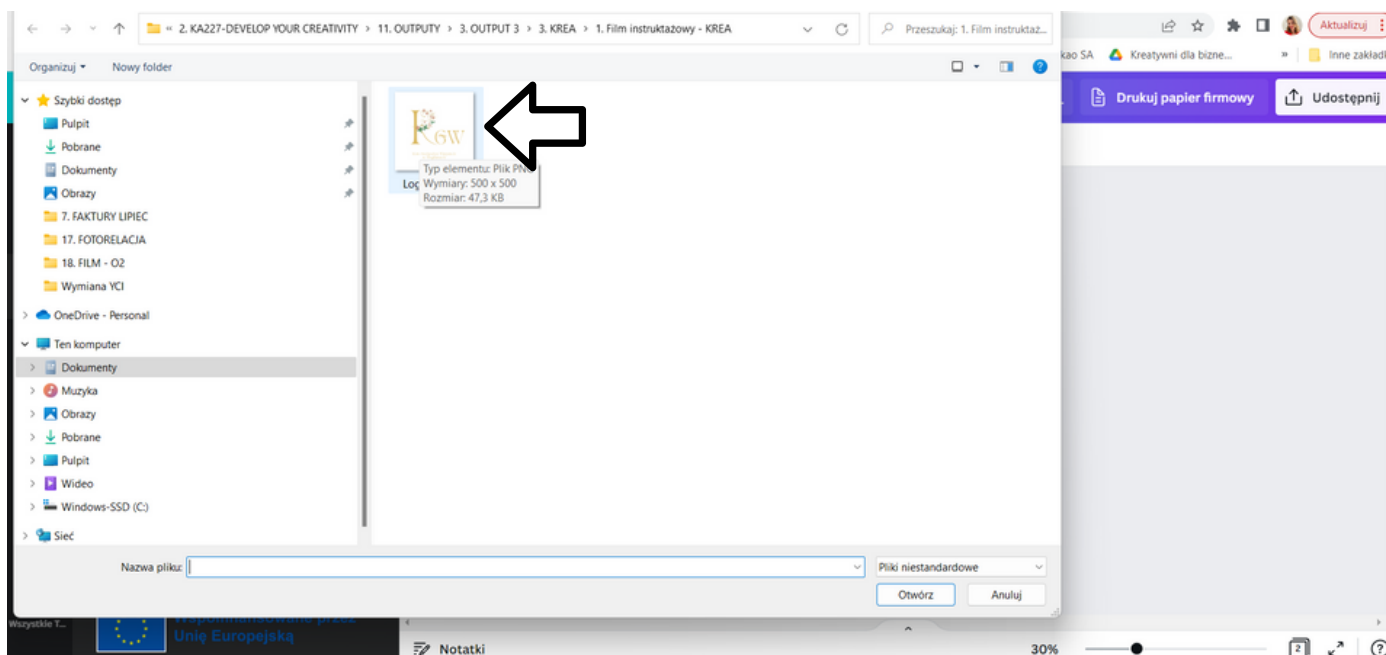


You can also add the logotype created in task 1. How to do it?

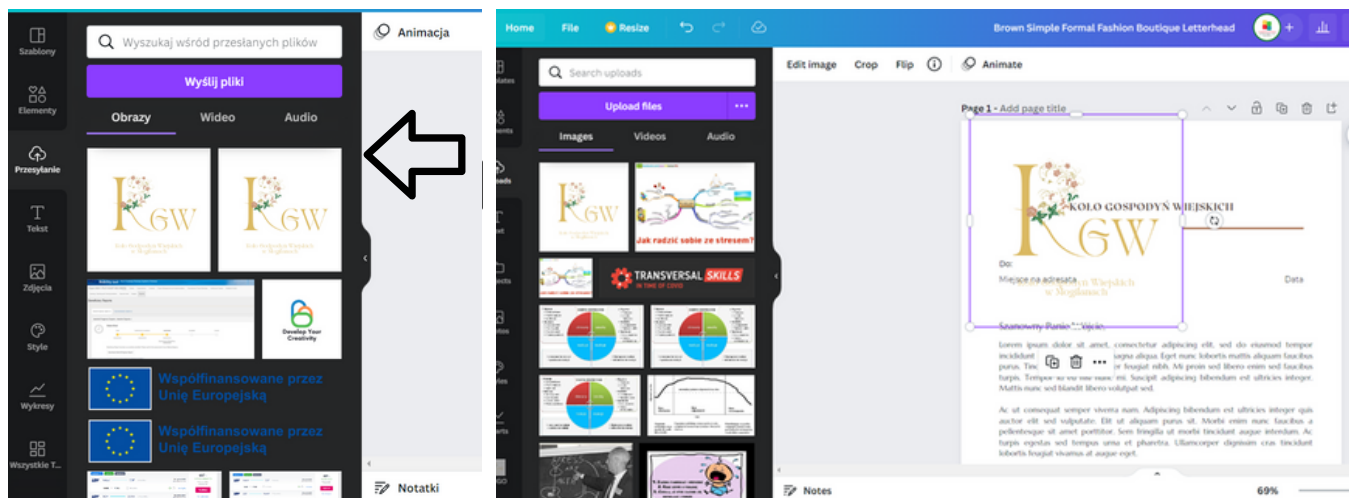
- On the left side, press the "Upload" icon, then click "Send Files", "Upload"



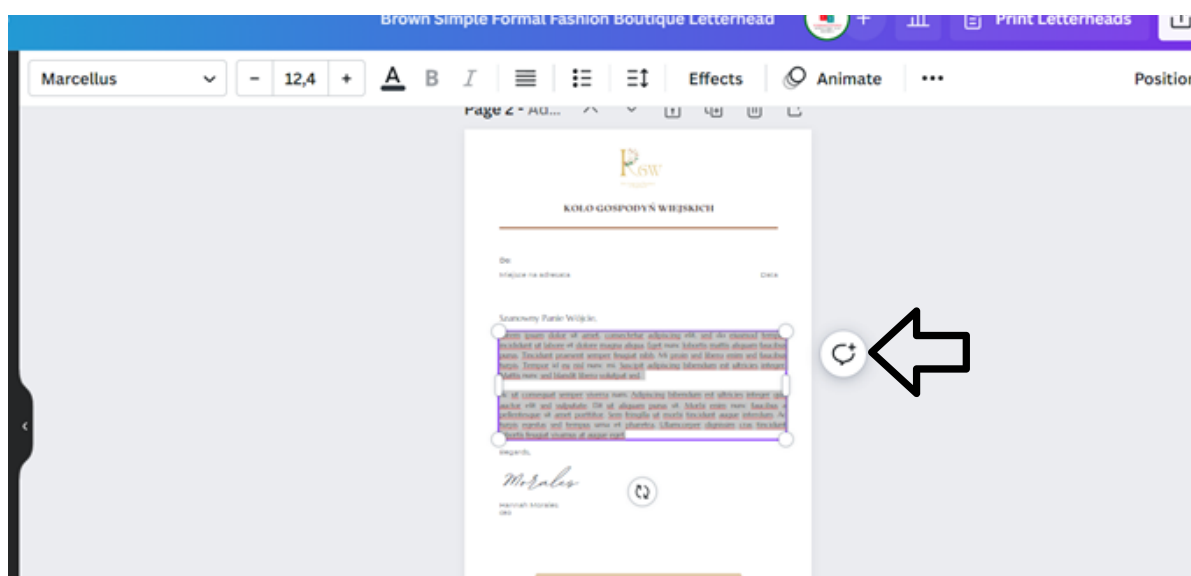
- Select a PNG or JPG file from the list and add it to the CANVA UPLOAD folder



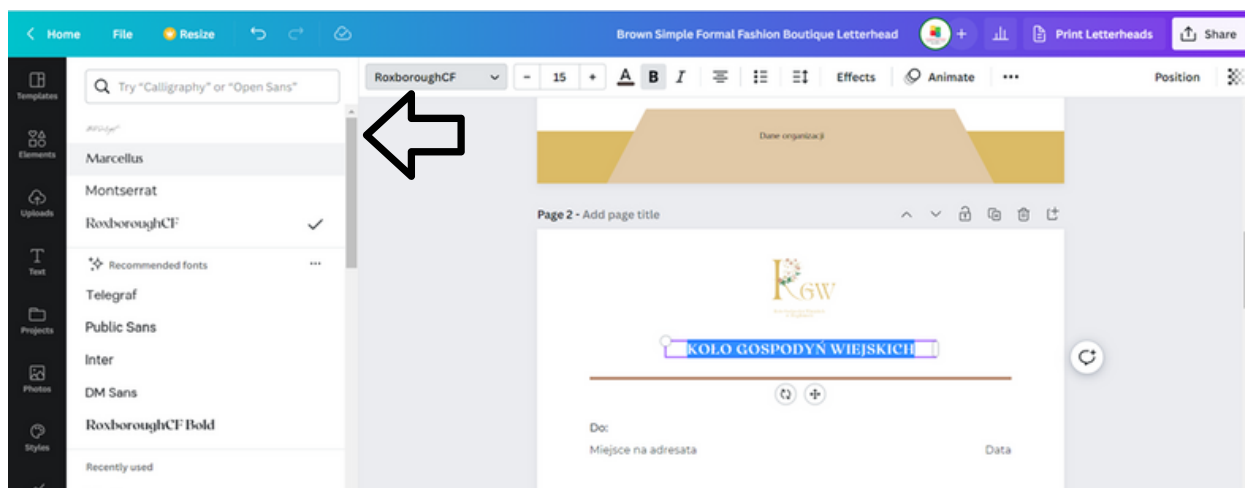
- The file should be visible on the CANVA website in the "Upload" folder
- Now CLICK on the logotype. The logotype will appear on the page you are editing. You can now edit it freely and adjust its position on the page.



STEP 4. Edit the content of the letter by adding information from TASK 2.

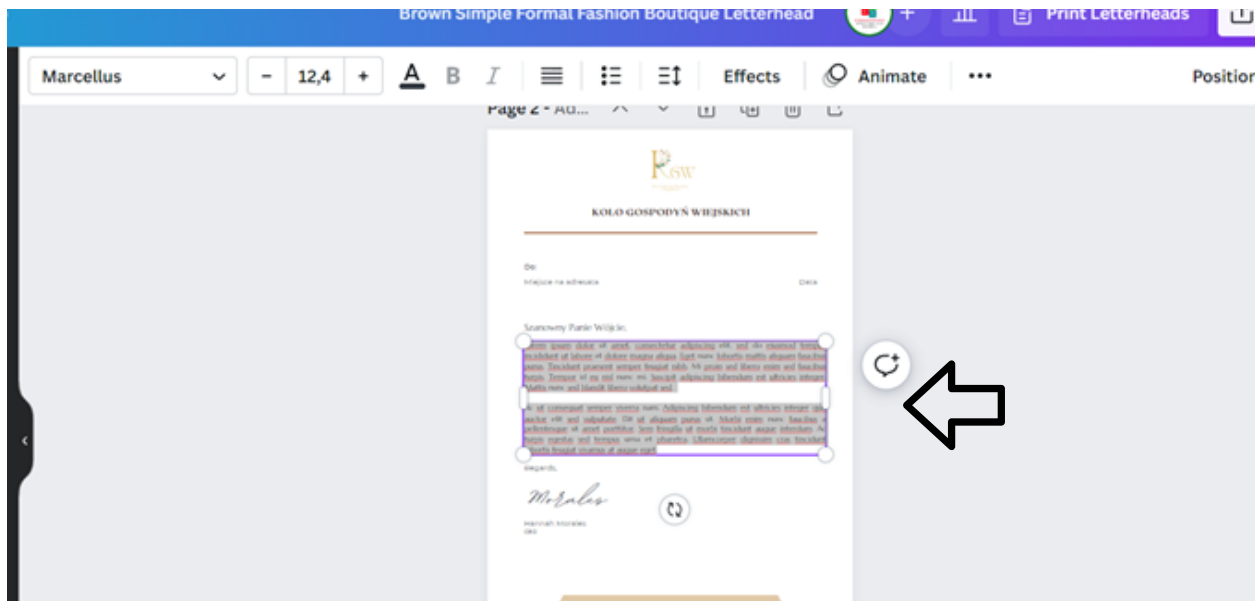


STEP 5. Change the font to "MARCELLUS"

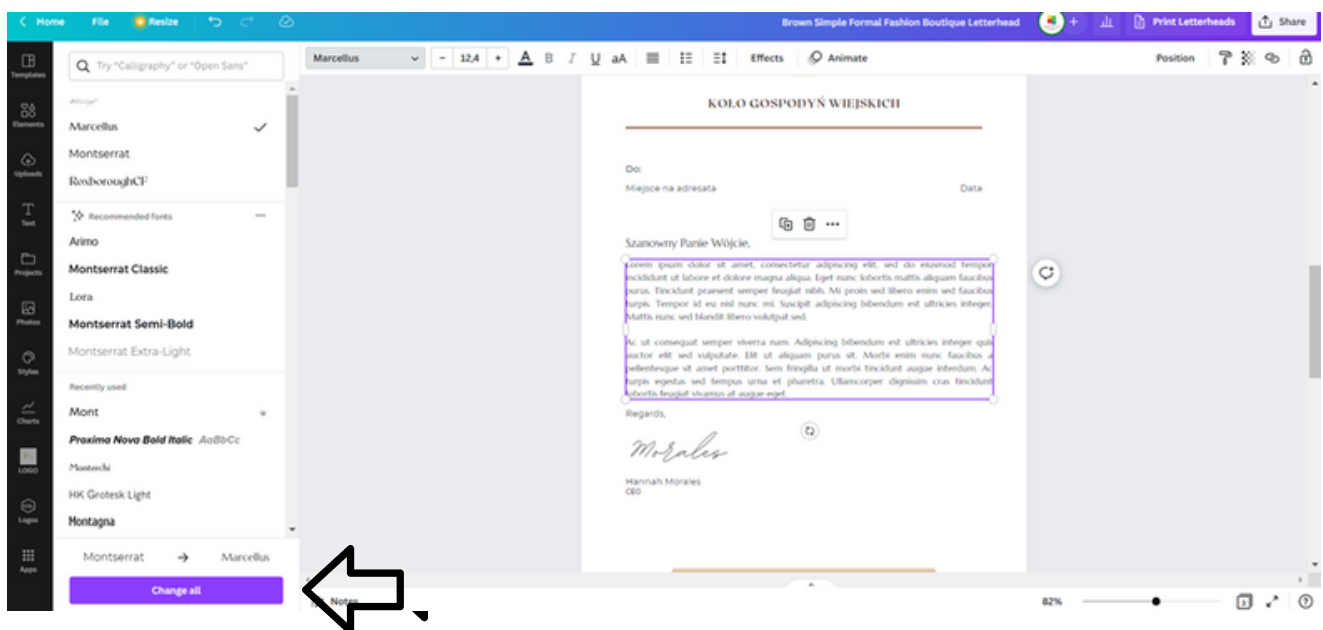


## How to do it?

- Select the text where you want to change the font.



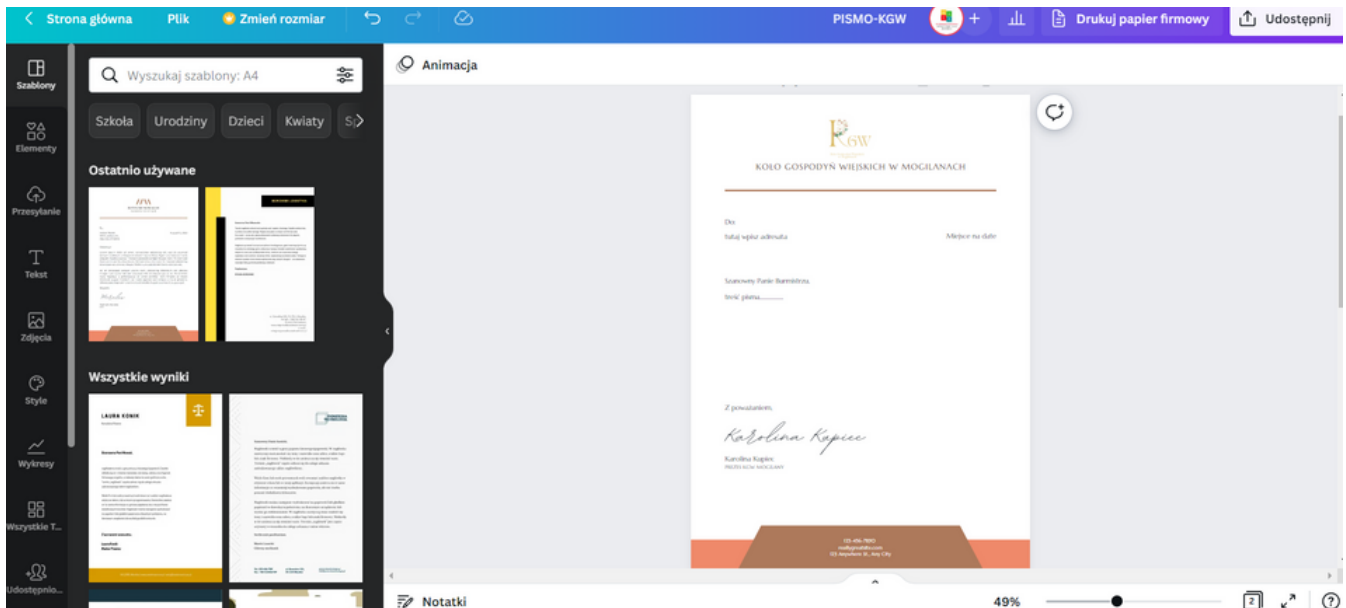
- At the top, click Fonts. Type "Marcellus" in the magnifying glass and click on that font



- At the top, click on "FONTS". In the place with a magnifying glass, type "Marcellus" and click on this font. Then click on "CHANGE ALL".
- The font has been changed throughout the document.

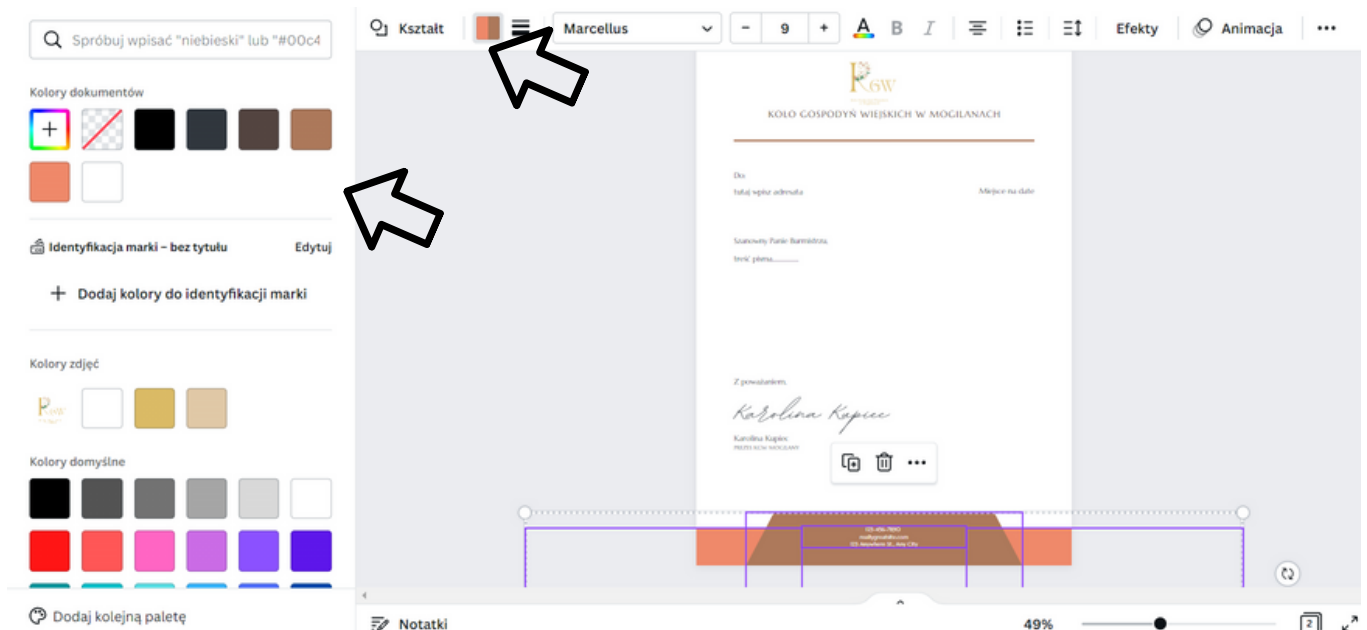


STEP 6. Change the colors on the footer at the very bottom to RAL no. And add your information data.

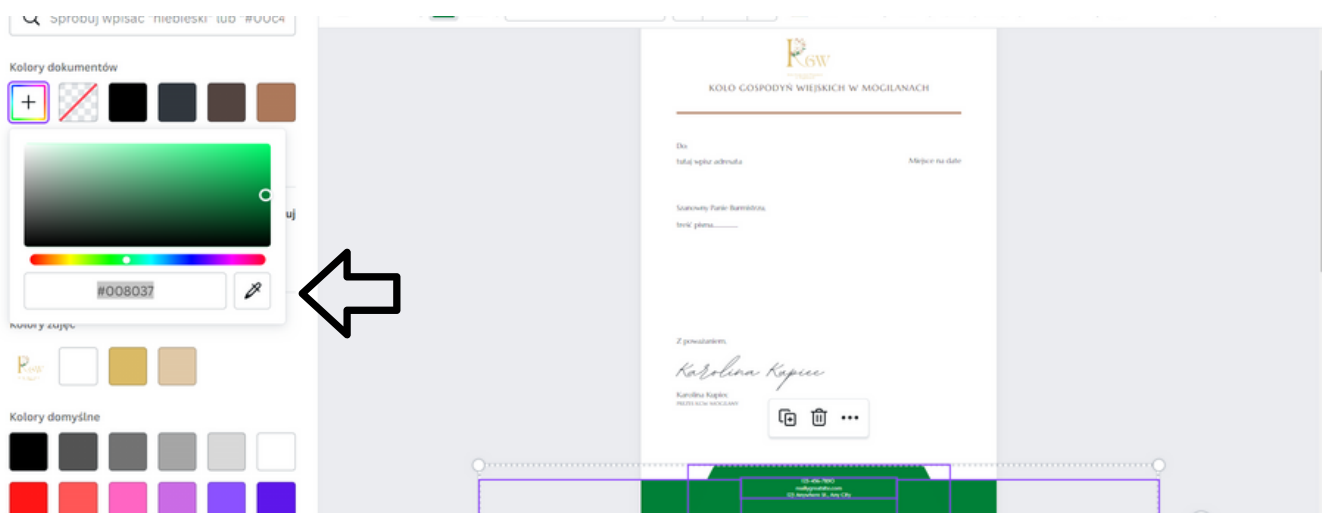


### How to do it?

- Click on the colours above the document.

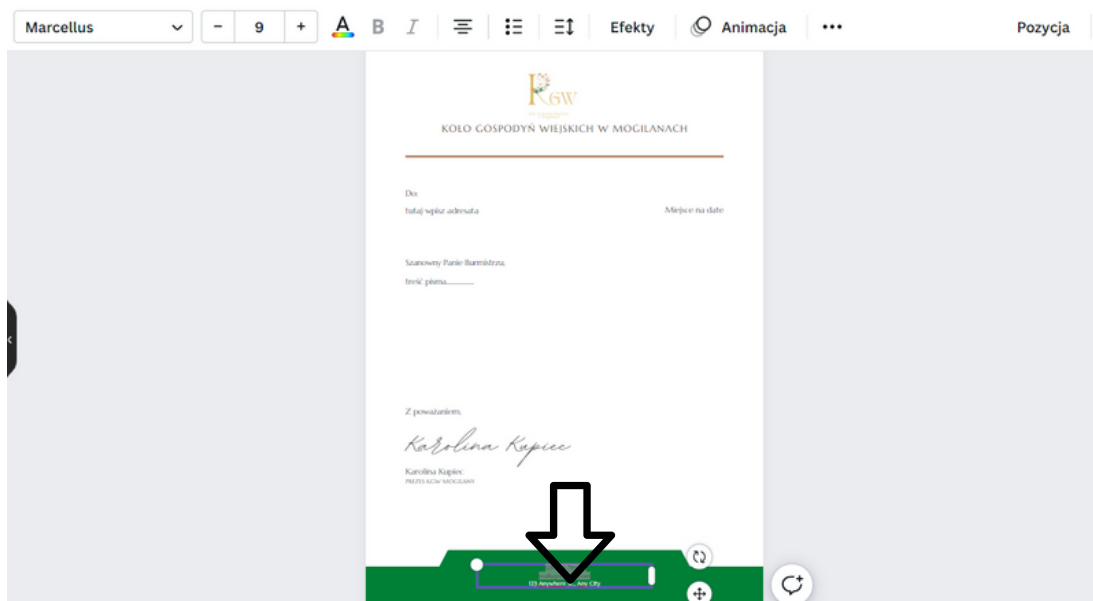
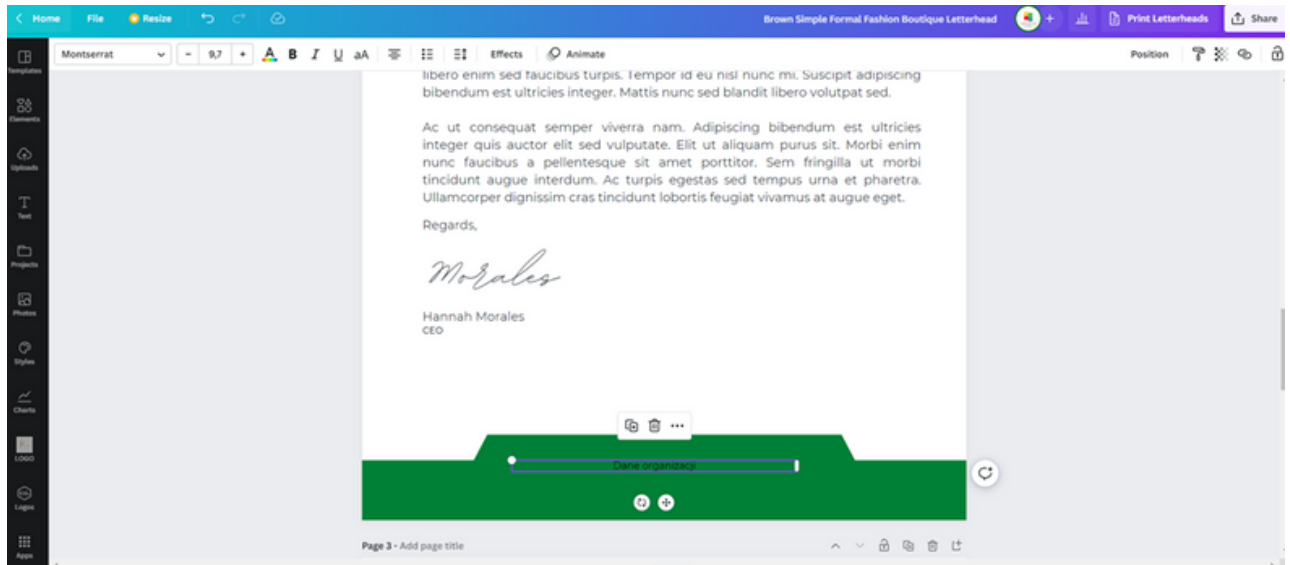


- Enter the number of RAL colors "# 008037"

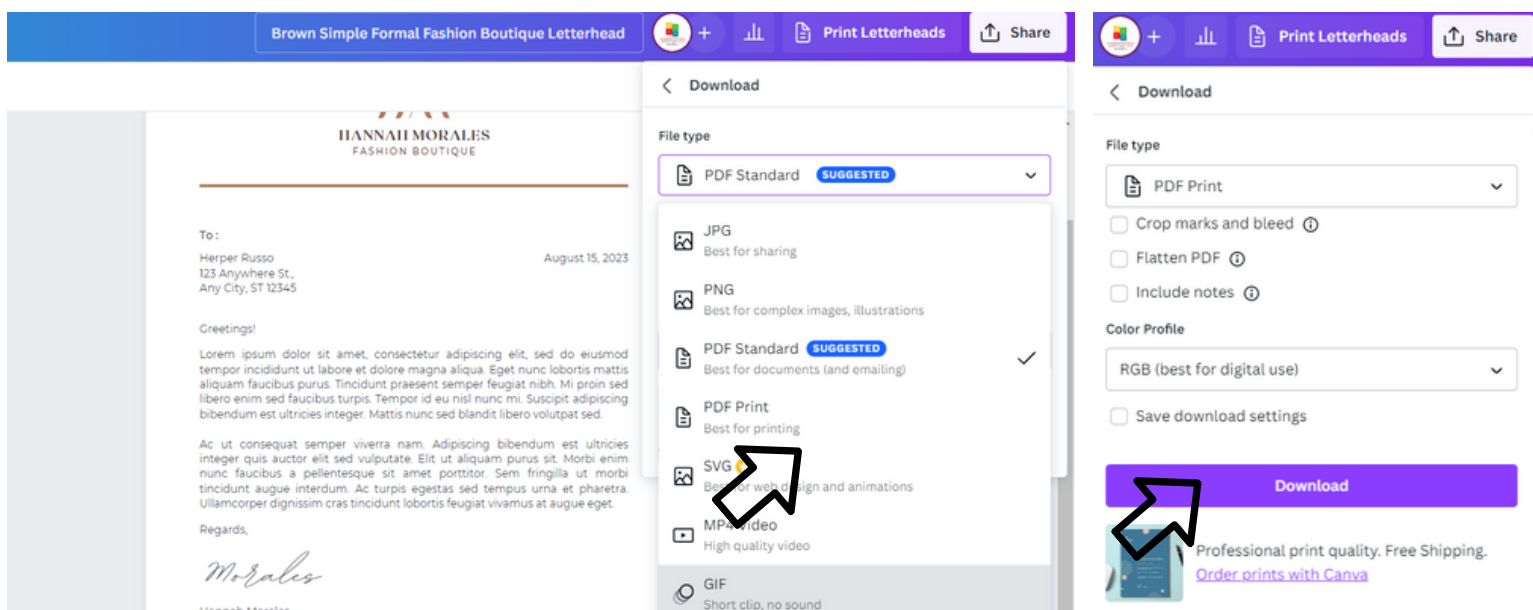




- Change the information data in the footer.



**STEP 7.** Download the graphic as a PDF file for printing by clicking on the top right corner "Share" and then "Download" and select "File Type" → "PDF FOR PRINTING" and click "Download".



# Google Meet User Guide

Based on: <https://support.google.com/meet#topic=7306097>



- This guide is designed to help users become familiar with the most common features and functions of Google Meet on a computer / laptop.

With this guide users will be able to:

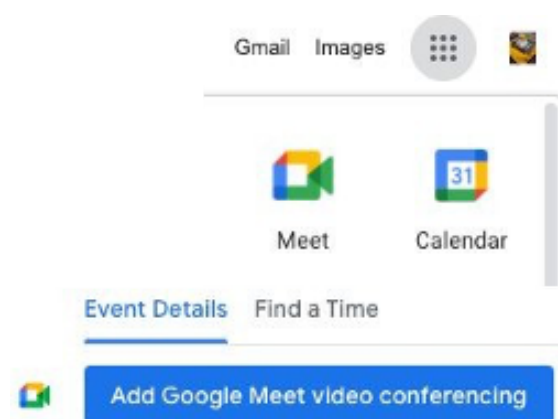
- ❖ Start meeting from Meet
- ❖ Schedule a meeting from Calendar
- ❖ Mute audio/video and see chat options
- ❖ Present a screen during a meeting and view participants at the same time
- ❖ Change your background
- ❖ Organise Breakout Rooms
- ❖ Open and share a Whiteboard
- ❖ Layout and View options

Adapted from Google Meet Help page:

<https://support.google.com/meet#topic=7306097>

Schedule a video meeting from Google Calendar

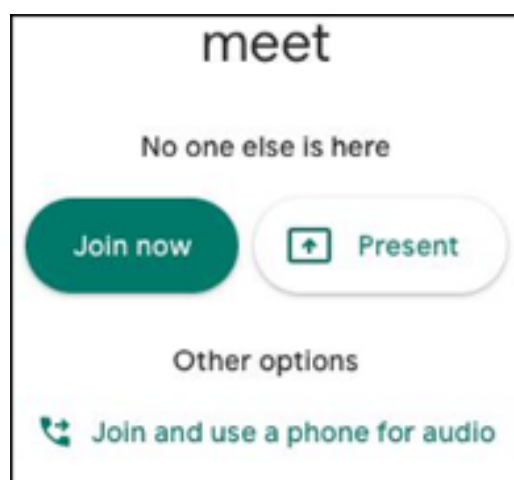
1. Open Chrome browser and select Google Calendar from the menu or go to <https://calendar.google.com/> in any browser.
  2. Create an event in Calendar,
  3. Click 'Add guests'
  4. Enter names or email of people you would like to invite.
  5. Click 'Save'.
- Click 'Send' to notify your guests.



## Start a video meeting from Meet

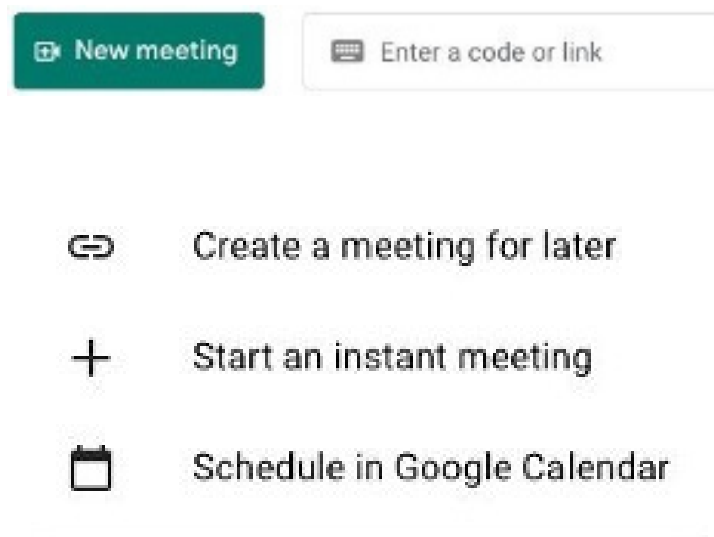
For Google Workspace users (using Meet with a work or school account)

- ❖ Go to Google Meet.
- ❖ Click 'Join' or 'Start' a meeting.
- ❖ Optional: Create a nickname for your meeting and enter thenickname. Click Continue.
- ❖ Click Join now.
- ❖ To add someone to a meeting, choose an option:
  - Click Copy joining info and paste the meetingdetails into an email or another app.
  - Click Add people and choose an option:
    - Under the Invite section, select a name, or enter an email address and click Send invite.
    - Under the Call section, enter a phone number and press Call .



## For users using Meet with a personal account

- ❖ Go to Google Meet.
- ❖ If you have a meeting code, enter a code in the “Enter meeting code” field click Join.
- ❖ If you want to start a new meeting, click New Meeting.
- ❖ Choose an option:
  - Create a meeting for later: This will generate a meeting link which you can share to meet now or later.
  - Start an instant meeting: Creates a meeting that you join now.
  - Schedule in Google Calendar: To schedule a meeting, you will be directed to Google Calendar.



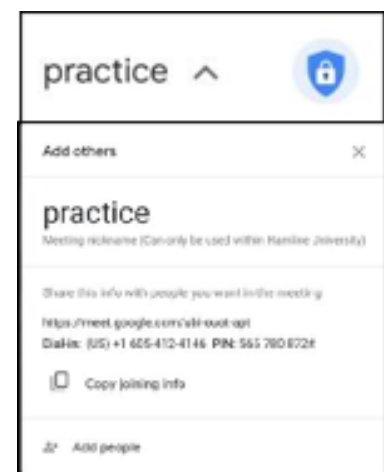
## View meeting details

❖ The Meeting details panel provides information like Meeting link, Pin code, Dial-in number.

❖ You can also copy the meeting invitation here and share with your guests

➤ Click the lower left-hand panel with the up carrot '∧'.

➤ Your meeting nickname should appear here.



## Change your layout

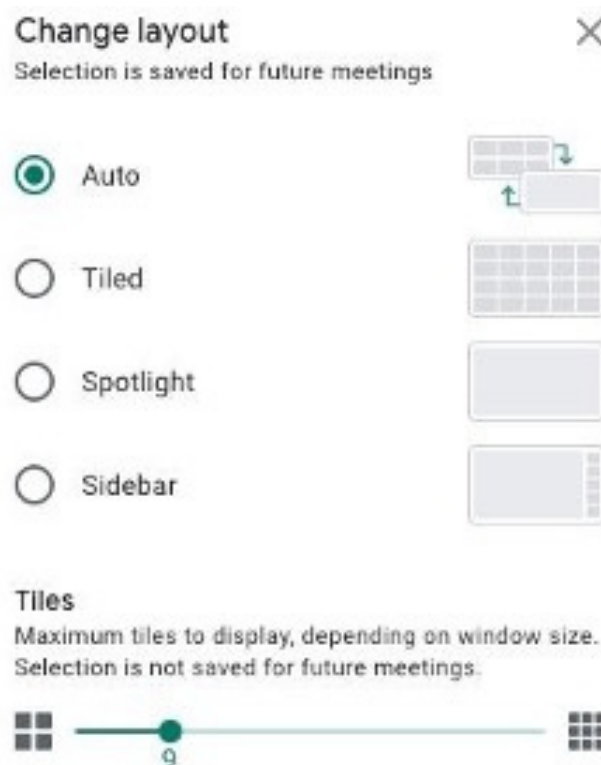
Google Meet automatically switches the layout in a video call to display the most active content and participants. You can change the number of participants you see on your screen. The number of tiles may change depending on the size of your browser window.

❖ At the bottom right, click More Changelayout .

➤ Auto: The view that Meet chooses for you. By default, you'll see 9 tiles on your screen.

➤ Tiled: The view that can show up to 49 people at the same time. By default, you'll see 16 tiles on your screen.

- Spotlight: The active speaker or shared screen fills the entire window.
- Sidebar: The main image is of the active speaker or shared screen. You'll see thumbnails of additional participants on the side.





## View yourself in a video meeting




You can choose whether or not you would like to see yourself appear alongside other participants in a meeting. You will not see yourself among participants if you select the Spotlight layout or have pinned another participant.



### Turn on self-view in a video call:


- ❖ On the top right corner of your screen, hover over yourself preview > click Show in a tile . On the People panel, click Show in a tile .

### Turn off self-view in a video call:


- ❖ On the top right corner of your screen, hover over yourself preview > click Remove tile .
- ❖ On the People panel, click Remove tile . Hover over your tile in the video grid > click Remove tile .

## Mute participants' microphone

If there is feedback or background noise in a video call, you may want to mute other participant's microphones. For video calls organized through a personal account, only the video call moderator can mute other participants.

- ❖ To mute other people, on the People tab, select the person and tap Mute .
- ❖ **Important:** If you don't see the People tab, long press/tap a participant's thumbnail, tap .
- ❖ **Tip:** For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio. To mute or unmute yourself, tap Mute .

## Send a chat message during a video call

- ❖ Click Chat (upper right corner). 
- ❖ Enter a text message and click the Send icon

**Note:** If you want guests to be able to edit files, make sure you have shared Google files with them.



Send a message to everyone 

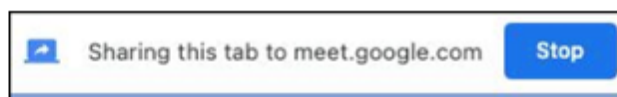
## Present screen during a meeting

- ❖ In the bottom-right corner, select **Present now**.
- ❖ Select **Your entire screen**, **A window**, or **Chrome tab**. If you present a Chrome tab, it shares that tab's audio by default.
- ❖ **Tip:** If you are sharing audio/video mute your own window to prevent a feedback loop.
- ❖ Sharing is indicated by a blue square on a tab or blue border around a window.
- ❖ To present a different tab, select the tab you want to present, click **Share this tab** instead. Select **Share**.
- ❖ **Important:** If your camera is turned on, your video is active while you're presenting.



### **Stop presenting**

- ❖ In the Meet window, click **Stop Presenting**. In the bottom-right corner, you can also click **You are presenting** > **Stop presenting**.

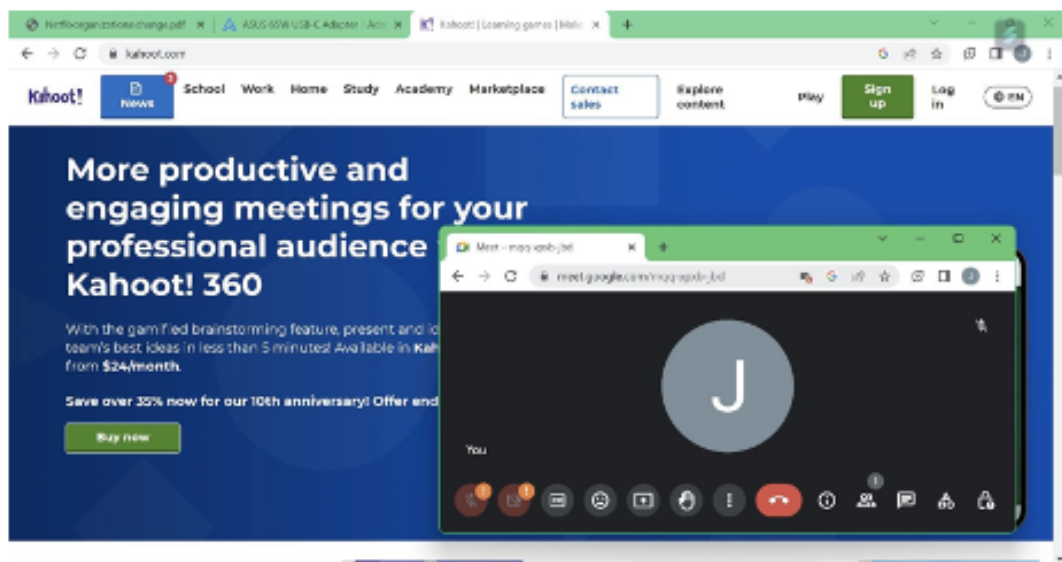


## View participants while simultaneously presenting screen

There are two easy options for viewing your participants at the same time you are sharing content on your screen. These options allow you to monitor student engagement, assess their understanding or to take questions.

### ◆ Your option:

- ❖ Open a new browser window with the content you'd like to share.
- ❖ Select **Present** on the lower right menu bar and choose **A window**.
- ❖ Arrange the windows on your desktop so that you can see both your participants and content.



## Change your background

### Before a video call

- ❖ On the bottom right of your self-view, click Change Background
  - To slightly blur your background, click Slightly blur your background.




- To completely blur your background, click the second button
- To select a pre-uploaded background, click a background.
- To upload your own image for your background, click Add +.



- ❖ Click **'Join Now'**.

### During a video call

- ❖ On the bottom right, click More .



- ❖ Click Change background .
- See instructions above.


**Tip:** Your camera is automatically turned on when you click Change background. Changing your background may slow down your device. You may want to turn this feature off to allow other apps to run faster on your computer or if your connection is slow.

## Use breakout rooms in Google Meet

**Important:** Breakout rooms are available to users with a **G Suite Enterprise for Education** license and permissions to create meetings. Click [here](#) for more information.


### **For video call moderators**

- ❖ On your computer, start a video call.
- ❖ In the top right, click Activities  > Breakout rooms.
- ❖ In the Breakout rooms panel, choose the number of breakout rooms. You can create up to 100 breakout rooms in a call.
- ❖ Call participants will then be randomly and equally distributed across the rooms.
  - To manually move people into different rooms, you can either:
    - Enter the participant's name.
    - Click the participant's name. Hold down the mouse, drag the name, and then drop it into another breakout room.
  - To randomly mix up the groups again, click Shuffle .
- ❖ In the bottom right, click Create.

**Tip:** To redo the breakout rooms and put all participants back in the Main room, click Clear .


### **Edit, join, or leave breakout rooms**

- ❖ Once you've created breakout rooms, you can make changes to the rooms or join each breakout room to monitor and participate in discussions.
- ❖ **Tip:** Moderators won't see chat messages that were exchanged between participants before they join or after they leave a breakout room.

To make changes to the participant groups or number of breakout rooms, click Edit breakout rooms . Once you've made your changes, click Save.
- ❖ To join an individual breakout room, next to the breakout room number, click Join.

To leave all breakout rooms and return to the Main room, next to the current breakout room, click Leave.

## End breakout rooms

- ❖ In the Breakout rooms panel, at the top right, click End breakout rooms .
- ❖ Click End breakout rooms.

## For video call participants

Your moderator will create breakout rooms and invite you to join one. Your moderator can join each breakout room at any time during the video call.

- ❖ On a computer or mobile device, sign in to your Google Account.
- ❖ Join a video call from your computer or the Meet mobile app.
  - **Important:** If you dial in to the call from your phone, you won't be able to join breakout rooms.
- ❖ When your moderator invites you to join a breakout room, you'll see a prompt on your screen. Click **Join**.
  - **Tip:** If you click "Cancel," you'll remain in the Main room. At the top, next to "Invited to Breakout #," click **Join**.


## Use a whiteboard in Google Meet

Start or open a Google Jamboard while in a video call. A Jamboard is a virtual dry erase board where you can brainstorm ideas live with others.

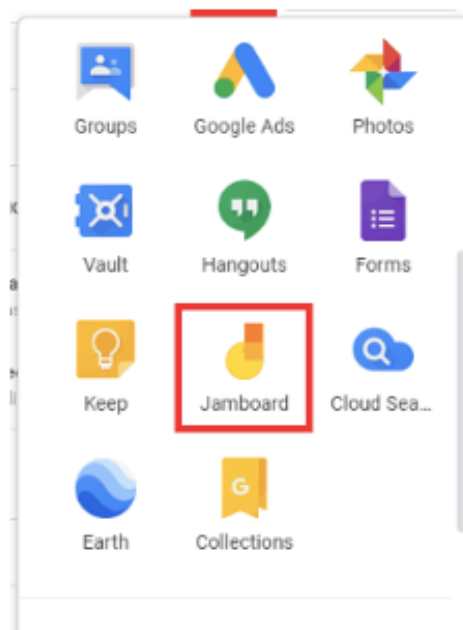
**Important:** You can only start or open a Jamboard during a Meet call if you joined the call on a computer. Video call participants on a mobile device or tablet will get a **link** to a Jamboard file and be directed to the Jamboard app.



## Start or open a Jamboard in a video call

- ❖ In the video call at the bottom right, click More options  > Whiteboard.
- ❖ To create a new Jamboard, click Start a new whiteboard. To open an existing Jamboard from your drive, shared drives, or computer, click Choose from Drive.

**Tip:** The Jamboard file will open in a new tab and a link is shared automatically via the in-call chat. Click [here](#) for more information on using Jamboards.



## MENTIMETER (MENTI) – INTRODUCTION

Based on: <https://help.mentimeter.com/en/articles/3810352-how-to-use-mentimeter-in-a-remote-session>



Mentimeter (Menti) is interactive presentation software, also available in the form of an app. It is an amazing tool that can be used to create simple presentations, polling, word clouds, or quizzes online which can be completed by participants at different locations at the same time. Mentimeter gathers everyone's answers and shows them in the results with real-time feedback. It can be used to prepare and build interactive presentations with an easy-to-use online editor as it helps engage students better in educational settings, especially useful in remote learning. You can access it here: [www.mentimeter.com](http://www.mentimeter.com)

There purposes of Menti are to prepare, engage and follow-up, here are some characteristics:

- Easy to use
- Fun and creative
- Accessible on smartphone
- Provides real-time visual responses
- Possible to share and export results of responses
- You can also analyse, compare data, measure progress

Here are some of the things you can do with Mentimeter:

- Create dynamic word clouds to visualize ideas
- Do live and instant polling and voting in class
- Create entertaining, fun or icebreaker quizzes
- Set up informative Q&As for the students

It is possible to integrate Mentimeter within PowerPoint, Zoom or other software, teachers can add Mentimeter questions or tasks as part of exercises or homework required by a school or student. As the students interact they can also be seen and heard live using video chat, making this tool ideal for offering guidance as you go, just as you might in the physical classroom. Both teachers and students can create polls. The software is available for free for access to the basic version or paid for more premium features.

## HOW TO USE MENTIMETER

### SET UP BASICS

#### STEP 1

Sign up to access the Mentimeter tool – in top right-hand corner of the window or in the 'education' section [www.mentimeter.com/education](https://www.mentimeter.com/education) If you already have an account login with your details.



#### STEP 2 (new user)

**A** -Mentimeter gives new users the option to select what they will mostly be using the tool for, to customise the userface - you can select your preference to direct access to relevant content (optional)

**B** By selecting what you wish to create it will narrow down the templates available suitable for your use.



#### STEP 3

Select which plan you wish to use.

For the purpose of this educational demonstration, we will be using the free/basic version



## **START CREATING**

### **STEP 4**

Start creating. You can select an existing template, suggested for your purpose, or create your own.



## **HOW TO DO CLASS CONTENT REVISION IN MENTIMETER**

You can do a quick, fun and interactive lesson recap, revise previously learnt content or help students prepare for a test, by using one of the sample templates, for example "lesson follow-up" – as per Step 4.

### **STEP 1**

Select the template "Lesson follow-up" and the following window should pop up. All sections are editable, meaning you can change the content title (heading, subheading), the questions, the conditions of answering the questions, the slide type, you can also add images to each section if you wish. We will break down some of these options in the following steps.



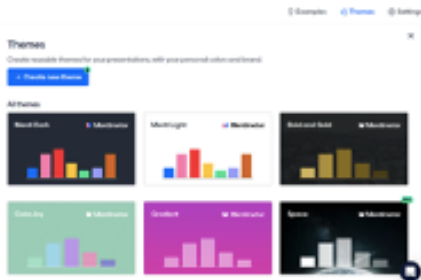
### **STEP 2 – examples**

There are many examples/sample slides and templates available in Mentimeter library, we suggest you browse through these as they'll give you more ideas on how to display or present the topic you wish to teach or test in class. You can choose by category or filter by type of input to narrow down the options.



### STEP 3 – themes

In this section you can edit the background or the theme of your slides/presentation, based on needs.



### STEP 4 – settings

There are a few very few features in the “settings” option.

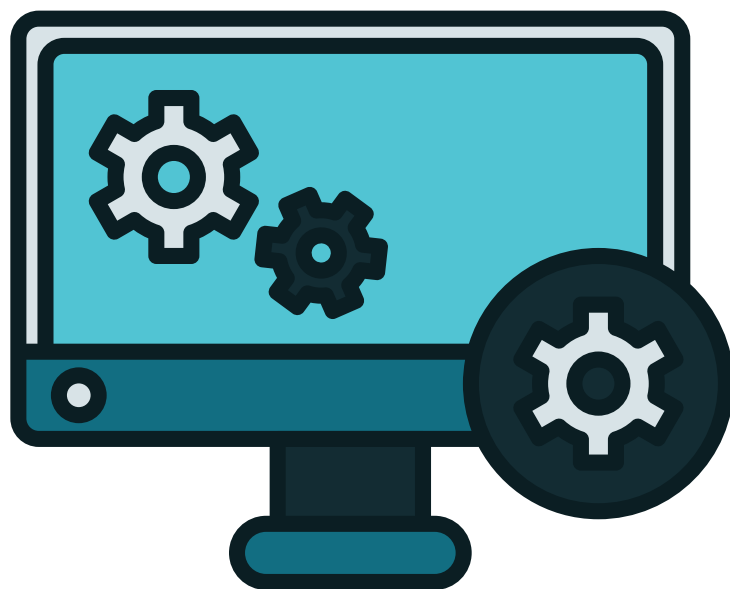
Please ensure you select the required setting. For example, when the participants/students are answering questions/poll/quiz or doing a task assigned in Mentimeter, you can choose if they can only enter and begin the task when you start it – this way you control when & how fast they do it, which is in particular helpful for real-time interaction, they can only go at the pace you set. When everyone is ready to move on to the next question, you allow them access to it, i.e. the question only then pops up on their screen. “Presenter pace” requires your participation, as you lead them through the task.

Alternatively, for tasks the students can do in their own time, where you don't need to control the pace or show each question one at a time, you can select the option of “audience pace”, which means they can do it alone, in their own time, at their own pace or at home.

You can also give them the option to attempt the quiz/task/questions only once or multiple times, as well as show them the results, answers and overall group scores (other students' scores) or not.

There is an additional feature available that can show group scores/results after each answer/vote, you can also save the results, otherwise the only results that can be shown will be to the last question asked.

We recommend you use Mentimeter as the admin/teacher, as well as the participant/student first, before you assign tasks to familiarise yourself with & test the settings available before live interaction.

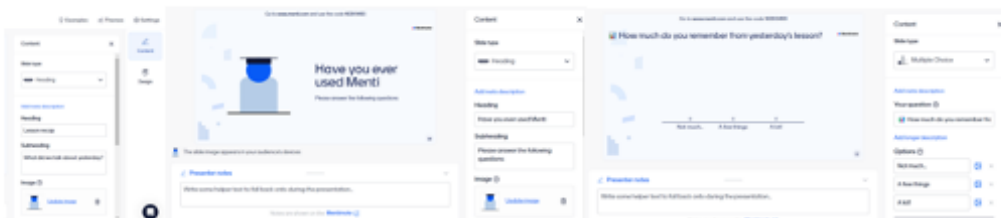




## STEP 5 – edit the content

On the right-hand side select the “content” option. This opens up more features, from where you can choose the “slide type” you wish to use (heading, word cloud, multiple choice or open-ended question etc). Here is where you insert the questions (e.g. heading or multiple choice examples give).

As you type in the questions Mentimeter brings them up on the slide/screen so it's easy to see how it would appear to the user/student when doing the task later. Mentimeter also automatically saves content you type. You can edit the content as necessary question by question, slide by slide by clicking on them (left side).



You can also upload a relevant image to each slide from your computer, image library or use a gif.

## STEP 6 – edit the design



Depending on the question or slide type selected, different design editing options will appear. In this section you can change the layout, the text position, size or colour. You can also add graphs etc.

#### STEP 7 – share presentation

Click the share button or icon to get a copy of the shareable link once the presentation has been created. Mentimeter has the option of sharing a link with a password/code to enter the task/poll or presentation/quiz, alternatively it provides you with a downloadable QR code the users can scan with their phones to gain access. This is what it looks like once you've created your revision task, a poll or a quiz, which you then can share with your audience - either via a link or a QR code - where they can go directly to answer the questions or do a specific task (as the pace you set – presenter or audience pace):

It's a very practical tool, easy to use and fun, with immediate answers provided - which we can share live with everyone. Here is a sample mini Menti quiz (this is what the user receives & what it looks like once they enter)- follow the link or the QR code below to participate: <https://www.menti.com/aly3y7a8zo1g>.



As the admin you have the option to be the only one that sees the results they submit or make them public. You can follow the same steps and format to create other types of activities within this tool. Thank you for your participation and we hope you've enjoyed this short training and intro to Menti!

# KAHOOT – INTRODUCTION

Based on: <https://kahoot.com/schools/ways-to-play/>



## KAHOOT – INTRODUCTION

Kahoot is a game-based learning platform used as educational technology. The learning games are also called “kahoots”. There are many user-generated multiple-choice quizzes that can be accessed via a web browser or the Kahoot! app, as well as trivia quizzes. It is essentially a learning games software. You can play engaging quiz-based games (kahoots) at school, at home and at work, create your own “kahoots” (games) and learn something new! Kahoot! makes learning fun, it's a creative tool that can be used by students, teachers, trivia fans and lifelong learners. It is free for teachers and their students. There are optional upgrades available that unlock advanced features. You can use it as aid in teaching any subject, in any language, on any device and for all ages. Kahoots are relatively easy to create, share and play.

### Features:

- Free templates to create a quiz about yourself for the first day of class
- Join kahoots in class or virtually - and use the app to submit answers
- Assign or complete activities as a given (assigned) time or at own pace
- Create kahoots for e-learning, presentations, events and other occasions
- Challenge your students/ friends/colleagues with kahoots you found/ created
- You can create or find a Kahoot on any topic, fit for any age
- Kahoots can be shared on a screen or by video conferencing apps
- Combine different question types to increase engagement
- Host Kahoots live in class or virtually for distance learning
- Teach new content or review/test previously taught content
- Assess learning outcomes/progress with reports for study purposes

- Use or create polls, puzzles, word cloud questions, quizzes
- Interaction with visuals, audio features and the element of competition
- Integrates with other apps, you can create additional animations
- Add videos, gifs, let it read questions and answers out aloud
- Play against their own “ghosts” to try to better their scores
- Collaborative Jigsaw Method in your classroom
- Assign players names to allow for anonymity while they play

## Blind Kahoot

Through carefully structured questions based on a lesson plan format, use this feature to gradually help students understand entirely new material. It creates more engagement and a better grasp of the topic. Design it as you’d design a lesson plan, structure it with the aim and the learning outcomes in mind, then use the format and platform to teach new concepts in a more interactive way through repetition, scaffolding, visuals, sequence of diagrams, screenshots, embedded drawings. Even if the students get a question wrong, they learn from it, you can add elements for visual, auditory and kinesthetic learners. Between questions you can give a commentary/an explanation, or later give an opt out option or . Gauge their true level of understanding, engagement and focus. Use this option to build a narrative, tell a story, provide challenges, let them experience success, as following the gaming process. Relate questions to one another, build each question on the last, make it into progressive learning, where students need to put sequence of diagrams in order, later animate content using soft motion.

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## HOW TO USE KAHOOT!

### SET UP BASICS

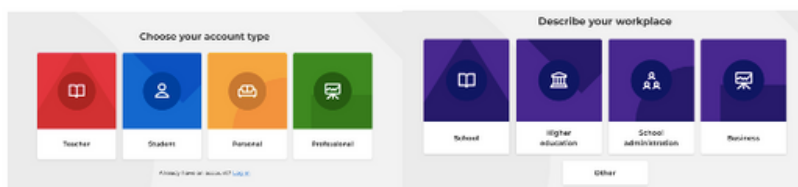
#### STEP 1

Sign up to access the Kahoot! tool – in the top right-hand corner of the window. If you already have an account login with your details. Access it here <https://kahoot.com>  
Make your students the hosts of their own learning experiences ([kahoot.com](https://kahoot.com))



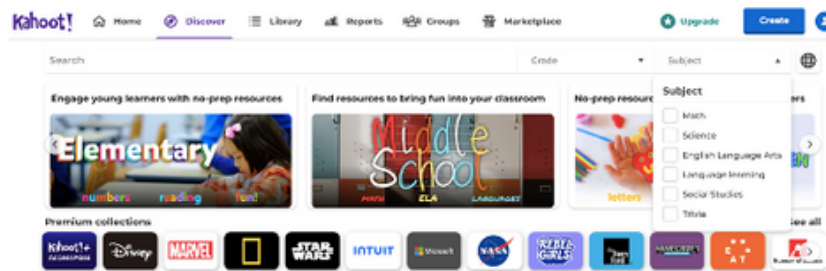
#### STEP 2 (new user)

Kahoot! Set up as a new user to customise the userface/dashboard/portal - you can select your preference to direct access to relevant content. Choose your account type and workplace.



Then, select which plan you wish to use. For the purpose of this educational demonstration, we will be using the free/basic version. The app is available for free to teachers and students, though the paid versions give access to further resources. Once you log in, you'll be able to see the dashboard/portal on your home page [Home - Kahoot!](#) In "discover" option you can find many existing resources.

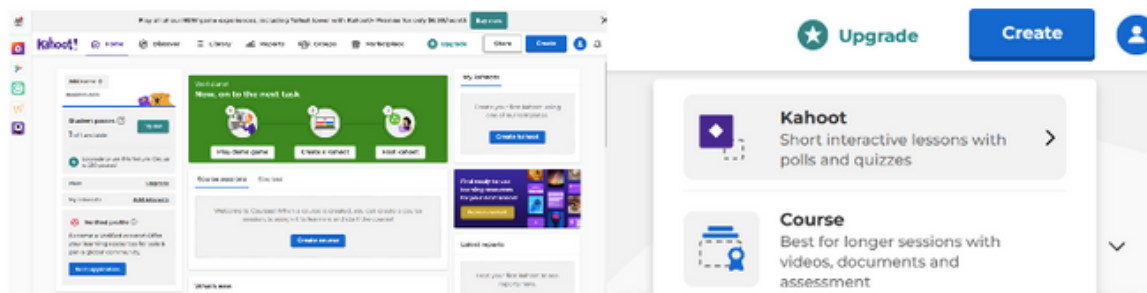
## START CREATING



To start creating, you can select an existing template, suggested for your purpose, or create your own.

### STEP 3

Go to <https://create.kahoot.it/>, click on “create” in the top right-hand corner. This brings up various options to use an existing template or build your own kahoot from scratch. Click “kahoot” to see options available.



## HOW TO DO CLASS CONTENT REVISION IN KAHOOT!

As you can see per the screenshots attached below, there are existing pre-created kahoot templates suitable for all types of learning interactions, revision of material, competitions, ice-breakers etc. We will go over some features in both in more details below. Creating your own allows for more creativity.

Choose one of the existing templates to create your customized kahoot. You can do a quick, fun and interactive lesson recap, revise previously learnt content or help students prepare for a test, by using one of the sample templates. Follow the next steps for more details on how to proceed.

## STEP 1

Click on “Reinforce knowledge with Kahoot!”

This option opens up an editable template, you can then edit section by section. On the left hand side you can see the type of task/activity format/layout (poll, quiz, slide, puzzle). The middle section is where you ask/edit questions (white box) and insert sample answers (red, blue, orange, green boxes...).

On the right hand side you can select or edit the question type, as well as the time limit and answer options.



## STEP 2

Click on the white box/bar in the middle and type in your question. For the purpose of this demonstration, follow our example “What is the capital of Bulgaria?” The click into each available colour box and insert a sample answer. Into the red box type “Bansko”, blue box “Sarajevo”, orange box “Sofia” and so on.



## STEP 3

Ensure you select the box with the correct answer by clicking the green tick that appears next to the answer, and unticking it in any other box – this way the students’ answers will be graded accurately. Next, click “preview” to see how it would appear for the students on their screen. This also helps you spot any spelling errors before you publish or share.



## STEP 4 – editing options

Here you can see what a puzzle question type layout looks like, you can edit the text by clicking on the boxes in the middle of the screen. White box is the question, coloured boxes are the answers. You can use this format for all subjects at school.



To edit a poll or a voting feature when doing a discovery activity for kids, click on the white box and type “Is there a penguin in the room?” The type of possible answers in the coloured boxed, as per examples below. Kahoots are also great for language learning, e.g., students can pick the correct pronoun as their answer, it’s a way of testing grammar or vocabulary understanding too.



To edit a quiz, type into the boxes in the middle, for example “Which country won the football world cup in 2022?” Then insert sample answers in boxes below. Ensure you select the green tick next to the answer, and unticking it in any other box – this instructs the game what the correct answer is.



Another great feature of Kahoot! Is that the games truly offer a gamified engaging experience for learners, as you can use a timer feature and fun sound effects, clock timing, celebratory sound when they answer correctly etc., it really adds to the competitive edge and is more fun for the users. You can choose to keep the audio of or off by clicking the audio icon in the top right corner of the screen.



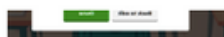
You can use “blind kahoot” option to teach new content, by applying the “test teach test method.

## STEP 5 – save & share

Depending on the question type or template you use a few different settings will be available, insert the details you wish and when you finish creating the gamified fun activity, click “save”. Then fill in the title and description details that appear in the next pop-up.



Once you have saved it, you can share it with your students. A window that looks like this will open up. You can test the game you’ve created, play or share using a link. If you click “done” it saves it in your library – where you can find it later or from where you can access or open it (or share later) anytime.



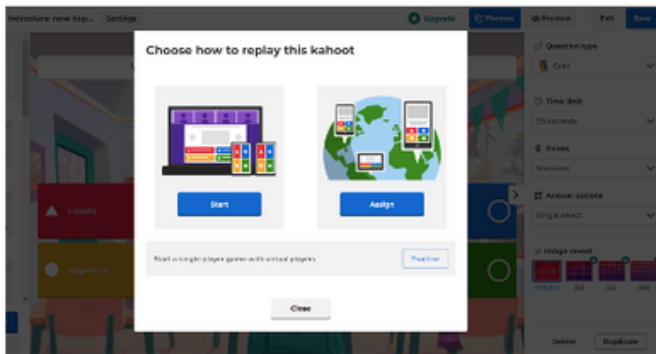
## A

If you click “test” you get the option to try playing the game, Kahoot! Provides you with a pin that you/your student need to enter to access the game, it will look like this:

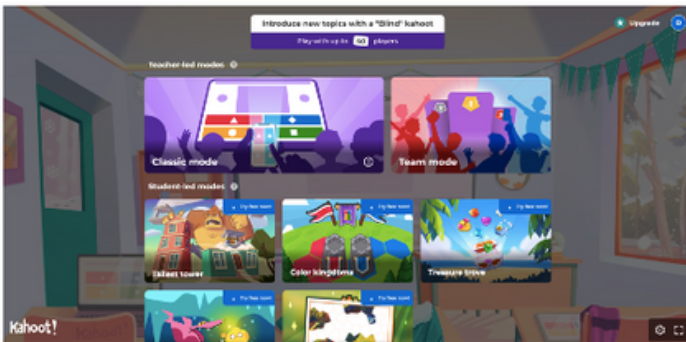


## B

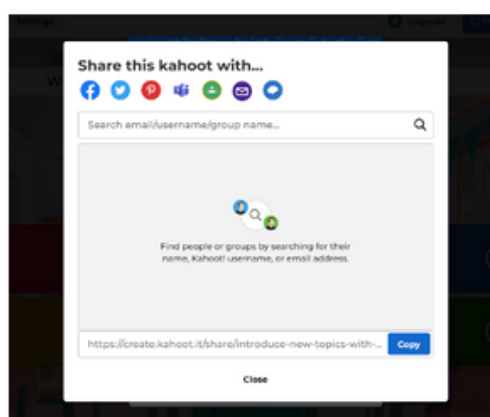
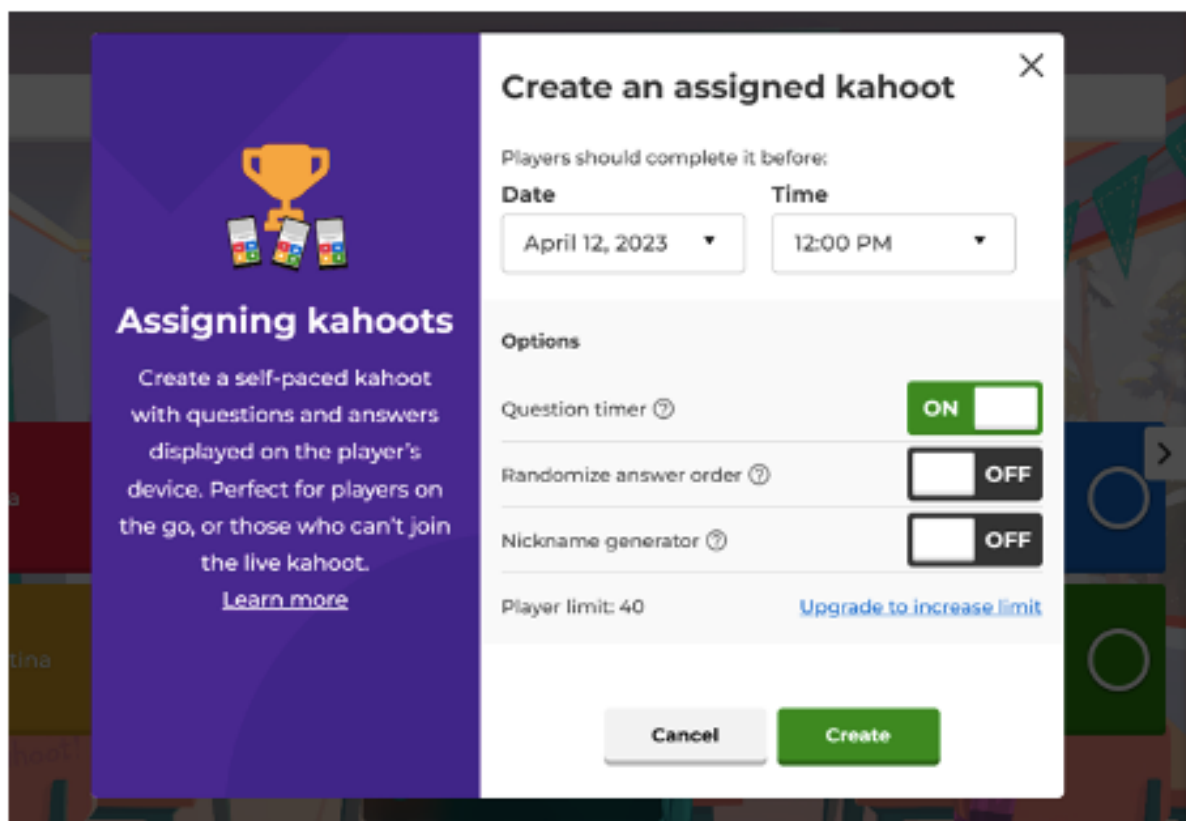
If you click “play” you then need to edit the player setting (i.e., details of users/participants/students) - who will play, you can just start straight away or assign it to a specific group as a task.



By clicking “start” you get the option to play in classical or team mode. The users will need the pin to enter – which you can supply them with as it pops up for you.

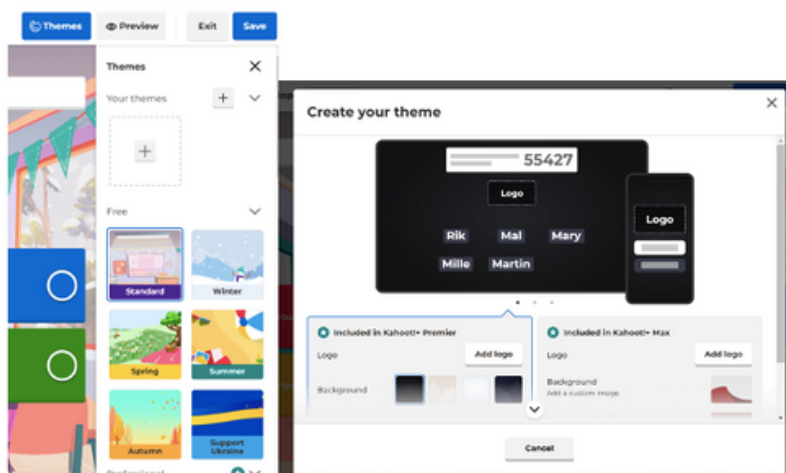


If you click “assign”, you could use this feature to assign the game/task for homework or as a test, you then need to select when (date and time) they can play it, choose if you wish to time them or keep it self-paced, select if they can choose their own name, see answers etc.

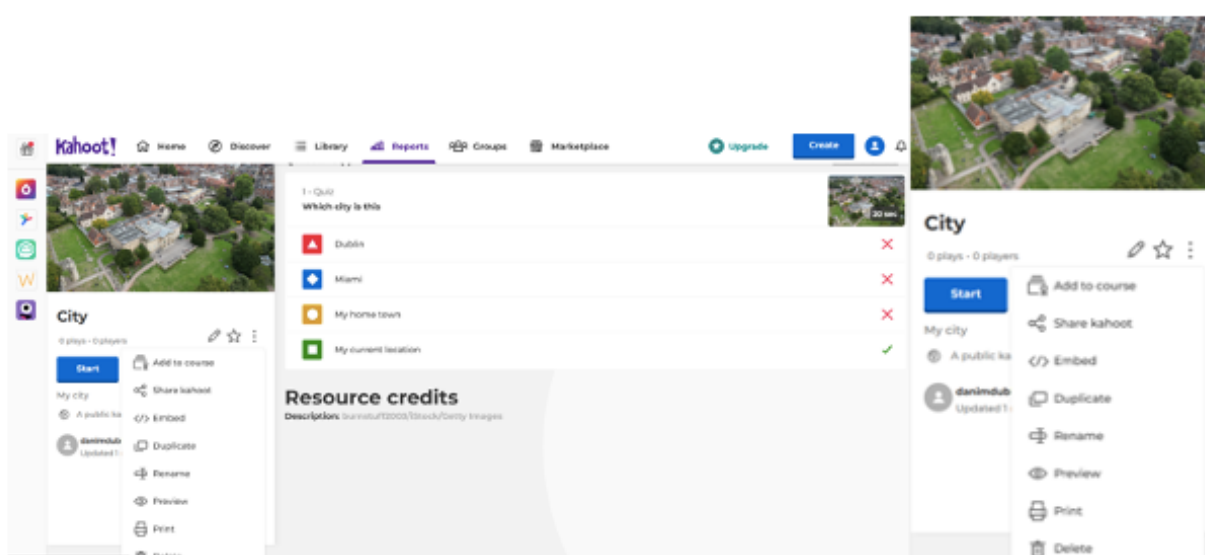


Should you wish to further edit the content/kahoots you create, you can get even more creative and edit the background themes, change the colours, fonts and add images, logos etc.



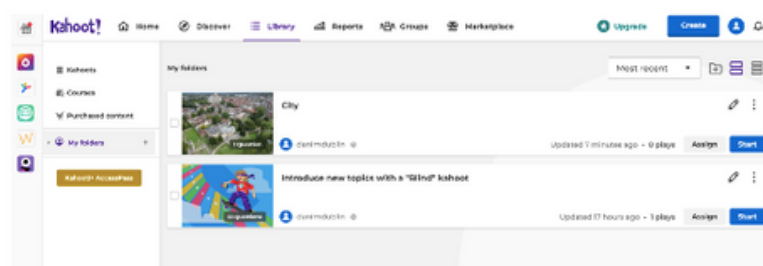


Please ensure you always save your work, even if it is incomplete or unfinished, as you can always access and edit it later. For example, what gets saved in your “library” on the home page can be accessed and you can share, edit, embed other images (or drawings - paid version), duplicate or even print handouts.



## OTHER FEATURES

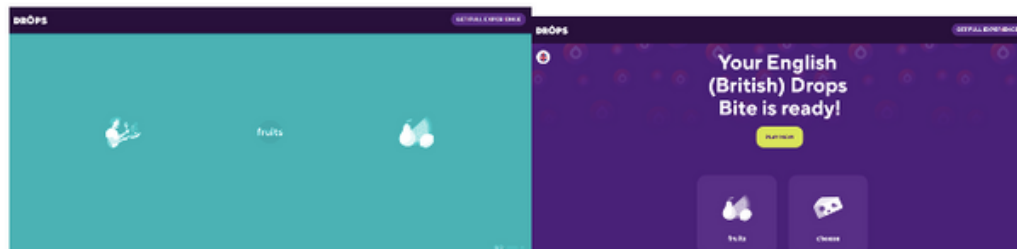
By clicking “Kahoot!” as any point in time you can return to the main menu/portal and see what’s in your library or assign or edit kahoots/games/tasks. Here is a sample library – by clicking the pen icon on the right you can edit each kahoot. In the three dots option, if you click it more features come up, one of them which is quite practical, which is to add this specific kahoot into a course. You can create an entire course of lessons / teaching curriculum, order and change the format, include assessments & do reports.



The features on the far left allow you access to other apps Kahoot integrates with, for different types of games, for example the top red/purple/drop icon brings you into a game called “drops” where you can drop and drag items – this is great for younger learners or language learners, but can also be used for Maths, formulae etc. It requires the students to click on an icon and move/drag it into the right position, which makes it even more interactive and from a learning perspective the kinesthetic learners love it.

Sample drop activity below.

E.g., Here the student would need to click on the image of fruit and drag it over onto the word “fruits”. Drops can be used for an incredible array of creative classroom activities, easy to create, easy to play.



The icon with the letter “W” is a whiteboard that Kahoot! Integrates with, this is great as then each student can have/access their own or a shared virtual whiteboard – further sample uses outlined below. It has further features to help teachers connect with one another, share resources, with each other or with their students. Students can get involved and feel more a part of the process and creation too.

- 1 **Create a positive learning environment**  
Use Whiteboard.fi to create a safe and fun environment for your students to learn and grow.
- 2 **Lower the threshold for participation**  
Encourage every student to participate in your lessons and activities on their individual terms. Give everyone a chance to shine and be successful.
- 3 **Instantly assess learning**  
Use Whiteboard.fi to assess your students' understanding of your lessons and activities in real-time.
- 4 **Provide targeted, real-time feedback**  
Use Whiteboard.fi to provide your students with immediate feedback on their work.
- 5 **Empower students to express their learning**  
Use Whiteboard.fi to encourage your students to express their learning in their own words.
- 6 **Collaborate with other teachers**  
Use Whiteboard.fi to collaborate with other teachers and share your resources.

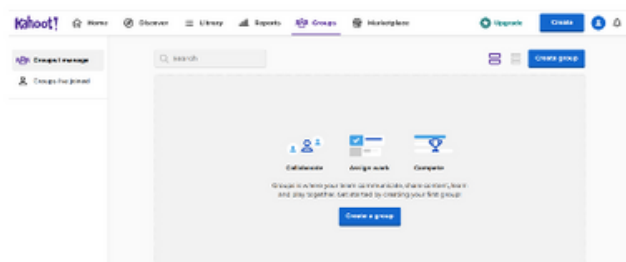
#### Top Whiteboard.fi features for collaboration in class and virtually

Start from scratch or design a whiteboard to work with

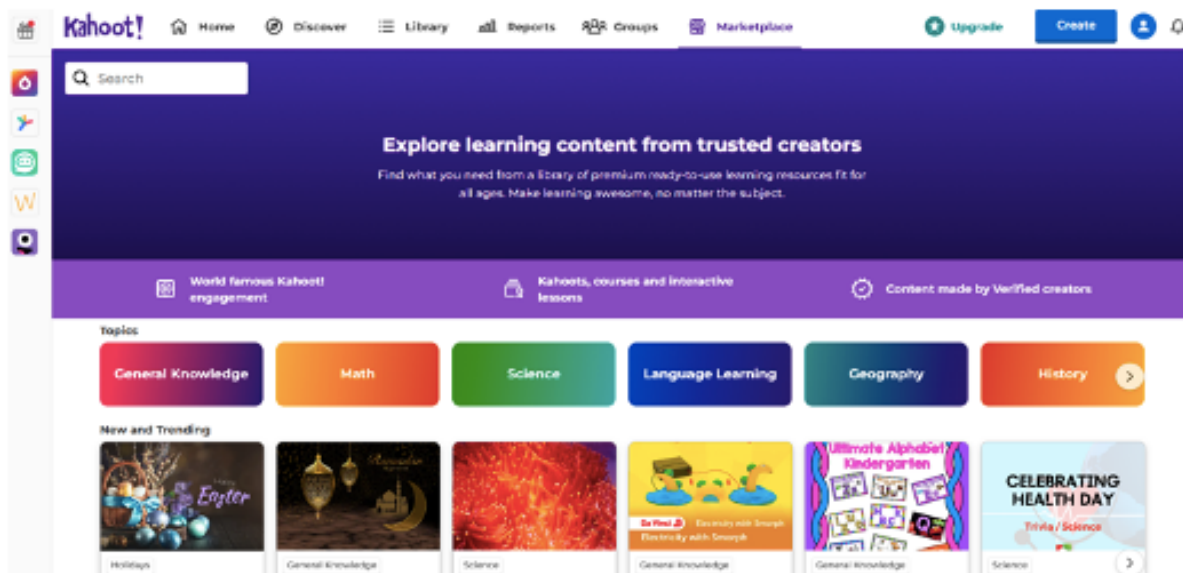
Every student gets their own virtual whiteboard that only the teacher can see. All students are able to see the teacher's whiteboard. You can create a whiteboard for your class or for a specific lesson. The whiteboard can be used to create a shared space for all students to work on.



Teachers can share different content/kahoots in categories or with different groups of students, they can organise content per class they teach, by clicking into “groups” to sort which kahoots are for whom. Once you click into “groups”, you get the option to collaborate with another teacher or student (user), assign tasks to compete. You can create various groups for various purposes, manage or join groups.



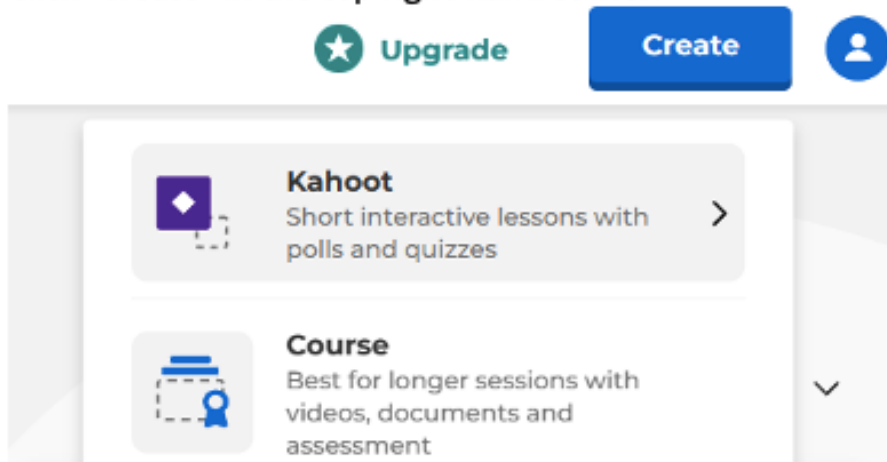
“Marketplace” option then further gives access to other pre-created (paid) kahoots on the market



## HOW TO CREATE A COURSE USING KAHOOT!

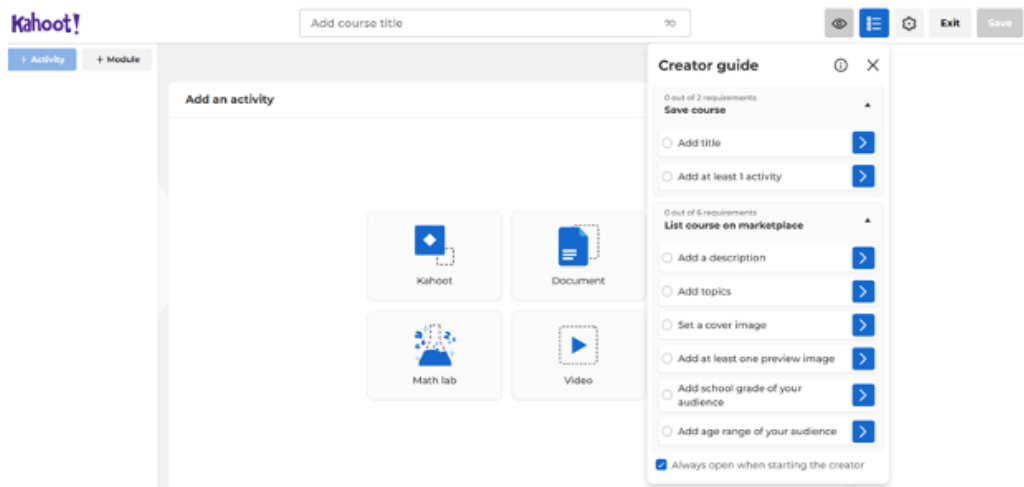
### STEP 1

Click “create” in the top right-hand corner.



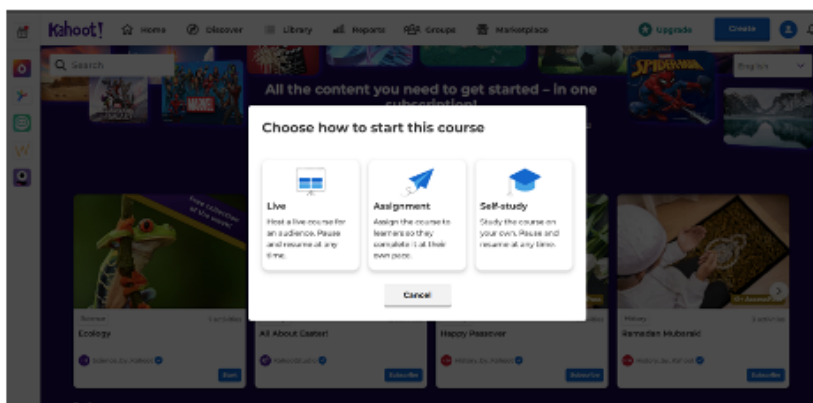
## STEP 2

Select “course” option. Here you can choose the type of an activity (kahoot game or video or text document) - we suggest you use a combination of all. In the “creator guide” then you can add the details of your course content, how many activities to include. On the far left select the number of modules.

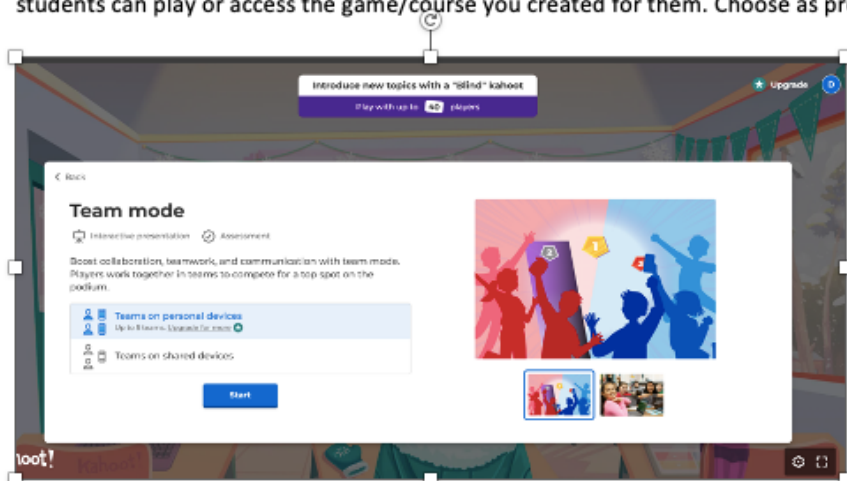


## STEP 3

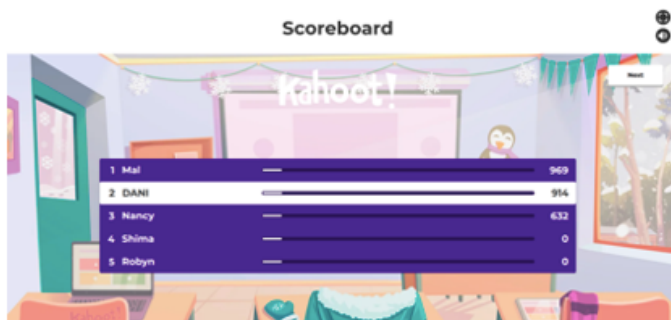
To start the course there are various options – you can teach/deliver/give access to the kahoot/game live or save to assign for later – for the students to do at a specific assigned time or in their own time as part of “self-study”.



If you’re doing the live version of playing the game/kahoot, you then can also select teams and how and where they students can play or access the game/course you created for them. Choose as preferred.



Furthermore, once the students are doing the task, i.e., playing the kahoot game, they get graded based on the scores and answers you pre-selected. Then you can show the results on the game playing on a scoreboard for the class to see – this creates more competition and even more fun learning.



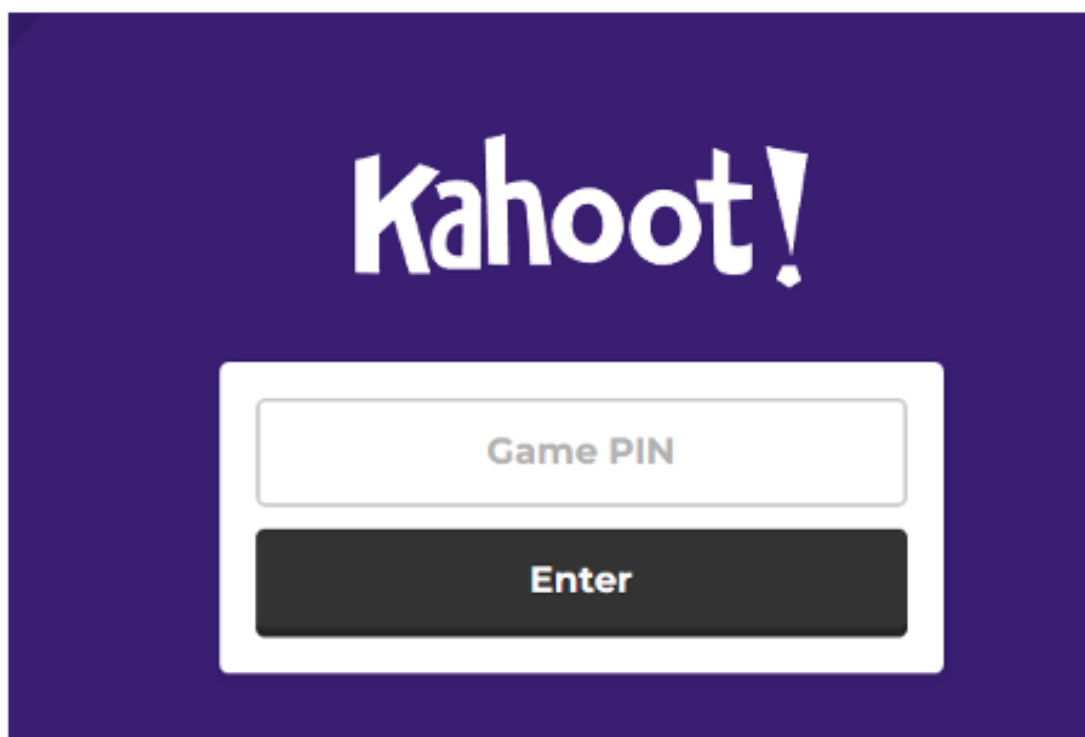
### **HOW TO PLAY AN EXISTING KAHOOT**

#### **STEP 1**

Choose one of the existing kahoots (games) available, connect a device to a projector or screen in front of the classroom, or screenshare using a video conferencing platform.

#### **STEP 2**

Next, press “launch” button. Students can enter the game PIN and their name using the Kahoot! app or at [www.kahoot.it](http://www.kahoot.it) on their devices. Then press “Start now”. Have fun!



## INTRODUCTION TO STREAMYARD

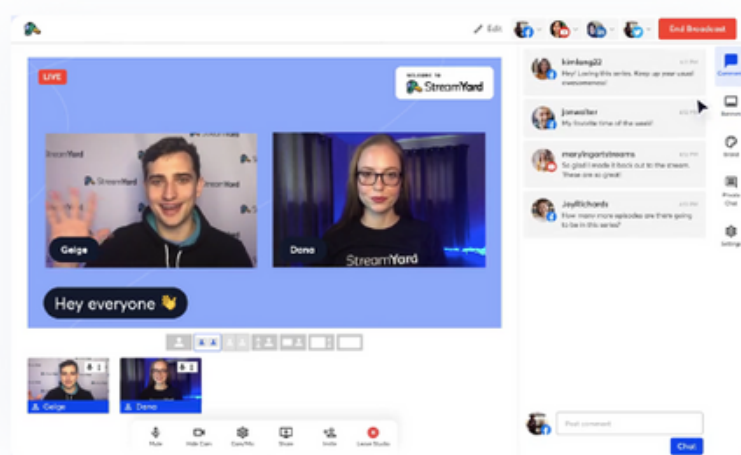
StreamYard is live webcasting software, which you can use in your browser directly. In fact, it allows you to stream directly to Facebook, YouTube, LinkedIn and other platforms, making it easy to broadcast a live show to multiple audiences at the same time. In addition, it integrates with Amazon Live, Vimeo, Dacast etc.

You can interview guests, share your screen, stream webinars live, have team or class sessions recorded and available to team-members or students to participate simultaneously. Apart from live streaming, it has a recording feature, hence you can also pre-record content or stream recorded videos. There are editing features, such as the ability to trim and split your recordings.

It can be used for:

- Video marketing
- Engaging remote staff
- Keeping content secure
- Hosting online video trainings
- Scheduling and running virtual events
- Changing scenes, displaying comments & branding background

It has a free (20 mins per month) and a paid version, the latter allowing access to more premium features. Other limitations depend on which platform you stream on. It hosts up to 10 people.





## How to set up / access StreamYard:

1. Go to <https://streamyard.com/> and type in your email address into the empty address box, then click “get started”.



2. You will be brought to a window where you need to verify/activate your email address (“email sent”) and login details by inserting the single use login code sent to your email.

### Email Sent!

Please check your email. We've sent a login code to

[Redacted email address]

6 digit code






Log in

By creating an account, you agree to our [Terms Of Service](#) and [Privacy Policy](#). If you don't receive a login code, click [here](#) to troubleshoot.

3. Once you login the platform gives you the option to customise what you'd be using it for - please select which you plan to use it the most for (one option) - educational, personal pr business purposes.


## Hey, welcome!








How are you planning on using StreamYard?

 <b>Personal use</b> Individual or student	 <b>Education</b> Educator or organization
 <b>Professional work</b> Freelancer or agency	 <b>Small business</b> Owner or entrepreneur
 <b>Enterprise</b> Large team or organization	<b>Other</b>

[Skip](#)
[Onward! →](#)

4. Upon selecting the type of user you are, you are then brought to the main screen where you can connect your new StreamYard account to other social media platforms you wish to stream on. There is also a “quick guide” available should you need more help with this, otherwise simply select the platform you wish to connect to and follow the steps - whether it be Facebook, LinkedIn or other - using your personal or business accounts. For the purposes of this demonstration, we’ll be using LinkedIn. You need to approve access before you can proceed.



-  Broadcasts
-  Videos
-  Destinations
-  Members
-  Referrals
-  Team settings
-  Recording storage

[Destinations](#) > Add a destination

### Add a destination

Connect an account to StreamYard. Once connected, you can stream to it as often as you like. Not sure where to start? [Watch our quick guide.](#)

Facebook Page

LinkedIn Page

YouTube Channel

Twitter

Facebook Group

LinkedIn Profile

Facebook Profile

Twitch

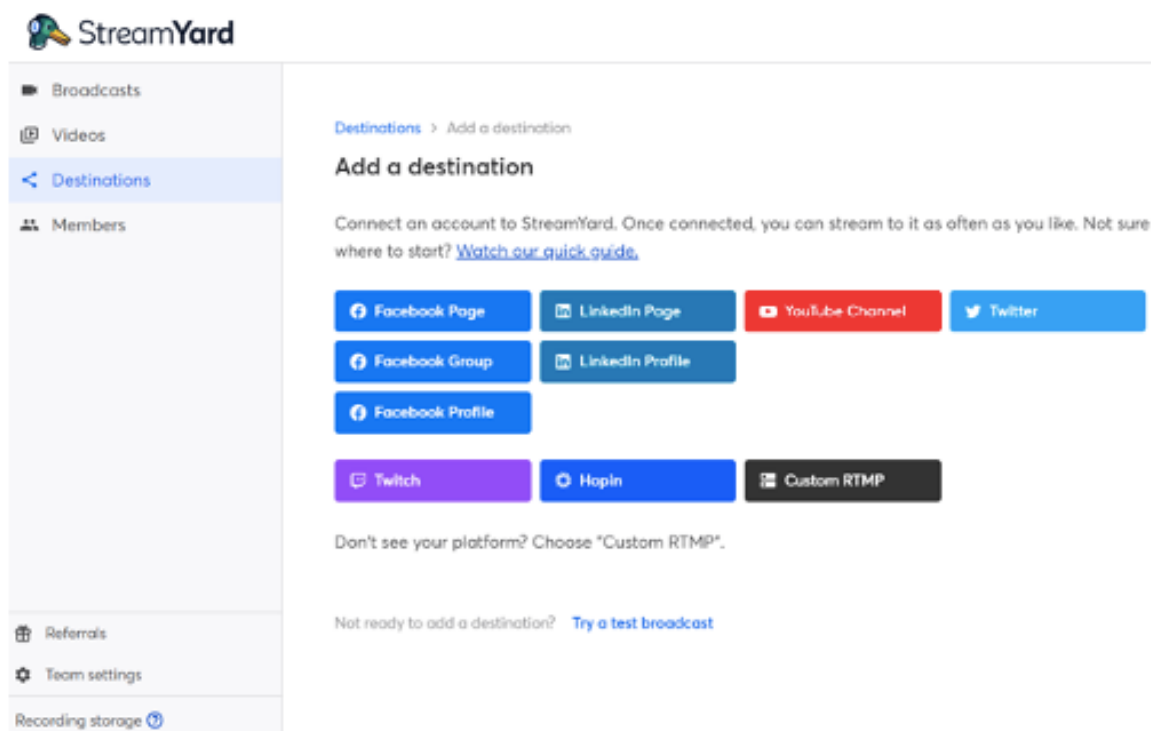
Hopin

Custom RTMP

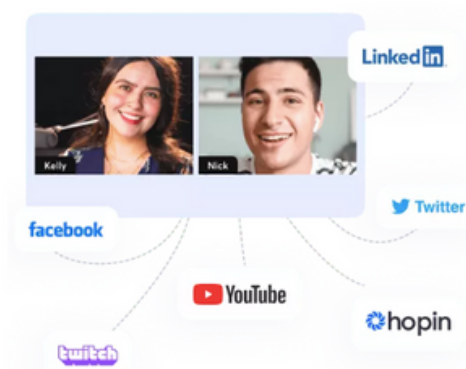
Don't see your platform? Choose "Custom RTMP".

Not ready to add a destination? [Try a test broadcast](#)

4. Upon selecting the type of user you are, you are then brought to the main screen where you can connect your new StreamYard account to other social media platforms you wish to stream on. There is also a “quick guide” available should you need more help with this, otherwise simply select the platform you wish to connect to and follow the steps - whether it be Facebook, LinkedIn or other - using your personal or business accounts. For the purposes of this demonstration, we’ll be using LinkedIn. You need to approve access before you can proceed.

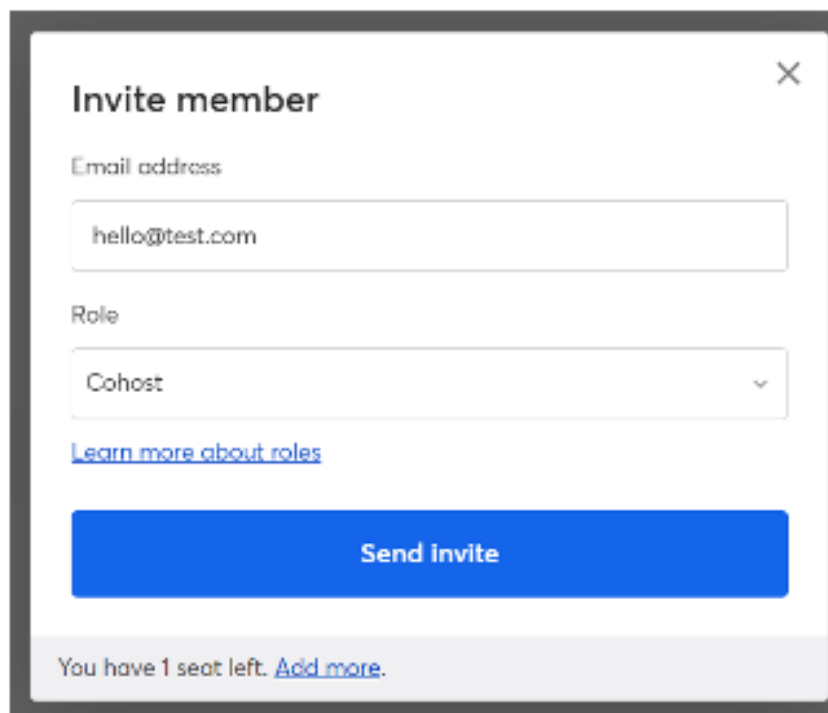


5. In order to add other accounts, go to “add a destination”, you can add any/all of your profiles or accounts and stream from any or all, either one or all at a time. Below are some of the sample platforms where you could be streaming live simultaneously.



## Invite members/admin/hosts

1. Once you're in on the main platform dashboard, you can click into the "members" section on the bar on the left.
2. Upon selecting "members", you can input their email address and role, either as admin or co-host.

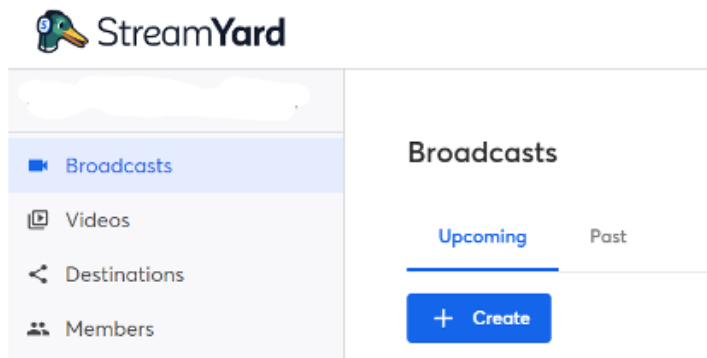


The image shows a modal dialog box titled "Invite member" with a close button (X) in the top right corner. Inside the dialog, there is a form with two fields: "Email address" and "Role". The "Email address" field contains the text "hello@test.com". The "Role" field is a dropdown menu with "Cohost" selected. Below the "Role" field is a blue link that says "Learn more about roles". At the bottom of the form is a large blue button labeled "Send invite". At the very bottom of the dialog, there is a light gray footer area that says "You have 1 seat left. [Add more.](#)".

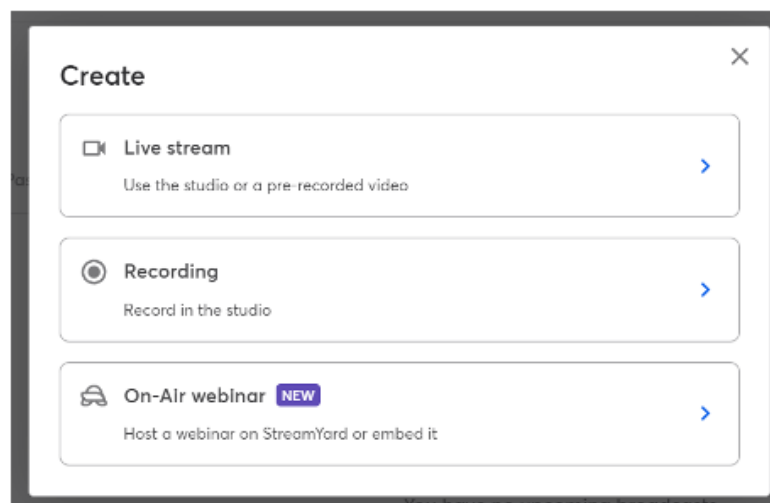
6. For demonstration purposed we are using the free version of this tool where you can add only up to 2 admin/hosts. Should you wish to have more admin/co-hosts the premium version offers those features.

## Events/broadcasts/streaming

1. On the main dashboard go into “broadcasts” section on the left.
2. Here you can view both “upcoming” (scheduled events) and past broadcasts (recordings).



3. Select the one you wish to view.
4. If you wish to test the features before going live or pre-record, click “create” and choose “recording”
5. If you are ready to go live on the connected platforms at a scheduled time, go to “create”, then select “live stream”.



6. There is also a new feature now to embed or host on StreamYard itself under “on air webinar”
7. We highly suggest you test features (i.e., in the “recording” option) to familiarise yourself with this software tool before you go live.

← Create recording

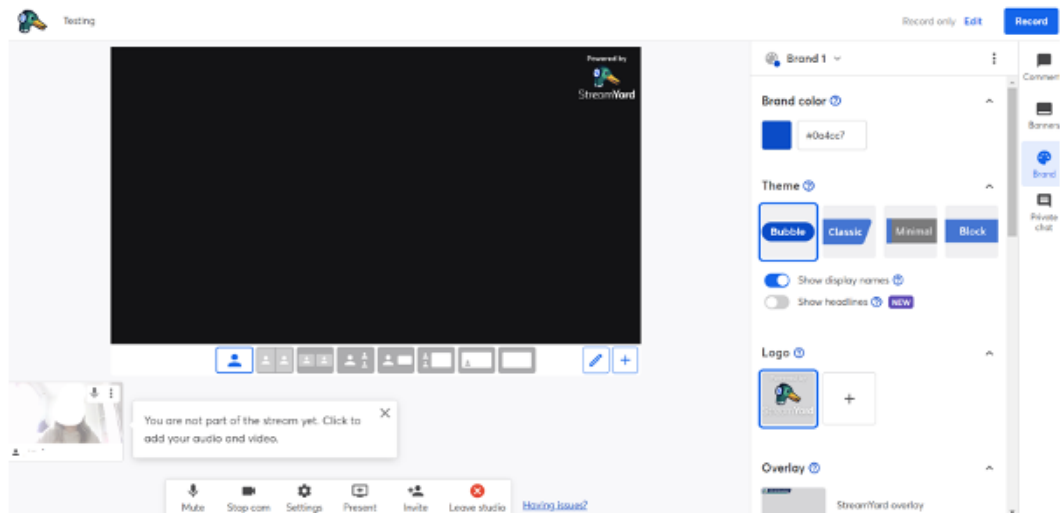
Title

Testing

☐ Record locally for each participant ? **BETA** [Learn more](#)

Create recording

8. When you select “recording” you’re brought into a virtual “studio”, where you first need to allow access to video/audio (check your camera and microphone) and add your display name.
9. Before you start recording, you can go through the settings (more features available in the paid version of the software tool) - options such as: choose your layout, brand colour, theme, add logo, overlay, background, music, as well as invite guests - up to 6 on screen at once.



10. Once you have selected the preferred settings, click “record”
11. When you have finished recording, click “end recording”, you can then share it with others if you like, as well as access it on the dashboard in “past” broadcast recordings, as well as download/edit it.



## Subtitles/captions/translation

StreamYard itself doesn't have a captions feature built in, however on platforms such as Facebook, Youtube, and LinkedIn you can add captions to your live stream. In addition, you can alternatively use paid software such as rev.com to add captions after your live streams. Furthermore, Google Chrome has a live captioning feature, to show captions inside StreamYard, which you can use, once enabled.

Example - how to set up captions on YouTube while streaming

1. Go to the top right, click Create Go live.
2. Then, choose Stream from the left-hand menu.
3. Within stream settings, turn on Closed captions.
4. After this, you can choose "Automatic captions" as the captions source.
5. In this case then you can also select your video language.

## IV End of the workshop (20 MIN.)

The facilitator asks the participants to sit in a circle and each answer the question:

- *What did you like the most about today's workshops?*
- *What will you take for yourself?*
- *What surprised you the most and caught your attention?*
- *How did the workshops affect you?*
- *What things are you going to change in your behavior?*

After the participants have finished speaking, the facilitator would like to thank you for your participation in workshops and the teacher asks you to fill in evaluation questionnaires.

After taking the questionnaires, the teacher will distribute the diplomas.



# V Evaluation Questionnaire



## ASSERTIVE REFUSAL IN PRACTICE, EXPRESSING DIFFICULT EMOTIONS AND ACCEPTING CRITICISM

DEAR PARTICIPANT/DEAR PARTICIPANT,

WE HOPE THAT THE WORKSHOP WAS INTERESTING FOR YOU AND YOU COULD LEARN MANY INTERESTING THINGS. WE WANT TO RECEIVE FEEDBACK FROM YOU, SO WE WILL BE VERY GRATEFUL FOR YOUR TIME AND FOR COMPLETING THE QUESTIONNAIRE BELOW. THE QUESTIONNAIRE IS ANONYMOUS.

**1.DID THE WORKSHOPS ALLOW YOU TO GET ANSWERS TO THE QUESTIONS THAT HAVE ARISEN IN YOUR LIFE?**

☐ DEFINITELY YES    ☐ RATHER YES    ☐ RATHER NO    ☐ DEFINITELY NO

**2. DID THE WORKSHOP PROVIDE YOU WITH USEFUL DESIGN TIPS AND TECHNIQUES IN CANVA?**

☐ DEFINITELY YES    ☐ RATHER YES    ☐ RATHER NO    ☐ DEFINITELY NO

**3. DID THE WORKSHOPS PROVIDE YOU WITH USEFUL TIPS THAT MAY HELP YOU OVERCOME STAGE FRIGHT RELATED TO CONTACTS WITH A GROUP?**

☐ DEFINITELY YES    ☐ RATHER YES    ☐ RATHER NO    ☐ DEFINITELY NO

**4. WHICH PART OF THE WORKSHOP DID YOU LIKE THE MOST AND WHY?**

.....

.....

**5. WOULD YOU LIKE TO TAKE PART IN OTHER THEMATIC WORKSHOPS?**

☐ YES    ☐ NO

**6. IF YES, PLEASE LIST THE TOPICS THAT WOULD BE INTERESTING FOR YOU.**

.....

.....

**7. SHARE YOUR REFLECTION AND COMMENTS**

.....

.....

**THANK YOU FOR YOUR CONTRIBUTION.**



Develop Your  
Creativity

# CERTIFICATE

IT IS CONFIRMED THAT

.....  
(FULL NAME)

TOOK PART IN THE WORKSHOP  
"DESIGNING IN CANVA IN A NUTSHELL"

DEVELOP YOUR CREATIVITY  
ERASMUS PROJECT NO. 2020-1-PL01-KA227-ADU-095783

WORKSHOP FACILITATOR:

PLACE:

DATE:



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