CANVA TIPS
FOR EDUCATORS

How to Create an Assignment for Students?

1. CLICK THE 3 DOT BUTTON IN THE RIGHT HAND CORNER TO PUBLISH (OR CHOOSE TO DOWNLOAD)

2. SELECT **GOOGLE CLASSROOM**. SELECT THE CLASS WHERE YOU WANT TO SHARE

3. SELECT AN ACTION: CREATE AN ASSIGNMENT, ASK A QUESTION, MAKE AN ANNOUNCEMENT OR CREATE MATERIAL

4. CLICK POST TO PUBLISH

How Students Submit Assignments to Google Classroom

1. STUDENTS GO TO GOGGLE CLASSROOM

2. OPEN CANVA ASSIGNMENT

3. SELECT USE THIS TEMPLATE AND COMPLETE TASK

4. TO SUBMIT, STUDENTS CLICK THE 3 DOT BUTTON IN THE RIGHT HAND CORNER

5. SELECT GOOGLE CLASSROOM

How Teachers Review Student Assignments in Google Classroom

1. GO TO ASSIGNMENTS

2. SELECT THE ASSIGNMENT AND LOOK AT TURNED IN STUDENTS

3. SELECT THE CANVA LINK FOR THE ASSIGNMENT YOU WANT TO GRADE

4. ADD FEEDBACK IN CANVA (OPTIONAL)

5. RETURN THE GRADE AND FEEDBACK AND RETURN TO STUDENT