

A classroom resource you can use

Canva for ISH teachers

Adapt one teaching example, check it, then use it in your next lesson. Start with the short activity. Keep the 12-section guide for help when you need it.

10-minute activity

Beginner friendly

4 editable examples

A completed starter / Mathematics

Solve it. Explain it.

Goal: solve a two-step equation.

$$3x + 5 = 20$$

1. Subtract 5 from both sides.

$$3x = 15$$

2. Divide both sides by 3.

$$x = 5$$

3. Check: $3 \times 5 + 5 = 20$

Your turn: solve $2x + 7 = 19$.
Explain your first step.

[Start here](#) / one resource, one lesson

Make a resource in 10 minutes

Use the worked-example card above, or choose one of the four editable subject starters. You will leave with one page you can use in a lesson. Allow extra time for your first sign-in and file import.

Download the editable starters from the [Canva tutorial page on ISH Academy](#). The web guide also lets you enlarge each screenshot.

0–3 min

Choose and open

Sign in with your [@ishth Hague.nl](#) account and check the ISH team. Choose **Create** → **Upload** → **Upload files** and select the PPTX. Open it, use **Delete page** above the unused pages, then rename your design. [Sign-in help](#).

Check the paper size in File. Canva can import this as a poster. If it is not **210 × 297 mm**, choose **Resize** → **Custom size**, set those dimensions in **mm**, then **Resize this design**. Check the layout again. If Resize is unavailable, edit the original A4 file in PowerPoint.

3–6 min

Adapt the teaching

Replace the title, worked example and “Your turn” question with something you will teach this week. Keep the goal, model and practice order. For the maths card, try **$4x + 3 = 19$** : subtract 3, divide by 4, then check **$x = 4$** . [Text help](#).

6–8 min

Check clarity and access

Read every line at its real size. Check the answer, symbols and instructions. Open **File** → **Accessibility** → **Check design accessibility**. Fix flagged issues, then check the reading order yourself. [Accessibility steps](#).

8–10 min

Export and try it

Choose **Share** → **Download** → **PDF** → **Digital**. Open **Advanced Settings**, leave **Flatten PDF** off and download. Open the file outside Canva. Can you select the text, follow the explanation and answer “Your turn”? Save a master copy to adapt for your next lesson. [PDF settings](#).

Finished when: the resource has one learning goal, a correct model, a student task and a readable export. In class, ask students to explain one step. Adapt the resource if their answers reveal a misunderstanding.

Start with the teaching need

Why use Canva if your subject is not “visual”?

You do not need to become a designer, move your planning into Canva, or use it in every lesson. Canva is simply one option for turning an explanation, worked example, practical sequence, or student product into a clear, reusable visual.

Start with the teaching need. Use Canva when it helps you:

- make a complex idea easier to follow;
- reuse and adapt a resource without rebuilding its layout;
- give students another clear way to explain what they understand.

If it does not improve clarity, access, or preparation time, skip it. The learning goal and subject accuracy come first.

Subject-specific starting points and safeguards		
Subject	A useful first task	Keep the subject tool
Mathematics	Show a worked example, a “spot the error” comparison or a revision card. Make each step clear.	Create exact graphs in Desmos or GeoGebra, then import and label them.
Chemistry	Explain a reaction, compare particle models or organise an approved practical sequence.	Keep notation, equations, units and approved safety guidance exact. Use subject tools for the science.
Languages	Build vocabulary-in-context cards, model texts or speaking prompts.	Keep language accuracy, retrieval practice and live communication central.
Humanities	Build a source comparison, annotated map or cause-and-consequence timeline.	Keep provenance, context and evaluation visible.

The educational case is clarity, not decoration. EEF guidance says technology should answer an identified need, have a pedagogical rationale, and supplement rather than replace effective modelling. CAST's UDL guidance supports multiple ways to represent ideas and communicate learning, including mathematical notation and relationships. See the [EEF recommendations](#) and [CAST UDL Guidelines](#).

A low-risk ten-minute trial

Choose one resource you already teach next week. Duplicate a subject template, replace the example with your own content, check the subject accuracy, run Canva's Accessibility Checker, and export a PDF. If the result is not clearer or quicker to reuse, do not adopt it.

Canva currently advertises Education templates searchable by grade and subject, along with an accessibility checker, Background Remover and Magic Resize. These are possible time-savers, not evidence that every task should move into Canva. See [Canva for Teachers](#).

Section 01

Getting started with Canva

Open Canva in a current browser. The labels may move slightly as Canva updates, but the basic route is Home, choose or create a design, edit, then Share.

ISTE at ISH. Our school follows the ISTE Standards. This tutorial connects accessible learning design with Educator 2.5: Designer, and helping students explain ideas for an audience with Student 1.6: Creative Communicator. Judge the result by what students can understand and communicate.

Use the school sign-in route

School sign-in checked on 9 September 2026.

1. Open the Canva login page and choose **Continue with Google**.
2. In the Google pop-up, **Choose an account**, select your **@ishthehague.nl** school account.
3. At **You're signing back in to Canva**, check the selected account and choose **Continue**.
4. Canva opens Home. Check that the team is **International School of The Hague** and the heading says **Get creative with Canva at ISH!**.

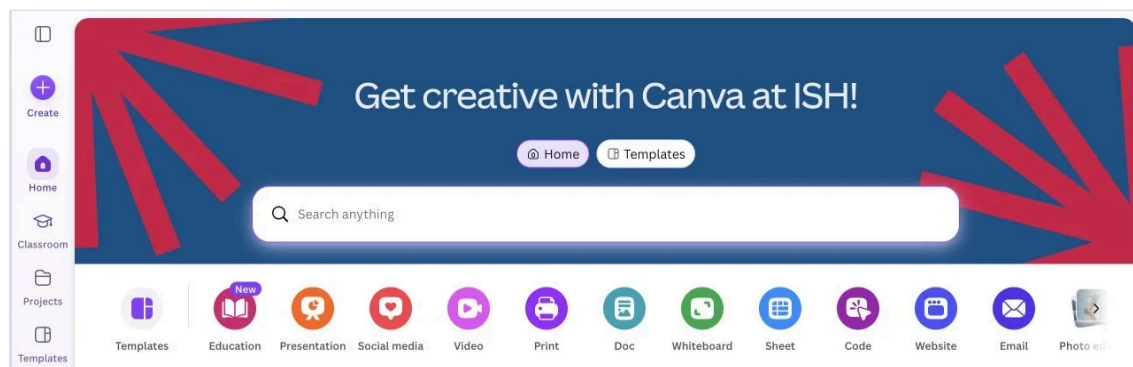
Complete any school password or verification prompt if asked. If the ISH team is missing, check the selected Google account before creating resources. From Home, **Education** opens subject and grade filters.

Find your way around Home

- **Create a design** starts a new resource.
- **Templates** lets you adapt an existing layout.
- **Projects** holds designs and folders you can access.
- The search field can find formats or template ideas, such as “worked example” or “lab safety”.

Privacy first

Use a blank design or an approved public template while learning. Do not expose student names, staff email addresses or confidential material in screenshots or shared examples.



Step 1. Start from the ISH Home page. Use Create for a new design or Education to browse by subject.

Section 02

Creating your first design

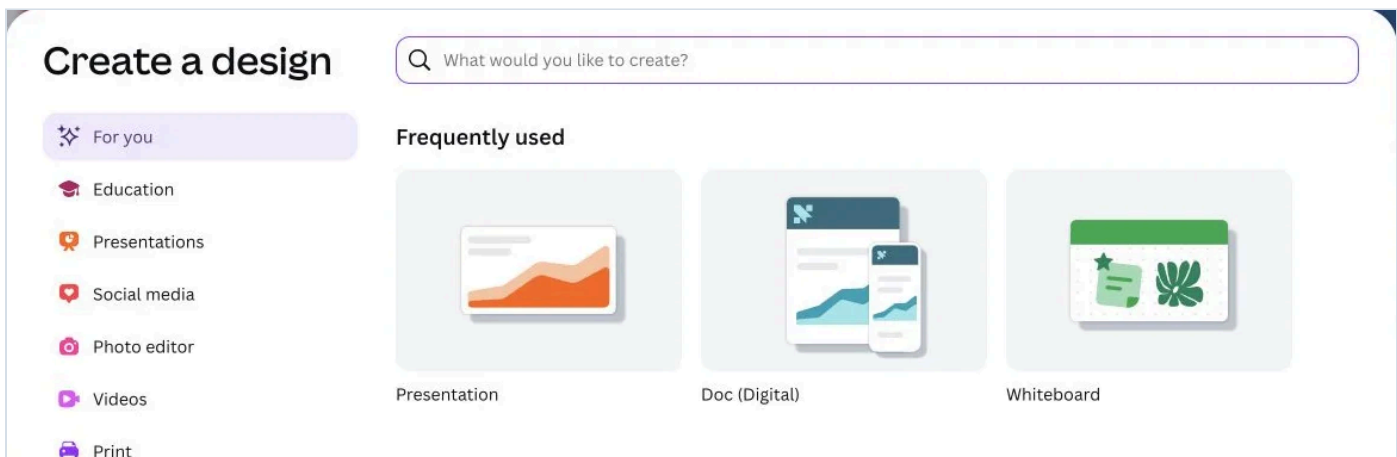
Begin with the output you need. A4 is suitable for a printable handout, Presentation for projected slides, and a custom size only when you know the required dimensions.

Create from the Home page

1. Select **Create a design**.
2. Search for the format, for example **A4 Document**, **Presentation** or **Poster**.
3. Choose a suggested size, or enter a custom size if the destination requires it.
4. Rename the design at the top so you can find it later.

Match the teaching task to a useful starting format

Teaching task	Start with	Check before using
Worked example or revision sheet	A4 Document	Print size, notation and reading order
Live explanation or staff briefing	Presentation	Projector contrast and text size
Practical sequence or room display	Poster	Safety detail and viewing distance
Cause, process or comparison	Infographic	Accuracy, source and visual order



Step 2. Create a design: formats and the Education category.

Section 03

Working with templates

A template is a starting layout, not finished teaching material. Keep the useful structure, then replace every example, image and label with content you have checked.

Find and adapt a template

1. Open Templates, or search from Home.
2. Use subject and purpose words together, such as “chemistry practical”, “mathematics worked example” or “source comparison”.
3. Preview the whole template, including extra pages.
4. Select **Customise this template**.
5. Delete unneeded pages and replace all placeholder content.
6. Check the result against your subject conventions and learning goal.

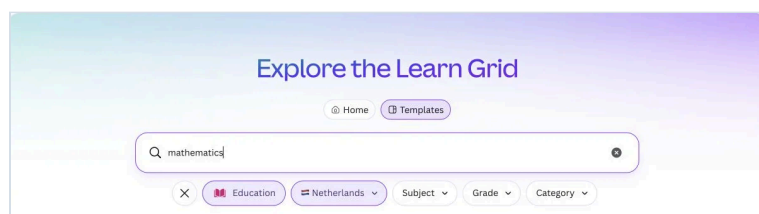
Keep what helps

Keep the template's spacing or visual order when it improves comprehension. Remove decorative elements that compete with the explanation.

Run an accessibility check

1. Open **File** → **Accessibility** → **Check design accessibility**.
2. Review **Typography**, **Colour contrast** and **Alternative text**. Select a flagged item and fix the issue.
3. Check that headings describe the structure, the reading order makes sense and colour is supported by words or labels.
4. Read the design at its actual classroom or print size, then inspect the exported file too.

The checker does not verify subject accuracy or every access need. [Canva's accessibility checker guidance](#).



Step 3. Home → Education opens the Learn Grid. Search a topic, then narrow by Subject and Grade.

Section 04

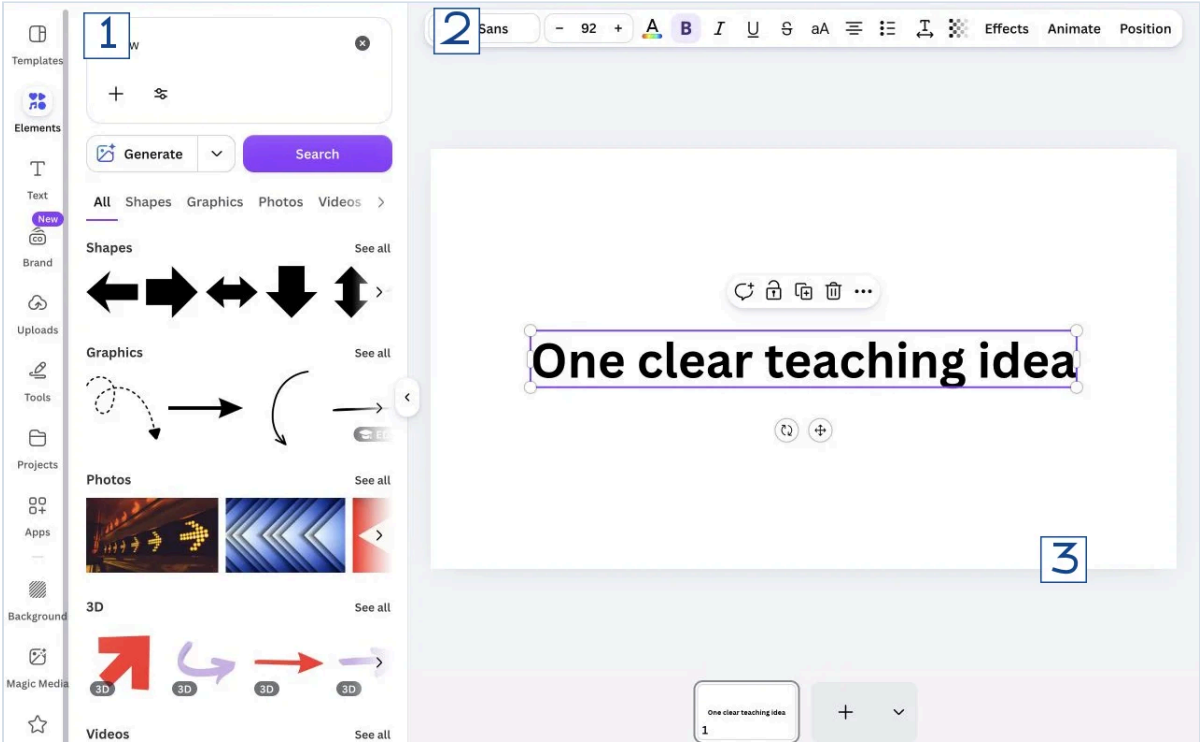
Understanding the editor

The editor has three working areas. Select something on the canvas first, then look for the controls that apply to it.

The three main parts of the Canva editor		
Area	What it contains	What to do there
Left panel	Design, Elements, Text, Brand, Uploads, Projects and Apps	Add or find material
Top toolbar	Controls for the currently selected item, plus undo, file, resize and sharing routes	Format, arrange, check and finish
Canvas and pages	The resource itself and its page order	Select, move, edit and review the full design

One reliable habit

If a control seems missing, select the text, image, shape or page you want to change. The top toolbar changes with the selection.



Step 4. Editor map: 1, side panel; 2, selected-item toolbar; 3, canvas.

Section 05

Adding and editing elements

Elements include shapes, lines, graphics, photos, video and audio. Use them when they carry meaning, organise attention or make a relationship clearer.

Add an element

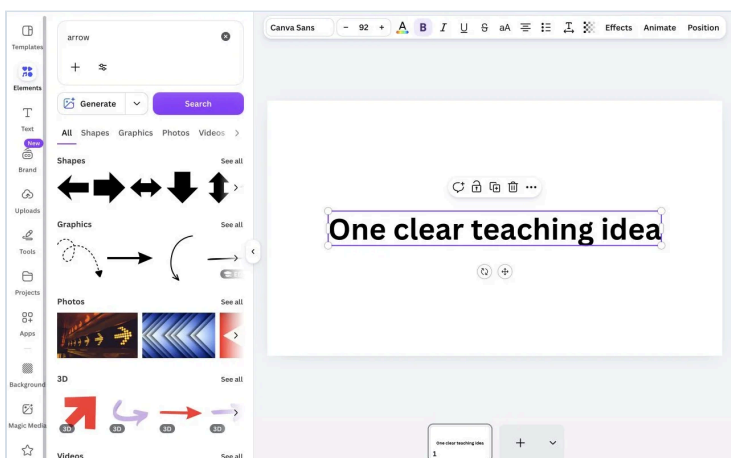
1. Open **Elements** in the left panel.
2. Search with a specific term, such as “arrow”, “particle”, “number line” or “warning”.
3. Select an item to add it to the canvas.
4. Drag to move it, use a corner handle to resize it, and use the toolbar to change colour or position when available.
5. Use **Delete** or **Backspace** to remove the selected item.

Free, premium and Education content

A crown or similar badge can mark restricted content. Check access before building a lesson around an item. If Canva asks for payment, replace it with a free item or your own approved material. The starters in this guide use text and tables, so you can complete the activity without these tools.

Keep the design teachable

- Use alignment guides and consistent spacing.
- Keep colour meanings consistent across the resource.
- Do not use an icon as the only way to communicate an instruction.
- Check that an element does not cover text at different zoom levels.



Step 5. The Elements panel separates types of content. EDU badges appear on some items.

Section 06

Working with text

Text carries the teaching. The visual layout should make the explanation easier to scan without changing its meaning.

Add and format text

1. Open **Text** in the left panel.
2. Add a heading, subheading or body text box.
3. Double-click the text and replace the placeholder.
4. Use the top toolbar to set font, size, weight, alignment, colour and spacing.
5. Check the resource at its real viewing or print size.

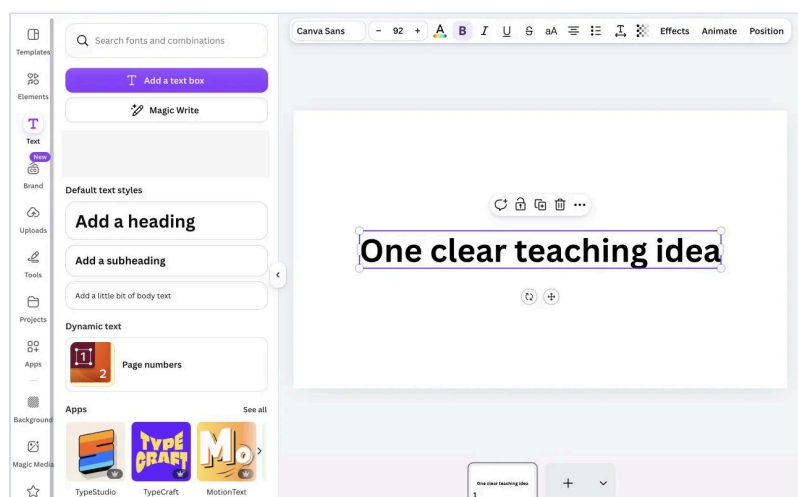
Readability

Use one clear body font and one heading font. Keep paragraphs short, avoid all capitals for long passages, and give text room to breathe.

In the starter: keep the goal first, then the model, then “Your turn”. For PDF heading structure, use **File → Accessibility → Edit text semantics** when available. A large or bold text box is not automatically the right heading level.

Check subject accuracy after formatting

Line breaks, superscripts, subscripts, symbols and units can change when text is pasted or resized. Recheck equations, chemical notation, accents and cited quotations after the layout is final.



Step 6. Select the text first. Its font, size and alignment controls appear above the canvas.

Section 07

Uploading your images

Upload a graph, diagram, photograph or school-approved logo when it is more accurate or useful than a stock element.

Upload and place a file

1. Open **Uploads** in the left panel.
2. Select **Upload files**, then choose the file from your device.
3. Wait for the upload to finish.
4. Select the thumbnail to add it, or drag the file onto the canvas.
5. Resize from a corner and crop only after checking what evidence the crop removes.

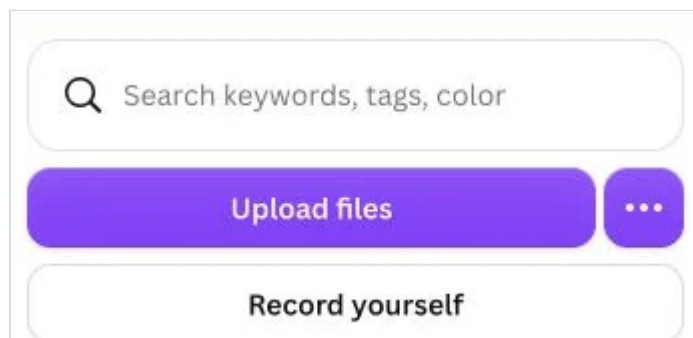
Safeguarding

Use only material you are permitted to upload. Remove unnecessary personal data, follow school policy, and never assume that a design remains private because you have not shared its link.

Add alternative text

1. Select the image or element.
2. Open **More (...)**, then **Alternative text**.
3. Describe what the learner needs from it, then select **Save**. Mark a purely decorative element as decorative instead.

Example for a graph: describe the relationship and important values, not just “a graph”. Put a complex explanation in nearby text too. PNG and JPG exports do not carry this description; provide it again where you post the image. [Canva's alt text instructions](#).



Step 7. Upload files adds your own images to the design.

Section 08 / optional

Editing photos

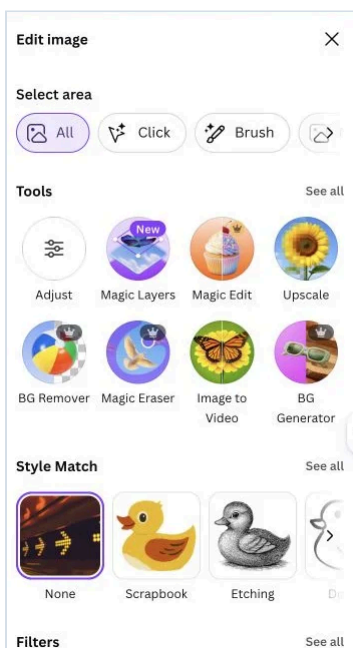
Use Canva's Photo Editor for simple crop, adjustment and background tasks. Keep the original file when an image is evidence or may need a different edit later.

Edit a photo inside a design

1. Select the photo on the canvas.
2. Choose **Edit** from the toolbar to open the **Edit image** panel.
3. Choose a crop, adjustment, effect or available editing tool.
4. Apply one change at a time and compare it with the teaching purpose.
5. Add alternative text before sharing when the image communicates meaning.

Common photo tools and sensible uses

Tool	Useful for	Watch for
Crop	Removing empty space or changing the frame	Cutting out context or evidence
Adjust	Improving brightness or contrast	Changing scientific, historical or visual evidence
Background Remover	Separating a subject from a distracting background	Rough edges and licence availability
Filters and effects	A consistent visual treatment	Decoration that reduces clarity or accuracy



Step 8. Select a photo, then Edit. Availability and results depend on the image and account.

Section 09 / optional

Editing AI-generated images

An image from NotebookLM, ChatGPT or another approved tool can be treated as draft material. Canva can help you crop it, cover unusable text, add accurate labels and place it in a resource.

Use a cautious workflow

1. Download the generated image without including confidential information.
2. Create a Canva design at the required size.
3. Upload the image and place it on the canvas.
4. Inspect hands, faces, labels, symbols, scales and factual details.
5. Replace generated text with real editable text instead of trying to repair distorted letters.
6. Add a source or AI-use note when your context requires one.
7. Export, then inspect the final file outside Canva.

Accuracy comes first

Do not hide a factual error under decoration. If the image misrepresents a graph, apparatus, historical source or scientific process, replace it with an accurate source.

Section 10 / optional

Resizing your designs

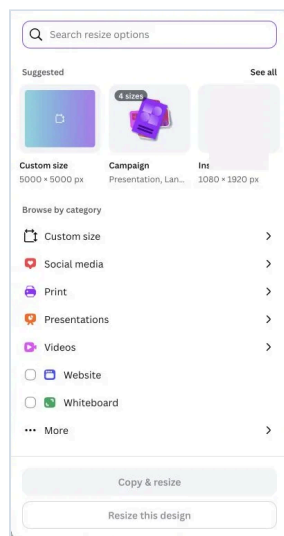
Resize can make a copy for another format, but it cannot decide whether the new layout remains readable. Review every page after the conversion.

Use Magic Resize with its limits in view

1. Open **Resize** or **Magic Resize** from the editor.
2. Choose a suggested format or enter exact dimensions.
3. Prefer **Copy & resize** when you want to keep the original.
4. Check line breaks, crops, page order, text size and overlaps in the new copy.

Resize availability

Magic Resize remains available to Education users. Each use counts against the account's monthly AI usage allowance, and Canva Docs cannot be resized. See [Canva's resize guidance](#).



Step 10. Select a target size, then choose Copy & resize to keep the original design.

Section 11

Saving, exporting and sharing

Confirm that the design is saved

Autosave

Canva autosaves while you work. Before closing, wait until the menu says **“All changes saved”**. If available in your account, **File** → **Version history** lets you review earlier versions. Keep a master copy before making major changes.

Download the right file

1. Select **Share**, then **Download**.
2. Choose the file type and the pages you need.
3. Check any transparency, compression or crop settings.
4. Select **Download**.
5. Open the exported file and inspect it before sending, printing or presenting.

Common export formats

Format	Good for	Check
PNG	A crisp screen image or transparent background	Pixel dimensions and file size
JPG	Photographic images with a smaller file size	Compression and loss of transparency
PDF, screen use	Reading or sending on screen	Links, page order and accessibility
PDF, printing	High-quality printing	Bleed, crop marks and printer requirements
PPTX	Continuing in PowerPoint	Fonts, animations and layout after conversion

Export a PDF for reading on screen

1. Choose **Share** → **Download** → **PDF**, then **Presets** → **Digital**.
2. Open **Advanced Settings** and leave **Flatten PDF** off. Flattening removes accessibility tags.
3. Check text semantics and reading order. If you arrange the reading order manually in **Position** → **Layers**, the bottom layer is read first; turn on **Match reading order to layers** in **Advanced Settings**.
4. Download and open the PDF. Check text selection, headings, links and reading order with the tools your learners use. Tagged does not automatically mean accessible.

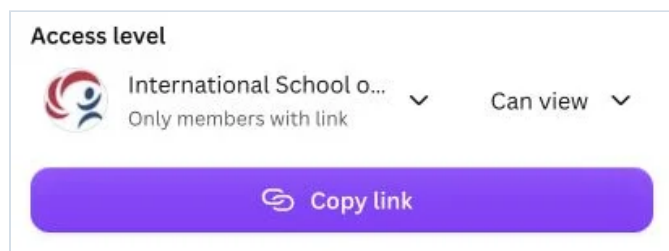
Use a simple linear layout if the order is difficult to manage. For assistive technology, Canva recommends checking the export in Adobe Acrobat because some built-in viewers may skip content. [Canva's PDF accessibility guidance](#).

Share a view-only link safely

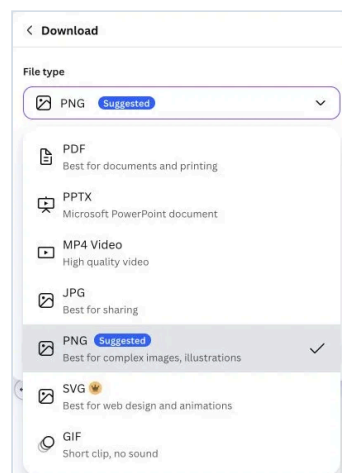
1. **Clean first:** remove unwanted pages, hidden content, sensitive images and presenter notes. Cropping or covering content does not reliably remove it.
2. **Then make a fresh copy** of the cleaned design. This avoids carrying the original design's earlier revision history into the shared copy.
3. Review every page of the new copy, including notes and any cropped material.
4. Select **Share**. Choose the intended people or school audience, then **Can view**.
5. Only then choose **Copy link** and test access using the appropriate check below.

Test the intended audience

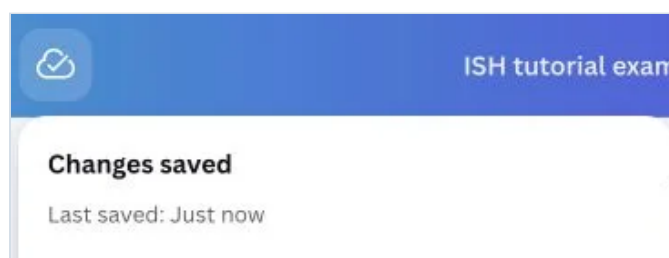
School-only: a signed-out visitor should be denied access or asked to sign in. An authorised colleague should be able to view, without editing. **Approved public resource:** use Anyone with the link only when intended; a private window should open it without a school sign-in. View permission still lets recipients see and potentially copy the content. [Canva's sharing guidance](#).



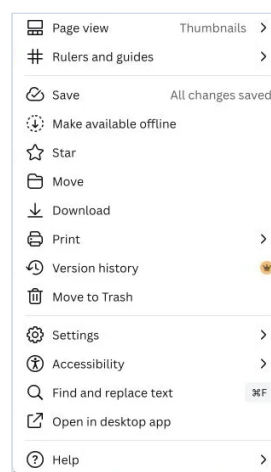
Step 11. This example uses a school audience and Can view. Check both settings before copying the link.



Step 11. Share → Download → File type. The available formats depend on the design.



Step 11. Wait for All changes saved; opening the cloud indicator shows Changes saved.



Step 11. File → Version history. Availability depends on your account; keep a separate master copy of resources you reuse.

Section 12

Quick reference guide

Keyboard shortcuts

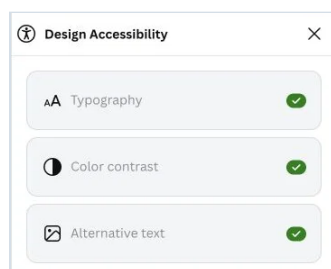
Common Canva shortcuts on Windows and Mac		
Action	Windows	Mac
Undo	Ctrl + Z	Cmd + Z
Redo	Ctrl + Y	Cmd + Shift + Z
Copy	Ctrl + C	Cmd + C
Paste	Ctrl + V	Cmd + V
Duplicate	Ctrl + D	Cmd + D
Select all	Ctrl + A	Cmd + A
Delete selected item	Delete or Backspace	Delete

Five routes to remember

Fast routes for common tasks		
Task	Route	Final check
Create	Home → Create a design → Choose format	Name the design
Adapt	Templates → Search → Customise	Replace every example
Add a file	Uploads → Upload files → Select or drag	Permission and personal data
Download	Share → Download → Choose format	Open the exported file
Share safely	Clean → Make a fresh copy → Review → Share → Audience → Can view → Copy link	School-only: authorised viewer succeeds, signed-out visitor is denied. Public: signed-out visitor can view.

Your next step

Return to the [10-minute activity](#). Reuse your master for the next lesson, and change the resource if student responses show an unclear step.



Step 12. File → Accessibility → Check design accessibility. These checks do not replace a human review.

Use it when it helps

Clarity before decoration

Canva is one route to a reusable explanation, sequence or student product. Your subject tool, teaching judgment and learning goal remain in charge.

Ready for your lesson?

- The learning goal and student task are clear.
- The model, answer, symbols and sources are correct.
- Text is readable at the actual viewing size.
- Accessibility issues and reading order have been checked.
- The exported file opens and works outside Canva.
- The sharing audience and permissions match your intention.

After teaching: use students' explanations to decide what to improve. Keep the editable master for next time.

ISH Academy



Tutorial courtesy of Alexandru Tănăsescu, International School of The Hague. Revised 10 September 2026. School interface screenshots checked 8–9 September; help guidance checked 10 September. Use the Print / save PDF control for an A4 copy.

Need help?

Contact ISH Academy with the step you tried, what happened and the outcome you need. Share a screenshot only after removing personal data. For a missing ISH team or sign-in problem, use your usual school IT support route.

Earlier Canva tutorial (INSET day version)