Canva for Education

Teacher cheatsheet

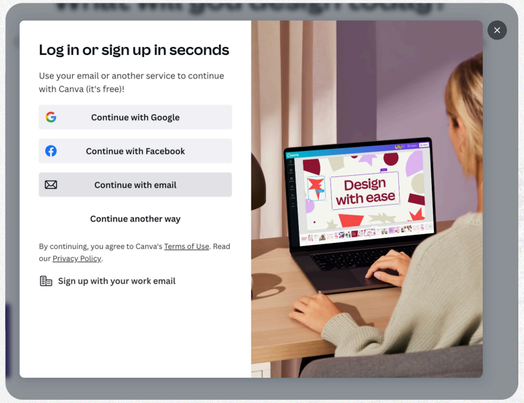
Teacher Log In

How to log in to Canva for Education

If your school or district has signed up for Canva for Education as an institution, you might not receive an email invitation, but don't worry.

Just go to **Canva.com** and log in with your school email address.

If your district has signed up and completed setup, you'll automatically be placed in your school's premium Canva team.



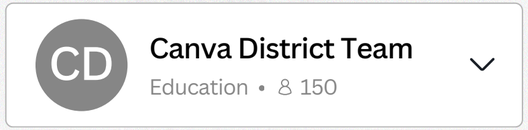
REMEMBER

You can use other login options in the menu and you will be redirected automatically to your district Canva account.

How to switch teams

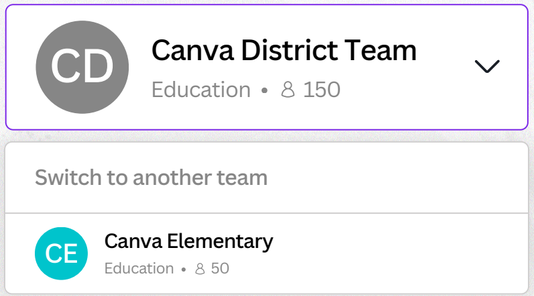
STEP 1: TEAM SWITCHER

Locate the team switcher in the top right of your homepage.



STEP 2: SELECT YOUR TEAM

All teams/schools associated with your district email, including teams you created before your district signed up will be listed here. You can find the team your district has set up for your school here.



REMEMBER

- Only teams created with this email are listed here.
- Double check which team you are in before creating a design.
- This area is not where your classes are. Learn more about students here

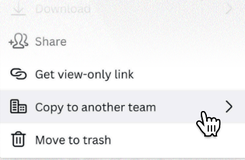
How to copy designs to another account

If you already have a Canva account set up with your district school email address you can copy and move designs between teams easily.



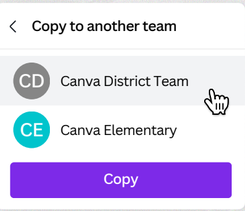
STEP 1

Click the menu button on a design or folder.



STEP 2

Select 'Copy to another team'.



STEP 3

Choose the team you want to move the content to.

REMEMBER

- Create a folder to move all your designs to another team quickly.
- You can only move designs and folders that you have edit access for.
- If you only have view access of a design, you will need to make a copy before moving it.