

ProEducatorOnline - Comprehensive Teacher Resource Package

This package contains full, ready-to-use templates and planning guides designed to enhance classroom instruction, student project management, and instructional design.

1. Canva Lesson Plan Template

Purpose: A structured framework for planning daily or unit lessons with clear objectives, instructional steps, differentiation, and teacher self-reflection.

Lesson Identification & Alignment	
Lesson Title: [Insert Lesson Title]	Date: [DD/MM/YYYY]
Subject / Course: [e.g., Science / English / Math]	Grade Level: [e.g., Grade 8]
Unit / Module: [Insert Unit Name]	Estimated Duration: [e.g., 60 Mins]

Learning Objectives & Standards

- Primary Learning Objective:** Students will be able to [action verb + concept] as measured by [assessment tool].
- Secondary Objective:** Students will demonstrate understanding of [secondary concept/skill].
- Standards & Benchmarks:** [Insert state, national, or curriculum standards codes].

Instructional Sequence & Activities

Time	Lesson Phase	Teacher & Student Activities	Materials & Resources
10 Mins	Hook / Warm-Up	Activate prior knowledge with a quick question,	Whiteboard, Slides

Time	Lesson Phase	Teacher & Student Activities	Materials & Resources
		visual prompt, or short discussion.	
15 Mins	Direct Instruction	Introduce core concepts, demonstrate key processes, and model expected outcomes.	Canva Presentation
20 Mins	Guided & Independent Practice	Students engage in hands-on activities, collaborative tasks, or individual worksheets.	Worksheets, Manipulatives
15 Mins	Assessment & Closure	Conduct exit ticket, reflection question, or summary discussion to check understanding.	Exit Tickets / Forms

Differentiation Strategies

- **Support (ELL / IEP / 504):** Visual sentence starters, graphic organizers, paired reading, extended time.
- **Extension (Advanced Learners):** Open-ended inquiry prompts, leadership roles in peer coaching, extension research.

Post-Lesson Teacher Reflection

- **What went well during this lesson?** [Record successful moments and student engagement highlights]
- **What adjustments should be made for future iterations?** [Record pacing issues or areas requiring re-teaching]

2. Canva Presentation Planning Template

Purpose: A slide-by-slide storyboard sheet to structure narrative flow and content before building slides in Canva.

Presentation Title: [Insert Title]	Target Audience / Grade: [Insert Grade Level]
Core Narrative Goal: What is the single most important takeaway for your audience? [Insert Goal]	

Slide Outline & Storyboard Grid

Slide #	Slide Title & Goal	On-Screen Content (Text/Bullets)	Visual Elements & Media	Speaker Notes / Script
1	Title Slide <i>Goal: Hook audience & introduce topic</i>	• Title of Presentation • Subtitle / Presenter Name	High-impact hero image, clean branding typography	"Welcome everyone. Today we are diving into..."
2	The Problem / Context <i>Goal: Establish background & necessity</i>	• Key Challenge 1 • Impact statement	Relevant chart or visual icon illustrating problem	"Before we explore solutions, let's look at why this matters..."
3	Core Concept / Solution <i>Goal: Explain main idea clearly</i>	• 3 Key components • Definitions of key terms	Diagram, flowchart, or 3-column infographic	"Here is how the framework works in practice..."

Slide #	Slide Title & Goal	On-Screen Content (Text/Bullets)	Visual Elements & Media	Speaker Notes / Script
4	Practical Application <i>Goal: Provide actionable examples</i>	• Case study example • Real-world scenario	Before/After comparison graphic or screenshot	"To see this in action, consider the following example..."
5	Conclusion & Call to Action <i>Goal: Summarize and direct next steps</i>	• Key takeaways summary • Q&A prompt / Next steps	Contact info, QR code to resources	"In summary, remember these three main points as you..."

3. Classroom Poster Template

Purpose: A visual expectations poster layout designed for classroom display to foster a positive, focused learning community.

OUR CLASSROOM LEARNING AGREEMENT
1. AIM HIGH & STAY CURIOUS Embrace challenges, ask questions, and treat mistakes as opportunities to learn and grow. 2. RESPECT EVERY VOICE Listen actively when others are speaking, value diverse perspectives, and use encouraging language. 3. TAKE OWNERSHIP Be prepared for every class, manage your time wisely, and take pride in the quality of your work.

OUR CLASSROOM LEARNING AGREEMENT

4. COLLABORATE WITH PURPOSE

Support your peers, share responsibilities equally during group tasks, and celebrate team success.

5. CREATIVITY & INTEGRITY

Express original ideas, give credit to sources, and use classroom and digital tools responsibly.

4. Student Project Planning Sheet

Purpose: A one-page student organizer for research, structuring content, and tracking progress for presentations, posters, or media projects.

Student Name(s): [Insert Names]	Due Date: [DD/MM/YYYY]
Project Title: [Insert Title]	Project Format: ☐ Canva Presentation ☐ Poster ☐ Infographic ☐ Video

Project Blueprint

- **Main Research Question / Thesis:** What central question is your project answering?
- **Key Message / Takeaway:** What should your audience learn after viewing your project?

Key Points / Findings	Supporting Evidence / Data	Source Citation
1. [First Main Point]	[Data, quote, or fact]	[Book, website, or article]
2. [Second Main Point]	[Data, quote, or fact]	[Book, website, or article]
3. [Third Main Point]	[Data, quote, or fact]	[Book, website, or article]

Visual Layout Wireframe Box

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[Sketch your poster, slide, or graphic layout here]

Header Title: _____

[Section 1: Main Visual] [Section 2: Key Facts & Graphs]

[Section 3: Explanation] [Section 4: Sources & Summary]

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Group Work Task Assignments (If Applicable)

Task / Deliverable	Assigned Student	Completion Status
Research & Data Collection	[Student Name]	[Pending / Complete]
Canva Graphic & Layout Design	[Student Name]	[Pending / Complete]
Writing & Content Editing	[Student Name]	[Pending / Complete]
Final Review & Presentation Practice	[All Members]	[Pending / Complete]

5. Canva Design Checklist

Purpose: A quality assurance checklist for teachers and students to evaluate visual materials before publishing or presenting.

Category	Evaluation Criteria	Status
Readability & Typography	Text hierarchy is clear (Titles are distinct from headings and body text).	[] Pass [] Needs Fix

Category	Evaluation Criteria	Status
	Font size is readable from a distance (Min 24pt for slides/posters, 12pt for docs).	☐ Pass ☐ Needs Fix
	No more than 2 to 3 complementary font families are used.	☐ Pass ☐ Needs Fix
Color & Contrast	High contrast between text and background color (e.g., dark text on light background).	☐ Pass ☐ Needs Fix
	Color palette is cohesive, restrained, and accessible to viewers with visual impairments.	☐ Pass ☐ Needs Fix
Content & Alignment	Information is accurate, free of typos, and directly tied to learning goals.	☐ Pass ☐ Needs Fix
	Layout maintains consistent alignment, margins, and balanced white space.	☐ Pass ☐ Needs Fix
Accessibility & Purpose	Graphics, charts, and icons enhance understanding rather than act as decorative clutter.	☐ Pass ☐ Needs Fix
	Alt text or descriptions are prepared for images when shared digitally.	☐ Pass ☐ Needs Fix

6. Canva Classroom Activity Planner

Purpose: A planning organizer for designing interactive and collaborative activities using Canva Whiteboards, Presentations, or Quizzes.

Activity Name: [Insert Activity Title]	Estimated Time: [e.g., 30 Mins]
Canva Tool Used: ☐ Canva Whiteboard ☐ Interactive Presentation ☐ Group Doc ☐ Quiz	Grouping: ☐ Individual ☐ Pairs ☐ Small Groups ☐ Whole Class

Activity Setup & Workflow

- **Learning Skill / Concept Targeted:** [Insert targeted skill or concept]
- **Template & Link Preparation:** Create shareable Canva template link set to "Use template for new design" or collaborative board link.
- **Required Materials / Technology:** Student laptops/tablets, Internet access, Canva student accounts.

Step-by-Step Lesson Execution

1. **Orientation & Demonstration (5 Mins):** Model how to access the Canva activity, use basic tools (sticky notes, text boxes, shape tools), and follow collaboration etiquette.
2. **Interactive Work Phase (20 Mins):** Students log into the activity, collaborate on designated sections/frames, and construct responses or visual products.
3. **Gallery Walk / Peer Review (5 Mins):** Students view other groups' boards or slides to leave constructive feedback using Canva comment features or sticky notes.

Monitoring & Assessment Strategy

- **Real-Time Progress Checks:** Teacher monitors the live Canva Whiteboard/Doc to provide instant feedback and clarify misunderstandings.
- **Wrap-Up & Feedback Loop:** Conclude with a whole-class review of key contributions highlighted on the main presentation board.