**CANVA TRAINING PROGRAM**

**March 30-31, 2022 (Wednesday & Thursday)**

Materials needed (to be uploaded to Tech Team folder):

* Canva Training Virtual Background
* Competition Rules and Prizes

| **PROGRAM** | **NEEDED** | **POINT PERSON** | **REMARKS** |
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| LOG INTO ZOOM; Raymond (Main Host) Prop. Jio, Sir Mike and Ms. Tan as co-host  Admit participants at 8:55 a.m. | |  | Call time: 8:00 a.m. |
| Flash Canva Training Background | | Sir Mike | Sir Mike to share the background |
| Introduction | | Raymond | GO LIVE BY 9:00 a.m. |
| Message (9:05 AM) | | Prop. Jio | Spotlight by Sir Tan |
| Presentation (9:15 AM) | | Raymond | Sharescreen presentation |
| Tutorial Canva Poster Editor (10:00 AM) | | Raymond |  |
| Tutorial Canva Video Editor (10:45 AM) | | Raymond |  |
| Nfnfn Competition (11:30 AM) | | Raymond | Sir Mike sharescreen presentation |
| Concluding Event | | Raymond | Si Sir Mike sharescreen background; remind to send at robarreno@[up.edu.ph/lab\_uea@kssp.edu.ph](http://up.edu.ph/lab_uea@kssp.edu.ph); announcement of winners on Monday 04 April |