

## Newsletter Creation with Canva - EG PreSchool - Design Document

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<b>Business Purpose</b>	EG PreSchool is a public preschool in East Greenwich, RI. Preschool teachers are looking for a creative and easy way to create their newsletters where they can add text and photos and efficiently distribute them to parents.
<b>Target Audience</b>	The target audience for this training is the preschool teachers.
<b>Training Time</b>	10 minutes
<b>Training Recommendations</b>	Camtasia video walkthrough of a newsletter creation in Canva.
<b>Deliverables</b>	Camtasia video
<b>Learning Objectives</b>	After watching the video, learners can create a newsletter from a template.
<b>Training Outline</b>	<ul style="list-style-type: none"><li>● Introduction to Canva.com</li><li>● Explanation and location of elements needed for newsletter creation</li><li>● Explanation and walk through of newsletter creation.</li></ul>
<b>Assessment Plan</b>	The preschool teachers will self assess their ability to create a newsletter by the end of the video.