Instructions for Recording a Presentation on Canva:

Accessing your Presentation:

- 1) You will receive an email from Canva telling you that you can edit your presentation
- 2) It will take you to the canva website and you will have to create an account.
- 3) Once you make an account, you'll be able to edit/ have access to the presentation.

It will look something like this:

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If you exit the presentation, you can find it again by clicking "shared with you" on the left-hand menu:



To Start Recording:

4) In the top righthand corner, click on the 3 dots:



5) Then from the drop down menu, click "present and record":



6) Click "Go to Recording studio" and you can start recording yourself.





It will look something like this:



7) Once you're finished, it will let you "copy the link"



8) The paste it into a new browser to view.



9) Then you can view your video!



10) Let me know when you're finished and I can download it on my end!