

# “How to” Links and Resources

Here are some links, resources and suggestions for creating materials and setting up your courses on the backend.

## Creating Promotional Materials

- [Canva](#)- this online platform allows you to create flyers, presentations, documents, social media posts, etc. It is easy to use, but easy to get lost in the options! Accounts are free- and there are paid components.
- If Canva seems too daunting- try creating a flyer in **Microsoft Word**.

**ProTip:** If you are sharing flyers virtually- always save and share as a PDF- this will ensure your formatting will stay consistent.

## Creating Forms

- You may want to create forms for **registration** and **feedback**. We recommend using either [Google Forms](#) (free to anyone who has a Gmail account) or [Microsoft forms](#) (free to anyone with an Outlook account).
- [How to create a google form](#)
- [How to create a Microsoft form](#)

**ProTip:** After you create a form, make sure to check your settings before sharing the link. You want to make sure that anyone can access the link (often the default is to have it limited to certain people- which you may want, depending on your situation).

## Creating Presentation Materials (during class sessions)

- [Canva](#)- this online platform allows you to create flyers, presentations, documents, social media posts, etc. It is easy to use, but easy to get lost in the options!
- PowerPoint- This program has been around a long time and is easy to use. It is part of the Microsoft Office Suite (which is loaded onto most PC computers)
- [Google Slides](#)- this is available to you for free with a Gmail account.

**ProTip:** When creating slides- less is more! Try to have only what is important to share on the slides. Sometimes an image is all that is needed. Also, slides are not always necessary. Use them only when it helps the presentation. It can be helpful especially when doing online presentations as a way to keep participants focused and engaged (AND, don't spend the whole time sharing your screen- balance is key!).

## Creating QR Codes

- You may want to create a QR code for easy access to registration or feedback. There are many different ways to create a QR code (including within the Canva application). Here are a couple of FREE QR code generators where you DO NOT have to add your email address:
  - [QR.io](#)
  - [QR Code Generator](#)