Editing the School Spotlight Template

Access the School Spotlight template via this URL:	Link to template goes here.
If you've never used Canva.com before, create a free account and watch this training video: Canva 101	
Click on "Use this Template."	
A copy of the template will open for you. From here, you can edit the resource to fit the needs of your campus.	

To **delete a row** in the programs table, **right click** in any cell of the row you wish to delete.	
Or click on the three vertical dots that popup.	
Hover over icons until a purple box appears around them to move them.	
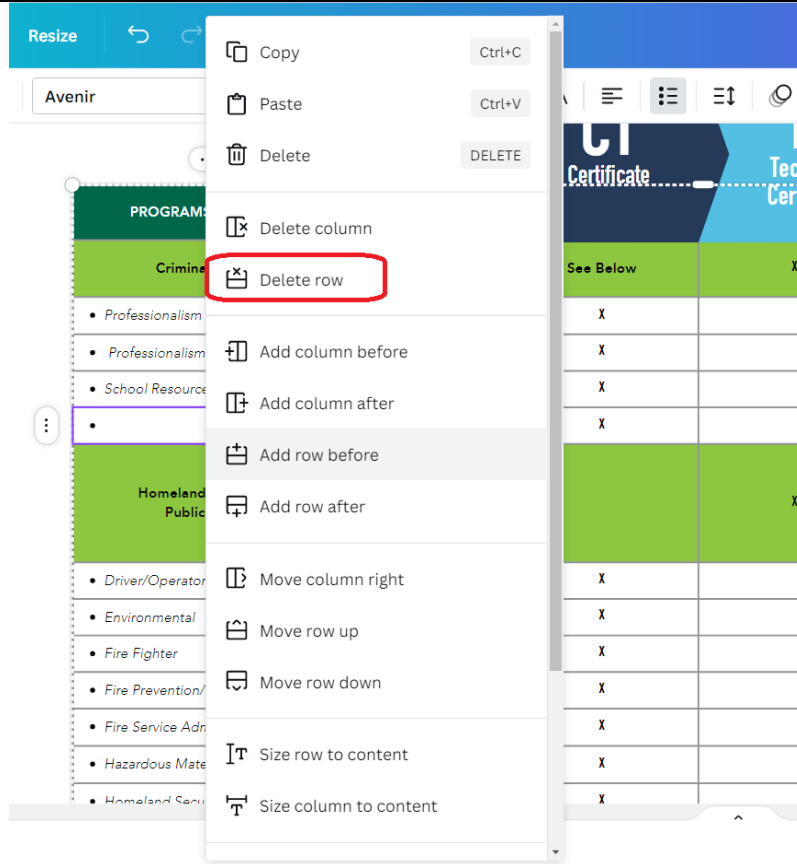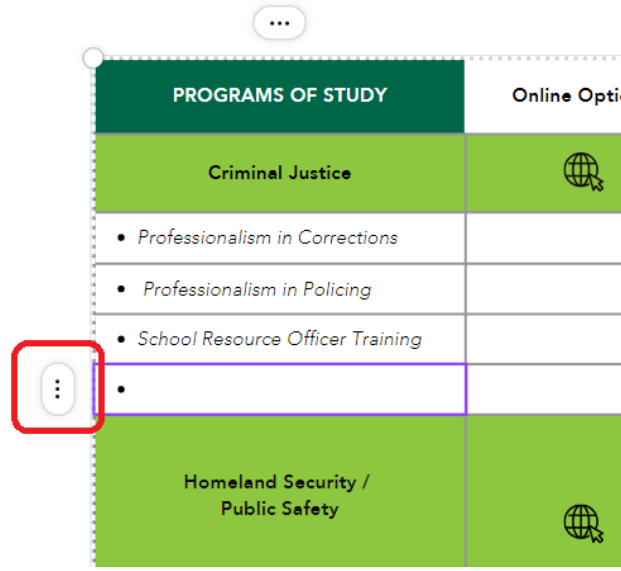
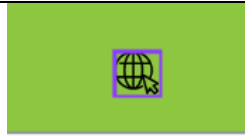|	
Purple guidelines will appear while you move objects to ensure individual assets (like text boxes, icons, or shapes) are aligned correctly.	

On the other side, we focus on **career paths and relevant data for the region you are serving**.

Each degree (or a focus on a few degrees within the school) can be listed in this table, along with possible job titles and companies in your area who hire our students with those degrees. Job Outlooks, average entry level pay, and median pay can be collected from EMSI. Please reach out to your campus CCEC team to find out how to access this data (pick your campus from the dropdown menu and you will find contact information). We also include a footer containing information on how to access Indiana Career Explorer for a free assessment.	

What do you do if you have extra white space on your custom design?

Here are a few ideas:

- Campus CCEC contact information
- Value-adds for students like LinkedIN Learning accounts, Tutor.com
- Wrap around services offered (IvyCares/Aunt Bertha)
- A call to action to start the enrollment process
- An alum spotlight
- An employer partner spotlight
- ASAP
- Transfer information; partner schools
- Program specific scholarships or support (Indy Women in Tech, for example, for SoIT)
- Student Life information
- Social media accounts