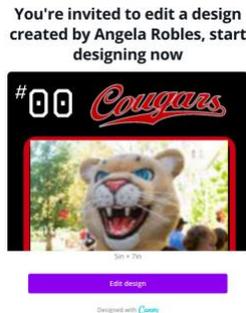


## Appendix B

### Student Player Card Instructions

#### Step One: Creating the FRONT of your Player Card

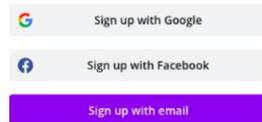
1. Access the Canva invite: [LINK HERE](#)
2. Click on the hyperlink to “Use template”



3. If you are new to Canva, click on the hyperlink to create your FREE Canva Account.

#### Edit the design now

Create a free Canva account and edit the design. Canva is loved by everyone, beginners and experts, teams and individuals.



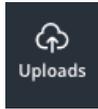
Already signed up? [Log in](#)

4. Click anywhere on the Player Card. All items on this page are unlocked except for the baseball at the bottom right-hand side of the card. Add your favorite number to your Player Card! Simply type in the textbox and replace the current number with your preferred number. Do the same for the name section. Add your first and last name to your Player Card. Simply type in the textbox and replace the current text. You are welcome to edit the size of the font if needed.



5. Your instructor will be providing you with an image (.jpeg) related to your institution (the name of your institution's mascot, a well-known school phrase, etc.). Once received from your instructor, you will need to save the photo you want to use to your Desktop. Then click on the “Uploads” button on the left-side toolbar within Canva. Upload or drag the photo from your desktop into this section. Once it shows in your

uploads section, simply drag the photo directly on top of the current image of the text “Cougars.”



6. Add a professional/personal photo to your Player Card! Consider adding an image appropriate to use in a platform such as LinkedIn. Use the same process as you did in the step above to replace the current image of the Cougar with your professional photo.
7. Once your Player Card is ready, click on the download icon in the upper right-side of the page. Choose the “PNG” File type and click the “Download” button. Your Player Card FRONT is now saved to your desktop and ready to add to the Class Roster! Be sure to save it to your desktop with the identification of Player Card FRONT (since you will also be creating a second card for the Player Card BACK).



PNG  
High quality image



### Step Two: Creating the BACK of your Player Card

1. Click on the “Home” button in the upper left-hand side of the page.



2. Click on the option for “All your designs” to access the Player Card FRONT you recently created.

 All your designs

3. Click on the card and follow the same process as you did with the Player Card FRONT except this time add your preferred name (or nickname) in the name textbox, and instead of adding a professional/personal photo... add something fun! Maybe an action photo, a family photo, or a photo of you with your team/friends. Think of adding an image you would typically upload as a profile picture to Instagram or Facebook.
4. Once your Player Card is ready, click on the download icon again in the upper right-side of the page. Choose the “PNG” File type and click the “Download” button. Your new Player Card BACK is now saved to your desktop and ready to add to our Class

Roster! Again, be sure to save this as Player Card BACK so it does not replace your Player Card FRONT file.

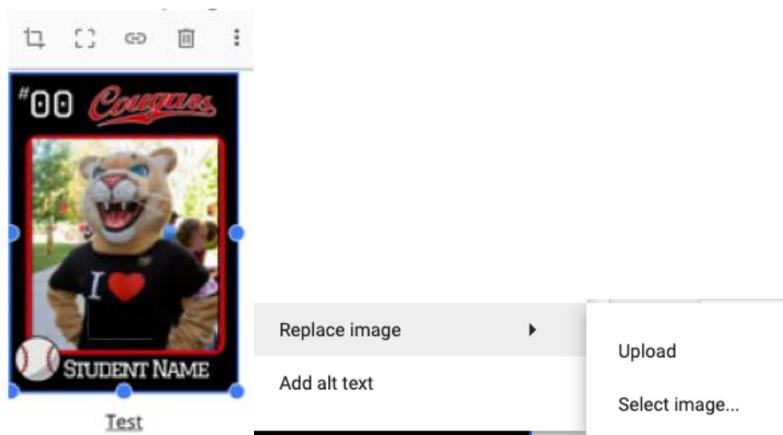
### Step Three: Accessing the Google Site Class Roster

1. You have all received an invite to access our shared Class Roster “Player Cards” Google Site. Enter the site and be sure you are on the HOME page.

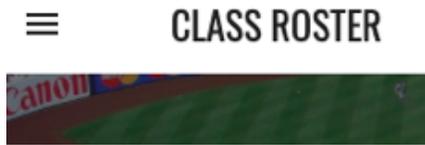
Example:



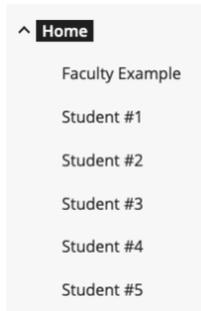
2. Find your personal Player Card template. You will see the Instructor’s Player Card uploaded as reference. All students enrolled in this course have a card template prepared and are listed in alphabetical order on the site.
3. Once you find your personal Player Card template, click anywhere on the image of the Cougar. This will highlight the entire box around your specific card. Click a second time to access the options in the next step.
4. Click on the three vertical dots on the far right-side. Choose to “Replace image” and “Upload.” Select your saved Player Card FRONT PNG file to upload. It will automatically replace the current Cougar image with your personal Player Card!



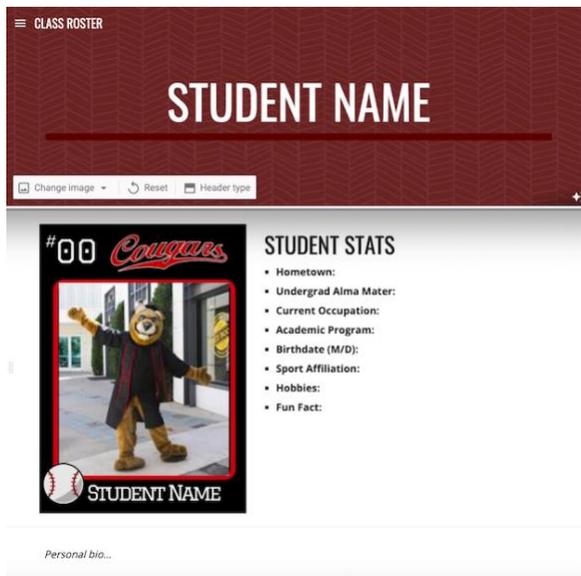
5. Next, click on the three horizontal lines in the top right-side of the Home page to access the drop-down menu.



6. Locate your name (in alphabetical order) from the list.



7. Click on your name. This will bring you to the Player Card BACK page.



8. Click in the textbox for “Student Name” and replace it with your first and last name.

9. Next, click in the textbox for “Student Stats” and add your personal content. Be sure the text you add is not in bold font. You may need to edit this accordingly. The headings will be bold but the text you add should be in regular font.

10. Continue to click in the textbox for “Personal bio...” and add your information. Please refer to the Instructor’s bio section for reference. Use this opportunity to share with your colleagues about your life, interests, and professional ambitions!

11. Lastly, upload your Player Card BACK PNG file using the same process as you did with the FRONT. Once everyone's Player Cards have been created, the Class Roster site will be officially PUBLISHED for everyone to get to know one another in a creative way!!