



Best Practices for Google Slides on Zoom

Google Slides

Google Slides can be used for teams to connect and share information about a variety of topics. For example, favorite places and spaces, favorite activities to keep busy, favorite silly YouTube videos or memes, etc. Adding personal photos, quotes and written detail can help your team members learn more about one another and learn things they may not have known otherwise.

Instructions for Google Slides

1. Go to google slides by clicking on the Chrome icon on your computer or mobile device.
2. Authenticate using your level 2 password.
3. Click on the waffle in the upper right hand corner of your screen and click on slides.
4. In the upper left corner of your screen click the large “+” icon.
5. You can click on shape to add shapes and use the bucket to fill them with your desired colors. Double click within a shape to add text. Modify font and size by clicking on the drop down arrow next to default font “Arial” click the + or – icons to increase or decrease font.
6. To add photos, make sure to upload them to your computer or the device you are using to create your slide. Click on “Insert” and scroll down to “Image.” You can upload your image from your device or do an image search on the web.
7. You can encourage your team to comment on each other’s google slide to add another dimension of social connection.

Google Jam Boards

Google Jam Boards are a great tool for teams to share information on post-it notes in a format that is visually displayed in real-time for everyone to see. Jam Boards can be used to give team kudos or instant recognition, arrange a team’s thoughts on certain concepts or ideate quickly.

Instructions for Jam Boards

1. Go to google jam boards by clicking on the Chrome icon on your computer or mobile device.
2. Authenticate using your level 2 password.

3. Click on the waffle in the upper right hand corner of your screen, scroll down and click on the yellow Jam Boards icon.
4. In the lower right hand corner click on the “+” icon.
5. There is an icon bar on the left hand side of your screen. You can click on post-it note symbol to add a note. Click on the text box icon to add a title to your board. Click on the pen to draw.
6. To add photos, click “add image” and you can upload a photo from your computer or do a web search.