

Jamboard Mini-workshop

“Cheat” Sheet

Created by Lindsey Jones-Renaud of [Cynara](#) © 2023

Why Jamboard?

- It's a virtual alternative to flip charts and post-it notes that I would use in an in-person workshop
- It's low tech and relatively easy for users to use, especially compared to high-tech options like Miro and Mural
- It's free
- It's a Google App and people are more likely to be familiar with the Google interface compared to high-tech options like Miro and Mural

Jamboard Basics:

- Jamboard is a google app, so you need a Google account to create Jamboards.
- Participants do not need a google account to use Jamboard's basic functions. But they do need a google account to use some functions like adding google images.
- You can use up to 20 frames within one Jamboard file
- Each page in a Jamboard is called a “frame” (but I sometimes say “slide”)
- Users need “edit” access in order to add material to the Jamboard. This also means they can edit anything on your Jamboard frames, which presents some risk.

Lesson 1: How to create backgrounds for Jamboard

1. Create (most of) the background in PowerPoint, Slides, or Canva
2. Save the design as an **image** via screenshot or download (if you download, make sure you select to download it as an image - JPEG or PNG, not a PDF)
3. IMPORTANT: You need to know where downloaded and screenshot files are saved on your computer.
4. Start a new Jamboard or open a Jamboard you already have
5. Use the “Set Background” button to upload the background image you created into Jamboard.
6. Add additional text as needed on top of the background. For example, if you want them to “click to enter their name,” you need to add this text in Jamboard, not in Slides/PowerPoint where you created the background.

Lesson 2: Using Jamboard for Breakout Rooms

If using a background, follow the same steps as before:

1. Create the background in PowerPoint, Slides, or Canva
2. Save the design as an image (via screenshot or download)
3. Upload the image as a background in Jamboard

For breakout rooms:

- ✓ Include an instruction slide plus any important content slides within the Jamboard. You can screenshot it from your Slides/PowerPoint and upload it to Jamboard.
- ✓ Duplicate the Jamboard frames so that there is one per breakout group.
- ✓ Label the Jamboard frames for each Group/Room, (eg., Room 1, Room 2, Room 3) ideally with the participants' names, because they won't always know what room they are in.

Tips and Notes

- I prefer to use Google Slides for presentations and Jamboard for activities. I have them both open on my browser so it is easier to go in between the two apps.
- I use Jamboard for simple, basic group activities and brainstorming. I use apps like Miro or Mural for more complex activities like work planning. They have more functionality, but they are more complicated for the user and cost money.
- Using the Background function helps prevent users from accidentally deleting or moving things you don't want them to move or delete.
- File organization and management is key! You have to know where the files are saved by default when you download or screenshot images. And, you're often working with multiple Jamboards and links, so you have to have an organization system to keep track of them.

About Cynara

[Cynara](#) is a woman-owned social enterprise based in Washington DC (Piscataway and Anacostian land) that provides gender analysis and training plus feminist facilitation and strategy services for socially minded organizations, businesses, and teams. We host a [Gender Training Platform](#) that offers live, interactive courses about gender and social justice topics for professionals working in social change sectors including international and community development, humanitarian aid, and human rights. Trainings on the platform bring together theory, research, and practice into a form of critical feminist praxis, creating spaces where participants can learn critical knowledge along with ways to apply that knowledge into their work.

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