



OFFICE 365

An Introduction to Sway

WHAT IS SWAY?

Sway is a fresh new way to show content. I think of it as a one page website in which you can add a variety of communication modes. When published it can be shared with any device anywhere in the world. As an added bonus it can be embedded into your other sites to become part of a larger presentation or portfolio

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Bored of using the same old presentations? Want a new way to share information with students? Why not take a presentation overhaul by diving into [Office Sway](#)

It's free, doesn't require installation and works on all browsers and devices.

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Get Started with Sway

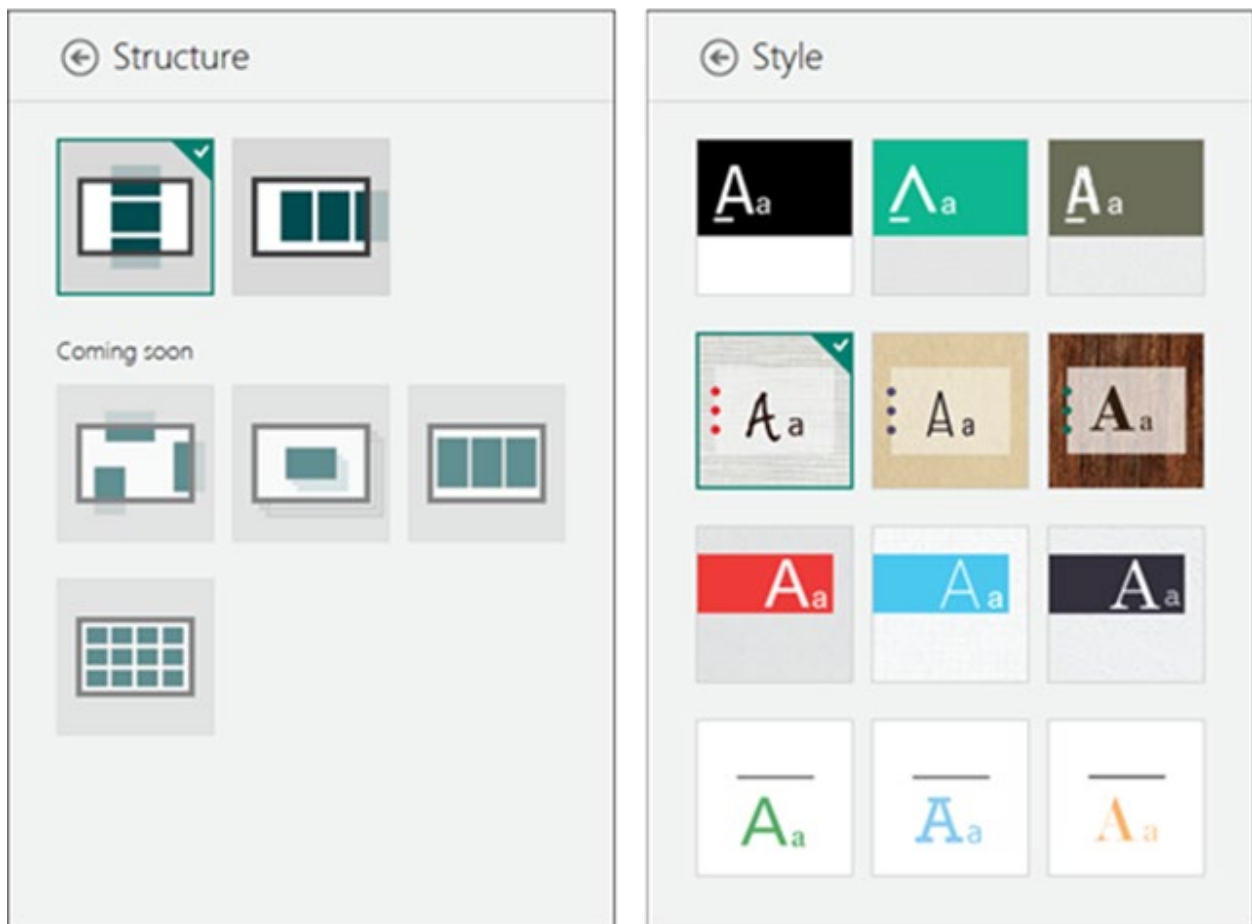
- **Sign in** using your LMETB Email account to the [Sway website](#)
- **Create a new Sway** - you'll soon see the below interface pop up
- **Give your Sway a name** - Add a title and image and click on the small cross to add a new content area. Think of these areas as pages on a PowerPoint file
- **Add some content to your Sway** - When you click on the + Sign you will be given the option to add a 'Heading, Text, Media, Upload'. Choose the appropriate content
- **Arrange your section** – Use the Layout Button and then the Change Layout area to move around the parts within your sections
- **Add Media** – When you add media you have a choice of a number of sources. Some may or may not work with a filtered school environment. If this is the case, you can just choose to upload your own content. As you can see below, you can bring media across from a number of sources. All this media applicable for use under creative commons
- **Choose the Mood of your Sway** – in the top right hand of the interface is an area where you can choose themes and fonts for your Sway. Navigate through 'Mood' to choose the theme you like, or choose 'remix' for Sway to suggest a theme to you
- **Publish your Sway** – Once done, choose 'share' and get the link for your Sway. You can then share this with anyone in anyway you would usually share. Options for Embedding or sharing through social media are also in this area

Getting started is easy. You log in at [sway.com](#) and create your first Sway from the dashboard. Essentially, there are two views that you will be working with. The first is the Storyline (the editor), and the other is the live preview of what your Sway will actually look like. Switching between these views is just a one click process. In the storyline view, you can add headers to separate your content into sections, and text to tell your story. You can also add images and videos from OneDrive, Facebook, YouTube or your own device.

You can even add tweets from Twitter!

Each media element that you add can be laid out in a number of different ways, be that as a background image, a group, a stack and so forth. Rearranging content is as simple as dragging and dropping it to a new location. You can choose a structure for your Sway that will help guide viewers through your content vertically, horizontally, or in a number of yet to be released styles that include 3D scrolling.

However, perhaps the most powerful and most intuitive part of Sway is the design tools. You can pick an overall theme and color scheme for your Sway, or you can use the default style and click the Remix button until you find one that fits your content the best. This is great for teachers who may not feel confident in their design skills or just want to save some time, but it's also good for students who get a polished looking product without having to endlessly tweak fonts, styles and colors one by one in order to get the effect they want.



10 ways to use Sway

Sway is 100% teacher friendly and can be used in variety of different ways. Here are some ideas to get you thinking of ways to use Sway in your teaching.



1. **Presentations** – Teachers and students can use Sway as a presentation tool for learning
2. **eTextbooks** – create your own eTextbook with links, information, videos, images and questions. You can then direct students to different website, using Sway as the base learning pathway
3. **Picture Books** – get students to create a storybook using Sway
4. **Experiment and Research Reports** – use sway to show research, experiment videos and results. You could even make your next science report using Sway
5. **Artwork or Multimedia Portfolio** – Use Sway as a product portfolio to show a number of your own creations. Spend some time to explain what your project was, and why you created it
6. **Dictionary** – Sway would make an awesome picture dictionary for English as Another Language or Language Other Than English students. Set groups the task to create dictionaries complete with audio tracks (uploaded to sound cloud)
7. **Book and Film Reviews** – This multimodal tool makes a wonderful platform for students to create literacy focused tasks such as reviews and analysis pieces
8. **Professional Learning Resource** – Create a Sway for professional learning by bringing together links, help, examples and advice for teacher colleagues with which you are working
9. **Flipped Learning content delivery** – use Sway to deliver your unit of study. Bring all the content together and allow students to view it at home in one space. Share the link, and you're done
10. **School Showcases** – Bring the best of your school together, simply choose images, text and video then embed your Sway on the front page of your school website. What a cool new way to share your school's success.



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Sway embodies all that is good about Microsoft's new "mobile first, cloud first" philosophy in the way that you can access your content on the web from a multitude of different devices. If you want to start a Sway on your laptop and add the finishing touches later that day on an iPad, you can. Not a problem, and when the time comes to share your Sway with others, you can post it to social media, get a shareable link, or generate an embed code for blogs and websites. Your Sway will automatically adjust to the size of the screen that it is being viewed on, so you can be sure it will look great on all platforms.



In the classroom, there are a number of ways that Sway could be used to enhance teaching and learning and not all of them are as obvious as you might think. For instance, PowerPoint is a fantastic tool with the power to do amazing things, but if you need something that looks great in a hurry, Sway is more than capable of filling that gap.

More ways to use Sway at school include, but are not limited to:

- Student presentations
- Digital storytelling
- Procedural writing
- Informational websites
- Project based learning
- Flyers for school events
- Digital portfolios for Art
- ...and lots more!



If you have any queries please contact me

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