


Microsoft Sway is available online from <http://365-login.net/> logon using your college login details then and click  top left of the page

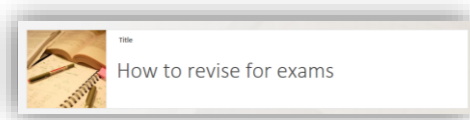


Microsoft Sway

Sway is a different way of presenting information to students; it works best with for individual student based learning, and is particularly good on mobile devices.

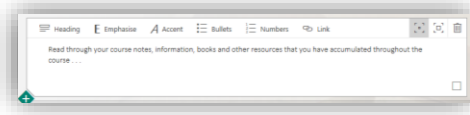
Content from PowerPoint or Word can be imported into a Sway to use as a starting point. Sway can be embedded into ChiOnline for students to learn at their own pace.

In Storyline (editing Mode) a Sway is made up from a series of separate cards each containing the content for your presentation.

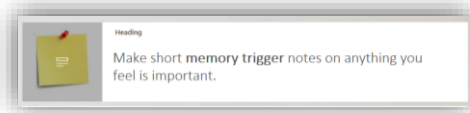


The choice of cards is:

Title Card: the first Card in each Sway is a Title Card. It contains the title of the Sway and a picture if wanted. This is the only card that you cannot reorder, delete, select, or add a layout to.



Text Card: this allows you to add text to your presentation the text can be formatted in familiar ways e.g. bullet points or numbering.



Heading Card: these are like Title cards but are used to divide the Sway into sections, to provide visual structure to ideas, chapters, sections and topics, only one line of text is possible within a header card.

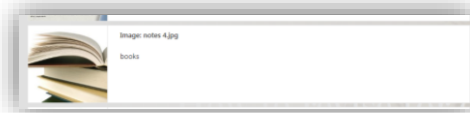
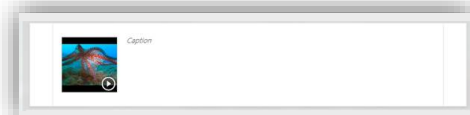


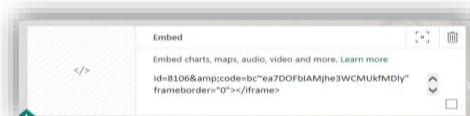
Image Card: this represents an image within your Sway, captions can be added, and image cards can be grouped in various ways.



Video Card: this is the same as an image card but holds a video.



Tweet Card: this represents a single tweet from Twitter this may be a text tweet or a tweet with a media element, such as an Image.



Embedded Card: this allows you to embed a video from eStream, YouTube, maps or any other source that provide you with an embedding code

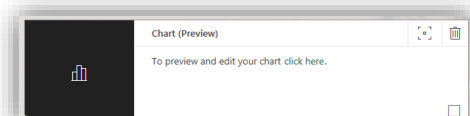
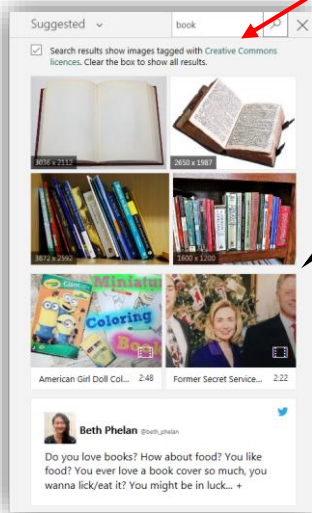


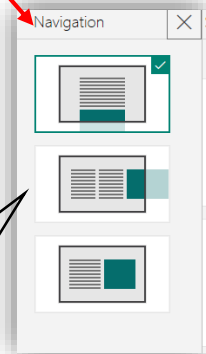
Chart Card: allows you to add an editable chart from excel.

Cards can be made by inserting a card type or dragging and dropping content, Sway will then select and create the most appropriate slide.

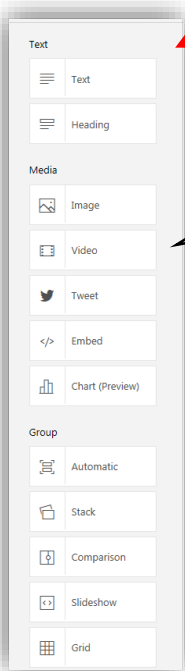
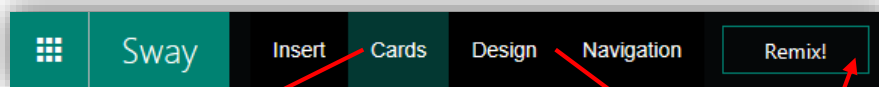
The tool bar along the top of Sway allows you to search for and add content directly into Sway.



From the Insert tab you can drag and drop images from the web, twitter quotes, text film clips etc, you can search for content using the search box at the top



From the Navigation tab you can edit how the user with navigate through the Sway the options are horizontal, vertical or presentation

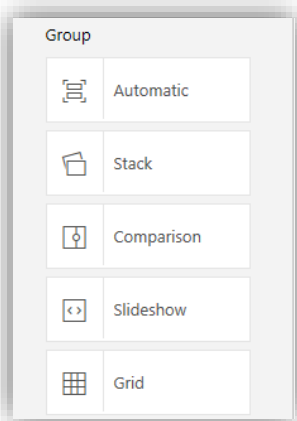


From the Cards tab you can add cards and groups to your sway. Groups allow you to group cards in different ways



The Design tab allows you to choose a style for your Sway. These are pre-determined styles. Alternatively, you can click the remix button to randomly mix up the designs, keep clicking until you see a design you like.

There are several different ways of grouping cards create a group by selecting a group card from the bottom of the card list, then drag and drop other cards into the group:



Automatic: This Group Card automatically changes the layout of all the cards it contains, any cards can be added to this group.

Stack: This shows as stacked Cards, only Picture Cards can be added to a Stack Group Card.

Comparison: this is a group of two cards and shows with a slider which slides one card over the other allowing the cards to be compared it only works with Picture Cards.

Slideshow: Slideshow Group Cards let you add multiple Picture Cards to create a slideshow within Sway.

Grid: The Grid Group Card places Picture Cards in a grid.

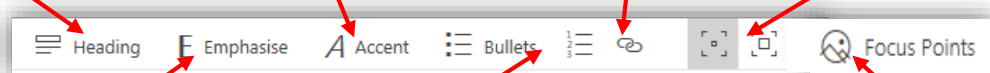
When you select a card there are a number of options available depending on the type of card these include:

Heading: changes the card to a heading card

Accent: gives a subtle Emphasise to text

Hyperlink to a document or website.

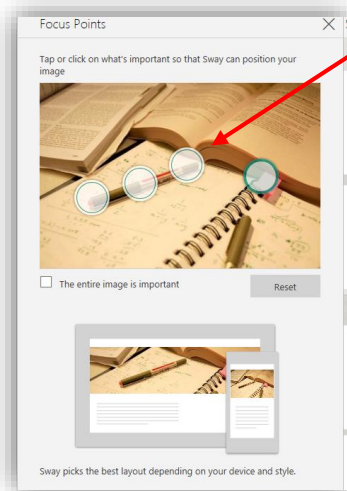
Changes the size priority of an image



Emphasise: highlights text and emphasises it on the page

Bullets/Numbers: these are self-explanatory

Set Focus points on your images this is to ensure that the important aspects of your image are displayed in your Sway (Sway crops images dependant on the screen size it is being viewed on)



To preview your Sway, click on Preview on the top right of the screen. To go back editing your Sway click on Storyline on the top left of the screen.

At the top edge of your Sway, click on Remix, keep remixing until you are happy with the formatting design!