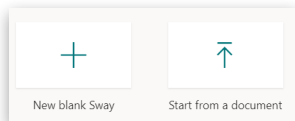# Using Sway for Teaching and Learning: Creating a Sway
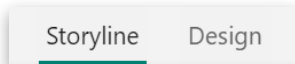
Step 1: Log into Office.com and Select the Sway App

Sway is a web-based app that's ideal for sharing a wide range of content, e.g. class communications and learning materials. They are easy to create and viewable on phones and tablets upwards.
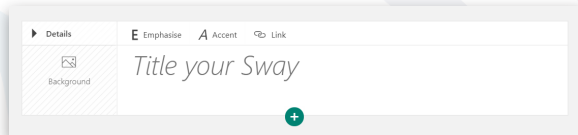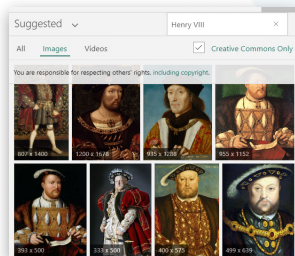Log into your Office 365 account and click on the Sway icon to start.

Choose to create a New Blank Sway from the options block. NB: If you already have content, you can convert it by choosing Start from a Document

Step 2: Start putting your content into Sway

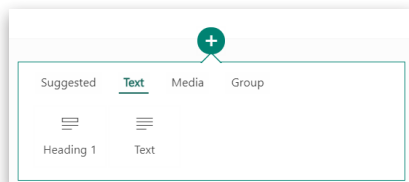Start your Sway in Storyline mode from the options in the top left corner.

Content is placed into Sway using 'cards'. These help you to break up and structure your content clearly. The card below is your Title Card, and you can add a title and background image
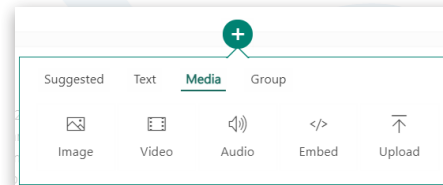
Images can be added from your own resources or using a Creative Commons filtered image search, so images can be placed directly into the Sway.
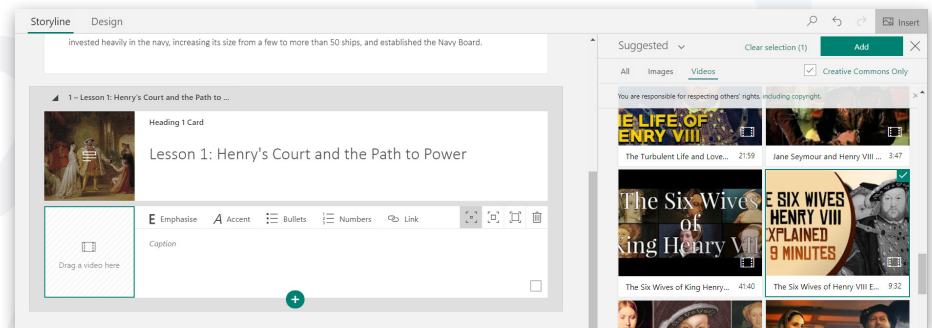
Add new cards to your Sway by clicking the + sign. You can add new sections that include text and headings to separate out and order learning materials appropriately, e.g., dividing up content into lessons.
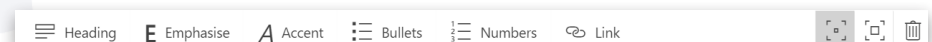
Step 3: Add other media content

Content can be added from a wide range of media types, including videos selected from streaming services, your own channels, or media files you have uploaded directly.

In the example below, the teacher has selected Add > Video and searched for videos about Henry VIII. Once the required video has appeared, it can be selected by clicking on the video thumbnail. The teacher then clicks the green Add button (top-right) to add the video into the Sway card. They can then add a caption to the video. This caption could explain what the student should be doing whilst watching the video, e.g. answering questions or taking notes.

Use the formatting tools in the Card toolbar to control how your text looks and feels, e.g. with bold or italicised text. You can also add in hyperlinks to websites and other documents too using the Link button.

The icons indicating small, medium and large elements help you toggle the size of each element in the final document.

Using Sway for Teaching and Learning: Creating a Sway

Step 4: Preview your Sway with the Play Icon

▷ Play ⮕ Share

◀ To preview your Sway, click on **Play** to see what your content currently looks like on the screen.

Henry VIII

Henry VIII (28 June 1491 – 28 January 1547) was King of England from 1509 until his death in 1547. Henry is best known for his six marriages, and, in particular, his efforts to have his first marriage (to Catherine of Aragon) annulled. His disagreement with Pope Clement VII on the question of such an annulment led Henry to initiate the English Reformation, separating the Church of England from papal authority. He appointed himself Supreme Head of the Church of England and dissolved convents and monasteries, for which he was excommunicated. Henry is also known as "the father of the Royal Navy," as he invested heavily in the navy, increasing its size from a few to more than 50 ships, and established the Navy Board.
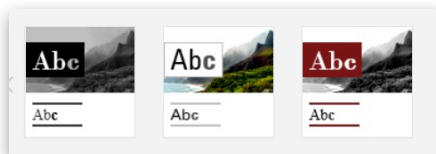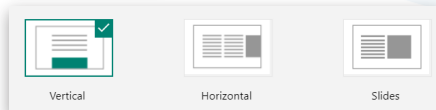
Step 5: Adjust the Style and Flow of your Sway

| Storyline | Design |

Once your content is ready, switch to **Design** mode to begin adjusting the overall design of your Sway.
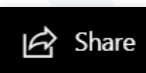
🎨 Styles

Click on the **Styles** button to bring up a range of options and themes that can be applied to your Sway.

Vertical   Horizontal   Slides
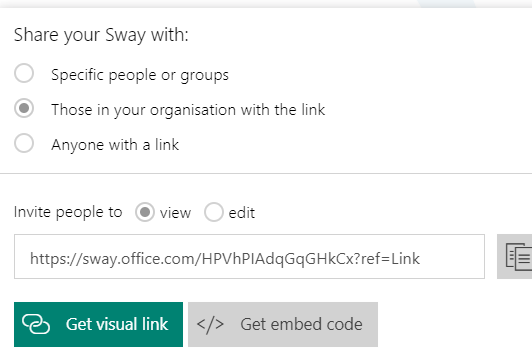
Abc   Abc   Abc
Abc   Abc   Abc

◀ Within the **Styles** options, you can choose whether your **responsive** content (i.e. how layout flows to different screens and devices) scrolls horizontally or vertically, or moves like a slideshow. You can also choose from a wide range of colour themes and styles to suit your content.
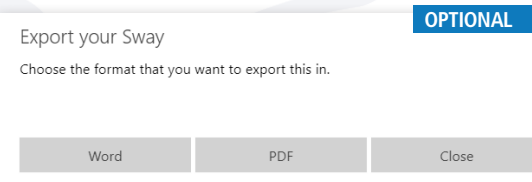
Step 6: Share your Sway

⮕ Share

Once your Sway is ready, you can share it with your classes or to your learning platform by clicking the **Share** button.

Share your Sway with:
- ◯ Specific people or groups
- ⦿ Those in your organisation with the link
- ◯ Anyone with a link

Invite people to ⦿ view ◯ edit

https://sway.office.com/HPVhPIAdqGqGHkCx?ref=Link

🔗 Get visual link   </> Get embed code

The Share menu presents options to control the access to the Sway content. If you are putting the content into a platform like Teams, for instance, choosing **Anyone with a Link** will suffice, but remember to ensure the Sway is set to **view** only. Copy the link to use in your lessons.

Export your Sway   `OPTIONAL`
Choose the format that you want to export this in.

| Word | PDF | Close |

You may also want to export the content of your Sway to a document format To do this, select **Export** from the Options menu: ⋯

For more information about using Microsoft Teams for Remote Teaching and Learning, use the following links to access our comprehensive resources, videos and printable PDFs:

United Learning EdTech Demonstrator website
Resources and Events for schools

United Learning ICT YouTube Channel
Webinars, Instructional Videos and Playlists to support your EdTech development

United Learning
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