



Office 365 Sway

Workshop

Pre-Requisites

- ▶ Log on to iLearn:
ilearn.edu.mt



Aims of Session



- ▶ Accessing Sway on Office 365.
- ▶ Creating and editing a Sway.
- ▶ Creating a Sway from a ready made document.
- ▶ Creating a Sway outline from a topic.
- ▶ Using Sway for collaboration.
- ▶ Use of Sway in education.

Introduction to Sway

- ▶ Sway is an Office365 app that enables you to create visually interesting presentations.
- ▶ Intuitive and easy to use with a short learning curve.
- ▶ Sway presentations adapt to the viewers' screen making them ideal to view on different devices.





How does taste
work in suckers?

Anatomy of
a giant
Pacific squid



Accessing Sway

Open your browser and log on to ilearn.edu.mt



Malta

Username

Password

Log in

[Forgotten your password?](#)

[Acceptable Use Policy](#)

[Cookie Policy](#)

Click on Office 365 Mail



The screenshot shows a dashboard with several navigation icons: 'Rooms' (door icon), 'Tools' (toolbox icon), 'Office 365 Mail' (link icon, highlighted with a red box and a red arrow), 'logme.gov.mt' (link icon), 'e1' (link icon), and 'Calendar' (calendar icon). Below the navigation bar is a 'Today' button and a user profile for 'en Andre Bugeja'. The main content area is divided into two columns: 'Messages' and 'Stickies'. The 'Messages' column contains a message titled 'Activating your new room' with a body of text. The 'Stickies' column contains three sticky notes with text and dates.

Rooms ▼ Tools ▼ Office 365 Mail logme.gov.mt e1 Calendar

Today

en Andre Bugeja

Messages

Activating your new room

Dear Teachers, LSAs, Complementary / Nurture / Peripatetic Teachers, etc.,

Your rooms for the last scholastic year have been archived. You can now activate your new rooms for scholastic year 2017-2018. Notes on how to activate your new rooms can be found in the **Help Desk** room.

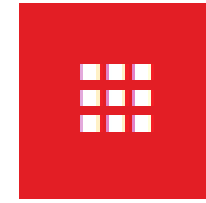
Stickies

hello from staffroom. please chec...
Abner Bugeja Personal, 2015-10-01

Hello Andre. Your message has bee...
Jeffrey Zammit Personal, 2014-10-09

Dear all
Jeffrey Zammit Personal, 2014-10-08

Click on the App Launcher Button



Office 365 | Outlook

Search Mail and People

⊕ New | Delete all | Mark all as read

Circulars Filter

Next: No events for the next two days.

St Theresa College Mid...
Letter Circular DLAP 128 - Activities Fri 04/05
Michael Vassallo Head of School St Theresa...

St Theresa College Mid...
Letter Circular DLAP 127 - Global Ec Fri 04/05
Michael Vassallo Head of School St Theresa...

St Theresa College Mid...
Letter Circular DLAP 126 - National Fri 04/05
Michael Vassallo Head of School St Theresa...

DGSS-Circulars at MEDE
Circular HR/17/2018 - Notification c Fri 04/05
To: Directors General, Directors, Asst Directo...

Choose a message to read it.

Folder	Count
Inbox	1397
Drafts	158
MRO	
Andre Bugeja	
Inbox	1397
Circulars	1333
DOI	682
DOPR	562
eTwinning Travel	
INSFT 2014	

Click on the Sway app from the list

The image shows a screenshot of the Office 365 interface. On the left, the 'Apps' section is visible, listing various applications. The 'Sway' app is highlighted with a red rectangular box, and a red arrow points upwards towards it. The background shows an email inbox with a 'Choose a message to read it.' prompt and a red envelope icon.

Office 365 →

Apps

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Class Notebook
- Sway**
- Forms
- Yammer

Filter ▾

DLAP 128 - Activities Fri 04/05

DLAP 127 - Global Ec Fri 04/05

DLAP 126 - National Fri 04/05

Choose a message to read it.



Welcome to Sway



Search

New

Hide templates ^



New blank Sway



Start from a document



Blog [Enhanced]



DIY project

More templates →

Recent

Pinned



Name

Last opened by you

Analytics

Creating and editing a Sway

Start from a New Blank Sway or Choose a Template



Welcome to Sway



Search

New

Hide templates ^



New blank Sway



Start from a document



Blog [Enhanced]



DIY project

More templates →

Recent

Pinned



Name

Last opened by you

Analytics



← Select a template



New blank Sway



Blog [Enhanced]



DIY project



Newsletter



Portfolio [Photo Collage]



Presentation






Details

E Emphasise A Accent Link

Title your Sway

Background



Click on “Title your Sway” and type your title.



Details

E Emphasise A Accent Link

Valletta

Drag an image here

+

Suggested

Valletta

All Images Videos Creative Commons Only

You are responsible for respecting others' rights, including copyright.

1600 x 1200

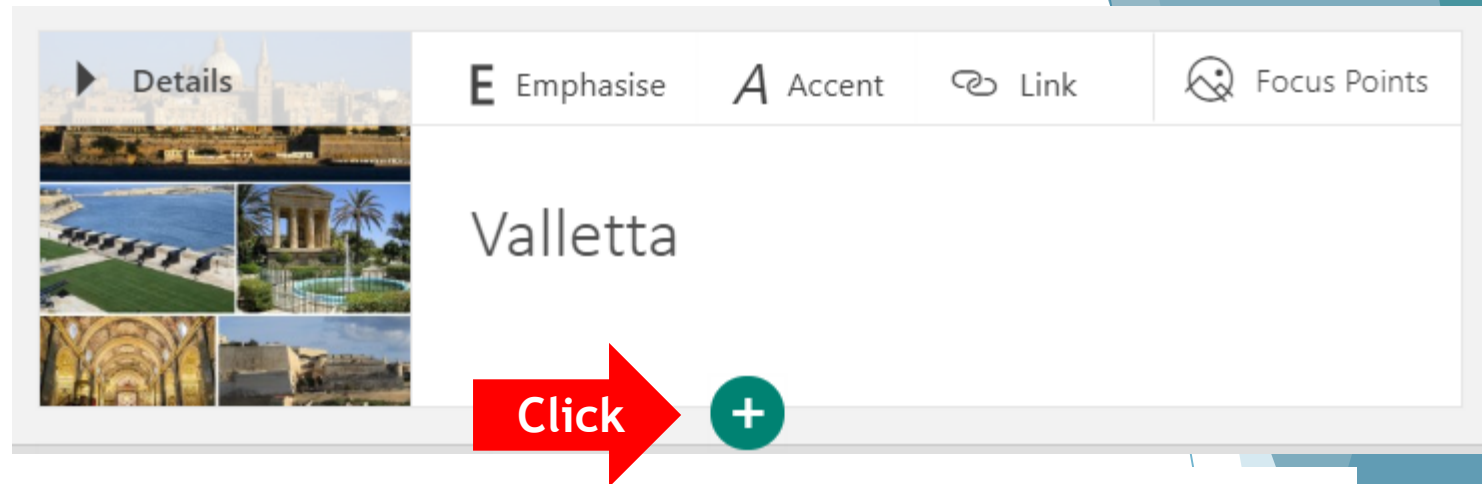
2237 x 1659

500 x 291

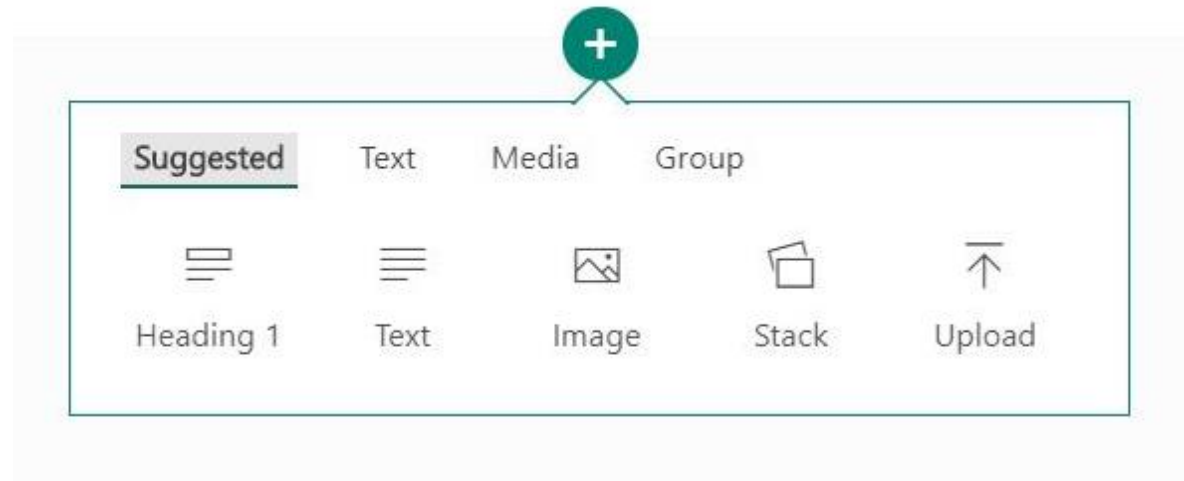
1031 x 690

- Click on background to add an image.
- You can search for an image or video.
- Click on the image and click Add.

Adding content



Choose the content you wish to add from here



- You can add:
 - Text: headings, text
 - Media: Image, video, audio, embed content, upload documents
 - Group: automatic group, grid group, comparison group, stack group, slideshow group

Groups

- ▶ **Grid:** this group arranges the images together in a grid pattern.
- ▶ **Stack:** images are stacked on top of each other, like a stack of photos.
- ▶ **Slideshow:** images are in an embedded slideshow that the reader advances on their own.
- ▶ **Comparison:** this is a way to compare two images that go together (such as an animal and a skeleton of the animal).

Design



Sway



Play



Share



Storyline

Design



Styles



Valletta

Styles

Remix!



Vertical



Horizontal



Slides



Customise your Sway with custom colours, typography and textures.

Customise



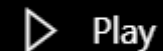
Design

▶ Layout

- ▶ Select whether your content should scroll vertically, scroll horizontally, or appear like a presentation.

▶ Styles

- ▶ Select the theme you want.
- ▶ Select **Customize** in the **Styles** pane to adjust a specific part of the currently applied theme, such as colour, font choices, and the emphasis of animation.
- ▶ You can select **Remix!** in the **Styles** pane to apply a random design to your Sway at any time. Select **Remix!** repeatedly until you find a design that suits your taste.



Details



E Emphasise

A Accent

Link



Focus Points

Valletta 2018



Text Card

[Remove this after reading]. In this assignment fill in the different pre-prepared sections with your research. You can add extra sections such as add images or videos where non are requested. All sections though must remain and must be filled-in. After reading this please click on the BIN icon to remove. Thanks

Click on the **Play** to test your Sway.

Creating a Sway from a Document

Upload your own documents and convert them to Sway



Welcome to Sway



Search

New

Hide templates ^



New blank Sway



Start from a document



Blog [Enhanced]



DIY project



More templates →

Recent

Pinned

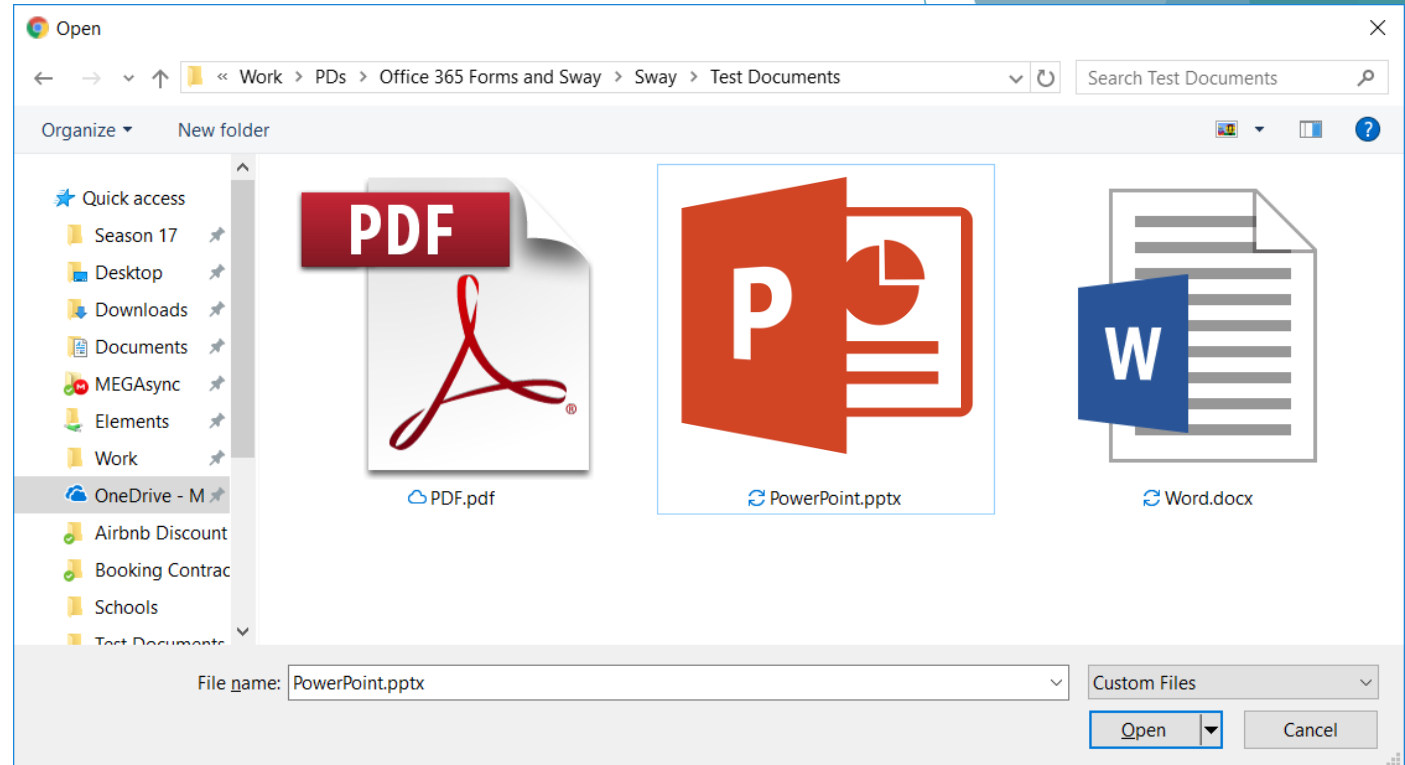


Name

Last opened by you

Analytics

- ▶ Create a Sway automatically from a document.
- In the welcome screen click on **Start from a Document**.
- Choose the document from your computer and click **Open**.
- The document can be in PDF, PowerPoint or Word format.
- You can edit your Sway as needed.



Creating a Sway from a topic

Sway creates an outline to help you with your presentation.

New

Hide templates ^



New blank Sway



Start from a document



Blog [Enhanced]



DIY project



Newsletter

More templates →

Recent

Pinned



Scroll Down

	Name	Last opened by you	Analytics
	Charles Dickens	Just now	
	DIY Project Recap Title	Just now	

All Sways →



Welcome to Sway



Create New



Start from a topic



Start from a document

My Sways

Edited

Viewed

Analytics

Deleted

By date edited



Welcome to Sway



Create New



Start from a document

Enter a topic and we'll help you get started

Powered by Wikipedia

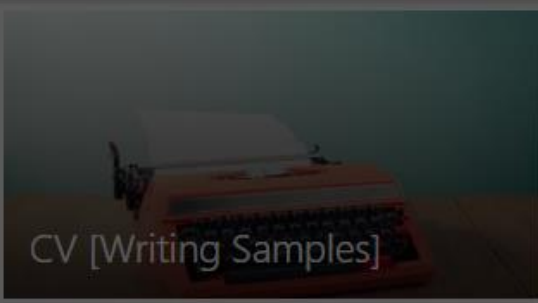
Create outline

Cancel

Start from a template



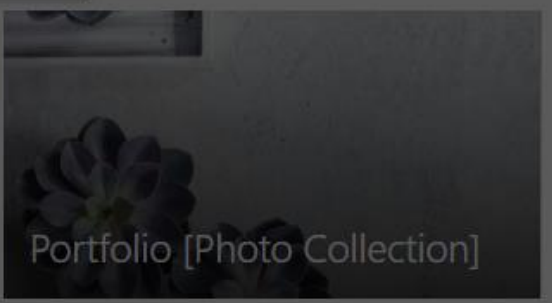
Internal newsletter



CV [Writing Samples]



Business presentation




Portfolio [Photo Collection]



Details

E Emphasize A Accent Link Focus Points



Charles Dickens

We've added hints throughout this Sway to help you get started. If you don't want hints, you can close them all at once. Dismiss all X

+

Text Card

Add some text

Charles John Huffam Dickens was an English writer and social critic. He created some of the world's best-known fictional characters and is regarded by many as the greatest novelist of the Victorian era. His works enjoyed unprecedented popularity during his lifetime, and by the 20th century critics and scholars had recognised him as a literary genius. His novels and short stories are still widely read today. [2]

1 - Early years

Sway will automatically fetch content from Wikipedia and create a presentation outline. You can then edit and customise your Sway.

Using Sway for collaboration

Sharing your Sway with others.



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/dlsh3NS4Zi5O1lnx?ref=Link>



Get visual link



Get embed code



More options

Sharing your Sway

- ▶ Click on the **Share Button**.
- ▶ Select who you would like to share your Sway with:
 - ▶ Specific people or groups - The people you select must have an iLearn account.
 - ▶ Those in your organisation with the link.
 - ▶ Anyone with a link.
- ▶ View or Edit rights - Choose if you would like people to just view or allow them to edit the Sway. Note that users must have an iLearn account to be able to collaborate and edit the Sway.
- ▶ Copy the Sway link and share it.

Use of Sway in Education

- ▶ Students can create their own Sway both individually or in groups.
- ▶ Students can use Sway to create presentations, newsletters, blogs, write reports, write stories, create eBooks, make a website ...
- ▶ The teacher can use Sway to create lesson presentations.
- ▶ The teacher can share templates and collaborate with colleagues and students.
- ▶ Sway can be used outside the class to promote activities, create prize day brochures or online school newsletters.