

SWAY

Sway is an amazing presentation tool that is made up of Storyline and Design areas. It is 'intelligent', therefore it can find images related to your text, using Bing. This is a huge bonus if you don't want pupils wasting time over image gathering as they often do, to the detriment of adding text. Alternatively you can use your own images. It's ideal for newsletters and pupils love to make presentations in Sway.

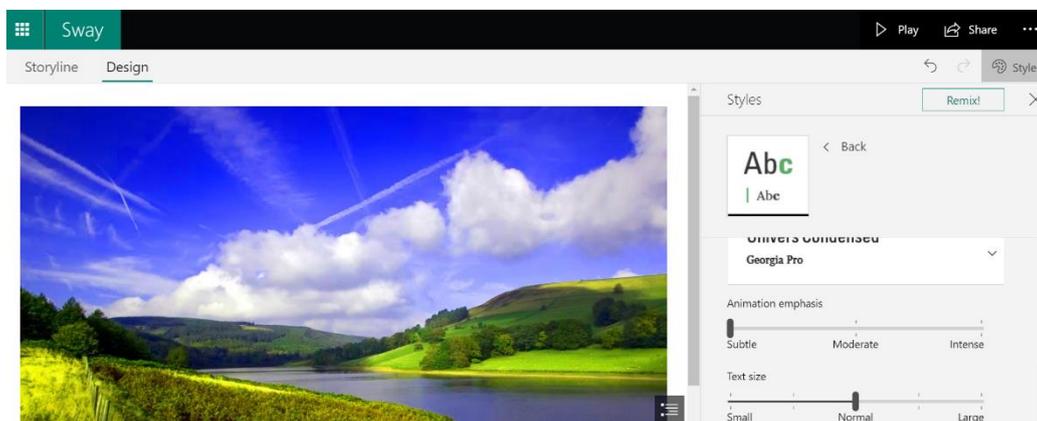
Text cards – heading cards for sections or plain text cards. Heading cards allow you to add images but be aware, these may be big. It's better sometimes to use an image card below or above a text one as the image in an image card is always smaller.

You have limited options on font size or style which can be a bit frustrating. Within a card, you only have the options of emphasis which will make text bold and *A* for italic writing.

If you wish to make the text larger, go into design mode, choose styles and scroll to the bottom. Click Customise.



Here, you can change the fonts (limited) and choose from small, normal and large font (sliding scale). Here you will also find option to emphasise the animation of your images. Animation depends on the style of Sway you have used. A note of caution – the animation can make some people feel nauseous.



Media cards – You can upload almost anything into a Sway which makes them great for storing audio and video files. Microsoft Forms can be embedded into them which makes them ideal for Music quizzes as you can't currently upload sound files into a Form when creating them.

Tweets don't always work – they should be able to be embedded, but sometimes don't work.

Live Google maps can be embedded into them.

Images can be put into groups like a stack, grid etc. These can make images more interesting and engaging.

Videos will play within the Sway and you can embed YouTube videos that will play within it too.

When adding images, always click on the focus points either tap on the part of the image that you want to focus on or say that the entire image is important.

Cards can be grouped into sections (These show up as dark grey outlines in the storyline.) These can affect layout too.

Since Sway is 'intelligent' and has more control over layout than you do, it's worthwhile stopping every so often and looking at how it looks. If you decide that something doesn't quite look right, move the card around until it looks more like what you want. It won't always be exactly what you want though. Simply hover over a card until you see the four arrows, click and drag into the new position.

Design Styles

For newsletters, the vertical movement is best. It's more natural for people to scroll down than across.

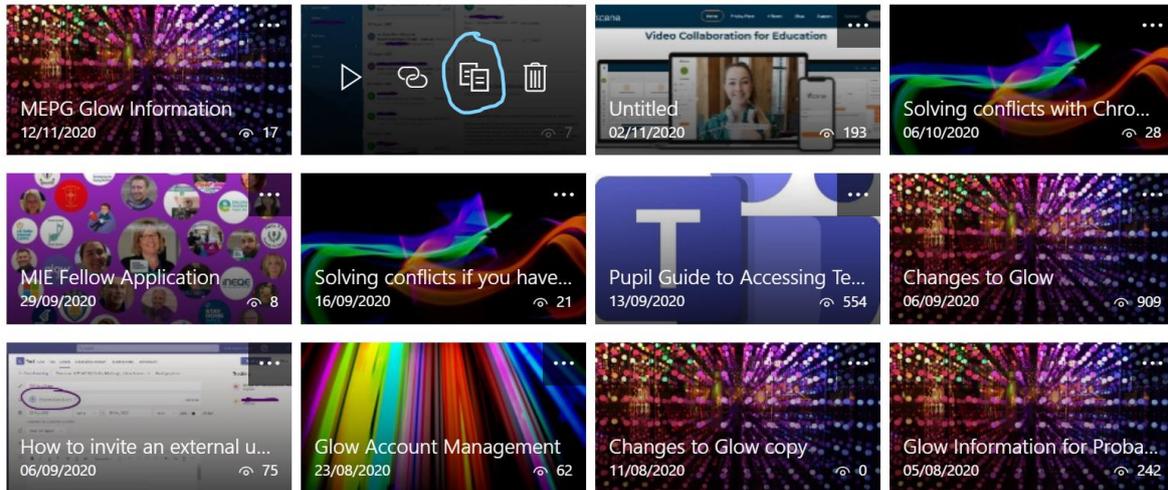
The horizontal design lets you see a bit of the next page which if you have text looks a bit strange.

The horizontal slides view is good for presentations.

If you are brave you can click on the REMIX button to allow Sway to suggest styles. Click the undo arrow if you don't like it, but be aware you can only undo so many times!

Duplicating a Sway

If you want to send out basically the same information to a few different audiences, instead of reinventing the wheel, duplicate the Sway from the Sway home page by clicking on the ellipsis on the required Sway and clicking on the double page icon.



Sharing a Sway

One of the very few ways of sharing information publicly from within Glow is by using a Sway. This makes them ideal for parental newsletters or even for staff so they don't have to log in to Glow to read them.

Clicking Share at the top right allows you to set sharing options – do you want people to be able to edit it or just view? Also, who are you sharing with? Anyone with the link allows you to tweet out the link or distribute it publicly in some other way.

Sway settings

Accessible from the ellipsis at the top right, these allow you to duplicate, export, print and check the accessibility view. 'Settings for this Sway' allows you to decide if you want viewers to duplicate and change the layout of your Sway.

Sways are great for measuring engagement as they provide analytics in the form of numbers of glanced, read quickly and read in depth. This also allows you to see the average time spent reading as well as the average amount of information read. Analytics are available from the Sway home page.

You can also start a Sway from a topic – suggest a topic and Sway will suggest a style and prompt questions. You can also import a Word document or a PowerPoint into Sway, however you may lose media as well as formatting and have to spend some time adjusting it.

The best way to approach Sway is – go play!