USING MICROSOFT SWAY FOR YOUR INTERACTIVE ASSIGNMENTS

A Quick-Start Guide for Students

Creative Studios @ UTEP

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Using MS Sway For Your Interactive Assignments

If you would prefer a video tutorial on Sway, please click here:
https://utep.yuja.com/V/Video?v=841469&node=3520461&a=893685442&autoplay=1

Learning Considerations

As more and more faculty provide their content online for students, they also expect more from you besides exams or essays.

In addition, besides academia, the workforce expects potential employees to think beyond the written word, and utilize other modes of communication to inform analyze, argue, reflect and/or persuade. Technology has changed these environments dramatically!

Microsoft Sway is an application from Microsoft Office, available to you through Microsoft Office 365.

It makes it easy to create and share interactive **essays, reflections, projects and presentations** and more. It is **FREE**, and there is virtually no limit on what you can express creatively (and still be copyright and ADA compliant).

Here are two samples of what is possible with Sway:

Interactive Presentation: https://sway.office.com/jbSRtnF95Ixav0LS?ref=Link

Interactive Essay: https://sway.office.com/ku06mzDC6sC4lAyi?ref=Link&loc=play

Copyright Compliance

As you engage in creative projects, copyright protections apply to your work too! Don't just go to Google Images and download from there. Much of what you find there has already been published, and without attribution, you are engaging in a form of academic dishonesty. In addition, many times the images are not the correct size, and too small—leading to pixilation in your final product.

Here are resources you can use to get images, stock video, and music for your creative projects that are copyright and royalty-free, and hi-res quality that you can use in Sway.
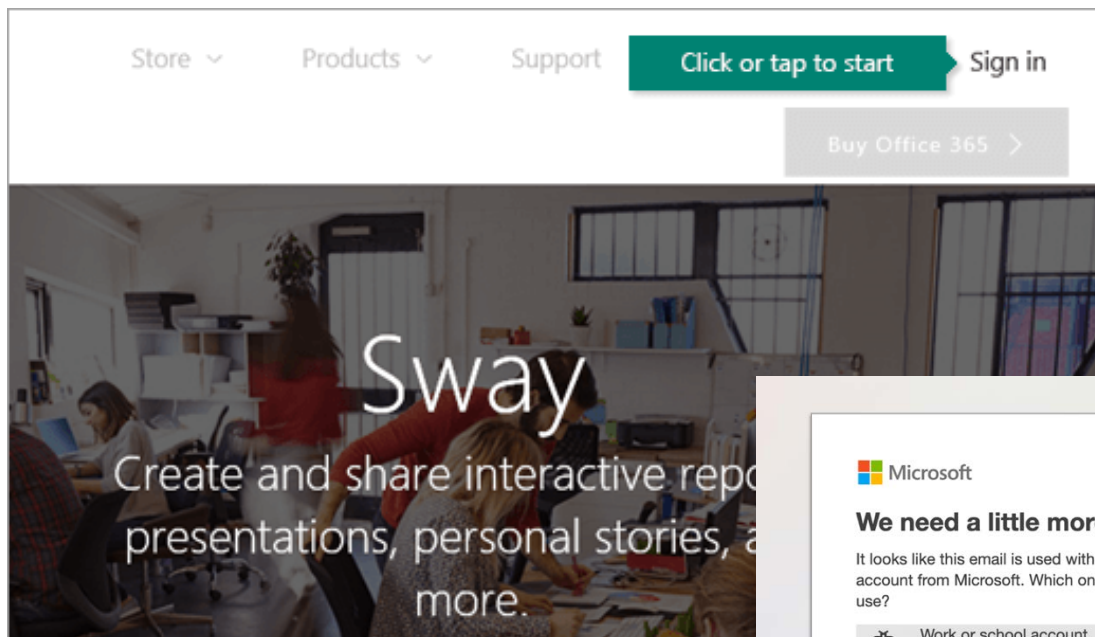
Copyright and Royalty-Free Photos: https://pixabay.com/ , https://unsplash.com/, https://ccsearch.creativecommons.org/

Audio Tracks: https://incompetech.com/

Stock Video Footage: https://www.pexels.com/videos/

Getting Started with Sway

To get started with Sway, visit sway.office.com in any browser and then click Sign in on the top menu bar.
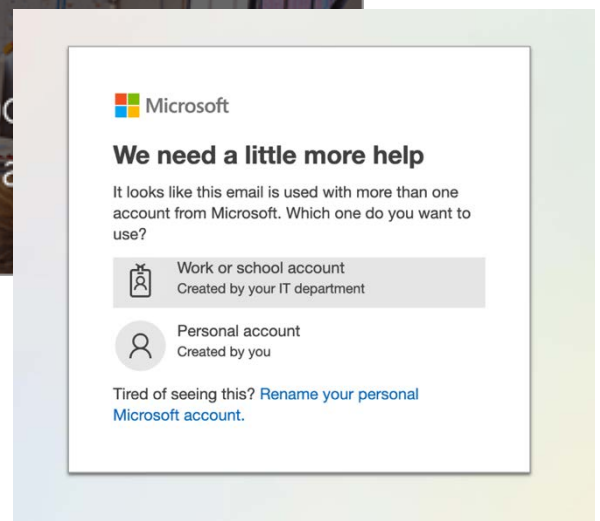

1. When prompted, enter your UTEP credentials.

Ex. stvrarela@utep.edu

2. Select Work or School Account—this will take you to a page where you will put in your complete UTEP credentials—SSO—single-sign on.

3. Sway Landing Page. This is where you have some decisions to make. Do you start from scratch and build a custom Sway? On the **My Sways** page that opens after you've signed in, click or tap **Create New** to start creating your first Sway.

4. Start from a Document: Starting from a document means you can simply upload something from a Word doc or PDF and it will automatically digitize it—as was as begin an initial design layout. This is something you can change later though!
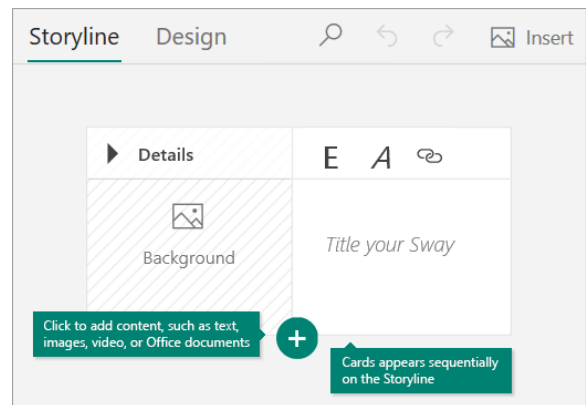
Start from a Document

That's correct—you don't have to start from scratch on Sway. If you have a Word or PDF document where you have begun writing, you can upload it to Sway, and it will already begin laying it out for you as it digitizes it! Then you can move on to editing and enhancing that content!

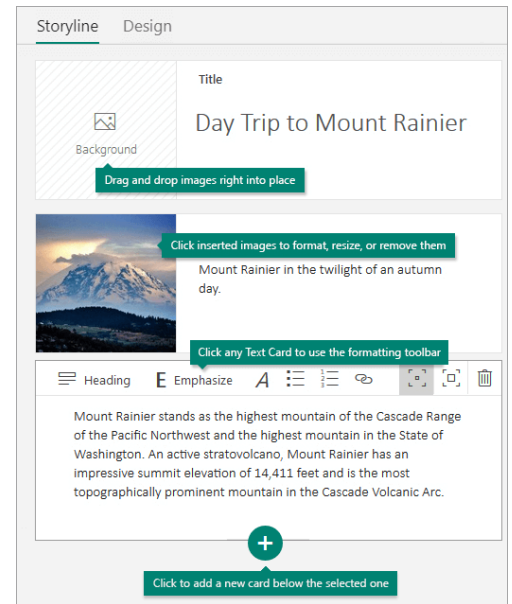## Storyline: Begin Adding/Editing Your Content

The **Storyline** is where you type, insert, edit, and format the content that tells your story. Content is arranged in sequential order by adding cards, each of which holds the type of content you want — such as text, images, and even videos. The order of cards can be rearranged at any time to suit your needs.
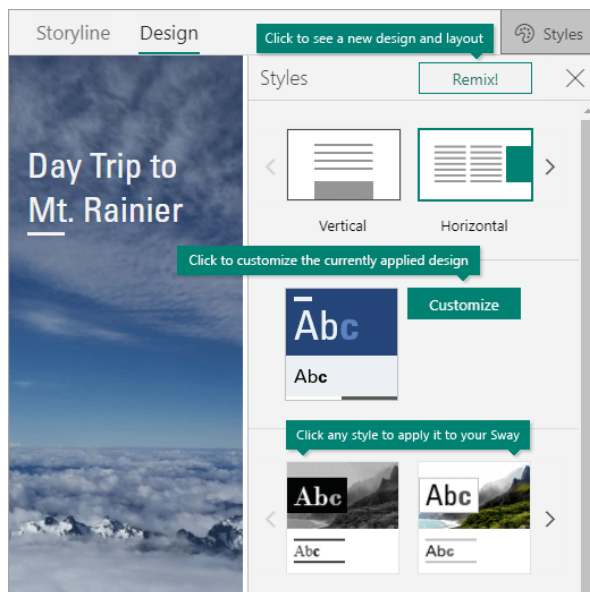
Add Content and Images

To add content to your Sway, such as text, images, or videos, click or tap the **+** icon at the bottom of any existing card. You can also drag and drop text and images right onto your Storyline. (Don't hesitate to experiment — you can change the order of your content at any time and customize each card the way you want.)

You can easily search for and add additional content to your Sway, such as an image that is stored on your computer or mobile device. Sway can also search the Web for the most relevant content, such as videos, and add it to your Sway. On the menu bar, click **Insert**, select your preferred content source from the menu, and then enter any search keyword or phrase into the **Search sources** box.

Customize It: Design and Style

Sway lets you focus on what you're trying to communicate by taking care of the formatting, design, and layout of your content. You can keep Sway's suggested default design, select and apply your own, and even customize the layout.

To choose a style for your Sway, click **Design** on the menu bar, and then select **Styles**. To choose a random look and mood for your Sway at any time, click the **Remix!** button until you find a design and layout you like. You can also adjust a specific part of the currently applied style, such as color, font, and textures, by clicking the **Customize** button in the **Styles** pane.

If you want to control how others will view and navigate your Sway once you've shared it, select whether your content should scroll vertically, horizontally, or appear like a presentation.
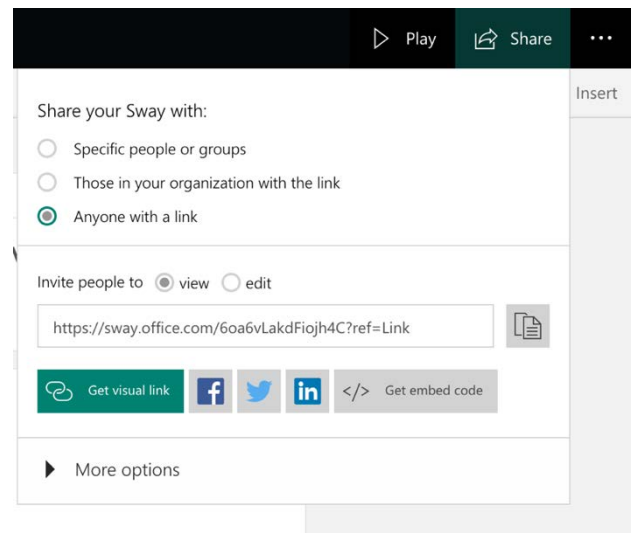
Preview Before Launch

You can preview your work in progress at any time by clicking the **Design** tab. When you preview your Sway, you can see how it will appear to others when you later decide to share it. To fully experience your Sway, click the **Play** button on the top menu bar.

To return to your Storyline when you're done previewing your Sway, click the **Storyline** tab.

Share and Submit Your Work to Instructor

Click the **Share** button on the top menu bar and then select how you want to share your Sway. We suggest selecting **"Anyone with a link,"** so that anyone can open it in and out of Blackboard.

Use the link it provides to share, go to your Assignment space, click on Write Submission, so that you can paste your Sway link in the text box

See next page for example.

ASSIGNMENT INFORMATION

Due Date	Points Possible
Friday, August 14, 2020	**10**
11:00 PM	View Rubric

Please submit this assignment using the text box. Copy and paste your link.

ASSIGNMENT

ASSIGNMENT SUBMISSION

Text Submission   Write Submission

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

PASTE YOUR LINK HERE BY CLICKING ON WRITE SUBMISSION

Path: p » strong   Words:9

Attach Files   Browse My Computer   Browse Content Collection   Browse Cloud Storage

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.
You are previewing the assignment - your submission will not be saved.

Cancel   Save Draft   Submit

We know many of you might be thinking, "Why am I having to learn Sway?!?"

It's important to know that you are not just learning Sway—you are showing yourself to be adaptable, critical, and technologically literate.

We live in world where traditional methods of communication have become outdated-- it's all changing everyday.

Being willing to learn and utilize these technology tools can only lead to more success academically and professionally!