



THE POSSIBILITIES

Outcomes

You'll learn how to **share** Sways with an audience

How to **Export a Sway into another format**, and tweak the settings where and when needed

Get Better Microsoft Sway
Sharing a Sway



CLASSROOM IDEAS

Classroom Ideas

As you can password protect Sways it makes it great for getting content to parents in a **safe and managed way** - better than PDF newsletters

Sway is great for **collaboration** between teachers. Schools we work with use them for **faculty planning** and reporting back on **trips** etc.

PAUSE

Get Better Microsoft Sway
Sharing a Sway

To get started, make sure you've got your Microsoft account to hand and log into Sway by going to **sway.com/my**

Begin by opening an existing Sway. Before sharing, **check your settings**, by clicking on the 3 dots in the top right of your screen and choose, **Settings for this Sway**. In here, you can tweak your settings. For example, untick the box that allows viewers and co-authors to duplicate your Sway.

To begin sharing your Sway - click on the **Share** button in the top right of your screen.

To share your Sway with your **students**, select the **'Those in your organisation with the link'** option. Your students will need their own login details.

To share your Sway at a **conference** for example, select the **'Anyone with a link'** option.

You can invite people to purely just view your Sway or edit it.

Sending a **Visual Link** via email can be a very eye catching way to get someone to open your Sway.

Under **More Options**, you can password protect your Sway.

To Export your Sway - click on the 3 dots in the top right of your screen and choose the Export option. You then have the option of exporting your Sway in a Word or PDF format.

Record your **reflections** and **evidence of impact** in  in Sponge Elephant

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