

# Sway Course Checklist



## Background Principles & Themes

Sway can be a difficult app to define. For most users, it will be a new concept - an app that doesn't produce a file, instead its output is via a URL (or web link).

**Sway is a great way to tell a story about something** – perhaps that “**something**” is a project, an app, an event or even a team.

You put in text, images and videos and it plays back in the browser.

To get the most from Sway having some videos that are ready to insert is good as well as having high quality imagery. Because the images are often stretched (especially if they are in heading cards), they need to be high resolution otherwise the Sway they produce might look a bit rubbish.

The data for **Sway** is not stored in **SharePoint** or **OneDrive** and so is not tied to a user or a team. Instead, **Sway** data is stored **Azure** storage so it is still available if the person who produces it leaves the organisation, (though they need to share it with someone before).

Once a **Sway** is produced it can be shared with a group of users and it can also be shared with other editors, so that multiple people can work on the same **Sway**.

## What you need to run the course

The course can run inside the **Sway** channel of the **SCW Remote IT Training** Team site - all of the delegate files are inside this channel. Just make delegates a member of the site before the course and they will be able to chat to trainers after the course.

Resource	Use it for
<a href="#">Sway Simulator</a>	This presentation covers the entire programme and enables you to demo key concepts and walk them through each topic. <b>Running remotely:</b> Preferably run in a 2-screen set-up with slideshow on screen with the camera and screen 2 showing either presenter view or if you prefer, the chat window/Teams gallery view. <b>Running in the training room:</b> Run presentation through a projector and use a remote in one hand to change slides while pointing at the screen with the other.
<a href="#">Exercise 1 – Build a Sway</a>	This exercise allows them to construct some basic text cards (all text is included to copy and paste), heading cards and image cards. (The images are in the SCW Remote IT Training Site)
<a href="#">Exercise 4 - Videos</a>	Exercise asks them to add a couple of text cards and 2 videos (which are in the SCW Remote IT Training Site)
<a href="#">Exercise 5 - Interactivity</a>	Exercise asks them to add a comparison image and a grid of images (images are in the SCW Remote IT Training Site)

## Delegate Resources

The following training materials have been designed to be given out at the end of the programme. They are located inside the IT Training Materials Comms Site.

For context, there are 2 other options – the Sway or the SCW IT Training materials comms site.

Resource	Type	Notes
<a href="#">Adding a Text Card to a Sway</a>	Video	This 3 min video shows how to add basic text cards
<a href="#">Adding Headings to a Sway</a>	Video	This shows how to add both Heading 1 and Heading 2 cards
<a href="#">Sharing a Sway</a>	Video	This 2 min video shows how to share via a link and a visual link
<a href="#">Adding an Image Card to a Sway</a>	Video	How to add an image from your computer into the Sway and adjust its size
<a href="#">Changing the Style of a Sway</a>	Video	4 min video showing how to customise the look of your Sway via the Styles panel
<a href="#">Adding Interactivity</a>	Video	An 8 min video that shows how to add a comparison image, grid of images and how to change the "group type" to adjust it later
<a href="#">Using Sway – Delegate version</a>	Sway	This is a Sway that shows a lot of the training materials above. This is an alternative to sending a link to the IT Training Materials site.
<a href="#">Using Sway – Editor version</a>	Sway	This is the same Sway as above but this is a link for trainers.