

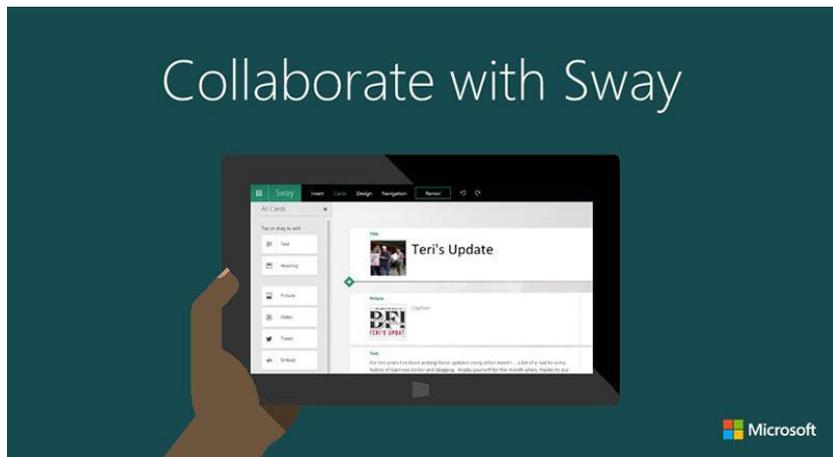
## SERVICE NAME

# SWAY



## SERVICE DESCRIPTION

Microsoft Sway is a professional digital storytelling app that helps you express ideas using an interactive, web-based canvas. Microsoft Sway's built-in design engine helps you produce professional, visually-appealing



reports, presentations, and more without the need for extensive formatting or additional training. You can also modify the results to get the unique look and feel you want.

Microsoft Sway makes your creation look great in any browser on any screen, and it can be shared with others by simply sending a link. Microsoft Sway helps you find and pull

together all sorts of content without leaving the app, so you can drag and drop your images, text, videos, and charts right on to your canvas

## LEARNLINK ADMINISTRATION

What happens when you turn Sway on?

- Staff and students can create and share Sways internally to anyone in the Department, to all users in the Department or externally (no login required).

## USE CASE - STAFF

**Internal Use:** A school may wish to communicate internal newsletters through Sway for a visually appealing and interactive experience that does not require hours of configuration. A Sway can be created and shared in minutes and will remain active until the creator removes it, which can be great for posting examples of work for future year levels.

A teacher may use Sway to create visually interesting class content, in addition to using Sway for classroom group activities where the class can collaborate to create a presentation. This presentation could then be embedded into Teams.

**External Use:** A parent or guardian newsletter may be created by a teacher and shared externally for all parents or guardians to access. Remember, anyone who receives this link will be able to see the Sway until the user removes it so the Departmental policies around sharing information do apply. Do not publish things like student information or results but do publish school events and outcomes.

## USE CASE – STUDENTS

**Internal Use:** A student may use Sway to prepare a dynamic visual presentation, either as an individual or as part of a group project for newsletters, communication or presentations to a wider audience. There are some compelling creations for Sway that have been started from Wiki pages (Wikipedia) or YouTube videos. Sway can be used where in the past students have spent hours tweaking a PowerPoint presentation when they should be focusing on the content.

**External Use:** A student may use this feature to demonstrate to an external party (i.e. Year 12 assignment) the work that they have completed. Anyone with this link can view the Sway so please ensure that any students with access to Sway are aware of this when selecting the “Anyone” option.

## RISK ASSESSMENT SUMMARY

Sway data is stored in USA based data centres and external sharing of Sway content has been enabled however the default setting is only Schools accounts. Sways can be shared to anyone internally to the Department by default and to ANYONE who has the link externally if selected.

Be aware that if the ANYONE radio button is selected the Sways will not be searchable with Google (or other search engines) however anyone that is sent the link will be able to view the content. This means that the data displayed in the Sway is in the public domain. Parents and Guardians can access these presentations until the original owner (student) disables the Sway.

## SCHOOL RESPONSIBILITY

Requesting access to manage this service within the school environment means the school takes on responsibility for ensuring the users of this service within their site are trained appropriately, and the service is used within standard Department policies including external sharing.

**NOTE: External sharing of information (into the public domain) should be very carefully considered and only published if you are 100% sure that the information should be in the public domain. If in doubt please call the Assurance Team or Service Desk to discuss further.**

## RESOURCES

Here you can view some Sway examples in use within an education environment to inspire:

<https://blogs.office.com/en-us/2015/03/12/sway-use-case-series-1-educator-sways/>

Microsoft Education Channel:

[https://www.youtube.com/channel/UCG\\_FV4WjnZqtm6sux2g069Q](https://www.youtube.com/channel/UCG_FV4WjnZqtm6sux2g069Q)

Microsoft Education Community:

<https://education.microsoft.com/>