

Microsoft Sway Workshop – Lesson Plan

Before Class

- Log into Poll Everywhere
- Find appropriate YouTube Video
- Have PowerPoint handy for Sway conversion

Time	Topic
5 mins	Welcome & Introduction to Sway
15 mins	Presentation Best Practices
15 mins	How to Access Sway Guided creation of a Sway from Scratch <ul style="list-style-type: none">• Headings<ul style="list-style-type: none">○ Search for an Image – PA College• Media<ul style="list-style-type: none">○ Upload images and video○ Record Audio right in Sway○ Embed a YouTube Video• Grouping – Search for Animals<ul style="list-style-type: none">○ Automatic Groups○ Grids○ Comparison○ Stacks• Poll Everywhere• Moving Tiles• Design
10 mins	Guided creation or demonstration of a Sway from a PPT <ul style="list-style-type: none">• Uploading a file and manipulating in Sway
5 mins	Resources and Help Guides
10 mins	Individual work & Questions