How To Use Sway
A Guide for Students

Important Note: **The best place to go for the work you need is your class Team.** This is where your teachers keep the most up to date work, hand out assignments and manage the class. Please look on Teams before accessing Sway.
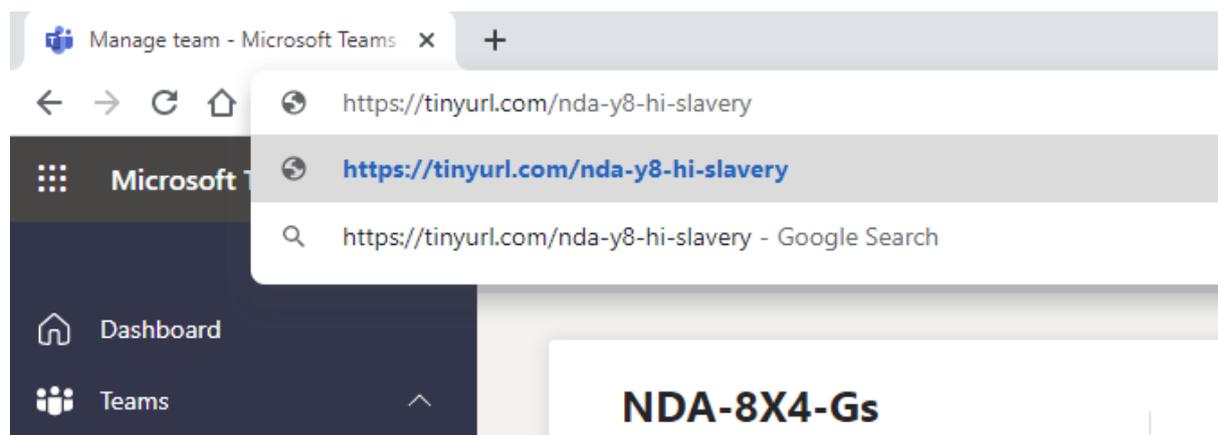
Sway is a website that organises your class work for you. It is essentially a 'backup' to using Microsoft Teams if for some reason you cannot use Teams like you normally would. Every Sway is a full module or topic from one subject. As an example, there is a Sway in Maths that covers the topic Area and Perimeter.

1.

To access work on Sway, either click the link or type in the address. An example Sway address looks like this.

tinyurl.com/nda-y8-hi-slavery

Type that into a web browser and go to that page.

2.

You should be taken to the Sway

3.

Scroll down and there will be a pack of all of the resources that your teachers use for that topic. For a powerpoint lesson you can scroll through the slides using the arrows (orange).
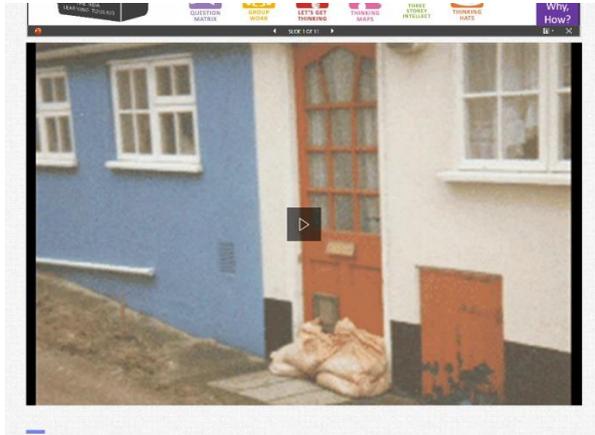
You can answer the questions either in your books or if you want to download your own copy to write on then you can click the menu (blue) and then 'Download a Copy' (green).
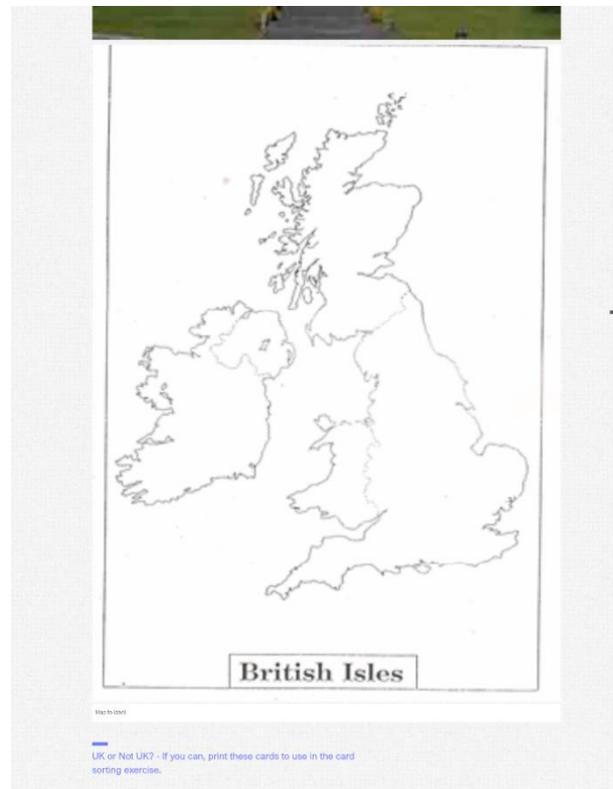
4.

As well as powerpoints, you will find worksheets and videos from your teachers. To play a video just click on the play button. Downloading a worksheet is the same as for a powerpoint, click the menu in the bottom right and select 'Download a Copy'.

Top: Video slide.

Right: Map to download and label.

5.

When finished, **make sure your teacher gets your work**. You can print work off, hand in written notes, email it back to your teacher or use the hand in form at the bottom of the Sway. You have so many ways to hand work in that there aren't any reasons not to.