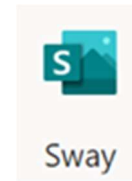




Office 365 Resources

Creating a Sway from a Word Document

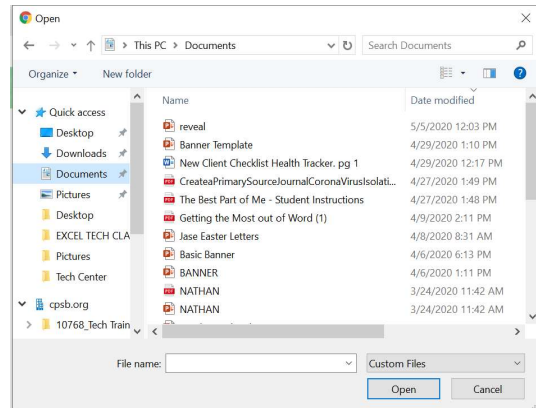
1. Log in to your Office 365 account and from the splash page, click **Sway**.



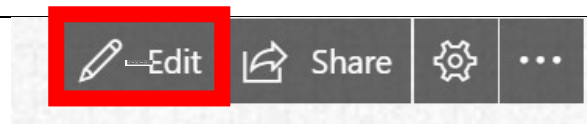
2. Choose Start from a document.



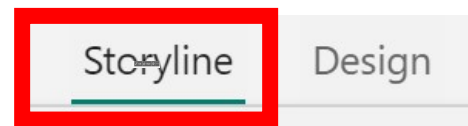
3. This opens a Windows Explorer window. Select the word document to convert into a new Sway. Click **Open**.



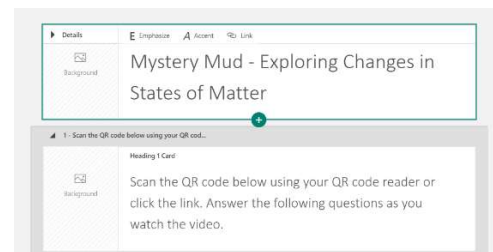
4. You can now edit your Sway content by clicking on **Edit**.


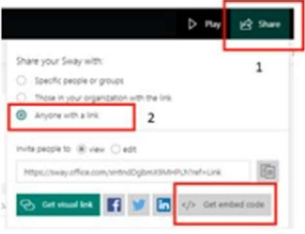

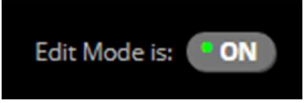
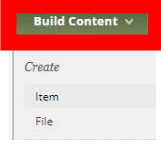
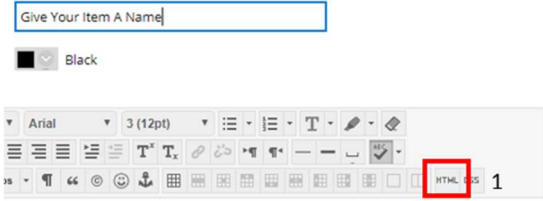



5. Choose **Storyline**.



6. Each piece of text that was a heading in Word became a heading card in Sway, and pictures are added to cards.
7. Continue to edit your Sway cards until you are ready to share it.



<p>8. Click Play to view your Sway.</p>	
<p>9. To embed a Sway: Select the Sway that you would like to embed and click the Share button in the upper right-hand corner. Click Anyone with a link then select Get Embed Code.</p>	
<p>10. An Embed this Sway box will appear. Select Copy to Clipboard.</p>	
<p>11. Log into Blackboard and go to your class or school Blackboard course. Make sure Edit Mode is turned on. Edit mode is on if you see a green dot.</p>	
<p>12. Select the menu button in your Blackboard site where you wish to post the Sway. Hover over Build Content and then click Item.</p>	
<p>13. Name the item and select HTML in the text box tool bar.</p>	
<p>14. Paste the embed code using Ctrl + V into the new box and click Update.</p>	
<p>15. Click Submit.</p>	