

Instruction Manual for ePortfolio on Microsoft Sway

for EDA 3121 The Professional PVE Teacher

(as of 13 September 2022)



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Preparation of materials 材料準備

1. Students' own lesson plan, teaching materials, teaching videos;

學生個人教案,教學材料,教學視頻

2. ePortfolio template - ePortfolio 範本

<https://sway.office.com/tDyRxZ5g6bzsCK7x?ref=Link>

3. Basic understanding of Microsoft Sway

對於Sway的基本了解 (可瀏覽下方微軟官方連結)

<https://support.microsoft.com/zh-hk/office/sway-快速入門-2076c468-63f4-4a89-ae5f-424796714a8a>

Notes for students:

1. You are asked to create an ePortfolio to showcase teaching competencies developed in this course.

你需要創建一個電子檔案來展示在該課程中培養的教學能力。

2. After completion, please send the link of YOUR Sway to your course teacher by email or by Moodle.

完成後請將Sway 鏈接通過電子郵件或 Moodle 發送給你的課程導師

3. Any technical issues about ePortfolios, please contact 有關ePortfolios的任何技術問題, 請聯繫 Centre for Learning, Teaching and Technology (LTTTC), E-1/F-01, lttc@eduhk.hk (2948 7047)

1. Building up the structure of your ePortfolio 建立你的ePortfolio架構



<https://youtu.be/UpXTnECqPg4>

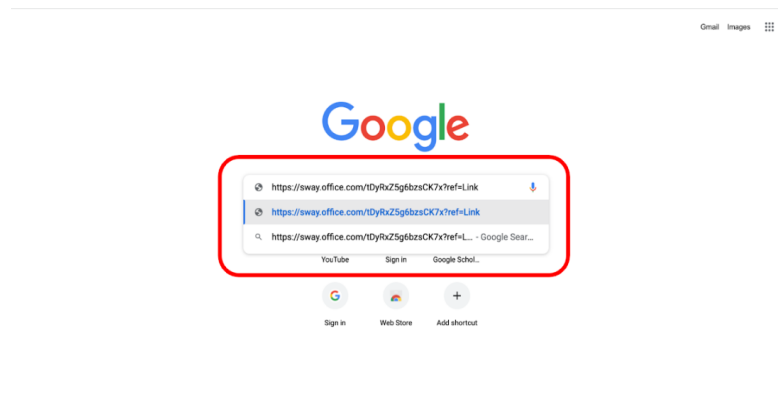
1.1 Duplicating the template 範本複製

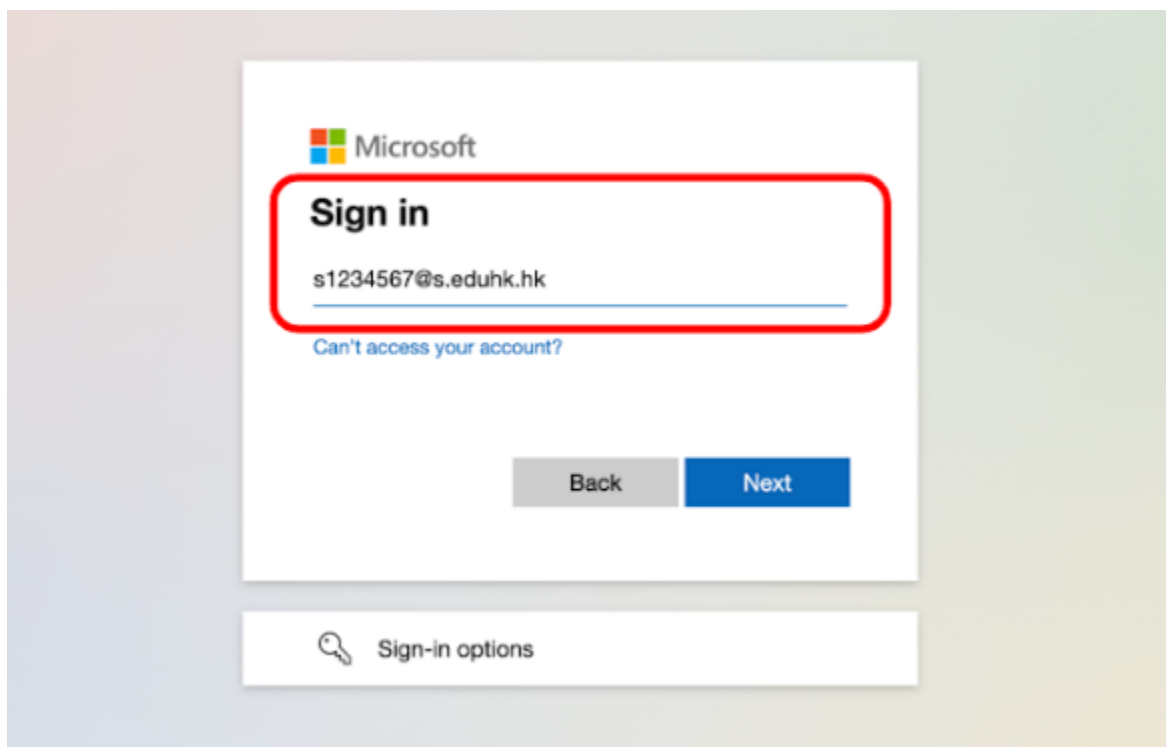
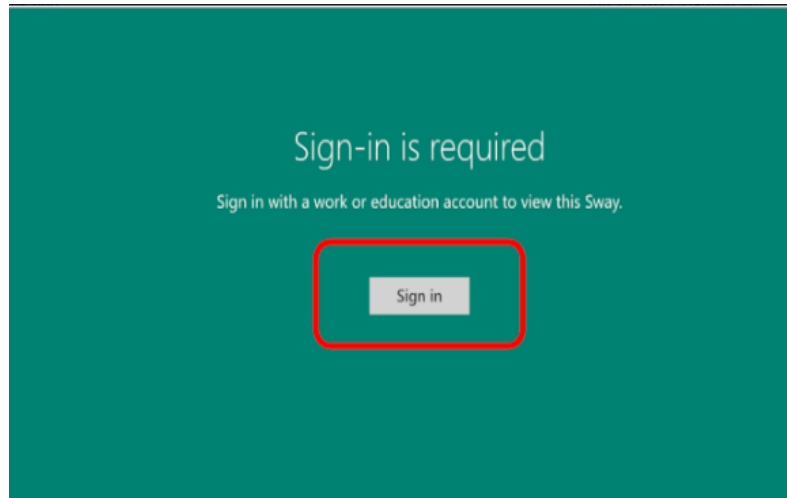
This part aims to help you duplicate the ePortfolio template used specifically for THIS COURSE for your own editing.

此部分的介紹目的是幫助你複製本課程所使用的範本, 以供你編輯個人ePortfolio.

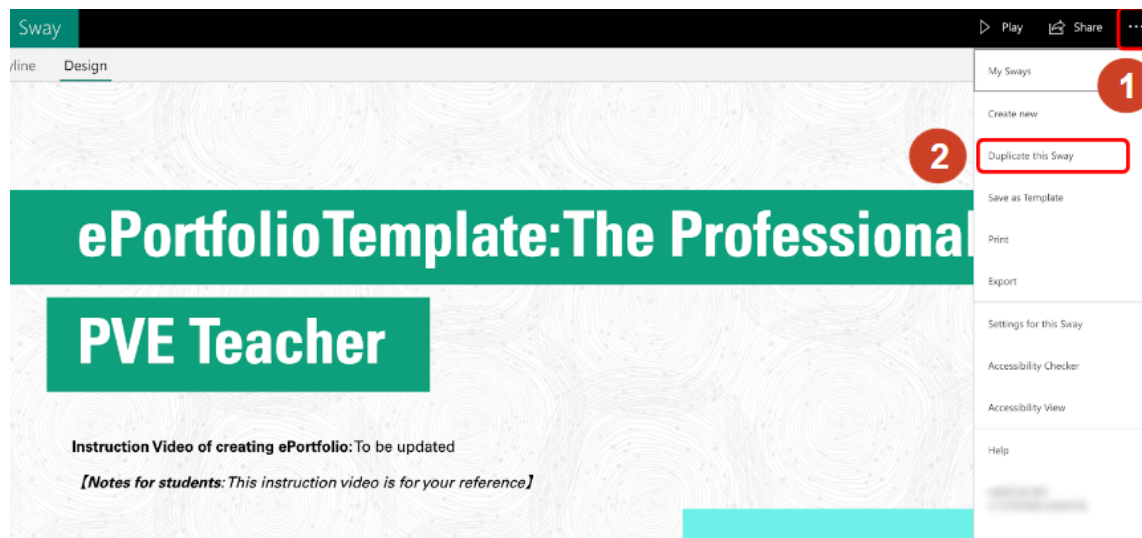
Step 1: Click the link to the ePortfolio template.

點擊範本連結 <https://sway.office.com/tDyRxZ5g6bzsCK7x?ref=Link>

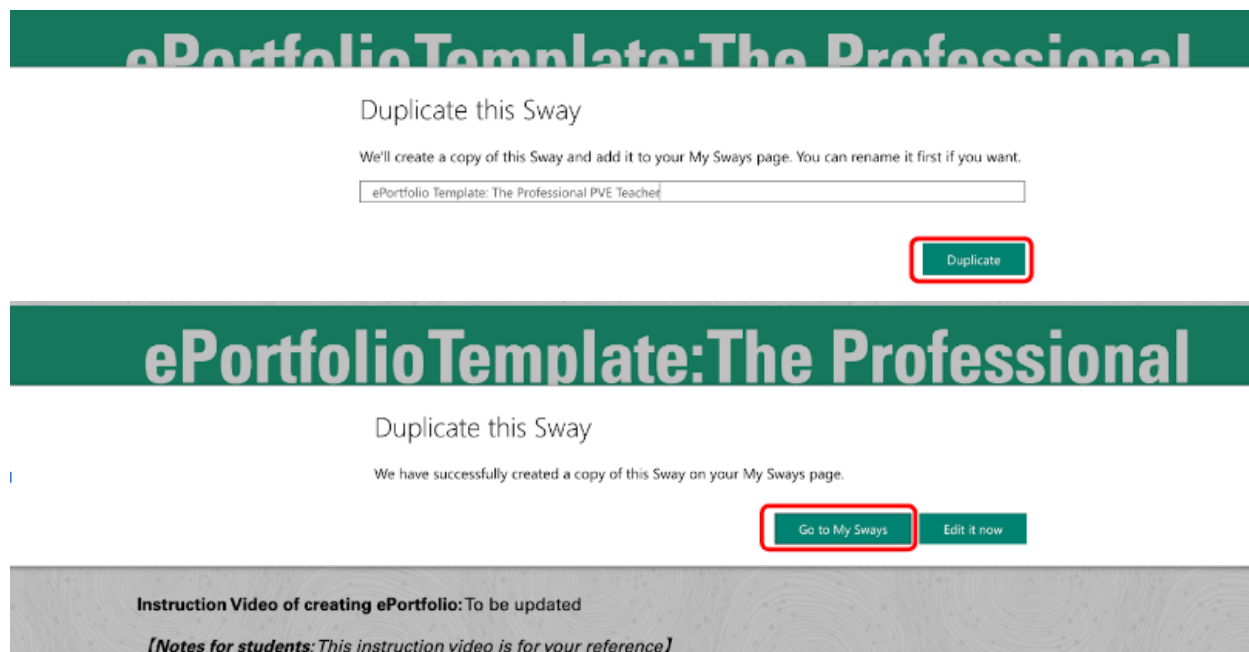




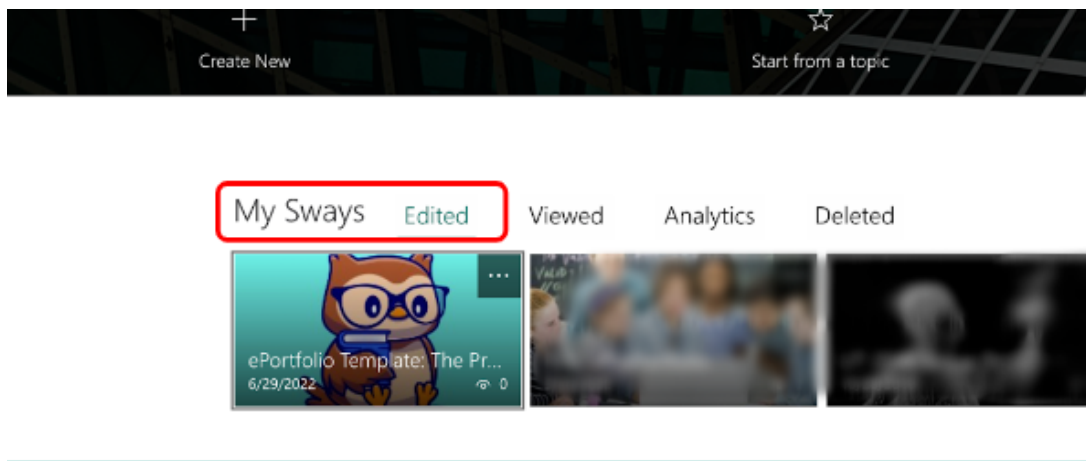
Step 2: Duplicate this template to 「My Sway」 under **your EdUHK account**.
將範本複製到「My Sway」(注意:需要使用教大賬戶登錄).



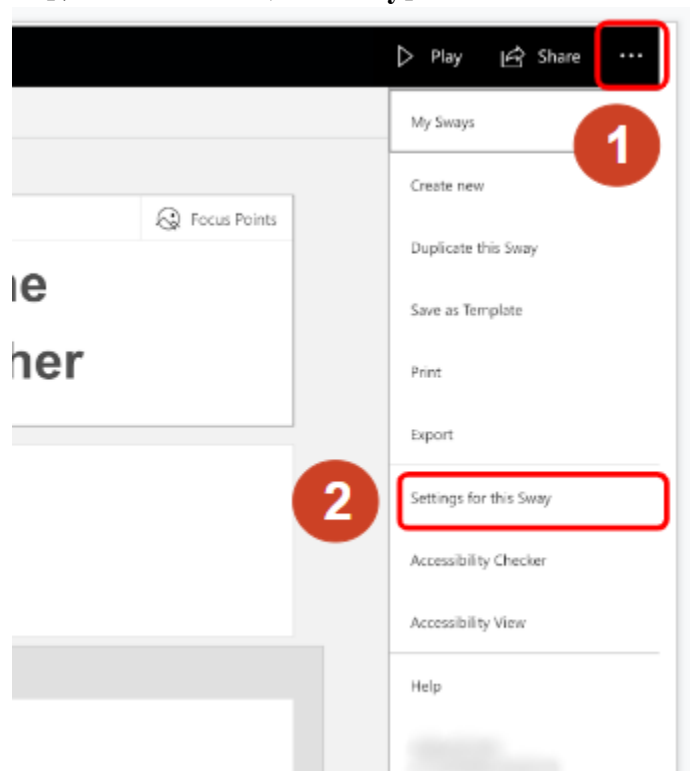
Step 3: Change the title, then click 「Duplicate」
修改範本標題, 點擊「複製」



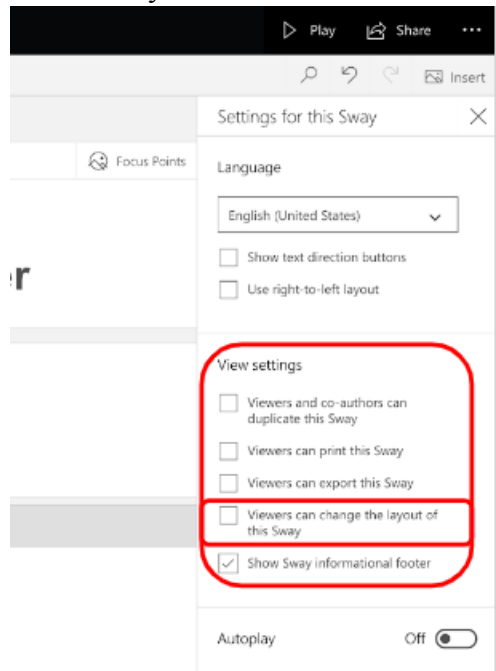
Step 4: Open it in 「My Sway」, and edit your ePortfolio.
在「我的Sway」中打開, 然後編輯你的 ePortfolio.



Step 5: Click 「...」at the upper right corner, then select 「Setting for this Sway」
點擊右上角「...」，然後選擇「設置此Sway」



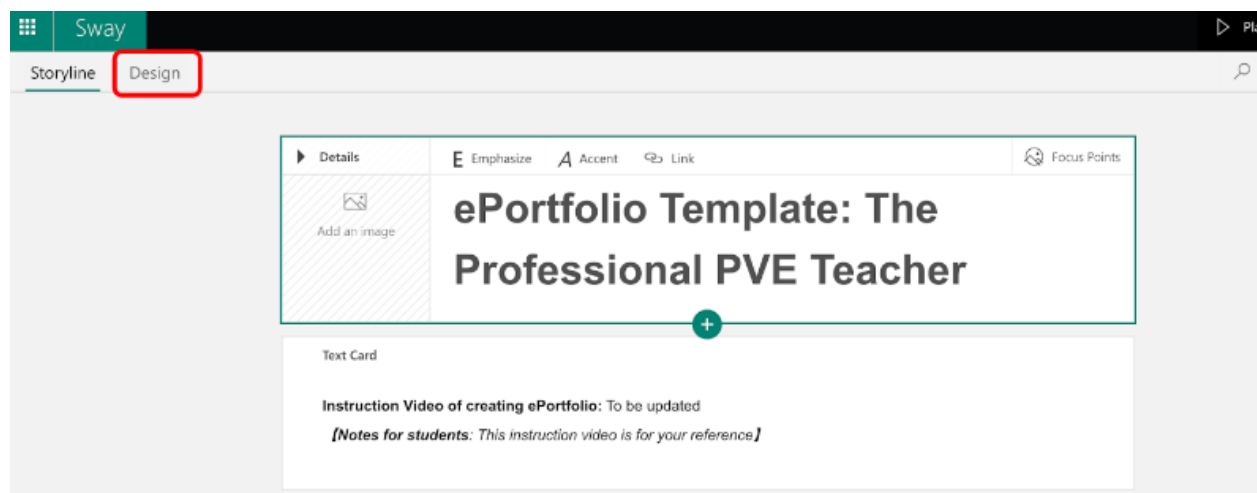
Step 6: UNCHECK 「Viewers can change the layout of this Sway」
取消「檢視者可以更改此 Sway 的佈局」。



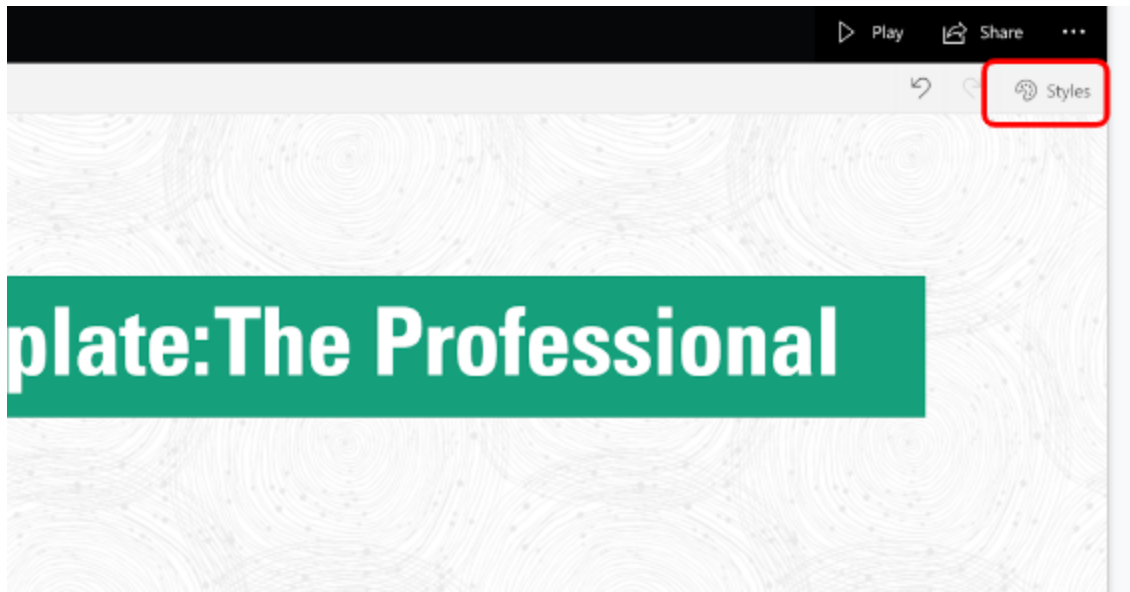
1.2 Personalising your ePortfolio 個性化你的ePortfolio

This part is based on personal needs to help you personalise your ePortfolios. 此部分的目的是幫助你個性化你的ePortfolios (如需要)。

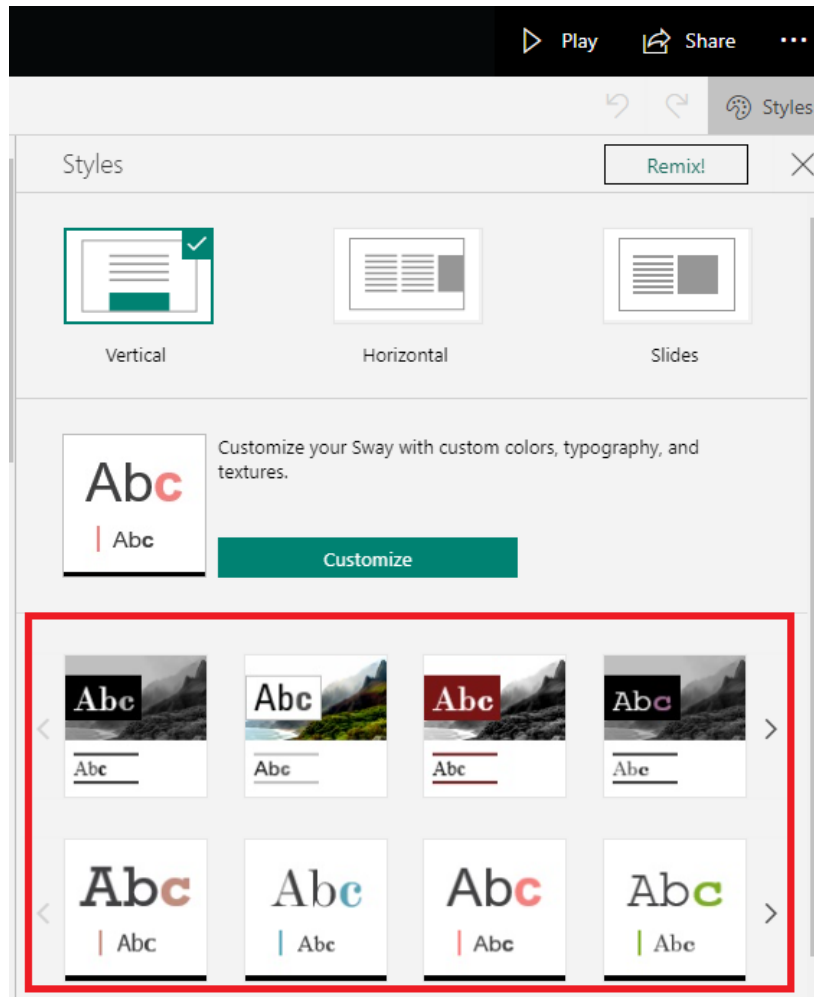
Step 1. Click 「Design」on the left to personalise your ePortfolio 如需要, 點擊左上角「樣式」可自定義你的電子檔案。



Step 2. Click「Styles」on the right 再點擊右上角「樣式」



Step 3. Choose templates to personalise your ePortfolio 選擇不同樣式自定義你的電子檔案



2. The shared folder and file for teacher's comment 共用雲端硬碟資料



<https://youtu.be/0t2Mkeki3ko>

This part aims to help you store your materials for the course teacher to review and comment.
此部分的目的是幫助你儲存相關材料, 並供課程導師給你的ePortfolio提供反饋。

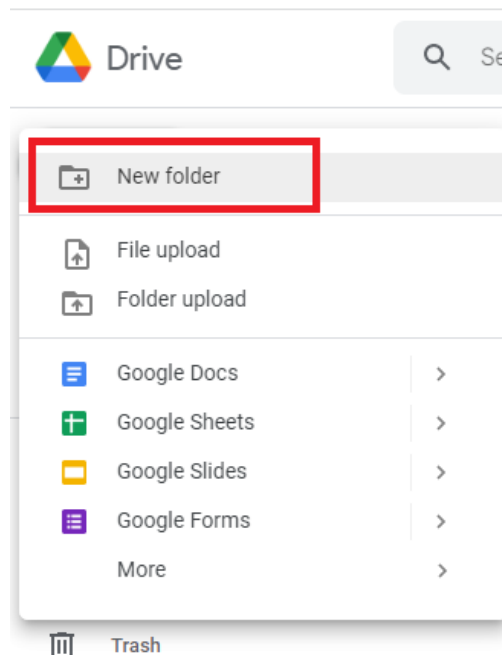
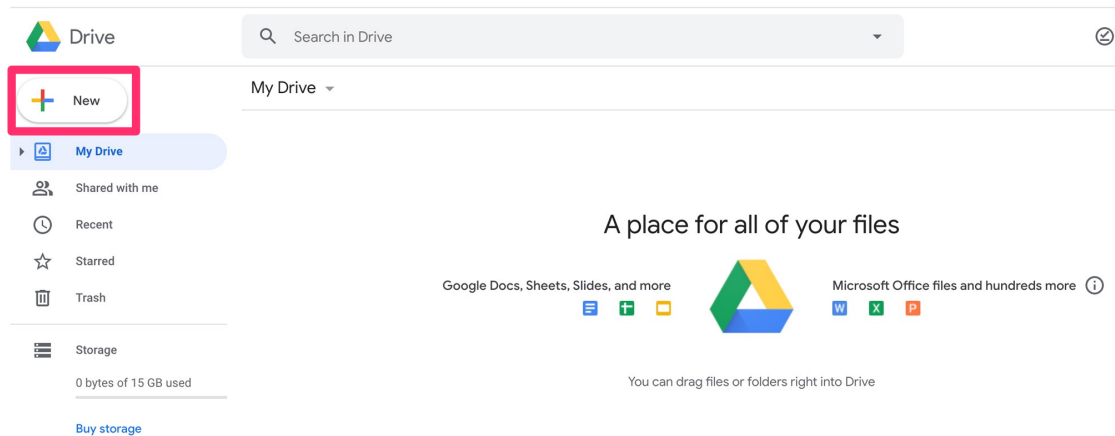
⚠ Notes for students: You can create a shared folder and file in your GoogleDrive **or** MS OneDrive (recommended), **or** even Dropbox, **as long as you set the access right for the course teacher to view and comment.** 你可以選擇在個人Google Drive, **或** MS OneDrive **或** 個人 Dropbox中創建共用文件夾和文件, 只要你的設置可讓課程導師可以檢視和評論。

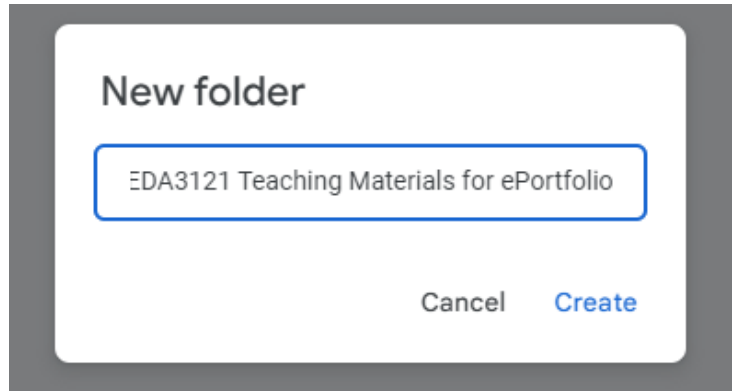
2.1 Creating folder & file on Google Drive

在Google Drive 上創建文件夾和文件

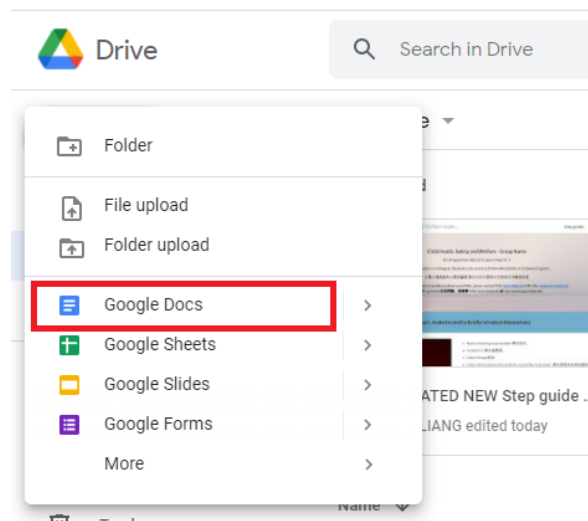
Step 1: Create a **folder** on YOUR own GoogleDrive, then upload YOUR lesson plans and related teaching materials to this folder.

在你個人的 Google Drive上創建一個空白文件夾，然後將你的教案和相關教材上傳至該文件夾中。



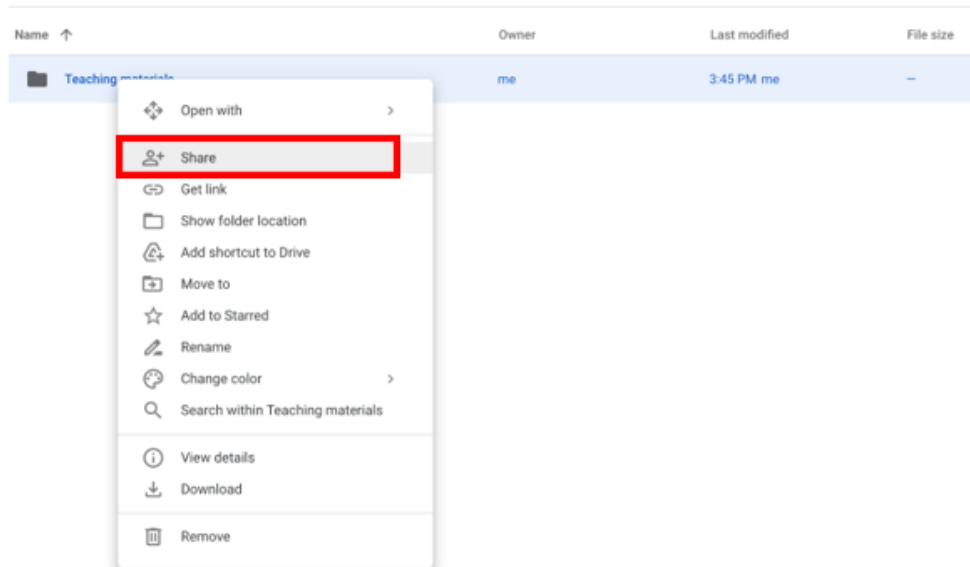


Step 2: Create a new **doc** in YOUR own Google Drive for the course teacher to **leave comments** regarding your lesson plans, teaching materials and reflective journals. 在Google Drive中創建一個文檔，方便課程導師評論你的教案、相關教材和反思日誌。

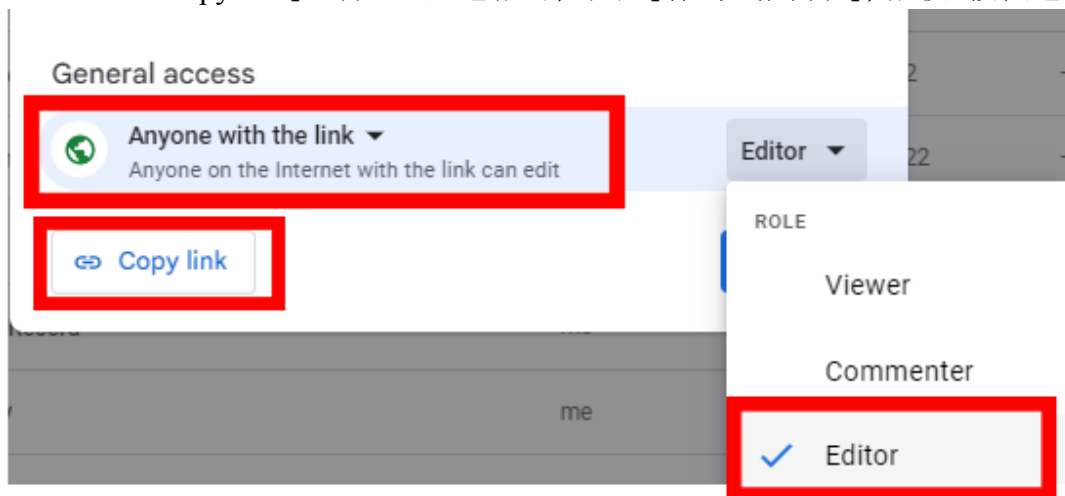


Step 3. Setting the access right for **Google Folder** and **Google Docs**. 設置Google 文件夾和文件的權限

- Right click the folder or doc to set 右鍵點擊文件夾或文件。



- Choose **「Anyone with the link」** as **「Editor」** to grant access right for the course teacher, then click **「Copy link」** 選擇「知道連結的任何人」作為「編輯者」，然後「複製連結」。

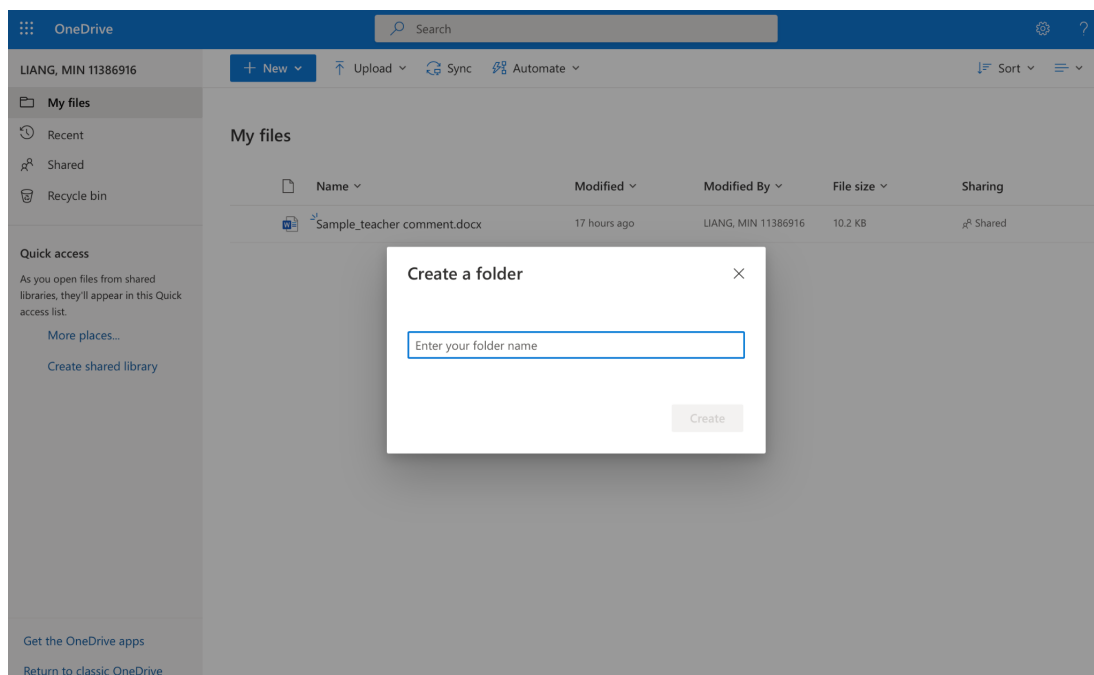
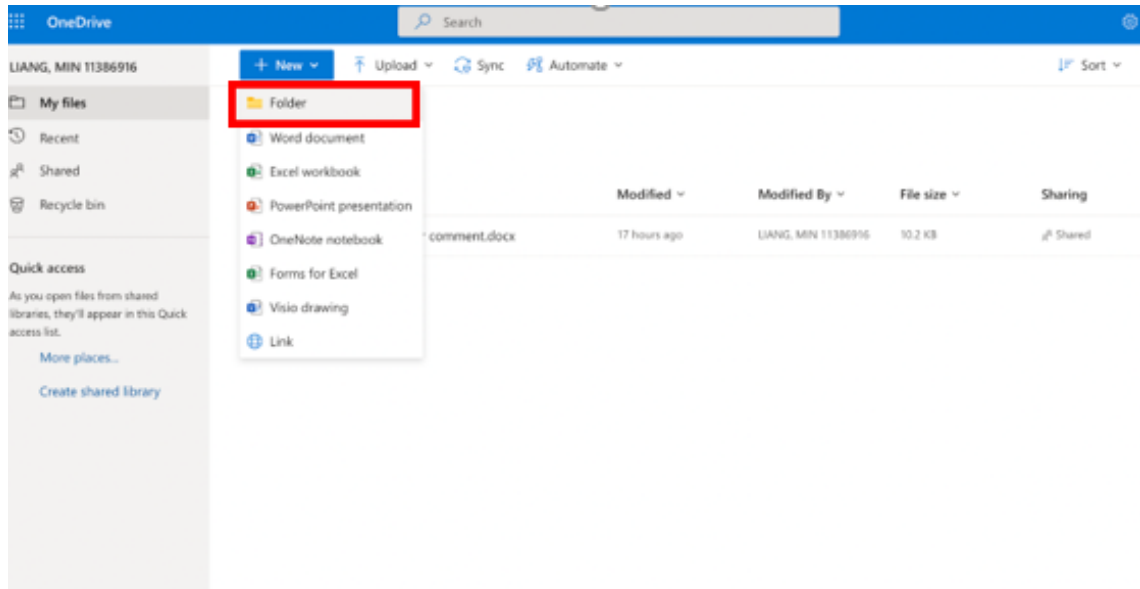


2.2 Creating a shared folder and file on MS OneDrive

在MS OneDrive 上創建文件夾和文件

Step 1: Create a **folder** on YOUR OneDrive, then upload YOUR lesson plans and related teaching materials to this folder.

在你Onedrive 上創建一個空白文件夾，然後將你的教案和相關教材上傳至該文件夾中。

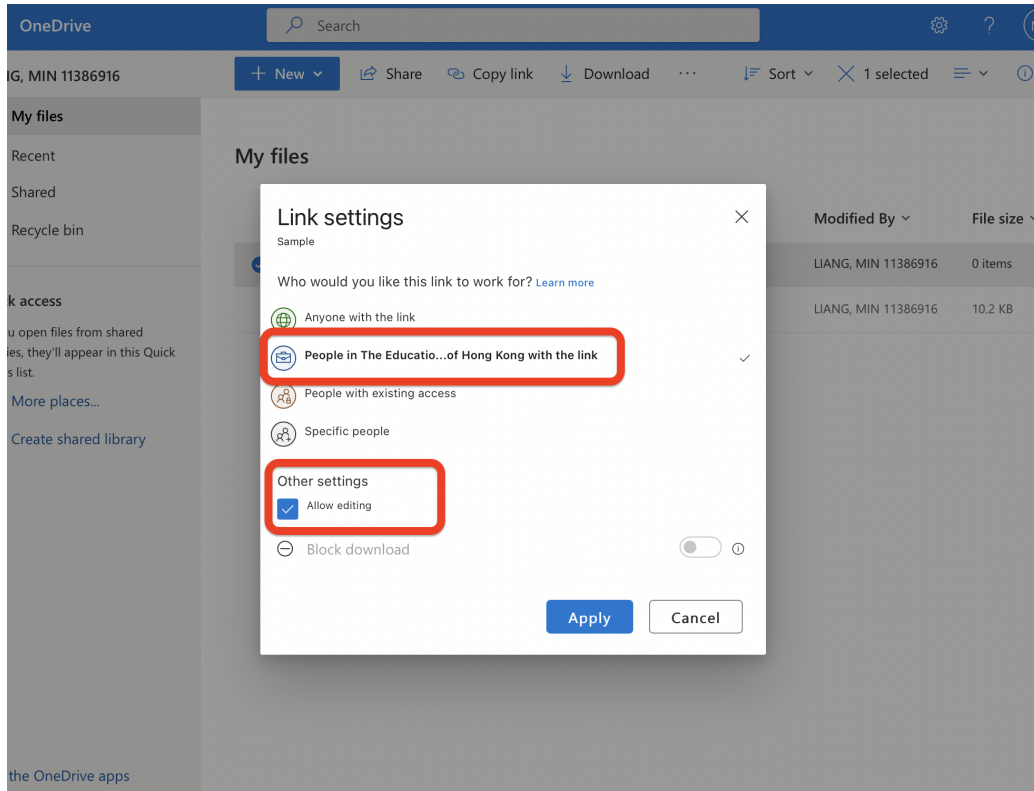


Step 2: Create a new **doc** in YOUR OneDrive for the course teacher to **leave comments** regarding your lesson plans, teaching materials and reflective journals (Similar to creating a folder). 在 Onedrive 中創建一個文檔，方便課程導師評論你的教案、相關教材和反思日誌（同創建文件夾步驟相似）。

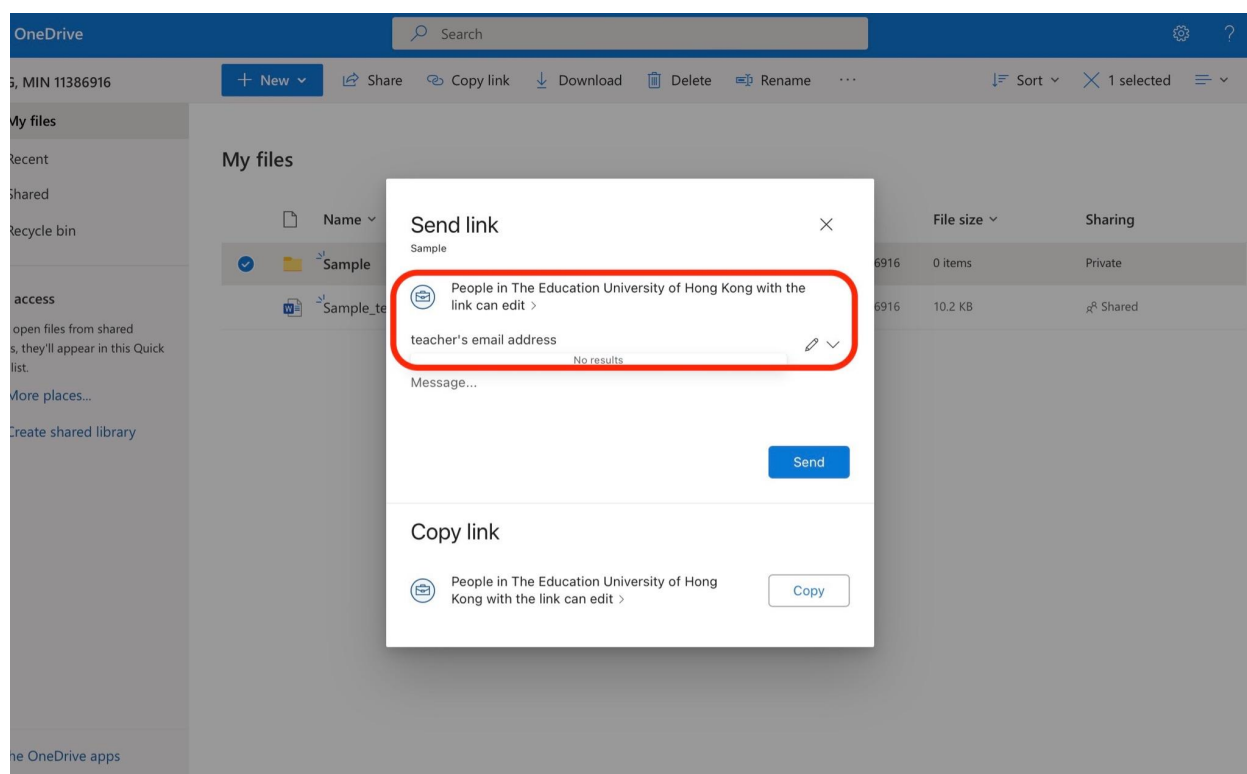
Step 3. Setting the access right for the shared Folder and files on OneDrive. 設置OneDrive 文件夾和文件的權限

- Right click the folder or doc, select 「share」 右鍵點擊文件夾或文件，選擇「分享」。

- Select **「People in the The Education University of Hong Kong with the link」** and **「Allow Editing」**, then click **「Apply」** 選擇「有此連結的香港教育大學人員」和「允許編輯」，然後點擊「應用」。



- Input course teacher's **email address** (e.g., *****@eduhk.hk), and click **「Send」** 輸入你的課程導師的教育大學郵件地址，然後點擊「Send」。



2.3 Inserting the folder and file in Sway

在Sway中插入文件夾和文件連結

Copy and paste **the links** of YOUR shared folder and shared file to YOUR Sway, for course teacher's access to provide comment and feedback. 複製並粘貼你創建並設置好權限的文件夾和文件連結到你的 **Sway** 的指定位置中，以供課程導師提供反饋。

3. Text input for major sections 主要部分文本

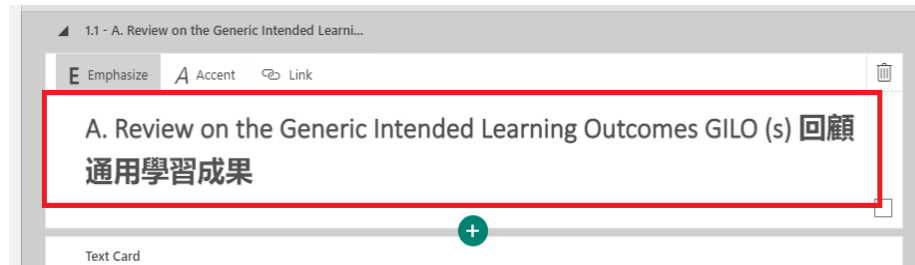


<https://youtu.be/OQJez1NA86U>

This part aims to help you understand how to add texts in the Sway, including heading and text.
此部分的目的是幫助你了解如何添加文本 (文本包括標題和具體文字)。

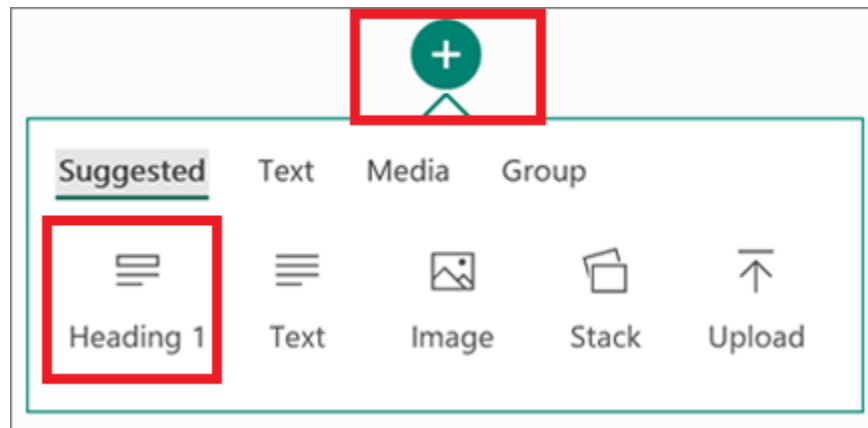
⚠ Notes for students: Your own text is required in the **text card** for EVERY main part of the ePortfolio, but it is NOT necessary to move or change the headings of each part. 你需要在每一個主要部分下方的文本卡片中輸入你的個人文本，但並不需要移動和修改每個主要部分的標題 (以下圖為例)。

Each input or revision will be **autosaved** by Sway. Sway系統會自動儲存每一次輸入/改動。



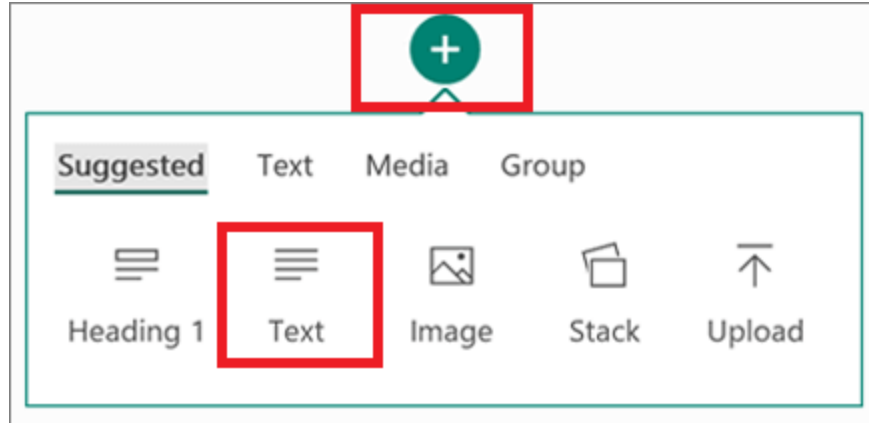
3.1 Adding Headings 添加標題

If you need to add an extra heading to the existing template, click「+」first, then select「**Heading 1**」. 如果你需要在現有範本上增加額外標題，點擊「+」後，選「**Heading 1**」.

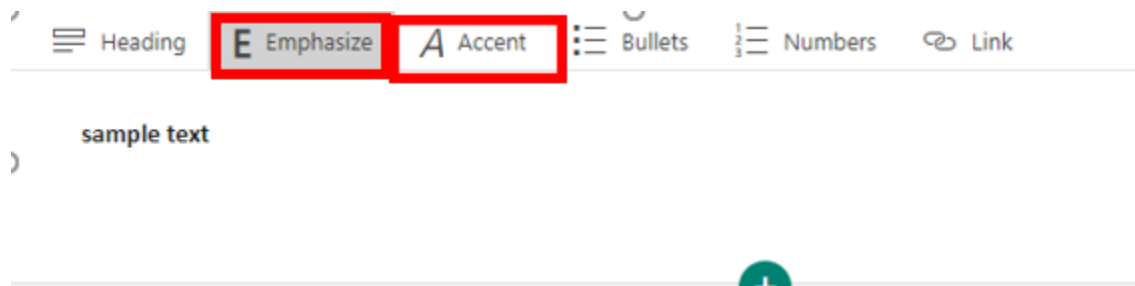


3.2 Adding Text 添加文字

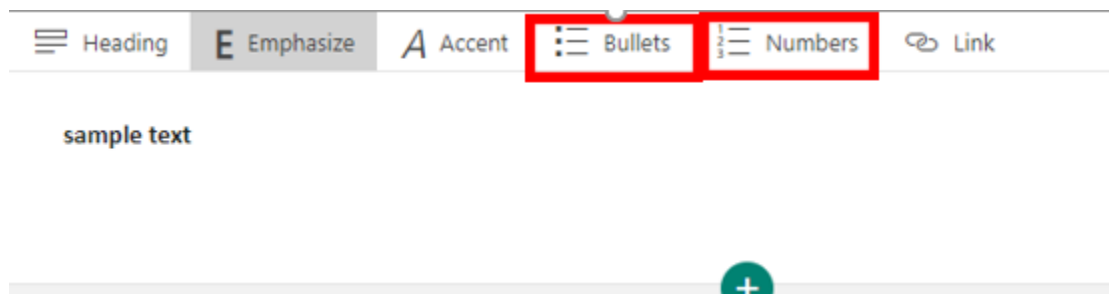
Step 1. Click「+」first, then select「**Text**」. 點擊「+」後，選「**Text**」.



Step 2. Click 「**Emphasise**」 and 「**Accent**」 to stand out the text, if needed. 點擊「強調」及「突出」以突出顯示文字(如需要).



Step 3. Click 「**Bullets**」 and 「**Numbers**」 to create bulleted and numbered lists, if needed. 點擊「項目符號」及「編號」以創建項目符號列表和編號列表(如需要)。



Step 4. Click 「**Link**」 to embed web links into the selected texts, if needed. Then, copy and paste the link(s) of the selected website(s), and change the display texts if needed. 點擊「連結」以嵌入網頁鏈接到相關文字中(如需要), 然後複製和粘貼網頁連結, 和更改顯示文字。

Emphasize A Accent Bullets Numbers Link

Link

Display Text

lesson plan

Web Link

<https://docs.google.com/document/d/14FO-QNNM2fga4IDVGGvrlBPaZrLkcN5E/>

OK Cancel

Heading **E Emphasize** A Accent Bullets

sample text lesson plan

4. Adding images/videos 添加圖片或影片

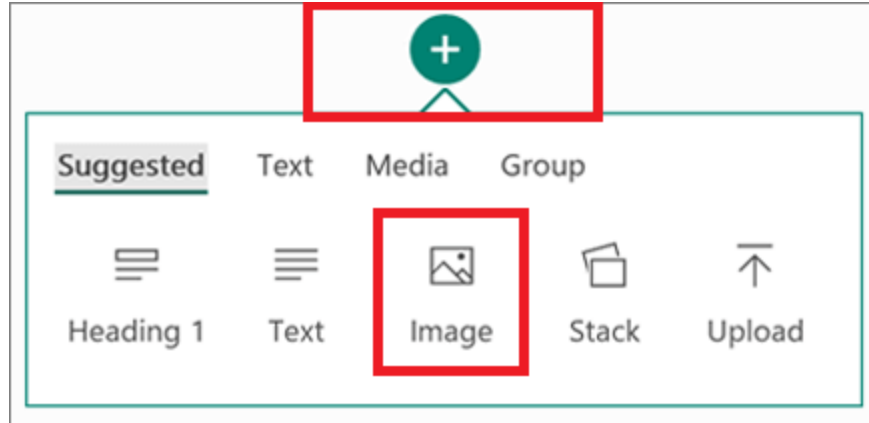


<https://youtu.be/156tkyuZvok>

This part aims to help you understand how to add images and/or videos in the Sway, so as to support your texts. 此部分的目的是幫助你了解如何添加圖片或影片，去輔助相應的文本。

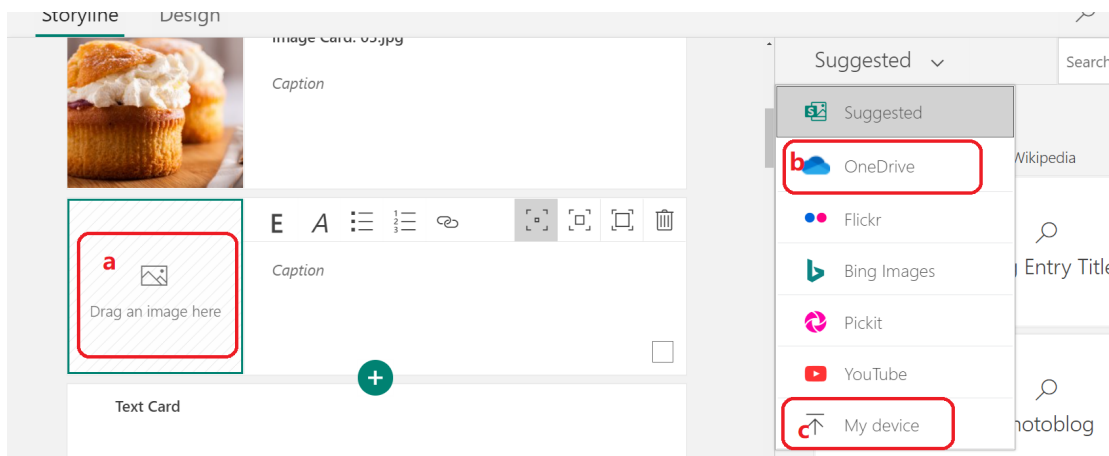
4.1 Uploading an image to Sway 上載圖片到 Sway

Step 1. Click「+」first, then select「Image」. 點擊「+」後，按「Image」.

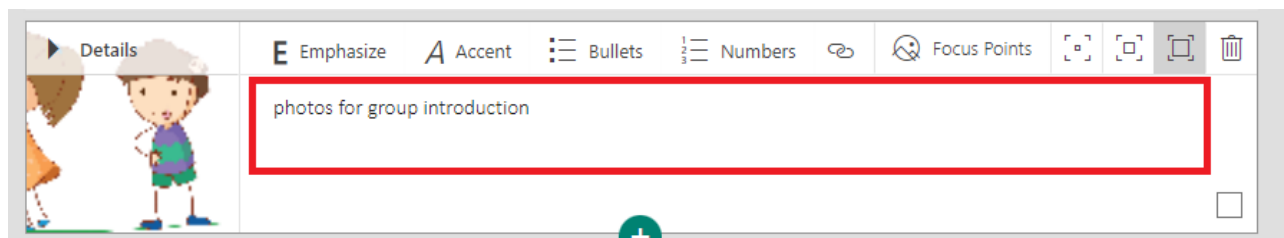


Step 2. There are 3 common methods to upload images: 常用有3種上載方式:

- **Method 1.** Dragging the images you want to upload from your computer to the frame; 從個人電腦上將需要的圖片拖至相框內(見下圖a);
- **Method 2.** Uploading from your “Onedrive”; 從Onedrive上載(見下圖b);
- **Method 3.** Uploading from a folder of your computer; 從個人電腦的文件夾上載(見下圖c);



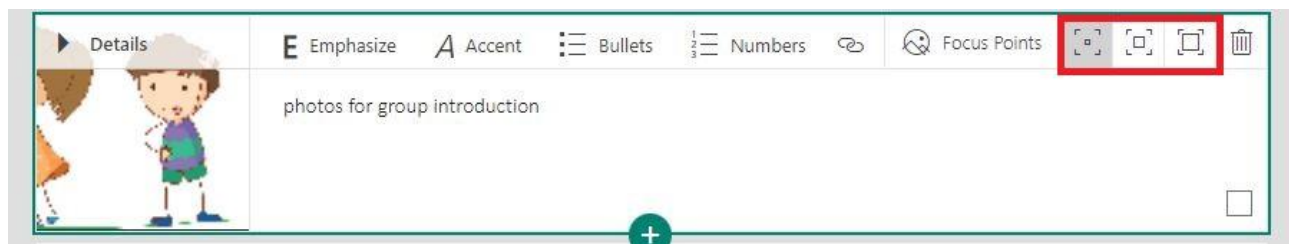
Step 3. Input necessary text to describe the image uploaded/inserted. 輸入必要的文本來描述上傳/插入的圖片。



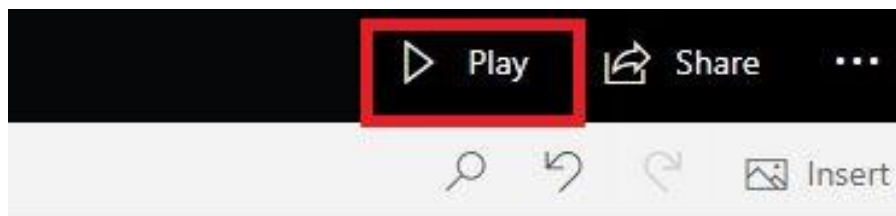
! Notes for students: uploading a background image to a heading is NOT suggested, because it may make the heading look unclear. 不建議在標題處添加背景圖片，否則標題可能會不夠清晰。

4.2 Adjusting and viewing the image(s) 檢視和調整圖片

Step 1. After uploading the image(s), You can click the **three square buttons** to adjust the image in three kinds of sizes. 上傳圖片後，點擊三個方形按鈕來調整圖片的三種尺寸。

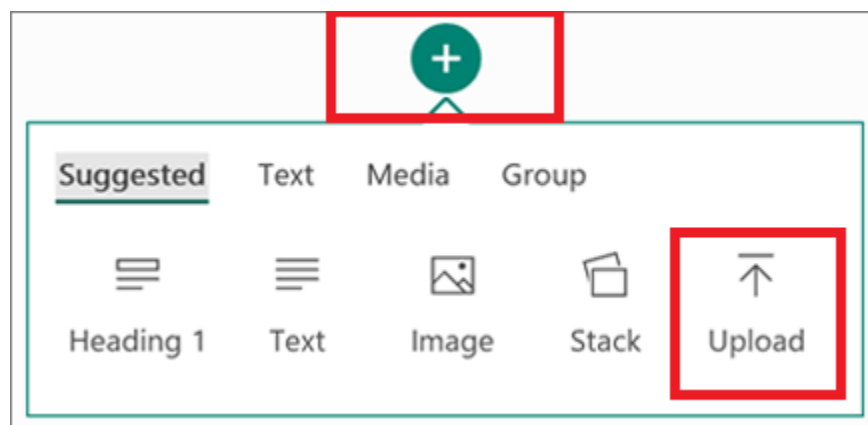


Step 2. Click 「Play」 to view the according display of images in Play mode, and further adjust. 點擊「播放」查看圖片的相應顯示，並進一步調整。

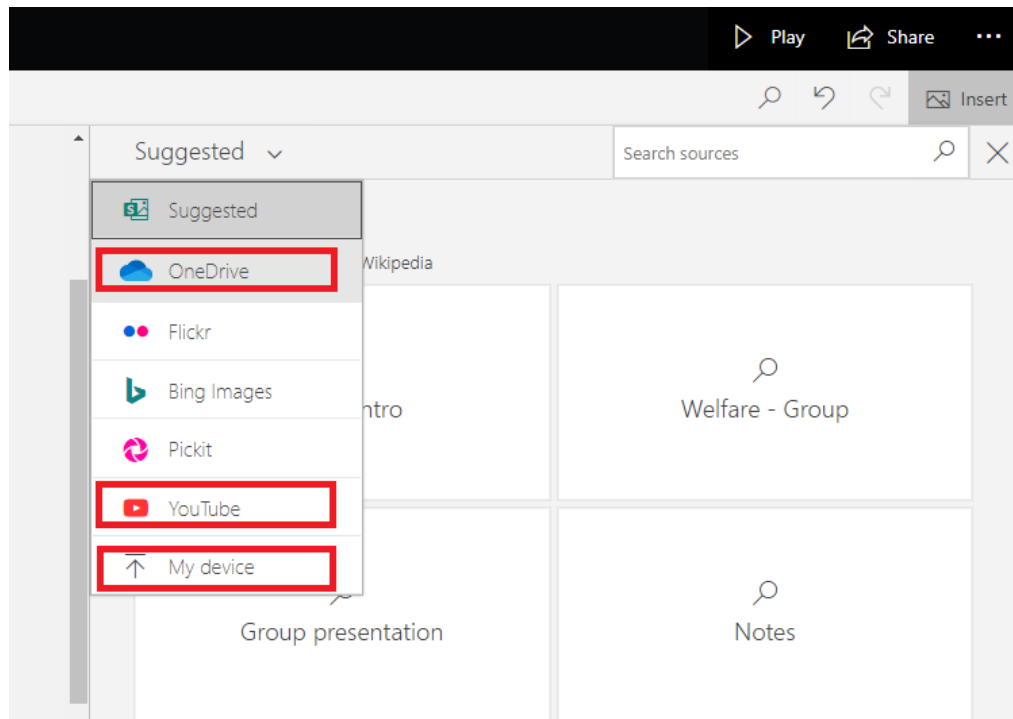


4.3 Adding a video to Sway 添加影片到 Sway

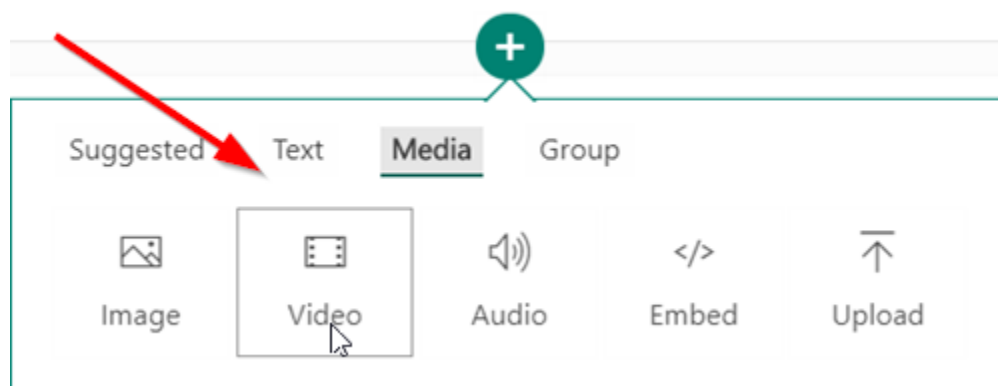
Step 1. Click「+」first, then select「Upload」. 點擊「+」後，按「Upload」.



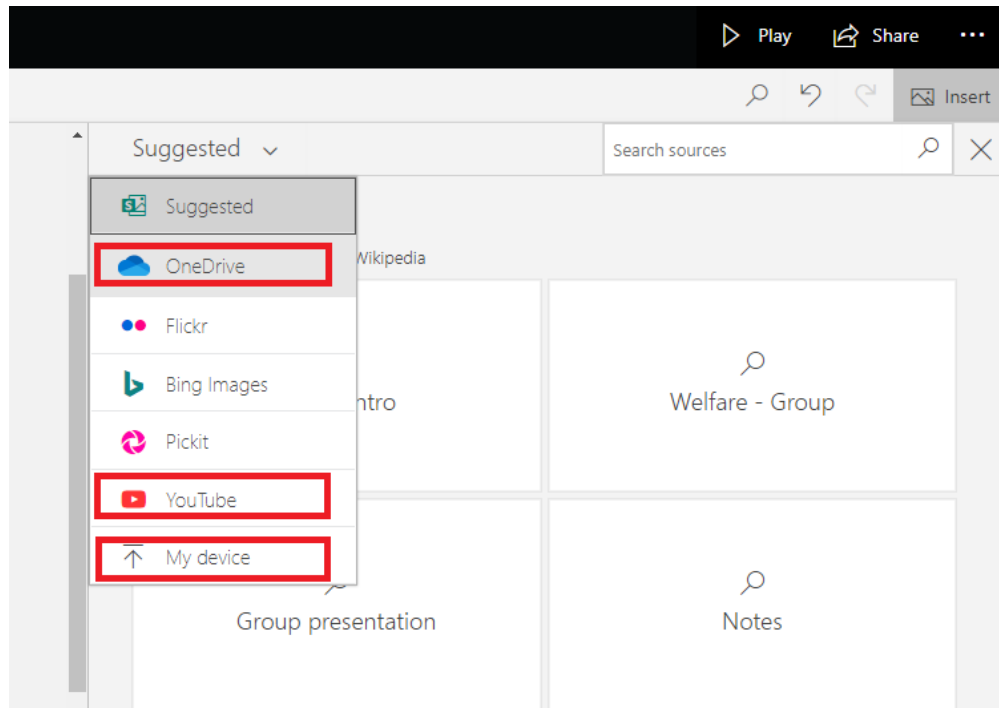
Step 2. There are 3 common methods to add videos into Sway: 常用有3種上載方式。



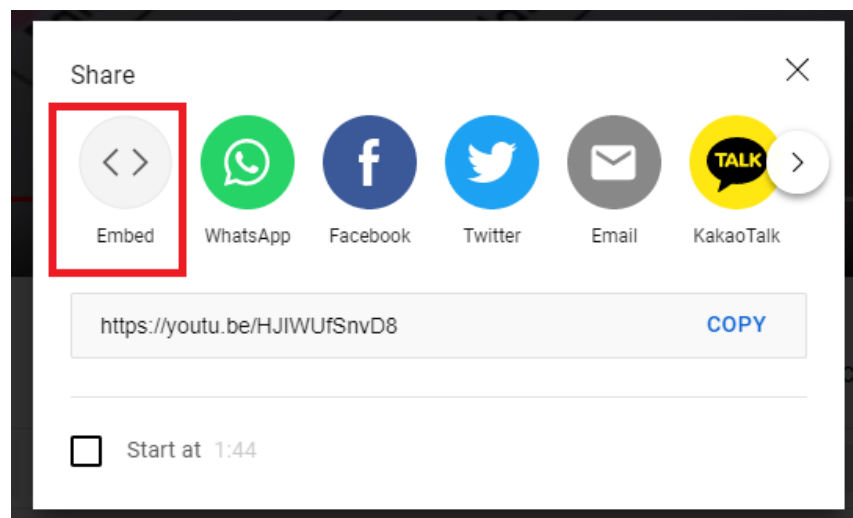
- **Method 1:** Uploading from your device. 從個人電腦上載.
- **Method 2:** Uploading from **OneDrive** (if your teaching videos have been uploaded to your OneDrive), which contains two steps below. 從OneDrive上載 (如果你的教學影片已上傳到 OneDrive), 共有以下步驟:
 - **First**, click「+」first, then 「Media」and「Video」. 點擊「+」後, 選「Media」, 點擊「Video」.



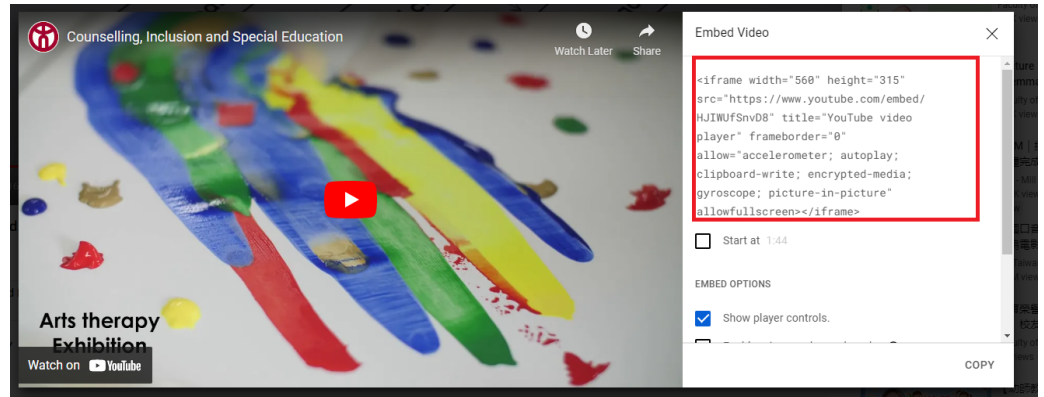
- **Second**, click OneDrive on the right under 「suggested」. 點擊右側「建議」下的 OneDrive.



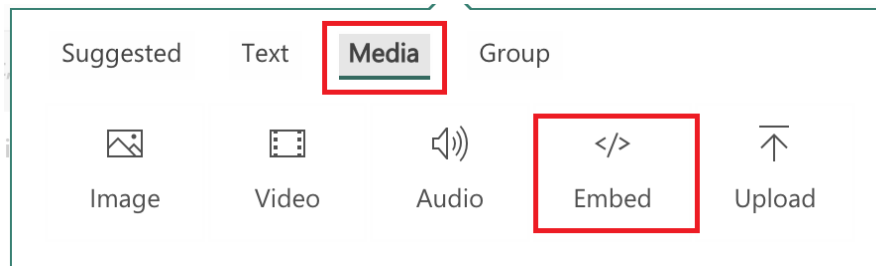
- **Method 3: Uploading from YouTube** (if your teaching videos have been uploaded to YouTube), which contains four steps below (This method is similar with the 「Embed method」.). 從YouTube上載 (如果你的教學影片已上傳到 YouTube), 共有以下步驟 (此方法和「Embed」方法類似):
 - **First**, get the <iframe> code from YouTube: In the chosen YouTube video, click 「Share」, then click 「Embed」. 從YouTube取得<iframe> 代碼: 於選中的YouTube影片, 先點擊「Share」, 再點擊「Embed」.



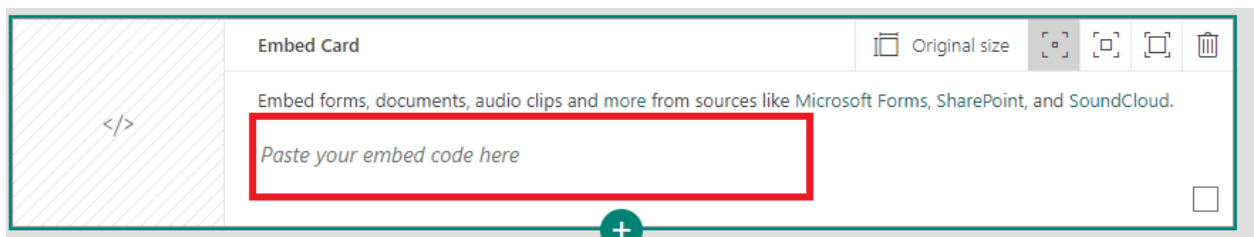
- **Second**, copy the <iframe> code generated by YouTube. 複製YouTube產生的<iframe>代碼.



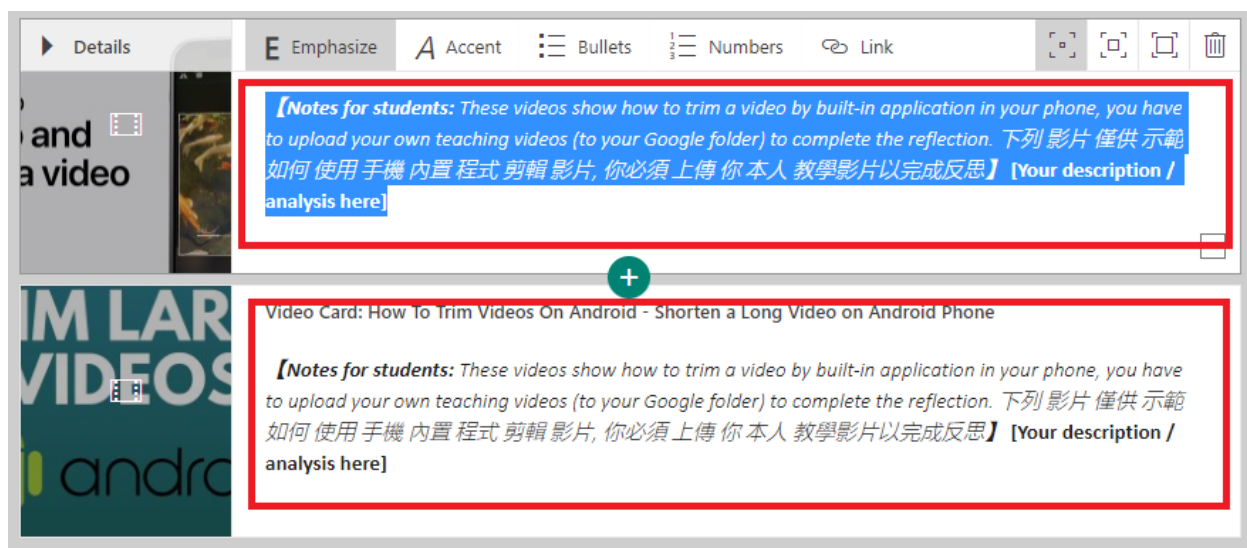
- **Third:** Return to Sway, click 「+」, select 「Media」, then click 「Embed」. 返回Sway, 點擊「+」後, 選「Media」, 點擊「Embed」.



- **Fourth:** Paste YouTube's <iframe> code here. 於此處貼上YouTube的<iframe>代碼.

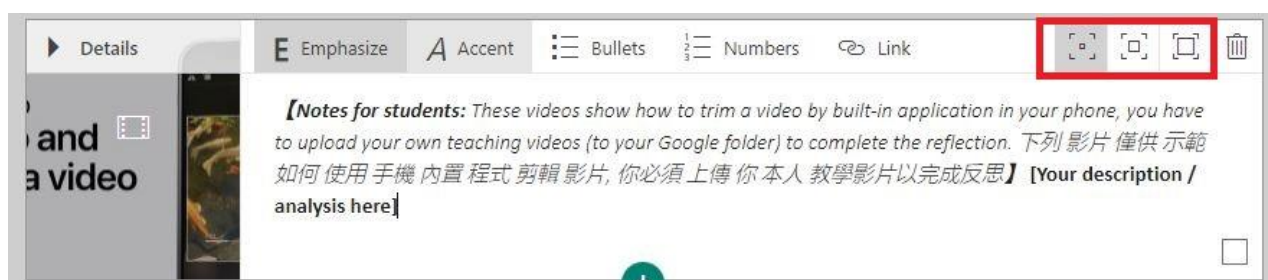


Step 3. Input necessary texts to describe the video(s) uploaded/inserted. 輸入必要的文本來描述上傳/插入的影片。

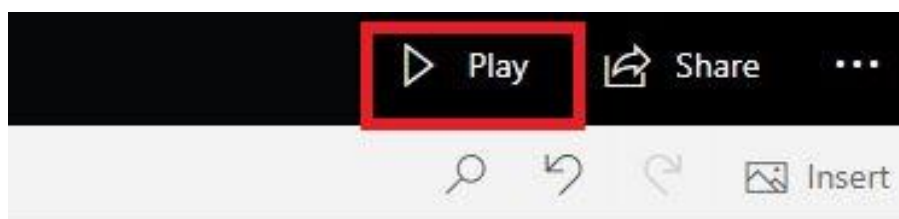


4.4 Adjusting and viewing the video(s) 檢視和調整影片

Step 1. After uploading the video(s), You can click the **three square buttons** to adjust the video in three kinds of sizes. 上傳影片後，點擊三個方形按鈕來調整影片的三種尺寸。



Step 2. Click 「Play」 to view the according display of images in Play mode, and further adjust. 點擊「播放」查看影片的相應顯示，並進一步調整。



⚠ **Notes for students:**

Sway supports common video file formats, such as .mp4 and .mov, and common audio file formats, such as .mp3 and .wav. Sway 支持常見的影片文件格式, 例如 .mp4 和 .mov, 以及常見的音頻文件格式, 例如 .mp3 和 .wav。

<https://support.microsoft.com/en-us/office/add-video-and-audio-files-into-sway-d2f14842-e103-49c0-9da2-0fbefcad381f>

5. Sharing Your Sway 共享你的Sway

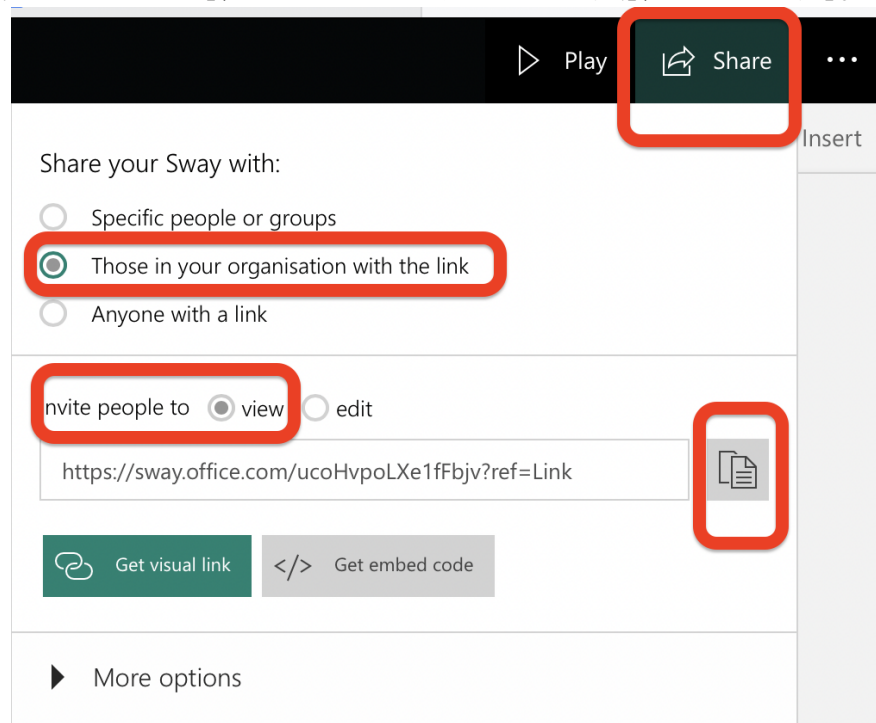


<https://youtu.be/LLTNL9CIEw8>

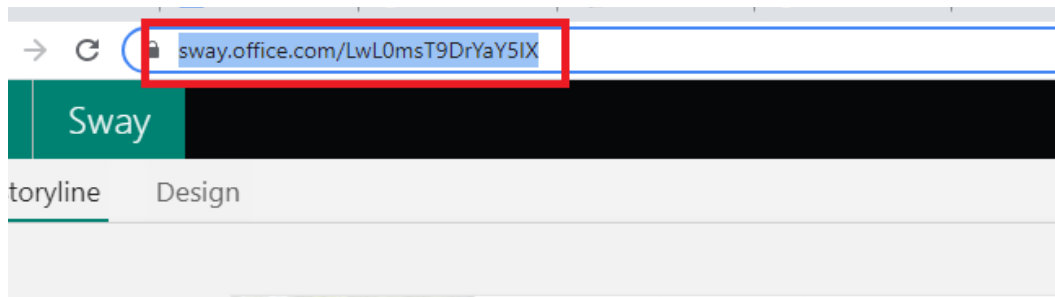
It is required to share your ePortfolio with the course teacher of this course. 此課程需要你和課程導師共享你在Sway建立的ePortfolios。

Method 1. Sharing the link of your Sway 共享 Sway 的連結

- **Step 1:** Click「share」, select「Those in your organization with the link」, select「view」. 點擊右上角「共用」, 選擇「組織中有連結的人員」, 選擇「檢視」。



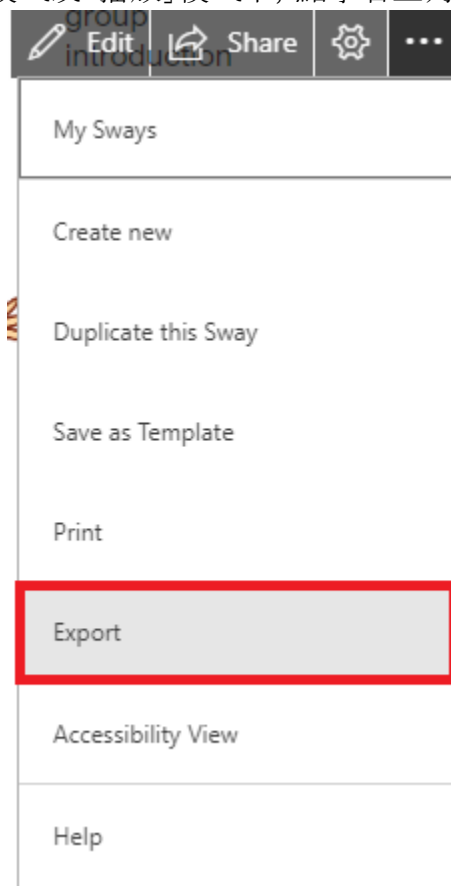
- **Step 2:** Click 「Copy」icon next to the link of Sway, (OR directly copy the link from address bar of the browser), then you can copy and send this link to the course teacher of this course by email or Moodle. 點擊連結旁邊的「複製」圖標 (或直接在瀏覽器地址欄複製), 便可複製 Sway 的連結, 然後你可以通過電子郵件或 Moodle發送此連結給課程導師。



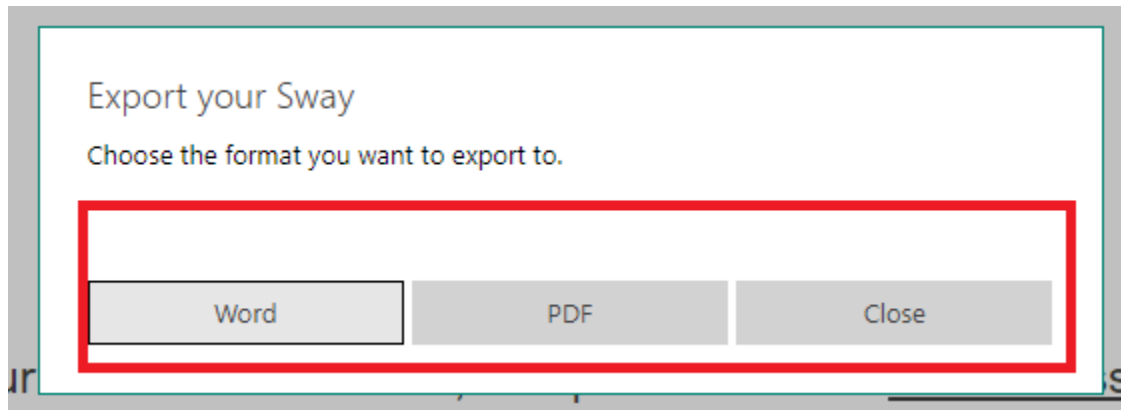
! Notes for students: The link of ePortfolio will NOT change when you edit e-portfolios on Sway. 當你在Sway編輯電子檔案時, 其連結不會更改。

Method 2. Exporting your Sway as a **PDF or Word** file for sharing.

- **Step 1.** In 「Edit」 mode or 「Play」 mode, click 「...」at the upper right corner, then choose 「Export」. 在「編輯」模式或「播放」模式下, 點擊右上角的「...」, 然後選擇「導出」。



- **Step 2.** Choose 「Word」 or 「PDF」 to export, then the file will be downloaded to your device. 選擇「Word」或「PDF」導出，然後文件將被下載到你的設備。



- **Step 3.** Send this file to your course teacher by email or Moodle. 通過電子郵件或 Moodle 發送此文件給課程導師。

! Notes for students: The Word or PDF file exported may not be able to show correctly the videos you embed/uploaded to Sway. 導出的 Word 或 PDF 文件可能無法正確顯示你嵌入/上傳到 Sway 的影片。

6. More resources for reference 參考連結

1. **Basic understanding of Microsoft Sway** 對於 Sway 的基本了解
<https://support.microsoft.com/zh-hk/office/sway-快速入門-2076c468-63f4-4a89-ae5f-424796714a8a>
<https://support.microsoft.com/en-us/sway>
2. **Sway quick start**
<https://support.microsoft.com/zh-hk/office/登入-sway-b60d6dc4-d2bc-4740-ab1d-e2c4071dca03>
3. **Adding videos and audio files to Sway** 添加影片和音訊到 Sway
<https://support.microsoft.com/en-us/office/add-video-and-audio-files-into-sway-d2f14842-e103-49c0-9da2-0fbcfcad381f>
4. **Sharing to others** 分享給他人
<https://support.microsoft.com/en-gb/office/share-your-sway-1cf853b8-ef7e-46b0-b704-003e58d28998>

5. Privacy settings in Sway Sway 中的隱私權設定

<https://support.microsoft.com/en-us/office/privacy-settings-in-sway-394b551c-be6f-4bd7-a70a-f318d72bf217>

6. ePortfolio 支援請點擊教育科技中心LTTC網址查看更多資源和工作坊資訊

<https://www.lttc.edu.hk/std-eportfolio/>

7. Guiding questions for students' reflection in ePortfolios

These questions and tips are for your reflection writing to complete your course ePortfolios EDA 3121. They are ONLY for your reference.

Purpose of building up ePortfolio

e-Portfolio is a means of reflection on your study. The purpose is to demonstrate what experiences, knowledge, and competencies you have gained from taking a course.

A reflection on the learning outcomes

1. What learning outcomes and competencies do you think you have mastered from this course?
2. How do these connect to your expectations of the course learning, the Course Intended Learning Outcomes, and the Generic Intended Learning Outcomes of the University?
3. What are the essential aspects of learning outcomes, knowledge, and competencies you have gained in the course?
4. What has the course offered to you? Describe and illustrate, with evidence, your understanding of essential concepts/knowledge learned in the course at different levels, e.g., comprehension of knowledge, application of knowledge, analysis and evaluation of knowledge, inspiration to related knowledge.
5. What impacts does the learning in the course have on you in different aspects, e.g., intellectual, attitudinal, behavioral?
6. What have you done to address the challenges when you learned the above?
7. What/How does the course consolidate/change your perspectives and approaches to the field/area of knowledge?

A reflection on the learning experience

1. Illustrate the learning experiences/strategies of your learning progress in the course, with evidence, if any.

2. What is your personal strength and weakness in learning the course, and how do you address them?
3. How does the learning experience in the course connect/add to your previous learning experiences?
4. How does the learning experience inspire you about your future learning focus and goal?

- End -