Instruction Manual for ePortfolios on Microsoft Sway

for **SED 3097/3098 Cater for Diverse Learning Needs (I&II)**

(as of 03 November 2022)

This manual is created by the FEHD e-learning team, The Education University of Hong Kong, specifically for this course. It is subject to change and for internal use by EdUHK colleagues and students only. Not intended for public consumption.

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   https://sway.office.com/tztC1OZgoOBLI85r?ref=Link

2. 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

Section 1. About the Platform "Microsoft Sway"

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1. Building up the structure of ePortfolio 建立 ePortfolio架構

   https://youtu.be/1Y4I9x4YTOs

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*ePortfolio*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/tztC1OZgoOBLI85r?ref=Link
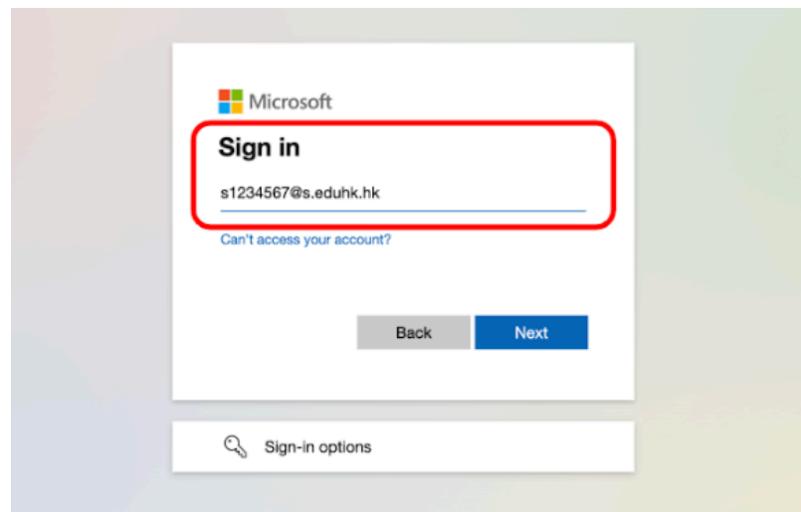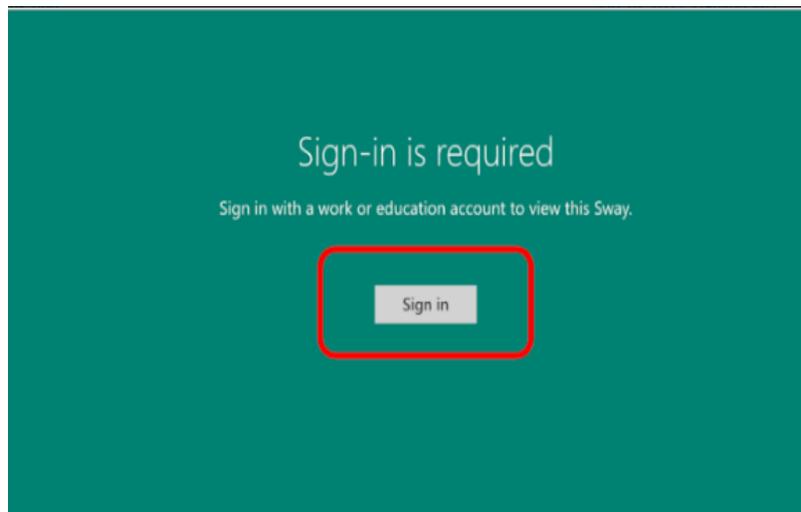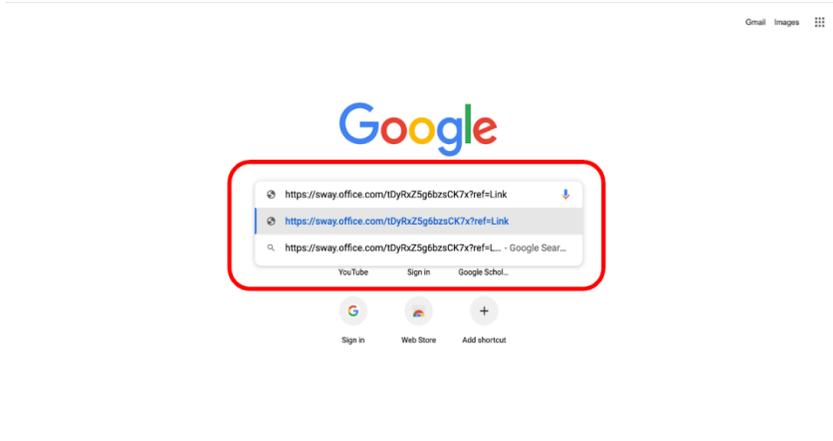
Step 2: Duplicate this template to "My Sway" under **your EdUHK account**.
將範本複製到"My Sway"（需要使用教大賬戶登錄）.
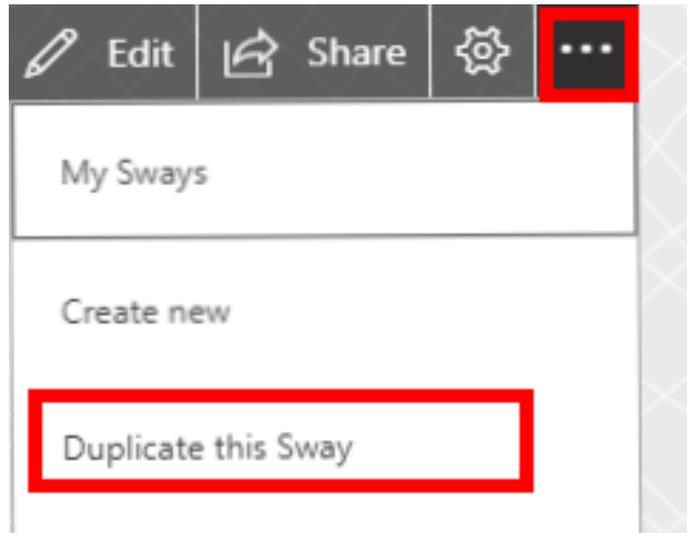
Step 3: Change the title, then click「Duplicate」
　　　　　修改範本標題, 點擊「複製」

Duplicate this Sway

We'll create a copy of this Sway and add it to your My Sways page. You can rename it first if you want.

SED 3097/3098 Catering for Diverse Learning Needs (I&II)—Individual Assignment (Template) 個別化教學計劃反思報告

Duplicate
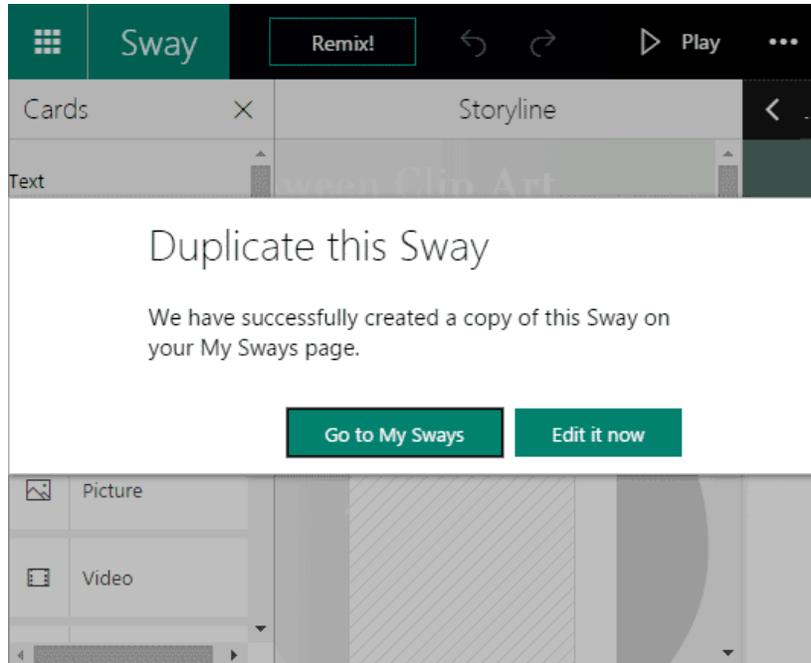
Step 4: Open it in "**My Sway**", and then begin to edit your own e-Portfolio. 在"我的Sway"中打開剛複製文件, 然後開始編輯你個人Sway/ePortfolio。
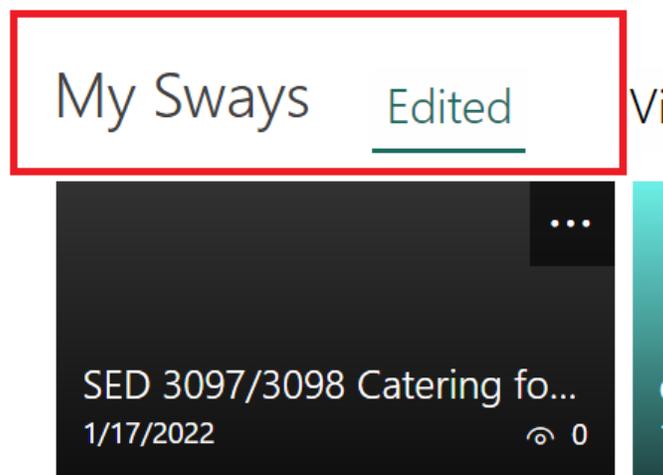
Step 5: Click 「**...**」at the upper right corner, then select 「**Setting for this Sway**」 點擊右上角「**...**」, 然後選擇「設置此**Sway**」
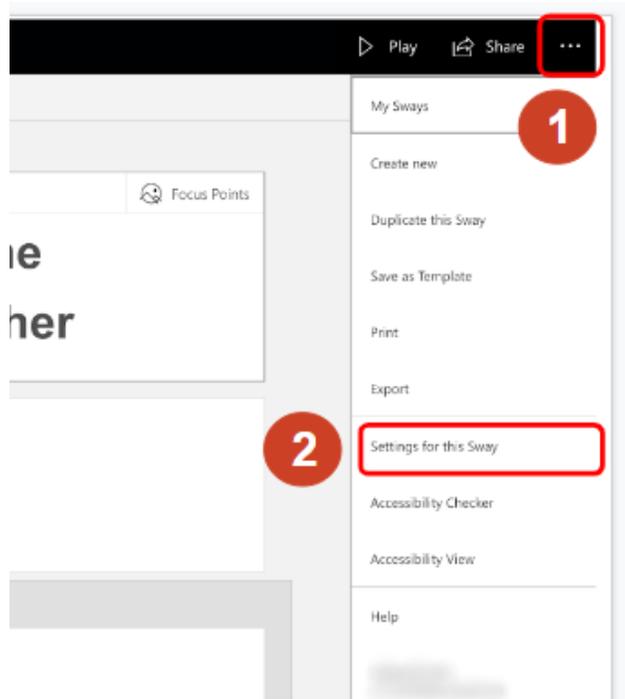
Step 6: UNCHECK "Viewers can change the layout of this Sway"
　　　　取消 "檢視者可以更改此 Sway 的佈局".
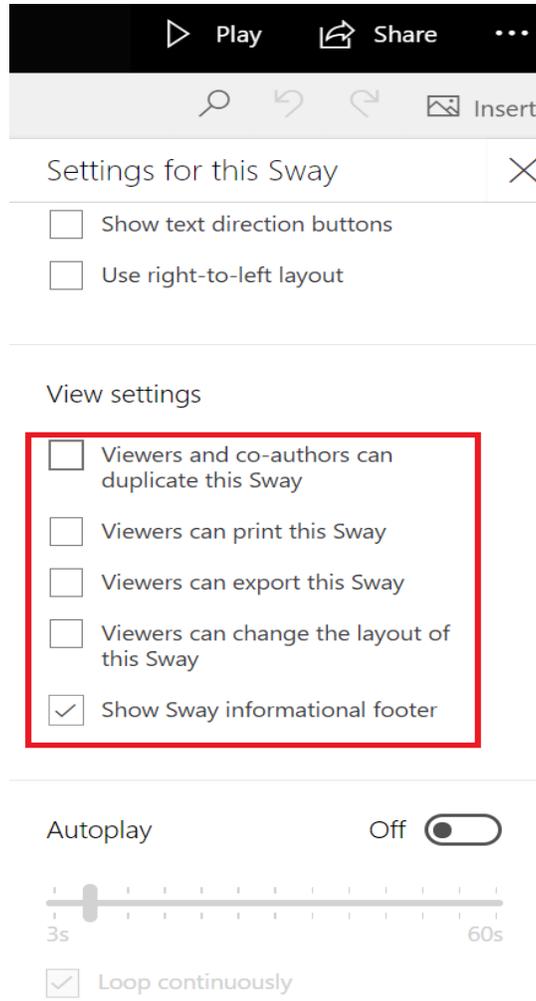
1.2 Personalising your ePortfolio 個性化你的ePortfolio

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*Sway/ePortfolios*（如需要）。

Step 1. Click「Design」on the upper left to personalise your ePortfolio 如需要, 點擊左上角「樣式」可自定義你的Sway/ePortfolios;

Step 2. Click「Styles」on the upper 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ePortfolio.
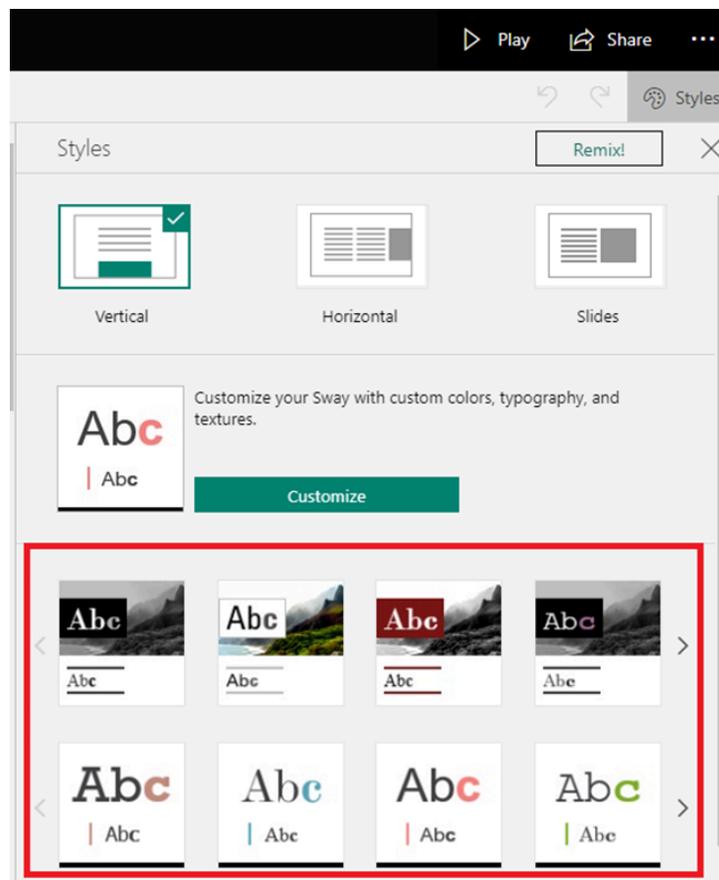
2. Text input for major sections 主要部分文本

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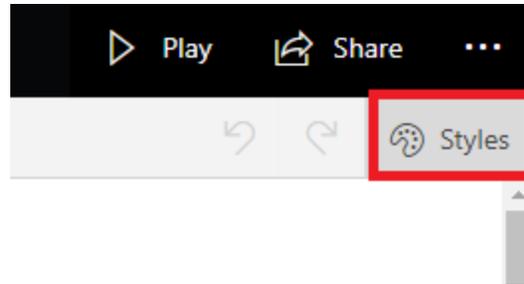
⚠️Notes for students: Your own text is required in the **text card** for EVERY main part of the ePortfolio, but it is NOT necessary to move or change the headings of each part. 你需要在每一個主要部分下方的文本卡片中輸入你的個人文本, 但並不需要移動和修改每個主要部分的標題(以下圖為例)。

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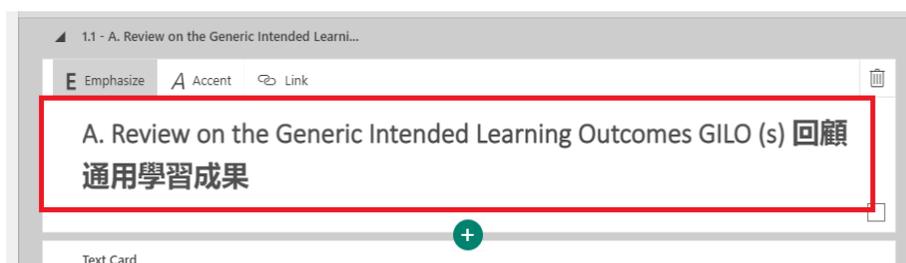
2.1 Adding Headings 添加標題

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**」.
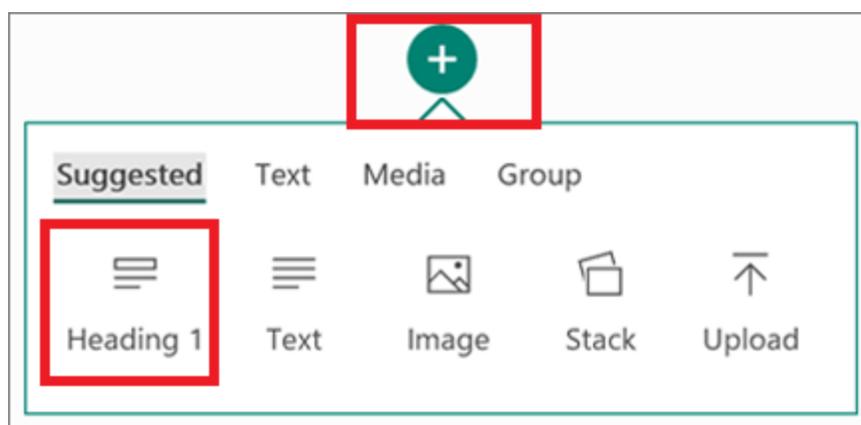
2.2 Adding Text 添加文字

Step 1. Click「**+**」first, then select「**Text**」.點擊「**+**」後, 選「**Text**」.
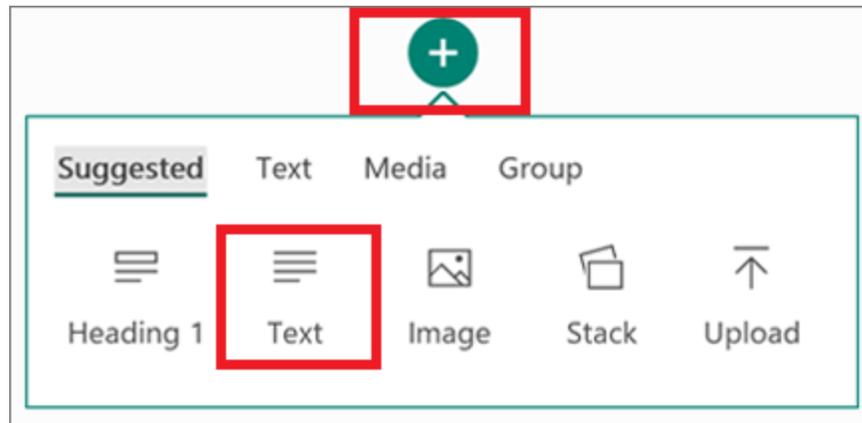
Step 2. Click「**Emphasise**」and「**Accent**」to stand out the text, if needed. 點擊「强調」及「突出」以突出顯示文字(如需要).
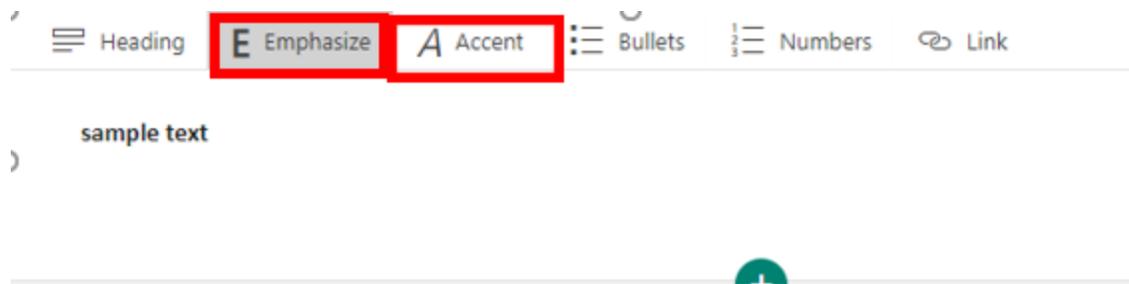
Step 3. Click「**Bullets**」and「**Numbers**」to create bulleted and numbered lists, if needed. 點擊「項目符號」及「編號」以創建項目符號列表和編號列表(如需要)。
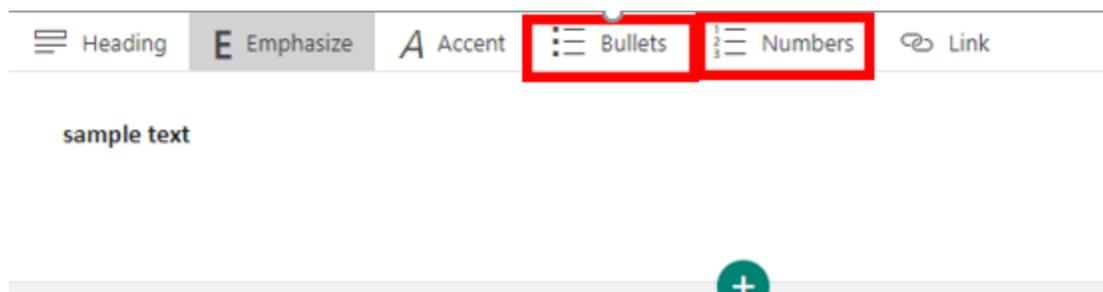
Step 4. Click「**Link**」to embed web links into the selected texts, **if needed**. Then, copy and paste the link(s) of the selected website(s) , and change the display texts if needed 點擊「連結」以嵌入網頁鏈接到相關文字中（如需要），然後複製和粘貼網頁連結, 和更改顯示文字。
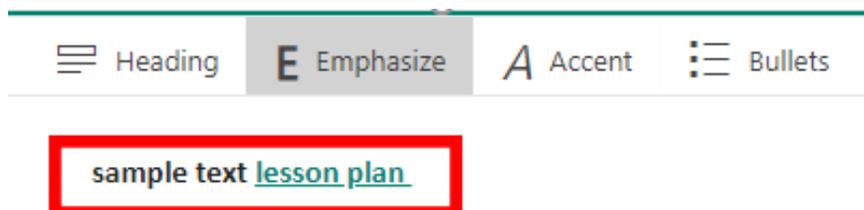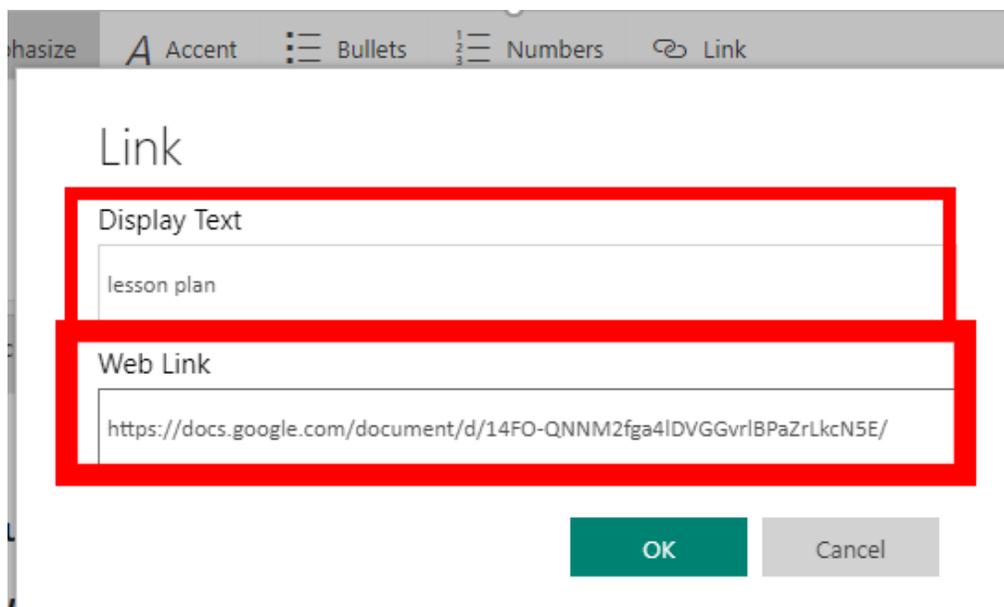
3. Adding Images/videos 添加圖片或影片

https://youtu.be/42G_PwlOAWA

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。

3.1 Uploading an image to Sway 上載圖片到 Sway

Step 1. Click「+」first, then select「**Image**」. 點擊「+」後，按「**Image**」.
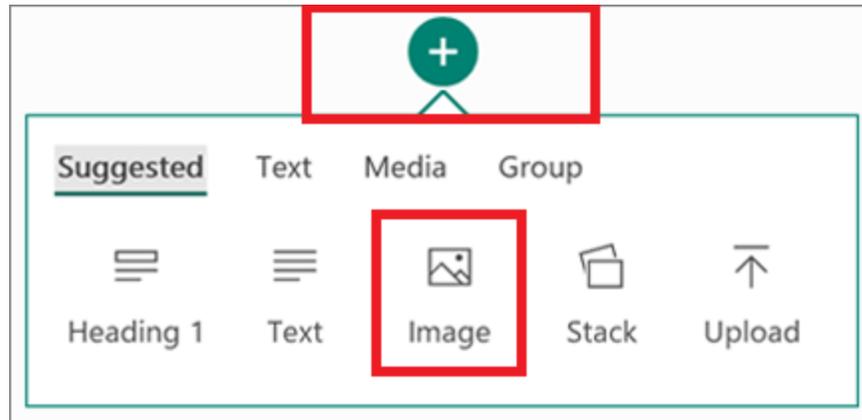
Step 2. There are 3 common methods to upload images: 常用有3種上載方式：

- **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（(如果你需要的圖片已上載到 OneDrive, 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）；
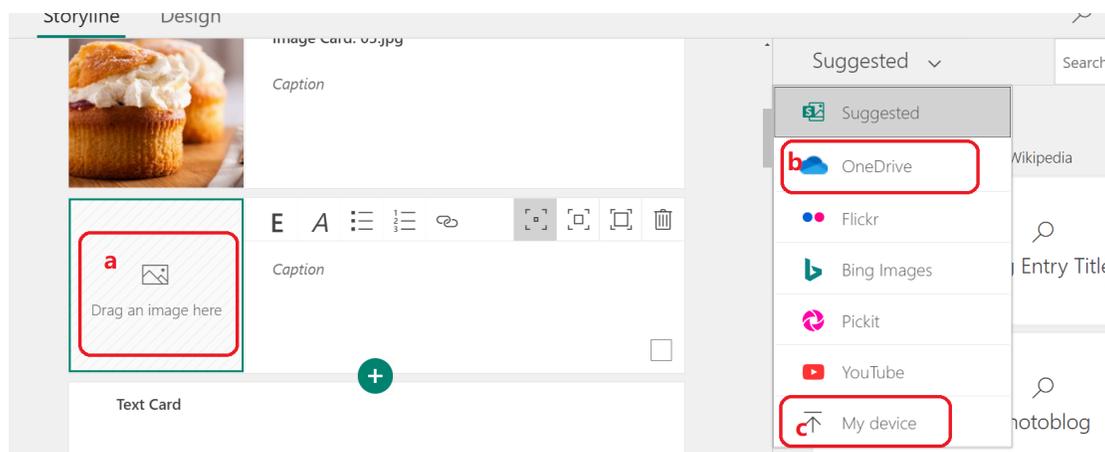
Step 3. Input necesary text to descript the image uploaded/inserted. 輸入必要的文本來描述上載/插入的圖片。
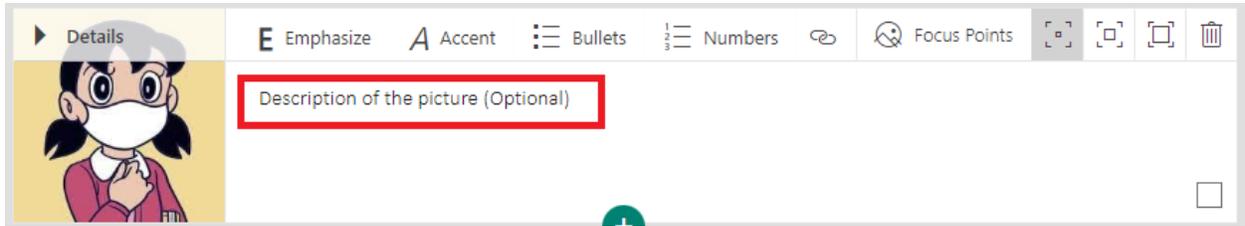
⚠️**Notes for students:** uploading a background image to a heading is NOT suggested, because it may make the heading look unclear. 不建議在標題處添加背景圖片，否則標題可能會不夠清晰。

3.2 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. 上載圖片後，點擊三個方形按鈕來調整圖片的三種尺寸。
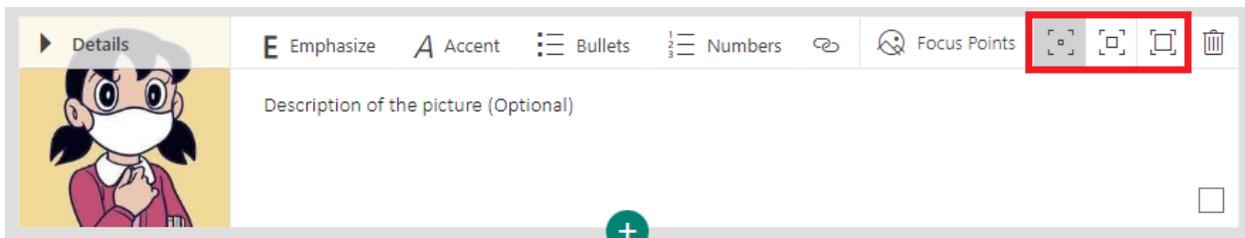
Step 2. Click「 **Play**」to view the according display of images in Play mode, and further adjust. 點擊「 播放」查看圖片的相應顯示，並進一步調整。
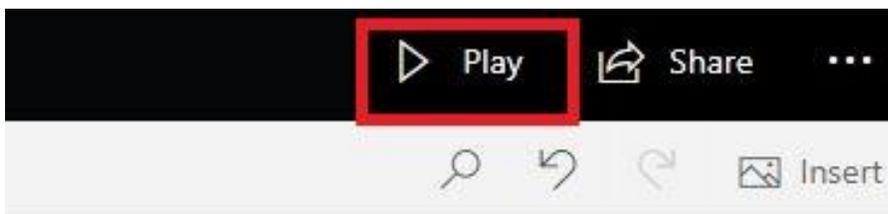
3.3 Adding a video to Sway 添加影片到 Sway

Step 1. Click「+」first，then select「**Upload**」.點擊「+」後，按「**Upload**」.
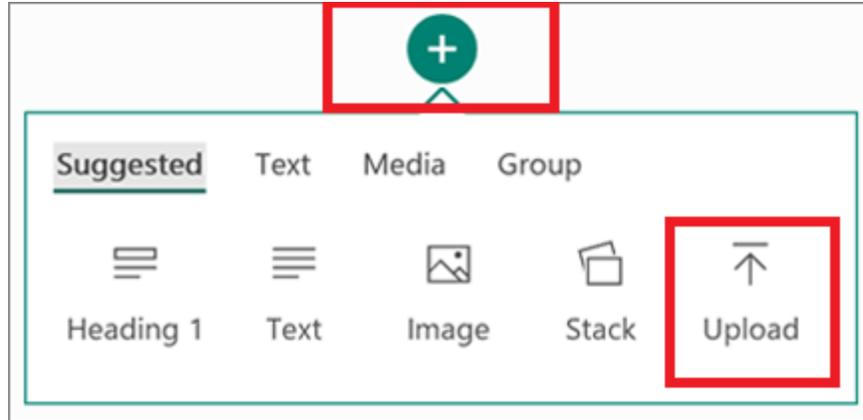
Step 2. There are 3 common methods to add videos to Sway: 常用有3種上載方式。
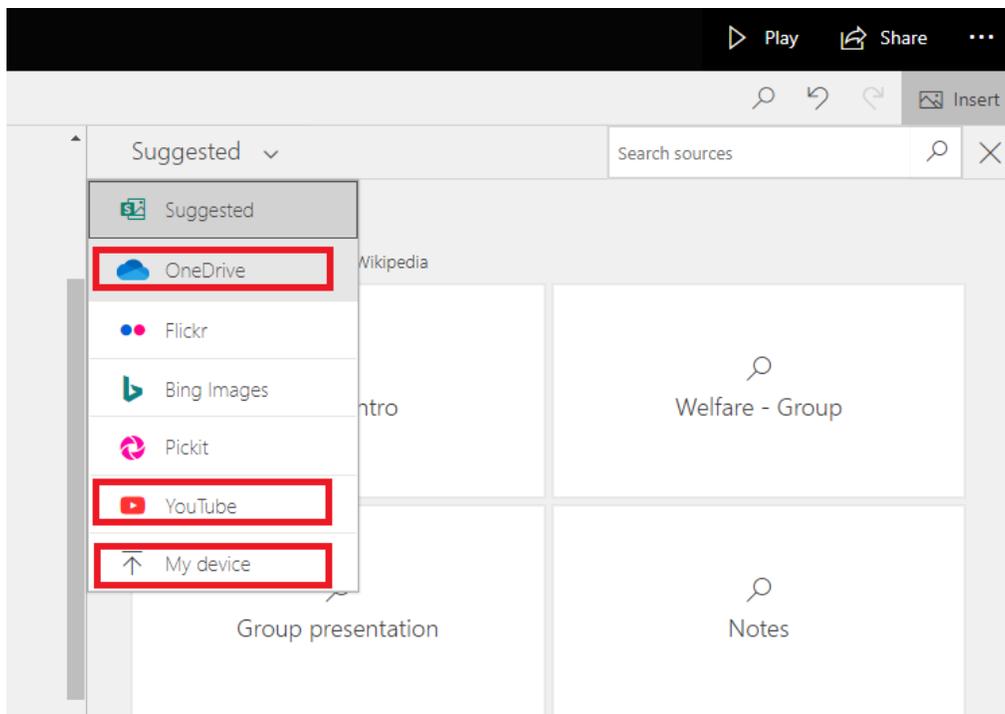
- - **Method 1**: Uploading from your device. 從個人電腦上載.
- - **Method 2:** Uploading from **OneDrive** (if your teaching videos have been uploaded to your OneDrive), which contains two steps below. 從OneDrive上載 (如果你需要的影片已上載到 OneDrive), 共有以下步驟:
    - ■ **First**, click「+」first, then「**Media**」and「**Video**」. 點擊「+」後, 選「**Media**」, 點擊「**Video**」.
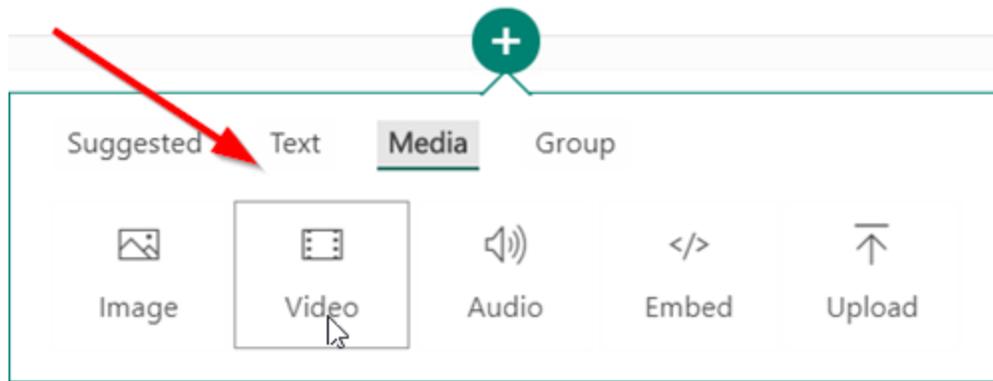
■ **Second,** click OneDrive on the right under「suggested」. 點擊右側「建議」下的 OneDrive.
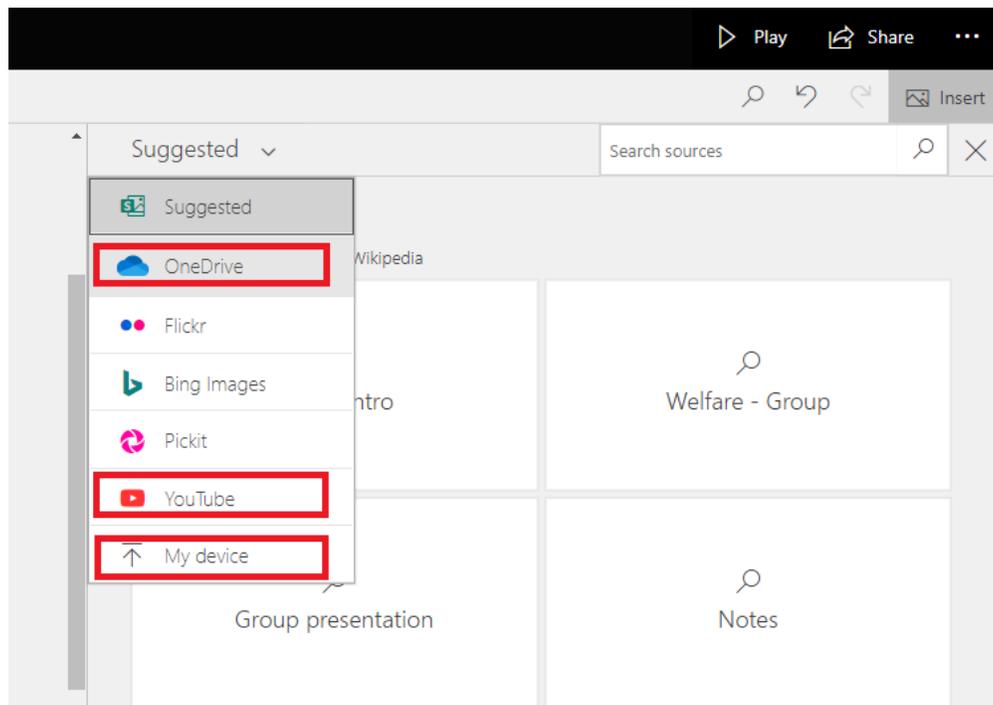
- **Method 3:** Uploading from **YouTube**, which contains four steps below (You can search randomly or choose a particular YouTube video, this method is similar to the「Embed」.). 從YouTube上載, 包含以下四個步驟(你可以隨機搜索或選擇特定的 YouTube 影片, 此方法與「嵌入」類似):
  ● **First,** get the <iframe> code from YouTube: In the chosen 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」.
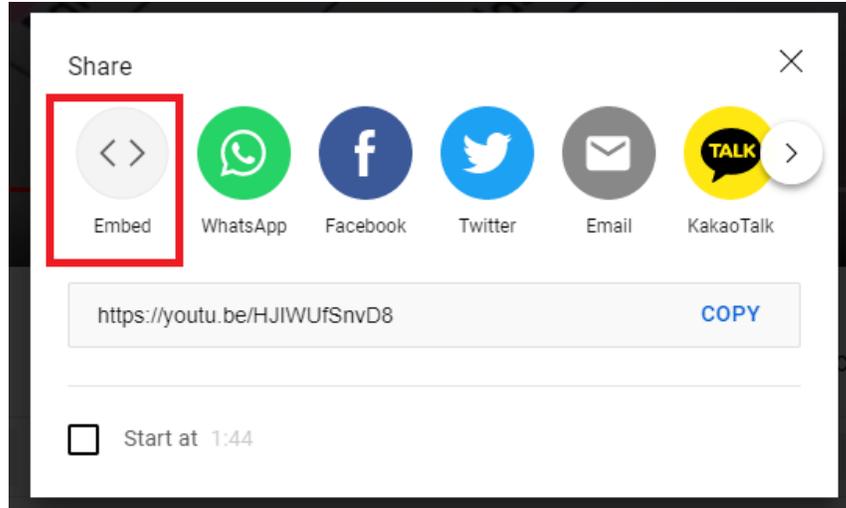
- **Second,** copy the <iframe> code generated by YouTube. 複製YouTube產生的<iframe>代碼.
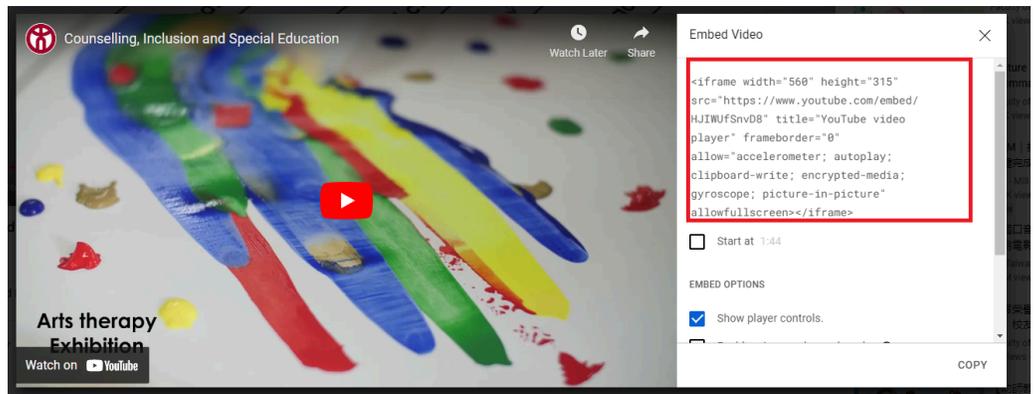
- **Third:** Return to Sway, click 「**+**」, select 「**Media**」, then click 「**Embed**」. 返回Sway, 點擊「**+**」後, 選「**Media**」, 點擊「**Embed**」.
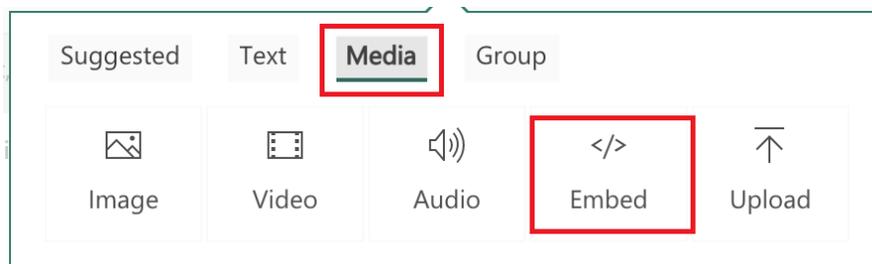
- **Fourth**: Paste YouTube's <iframe> code here. 於此處貼上YouTube的 <iframe>代碼.
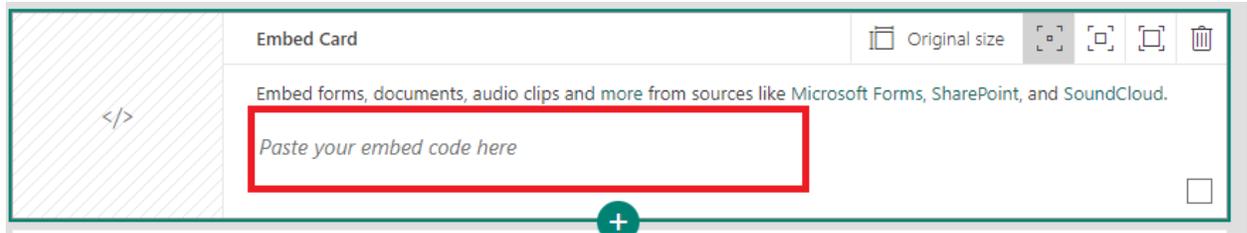
Step 3. Input necesary texts to descript the video(s) uploaded/inserted. 輸入必要的文本來描述上載/插入的影片。
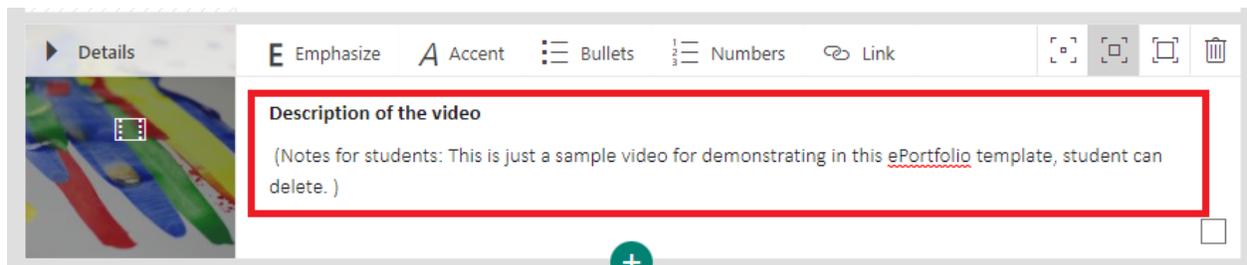
3.4 Adjusting and viewing the video(s) 檢視和調整影片

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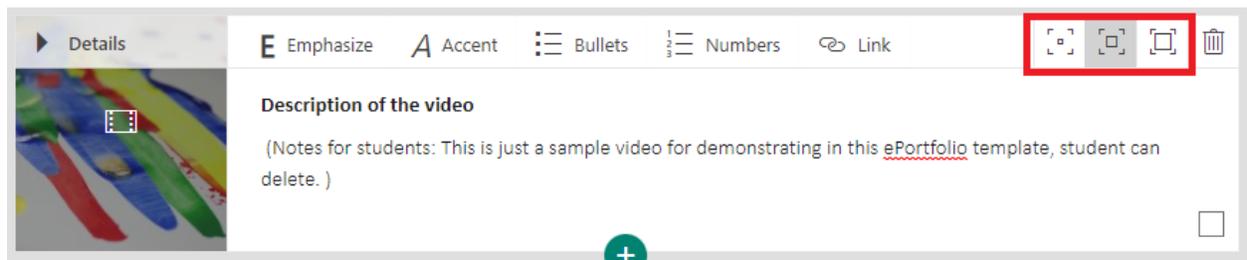

Step 2. Click「**Play**」to view the according display of images in Play mode, and further adjust. 點擊「播放」查看影片的相應顯示, 並進一步調整。
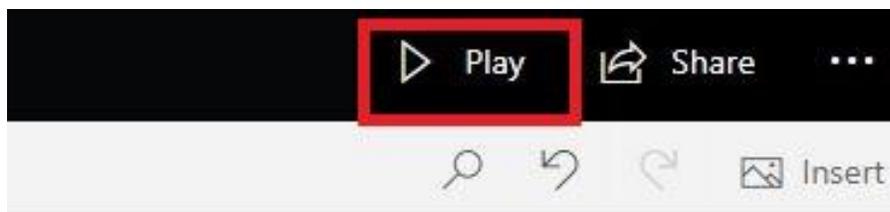
⚠ Notes for students:

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-e103-49c0-9da2-0fbcfcad381f

4. Sharing Your Sway 共享你的Sway

 https://youtu.be/g1FP4s-GY4Y

It is required to share your ePortfolio with the course teacher of this course, the instruction below are suggested based on SWAY's function, special requirement please refer to your course instructors. 此課程需要你和課程導師共享你在*Sway*建立的*ePortfolios*，以下步驟是根據Sway平臺功能而建議，您的課程導師可能有其具體要求。

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」。
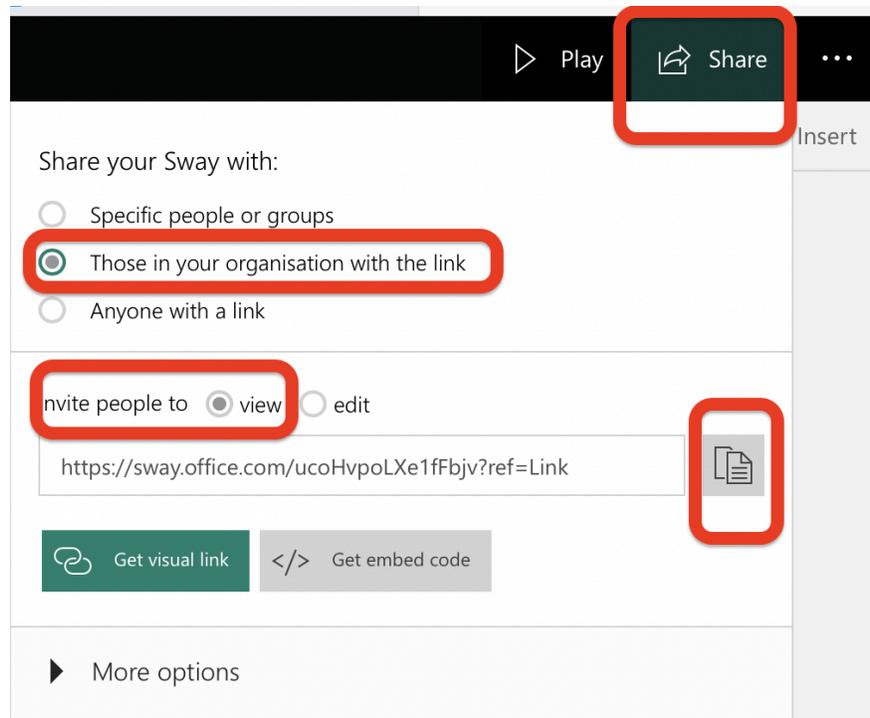
- **Step 2:** Click「**Copy**」icon next to the link of Sway, (OR directly copy the link from address bar of the browser), then you can copy and send this link to the course teacher by email or Moodle. 點擊連結旁邊的「複製」圖標 (或直接在瀏覽器地址欄複製), 便可複製 Sway 的連結, 然後你可以通過電子郵件或 Moodle發送此連結給課程導師。
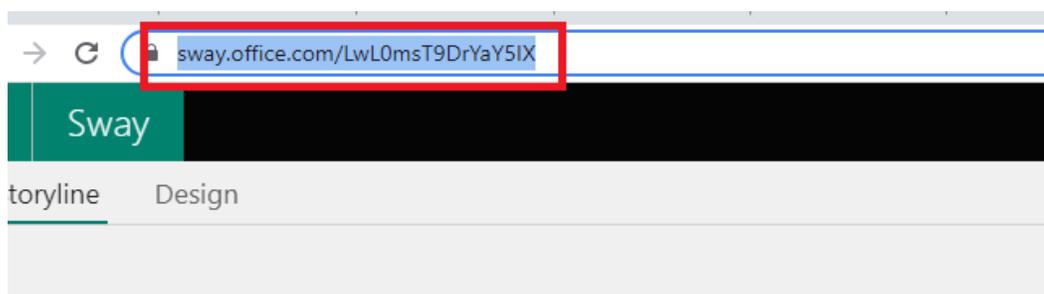
⚠️**Notes for students**: This link will NOT change when you edit e-portfolios on Sway. 當你在Sway編輯電子档案時, 此連結不會更改.

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」。
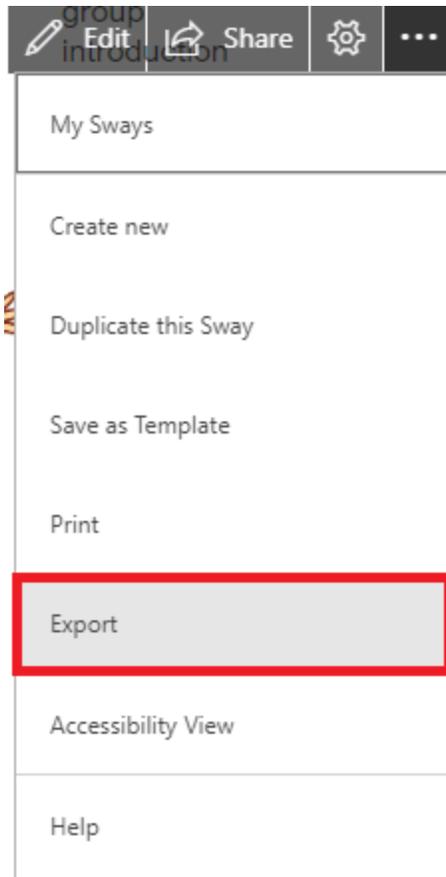
- **Step 2**. Choose「**Word** 」or「**PDF**」to export, then the file will be downloaded to your device. 選擇「**Word**」或「**PDF**」導出，然後文件將被下載到你的設備。
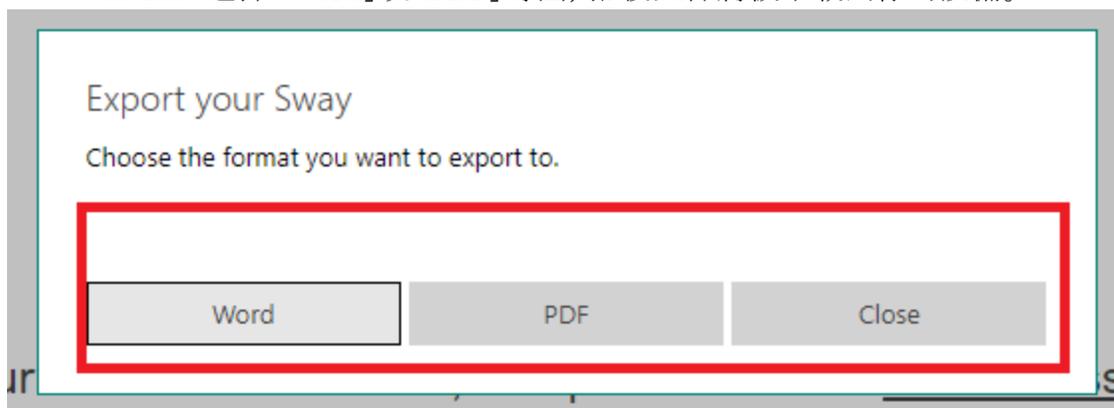
- **Step 3**. Send this file to your course teacher by email or Moodle. 通過電子郵件或 Moodle發送此文件給課程導師。

⚠️**Notes for students**: The Word or PDF file exported may not be able to show correctly the videos you embed/upload 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。

Section 2. About <mark>the documents</mark> put into "Microsoft Sway"

5. Copying the template of teacher comment Google Doc 複製"導師意見文件"範本

https://youtu.be/3uiIMLSIY5w

*This part aims to help you understand how to duplicate **the template of teacher comment** Google doc for course teacher to view and comment on your ePortfolios.* 這部分旨在幫助你了解如何復制教"導師意見文件"的範本，以便課程導師查看和評論。

Step 1: Open the link of the **template of teacher comment** in any browser; 在任意瀏覽器中打開此"導師意見文件"範本連結;

<mark>**The template of teacher comment**:
https://docs.google.com/document/d/1xaNyx1FrW1xh5peq7xjENMgWJ0-RZhRluI5XV9aTioA/edit?usp=sharing</mark>

Step 2: Click「**File**」in the upper left corner, then「**Make a copy**」, the copy will be automatically saved in your Google Drive with the name of "Copy of ….."; 點擊左上角「檔案」, 然後「建立副本」, 該副本將自動保存在您的 Google 雲端硬碟中, 名稱為"...的副本";
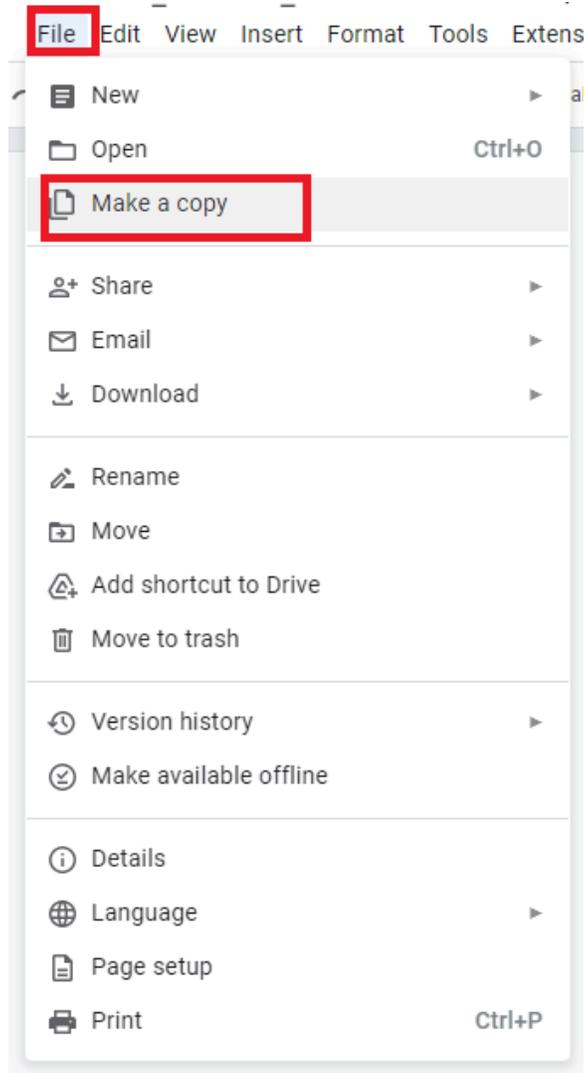
Step 3: Find your copy in「**My Drive**」, and rename it with your class and your name, then start editing on it online. 在「我的雲端硬碟」中找到副本, 並使用你的班級和組名重命名, 然後就可以網上編輯此文檔。

6. Setting access right for teacher comment Google Docs 設置 "導師意見文件"的權限

https://youtu.be/3MIaPAYUuI8

Step 1: Click「**Share**」button in the upper right corner of the teacher comment Google doc; 點擊 "導師意見文件" 的右上角的「共用」按鈕;
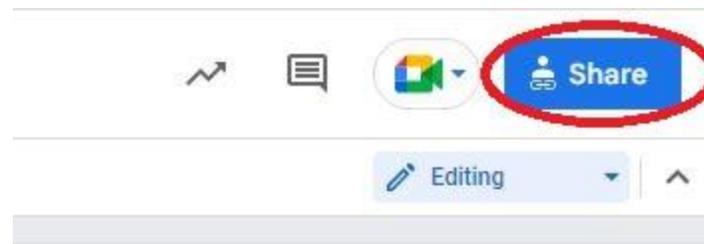
Step 2: Choose the「**Anyone with the link**」(so your teacher can access easily); 選擇「任何知道連結的使用者」(這樣課程導師就可以輕鬆訪問)。
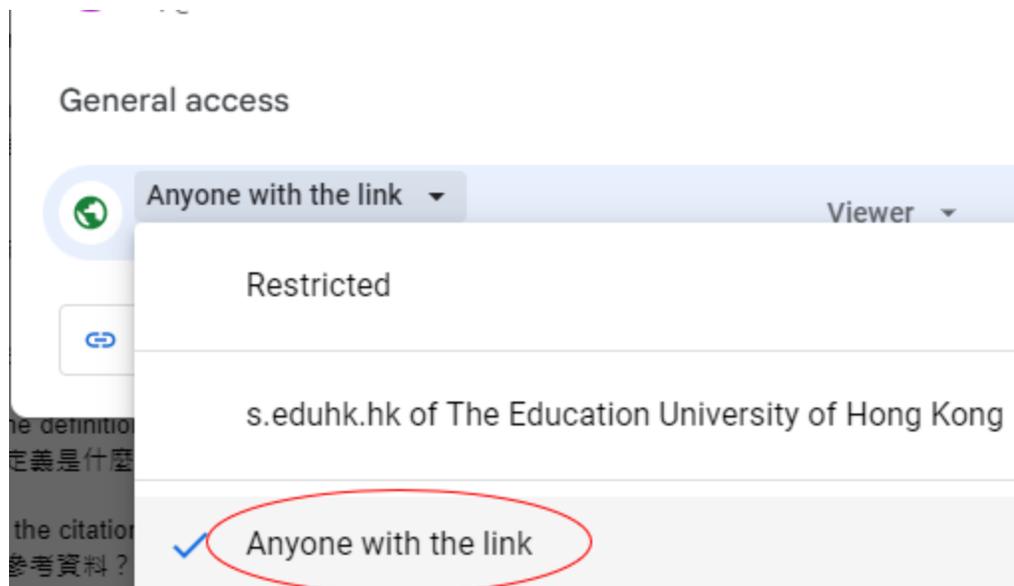
Step 3: Select anyone with the link as「**Editor**」(so your group mates can edit, and teacher can comment), then click「**copy link**」選擇任何知道連結的使用者「編輯者」(因此課程導師可以評論), 然後點擊「複製連結」.
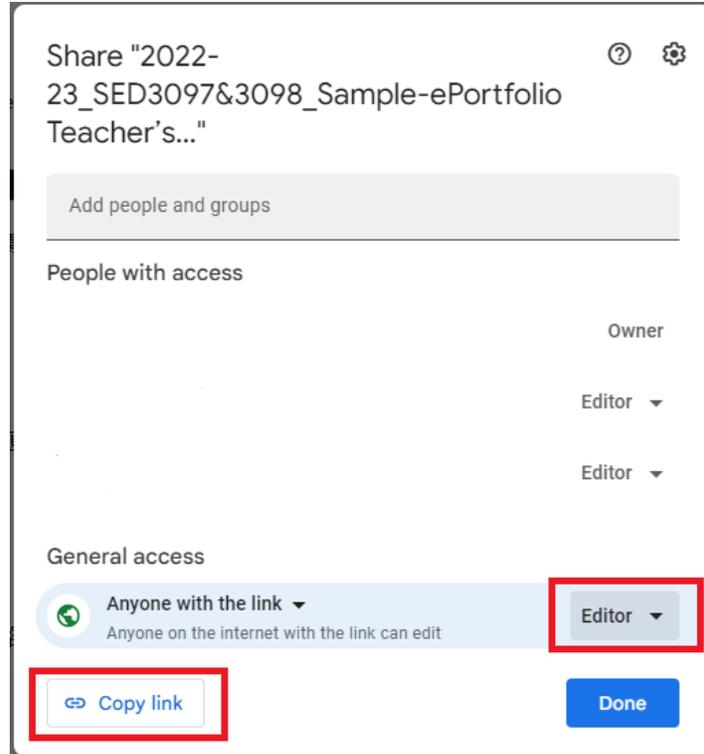
Step 4. Return to your Sway (Edit mode), choose the display text, Click「**Link**」,embed/paste the link into the selected texts of the FIVE required parts of ePortfolio, then click「**OK**」. 返回 Sway (編輯模式), 選擇顯示文本, 點擊「**Link**」, 將連結嵌入到 ePortfolio 的五個必需部分的選定文本中, 點擊「**OK**」。
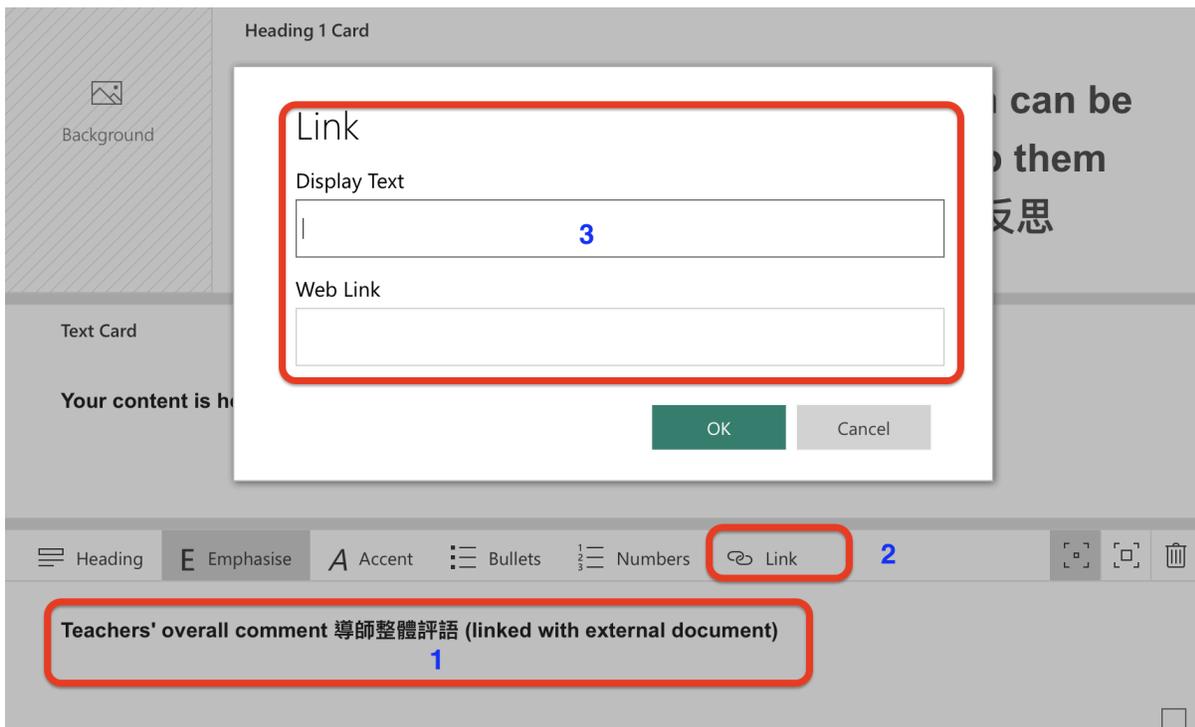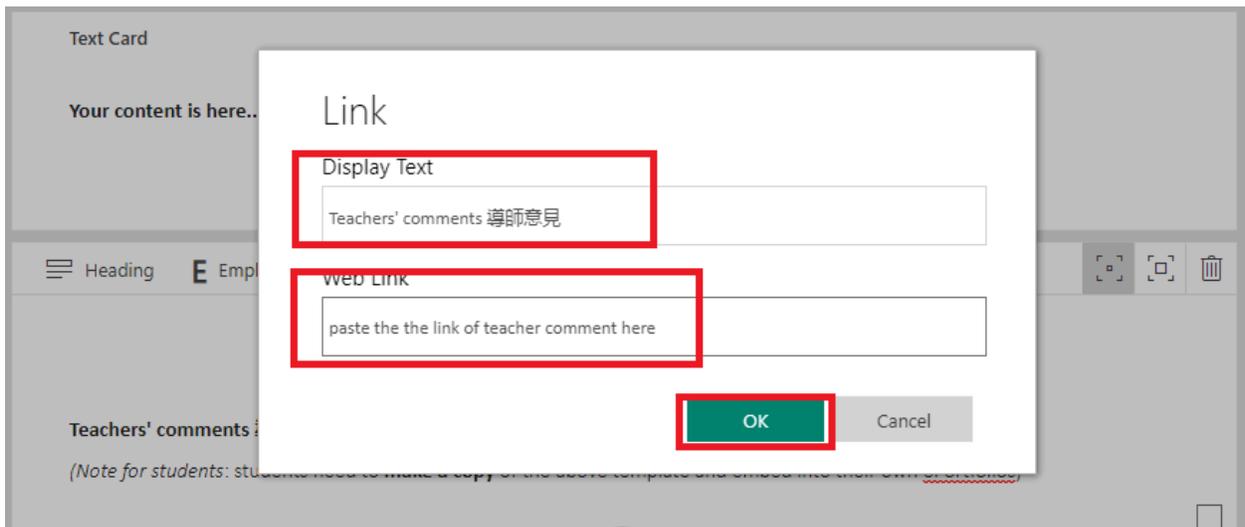
⚠️ *Notes for students*:
1. *Please ensure to follow the above steps to set the access right for teacher comment Google doc.*
2. *Students can choose to download this template of teacher comment, but offline-version WILL NOT be able to be commented unless it is uploaded and set access right in Google Drive or OneDrive.*

⚠️注意:
1. 請確保按照上述步驟設置 "導師意見文件" 的訪問權限
2. 學生可以下載此導師意見文件範本, 但離線文件需要上載到*Google Drive/One Drive*並設置訪問權限, 導師才可以檢視和留下評論意見。

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7. Setting a shared folder for supporting files of your ePortfolio 為 ePortfolio 的支持文件設置共用文件夾

https://youtu.be/mqzjAZ9zgzM

This part aims to help you store your supporting files of your ePortfolios for the course teacher to review and comment if needed.
此部分的目的是幫助你上載和儲存相關支持文件, 並供課程導師檢視和評論 (如需要).

⚠️Notes for students: You can create a shared folder and file in your GoogleDrive or Microsoft OneDrive, 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Google Drive, 或 Microsoft OneDrive 或 個人Dropbox中創建共用文件夾和上載文件, 只要你的設置可讓課程導師可以檢視和評論**.**

7.1 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, 然後將你的支持文件上載至該文件夾中。
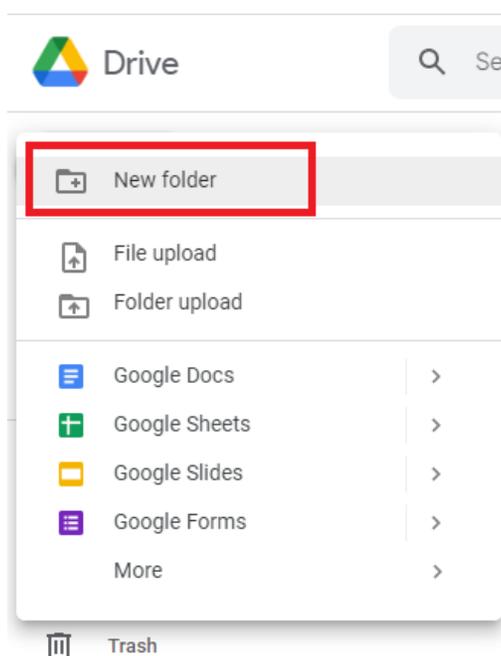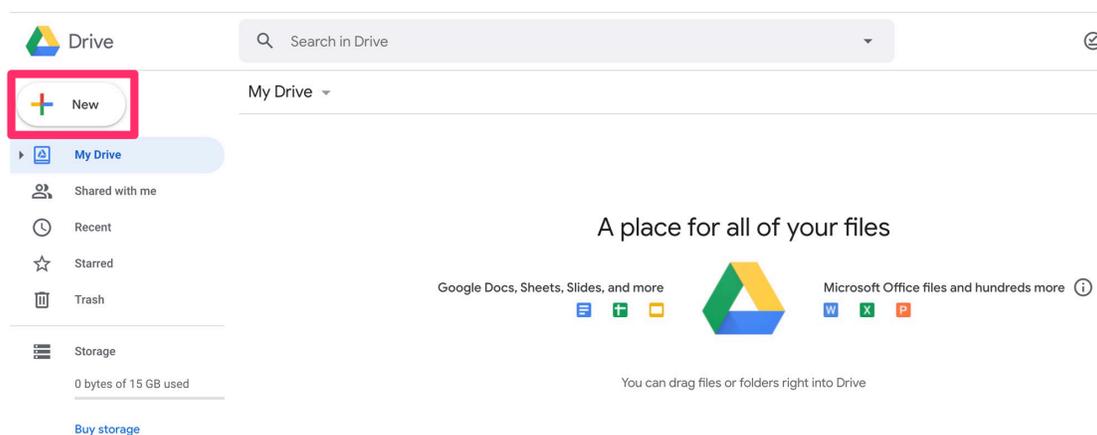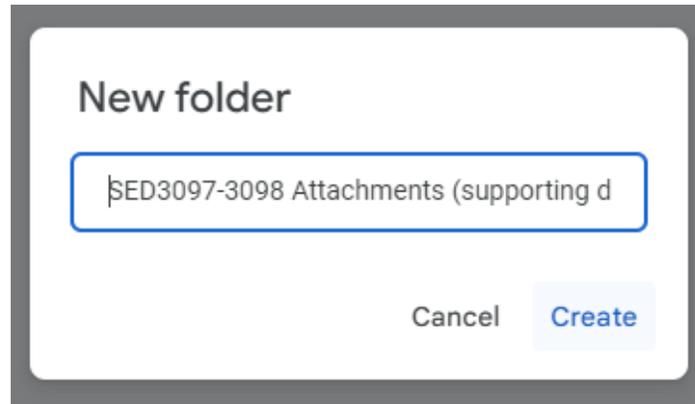
Step 2: Set the access right for the supporting documents you uploaded so that the teacher can check these documents if necessary (The procedure is the similar with the above Part 5 for teacher comment Google doc).
設置此文件夾各支持文件之權限，方便教師如有必要時檢視和評論（步驟與上述第5部分導師意見Google doc相似）。

⚠️Notes for students: Usually it just needs to set the access right of **the folder**. If necessary, you can also consider setting permissions for each document in the google folder 一般而言，文件夾權限等同文件夾內文件權限，亦都可以再分別設置各個文件之權限。

- Right click the folder or doc to set 右鍵點擊文件夾或文件。
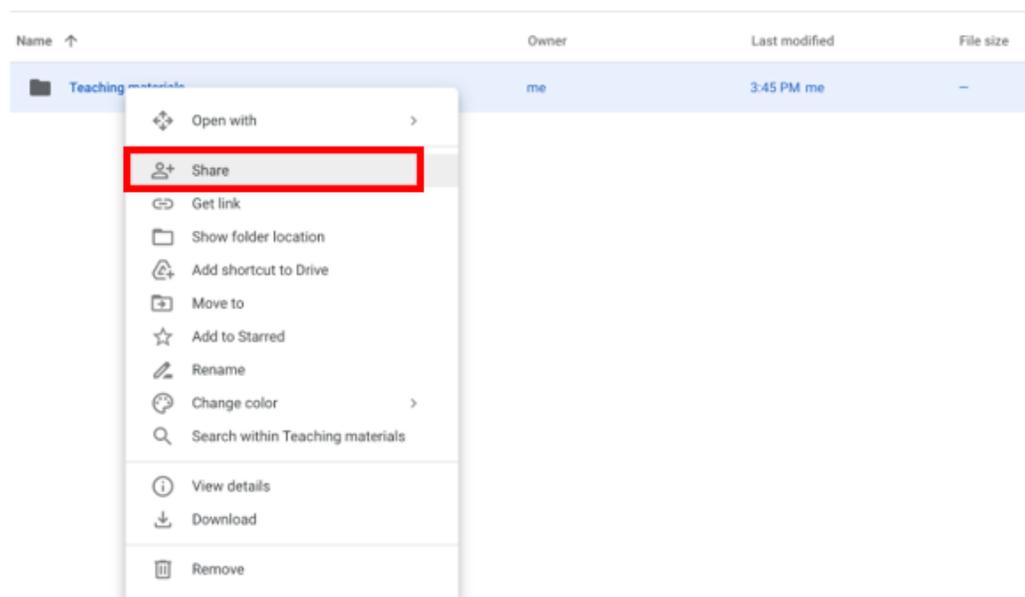
- Choose「**Anyone with the link**」as「**Commenter**」to grant access right for the course teacher, then click「**Copy link**」選擇「知道連結的任何人」作為「評論者」，然後「複製連結」。
-
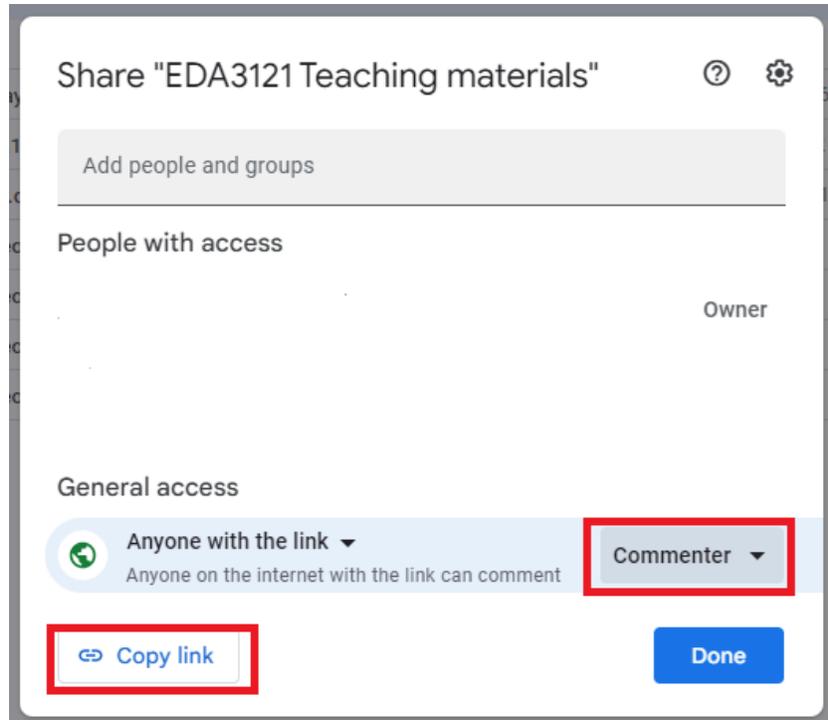
7.2 Creating a shared folder and file on MS OneDrive 在MS OneDrive 上創建文件夾

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，然後將你的支持文件上載至該文件夾中。
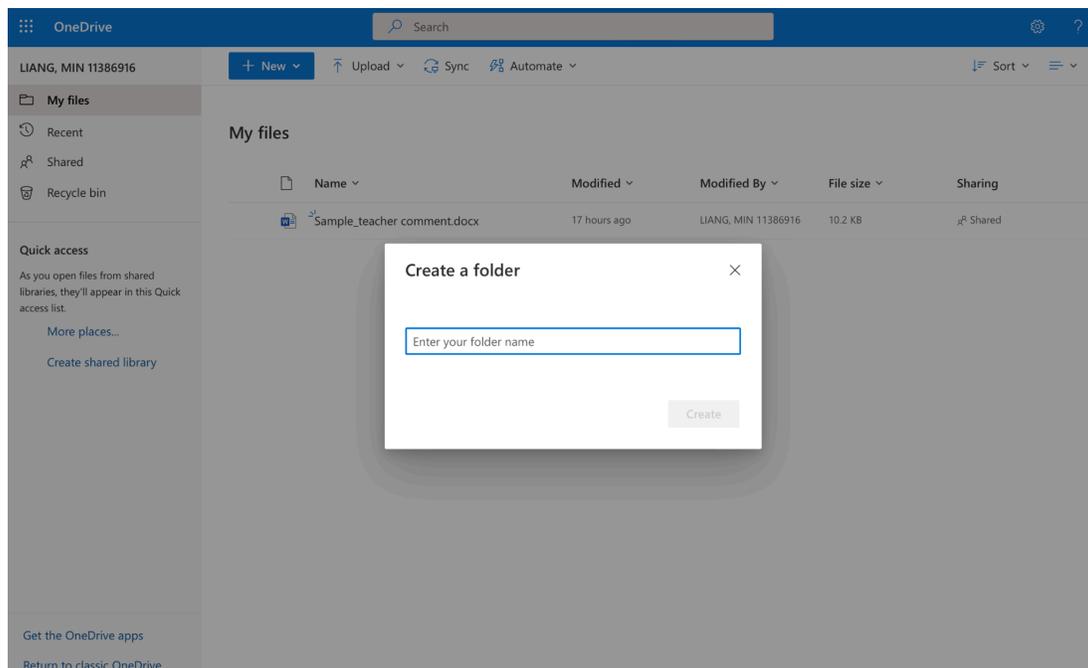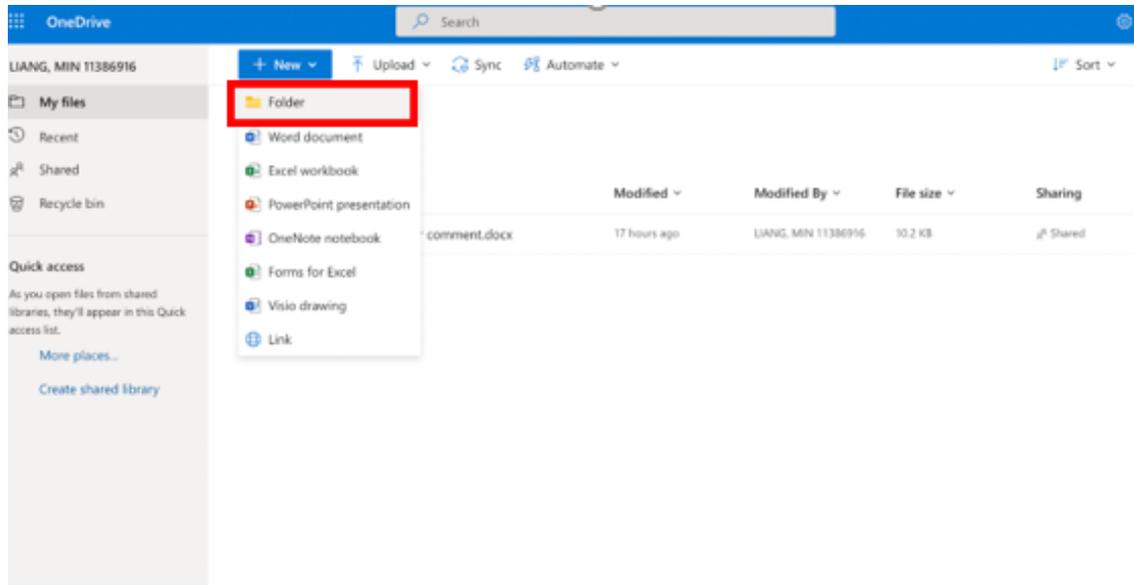
Step 2: Setting the access right for the shared Folder on OneDrive. 設置OneDrive 文件夾的權限

- Right click the folder, 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」。
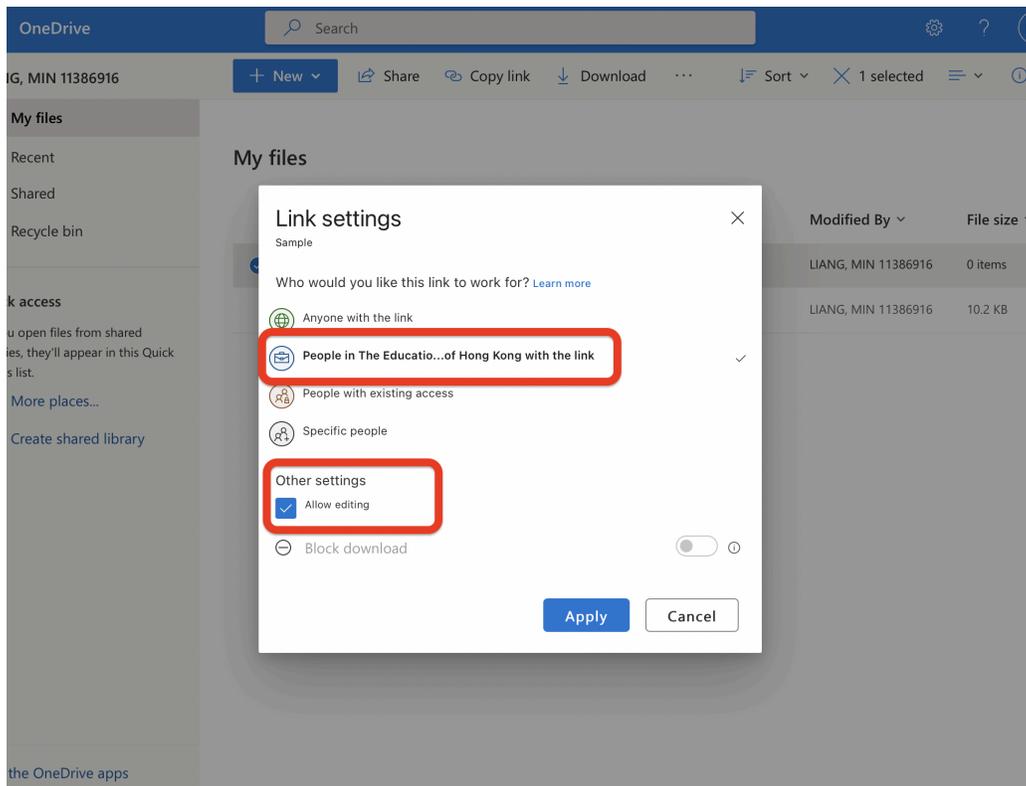
- Input **course teacher's email address** (e.g., *******@eduhk.hk), and click「**Send**」輸入
你的課程導師的教育大學郵件地址，然後點擊「**Send**」。
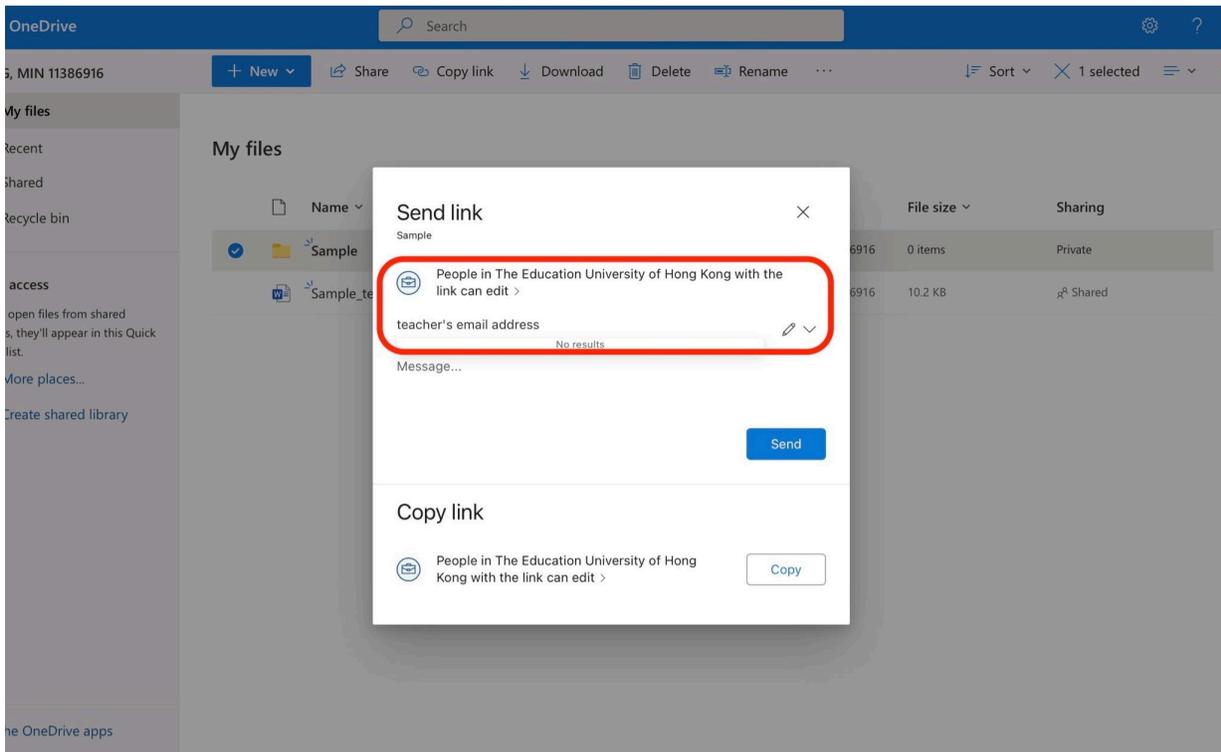
**Step 3**: Set the access right for the supporting documents you uploaded so that the teacher can check these documents if necessary. 設置此文件夾各支持文件之權限，方便教師如有必要時檢視和評論。

⚠️ Notes for students: Usually it just needs to set the access right of **the folder**. If necessary, you can also consider setting permissions for each document in the folder 一般而言，文件夾權限等同文件夾內文件權限，你亦都可以再分別設置各個文件之權限。

7.3 Embed the link to the shared folder in the required section of your Sway (e.g. Attachments) 在**Sway**中的指定位置插入文件夾連結(例如：附件)

Step 1. Return to your Sway (Edit mode), choose the display text, Click「**Link**」. 返回 Sway (編輯模式)，選擇顯示文本，點擊「**Link**」;
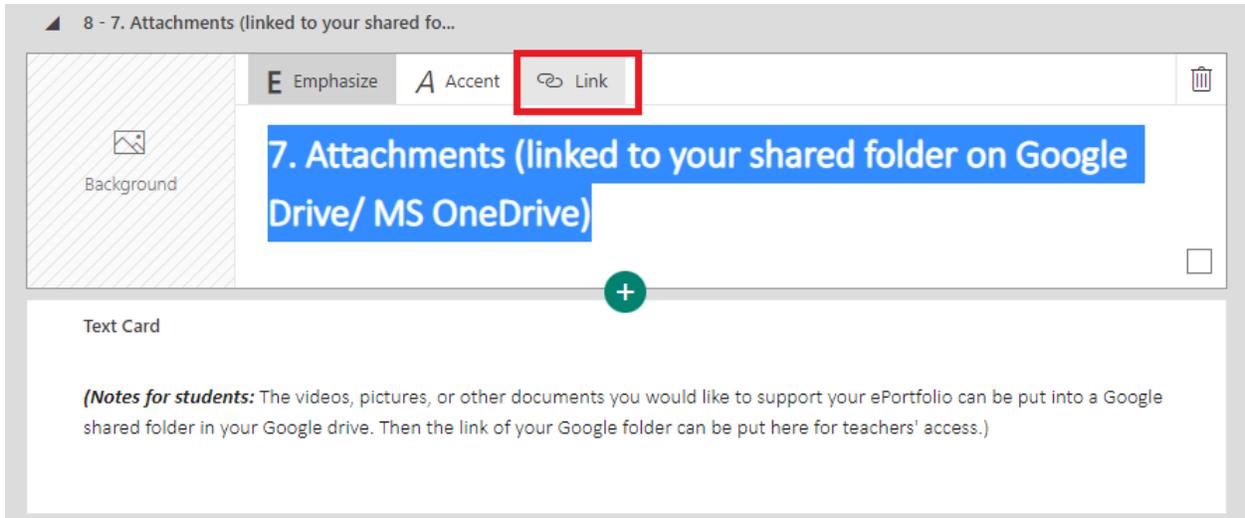
Step 2. Paste/embed the link of your shared folder (created in Google Drive or OneDrive) into the selected texts, then click「**OK**」. 將連結嵌入到 選定文本中, 點擊「**OK**」。
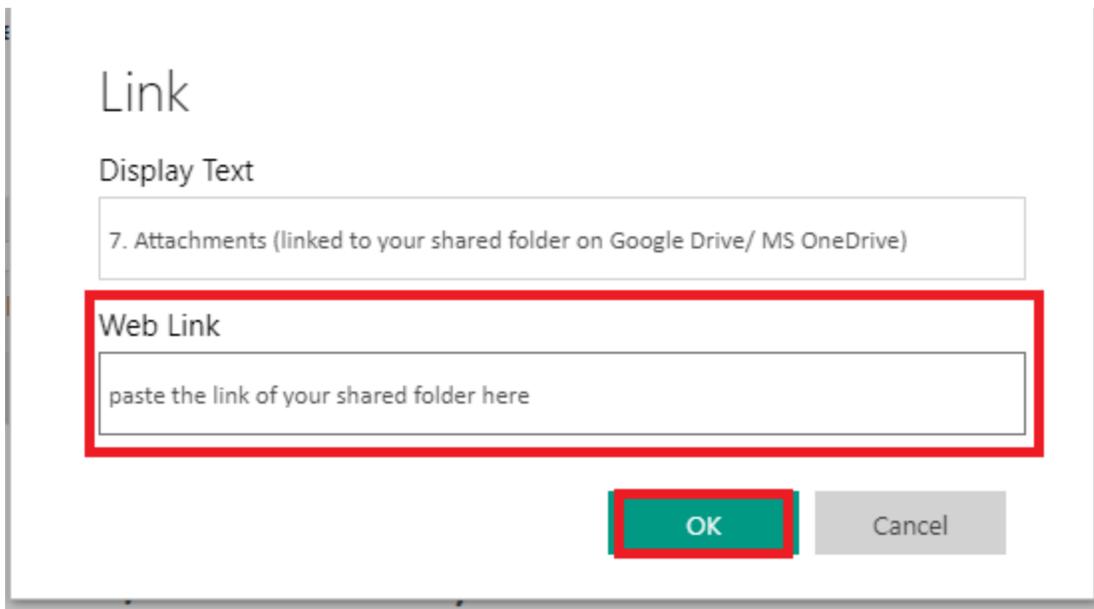
⚠️Notes for students: Pasting the link randomly instead of embedding inot the selected it NOT suggested, because it may make your Sway/ePortfolios look messy. 不建議將連結隨機粘貼而不是嵌入到所選內容中, 因為這可能會使 Sway/ePortfolios 版面看起來很亂。

Section 3. Others

8. ePortfolios Technical Support 技術支持

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 (LTTC), E-1/F-01, lttc@eduhk.hk (2948 7047)**

9. ePortfolio Checklist自測清單

On my ePortfolio (Microsoft SWAY)

	Action	yes/no
1.	I have **duplicated** the template.	
2.	I have **uploaded** a photo to change the photo of the template.	
3.	I know how to **edit** and **adjust** the text.	
4	I have **received** the link to "ePortfolio teacher's comment" via Google.	
5	I know how to or have **embedded** the link of "ePortfolio teacher's comment" into my ePortfolio in five required places.	
6	I know how to **upload** or have uploaded a video.	
7	I know how to **set** or have set the access right of my ePortfolio.	
8	I know how to or have **created** a shared folder and **restricted** the access right for my attachments of ePortfolio.	
9	I know how to **submit** or have submitted my link to Moodle assignment (when	

teachers ask me to).

10. Frequencies Ask Questions 常見問題

1. 是否可以刪除ePortfolio某一部分？

   不建議，除非你個人諮詢導師之後同意刪除。

2. 為什麼在"學生簡介"的個人信息字體偏小？

   你可能是在圖片右邊添加個人信息，應該在圖片下方的text card添加個人信息。

3. 是否不放個人相片在ePortfolio？

   相片根據個人喜好，但如果相片涉及他人，建議模糊/打碼處理。

4. 是否只用中文或英文編輯ePortfolio？

   可以，本課程語言為中文，根據班級教師要求用中文(或英文)。

5. 如何預約ePortfolio 工作坊？

   一般工作坊可以留意LTTC郵件；專為此課程的工作坊可以聯繫Pelly和Alex，請盡量提前至少一個星期預約時間。

6. 教大是否提供其他ePortfolio 支援？

   有的，請點擊教育科技中心網址查看更多資源和工作坊資訊

   https://www.lttc.eduhk.hk/std-eportfolio/

11. 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-e10 3-49c0-9da2-0fbcfcad381f

4. **Sharing to others** 分享給他人
https://support.microsoft.com/en-gb/office/share-your-sway-1cf853b8-ef7e-46b0-b704-003e5 8d28998

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

-    End   -