



Bydd Teams yn gweithio ar:

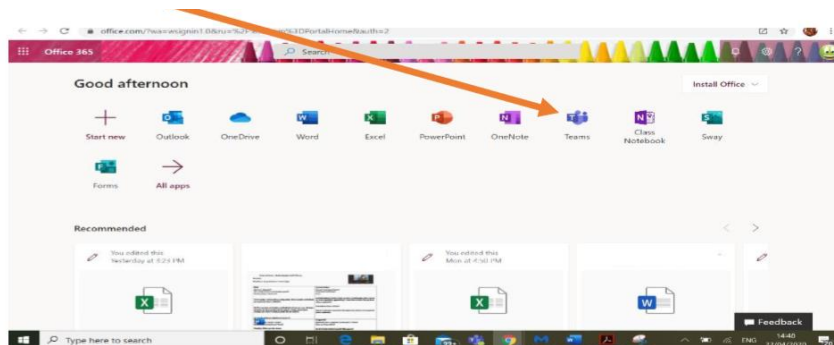
Teams will work on:

- PC/ Laptop/ cluniadur
- Ap ffôn/ Phone app
- Ap llechen/Tablet app

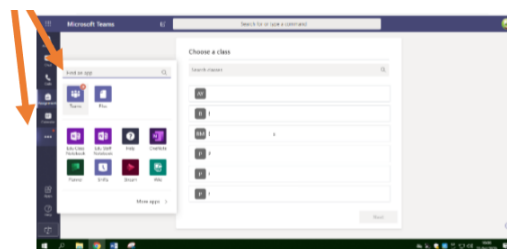
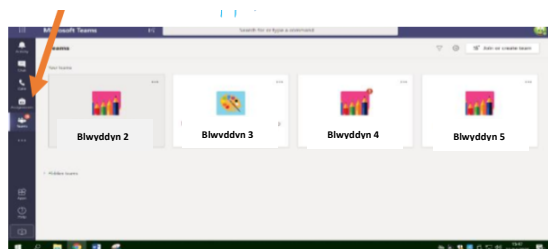


### Microsoft Teams i Ddisgyblion/ Microsoft Teams for Pupils

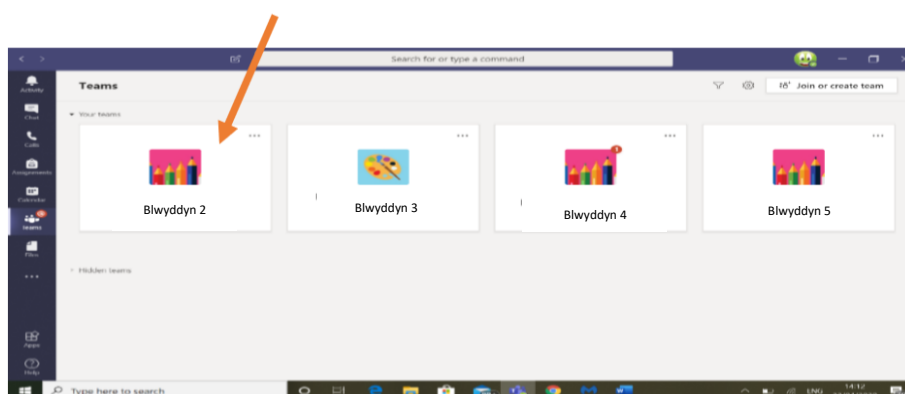
1. Mewngofnowch i **Hwb.**/ Login to **Hwb.**
2. Dewiswch **Office 365.**/ Select **Office 365.**
3. Dewiswch **Teams.**/ Select **Teams.**



5. Gwasgwch y **tab 'Teams'** sydd ar y chwith. (Os nad yw hyn yna, dewiswch y 3 dot ac yna dewiswch y 'Teams app')./ Select the **'Teams' tab** on the left. (If this is not there, select the 3 dots and then select 'Teams app.'



4. Dewiswch eich dosbarth. / Select your class.





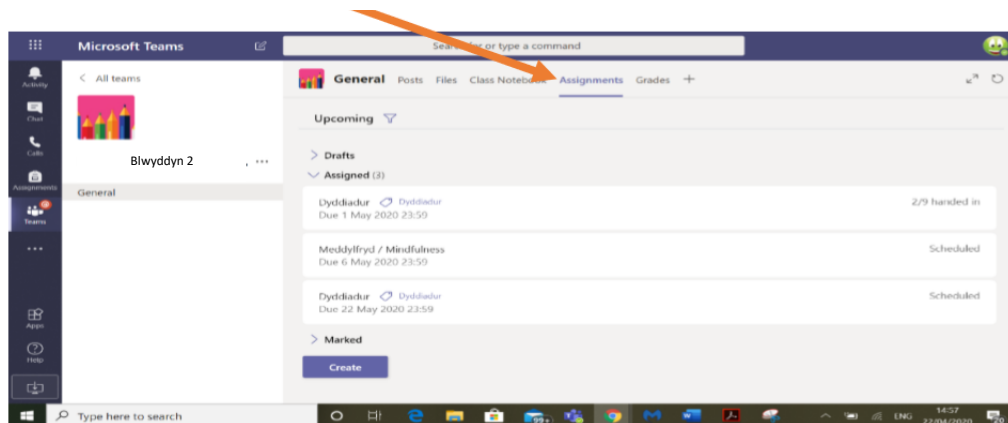
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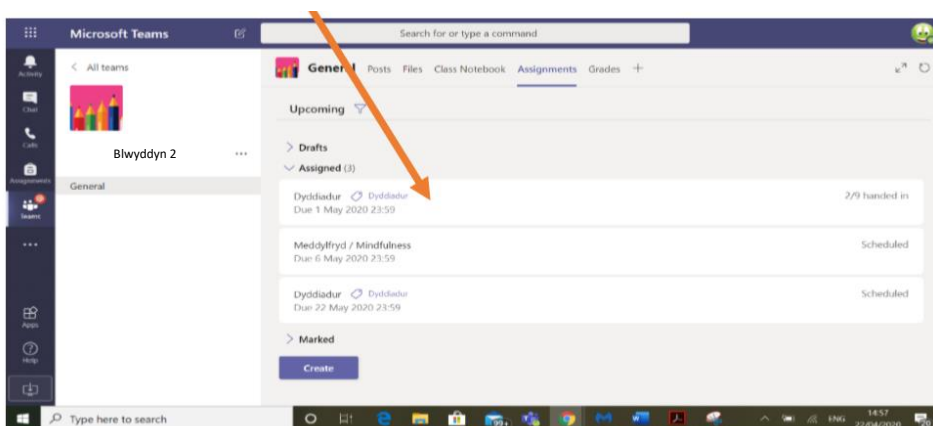
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6. Dewiswch 'Assignments' ./ Select 'Assignments'.



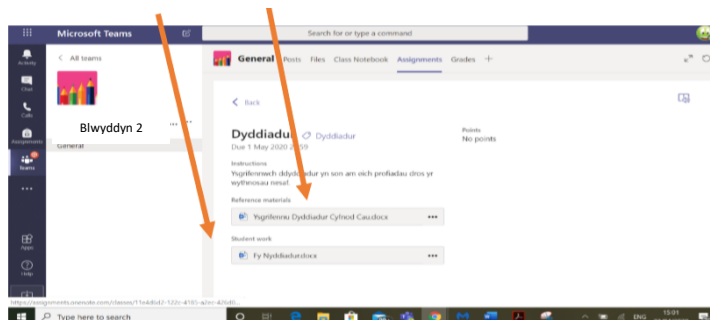
7. Dewiswch un o'r aseiniadau. / Select an assignment.



8. Bydd y gwaith wedi ei osod yma i chi. Gall y gwaith gael ei osod mewn dwy ffordd:
- popeth mewn un dogfen (My work/ Student work)
  - Dogfen ganllawiau (reference materials) a dogfen ar gyfer gwneud y dasg (My work/ Student work).

/ The task will be here. It can be presented in two ways:

- Everything on one sheet (My work/ Student work)
- Instruction sheet (reference materials) and a separate work sheet (My work/ Student work).





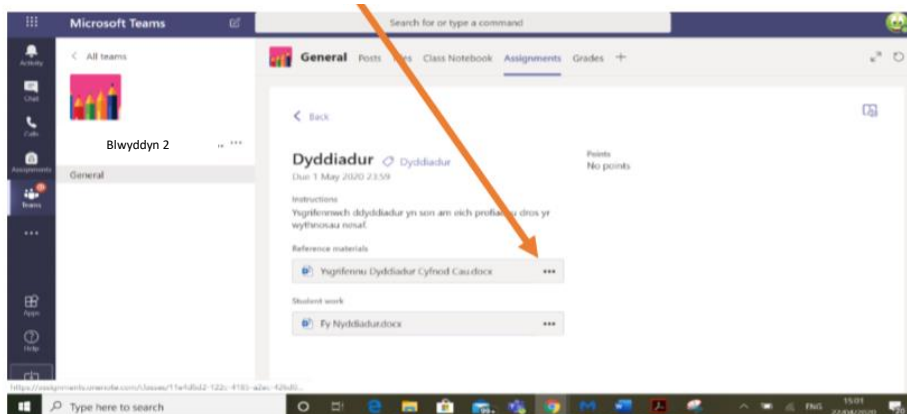
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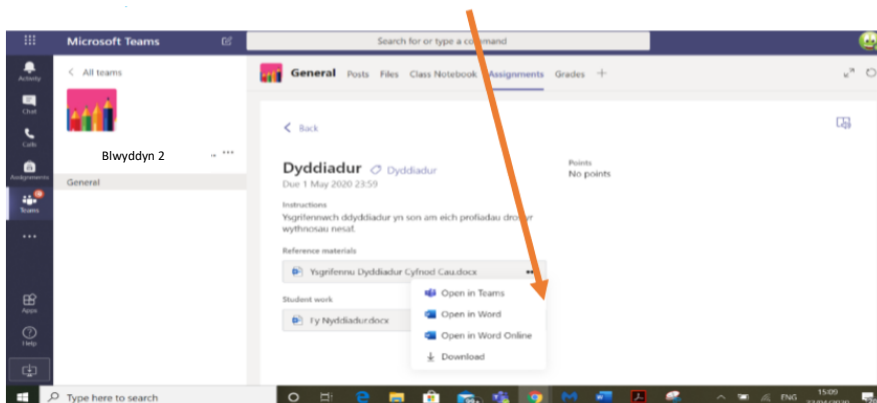
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9. Dewiswch y **dotiau...** i agor y ddogfen./ Select the **dots...** to open the documents.

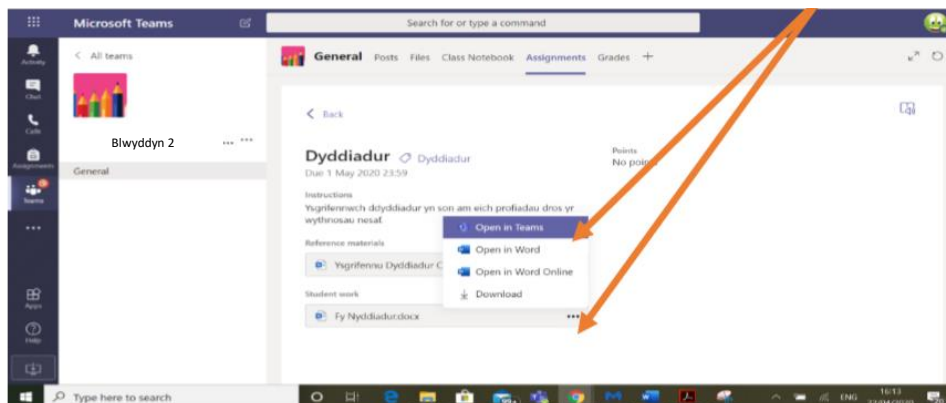


10. Dewiswch **'Open in Teams'** ar gyfer y daflen 'reference materials'. / Select **'Open in Teams'** for the reference materials.



11. I wneud y gwaith, agorwch y dasg o dan **'My work/ Student workbook'** gyda **'Open in Teams'**.

/ To complete the task, open the **'My work/ Student workbook'** and **'Open in Teams'**.





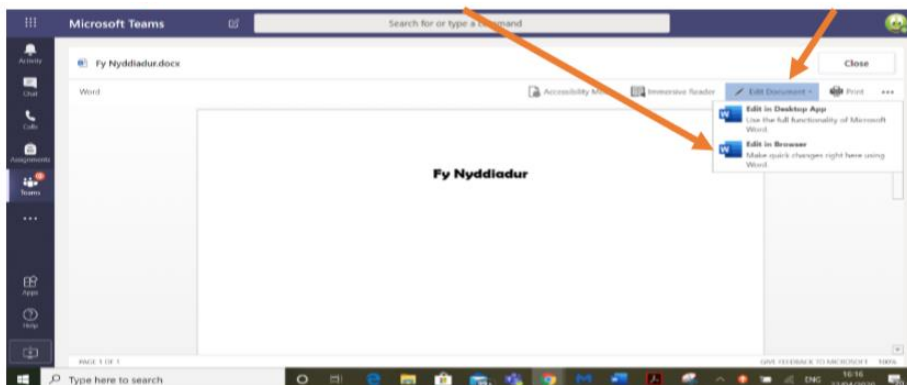
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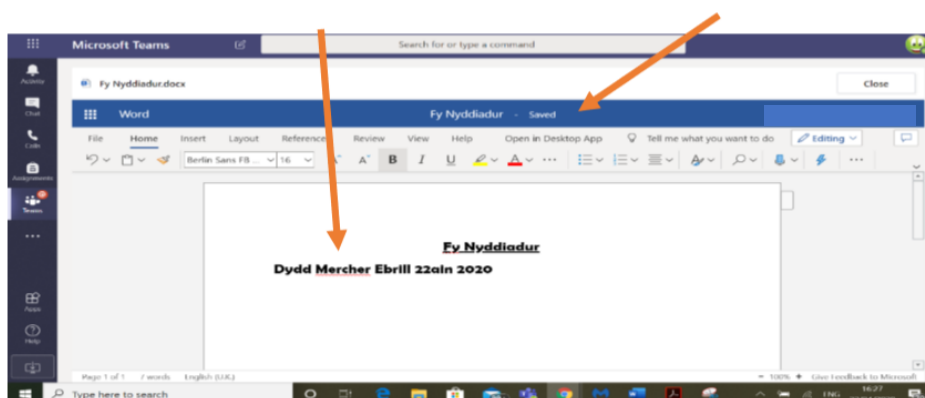
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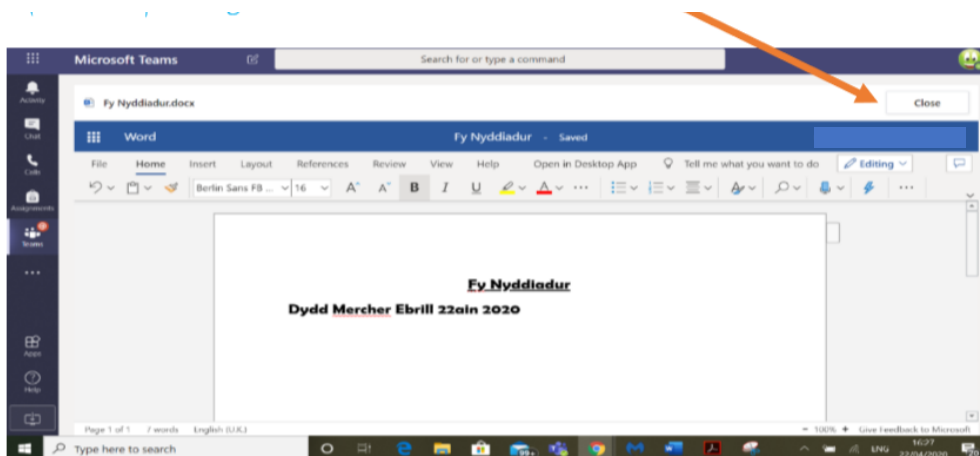
12. Cyn deipio ar y ddogfen, dewiswch **'Edit Document'** yna **'Edit in Browser'**.  
/ Before typing in the document, select **'Edit Document'** and then **'Edit in Browser'**.



13. Wrth i chi deipio, bydd y gwaith yn cael ei achub i chi.  
/ As you type the work will be saved.



14. Ar ôl gorffen y dasg, dewiswch **'Close'**.  
/ After completing the work, select **'Close'**.





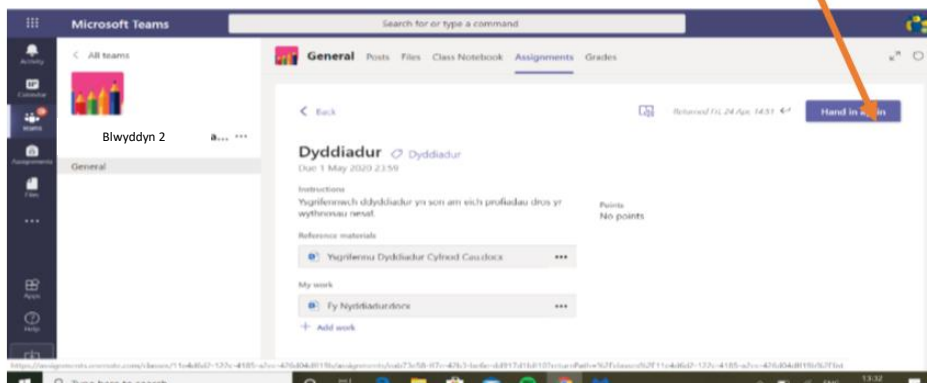
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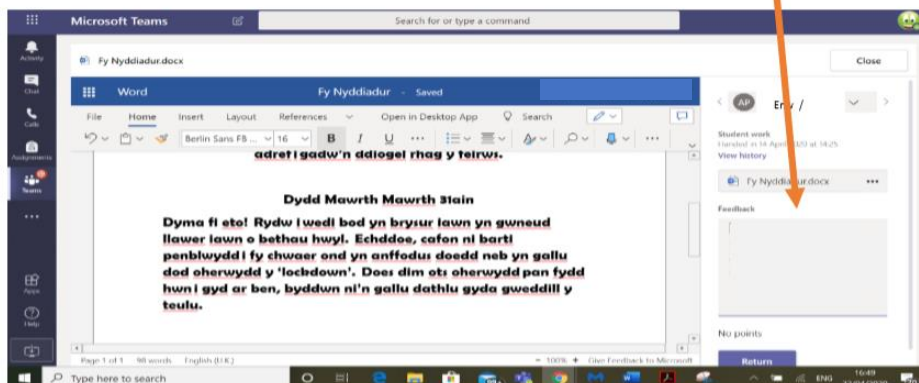
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15. Ar ôl dewis 'Close' bydd angen dewis 'Hand in' er mwyn ei ddanfon i'ch athro.  
/ After selecting 'Close' you will need to select, 'Hand in' in order to send the work to your teacher.



16. Bydd eich athro yn gallu gweld eich gwaith a rhoi **adborth** i chi yn y blwch nesaf i'r ddogfen.  
/ Your teacher will be able to see your work and give **feedback** next to the document.



- Mae ysgolion Clwtswr Gwyr yn defnyddio Microsoft Teams ar gyfer darparu gwaith i'r disgyblion. Bydd athrawon Blwyddyn 1-6 yn gosod gwaith i'r disgyblion ar Teams.  
The Gwyr Cluster of schools are already using Microsoft Teams to provide work for the pupils. Work for the Year 1-6 pupils will be uploaded onto Teams.
- Mae Teams yn hwysluso'r broses farcio ac yn helpu i symud eich plentyn yn ei flaen.  
Teams is an effective way to mark your child's work. This will help your child to make progress.
- Bydd eich plentyn yn datblygu sgiliau technoleg gwybodaeth gydol oes wrth ddefnyddio Teams.  
Your child will develop ICT skills that will help him/her throughout his/her life by using Teams.
- Bydd Teams yn ei gwneud yn fwy hwylus i'r athrawon i ddarparu fideos a fydd yn dysgu eich plentyn naill ai yn yr ysgol neu adref.  
Teams will be an effective way for teachers to upload teaching videos so that the children can learn either in school or at home.
- Mae'r athrawon wedi cyflwyno Teams i'r plant ar ddiwedd tymor yr haf ac ar ddechrau tymor yr Hydref. Rydyn ni hefyd yn gofyn yn garedig i rieni i gefnogi ei plentyn adref gyda hyn.  
The teachers introduced Teams to the children at the end of last term. They also recapped Teams at the start of this term. We also kindly ask the parents to support their child with this system.