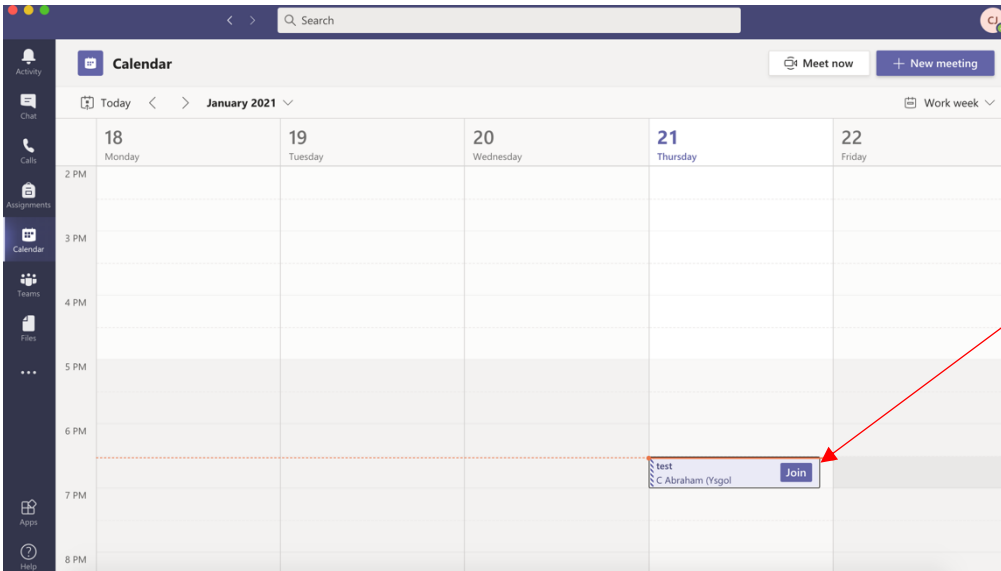
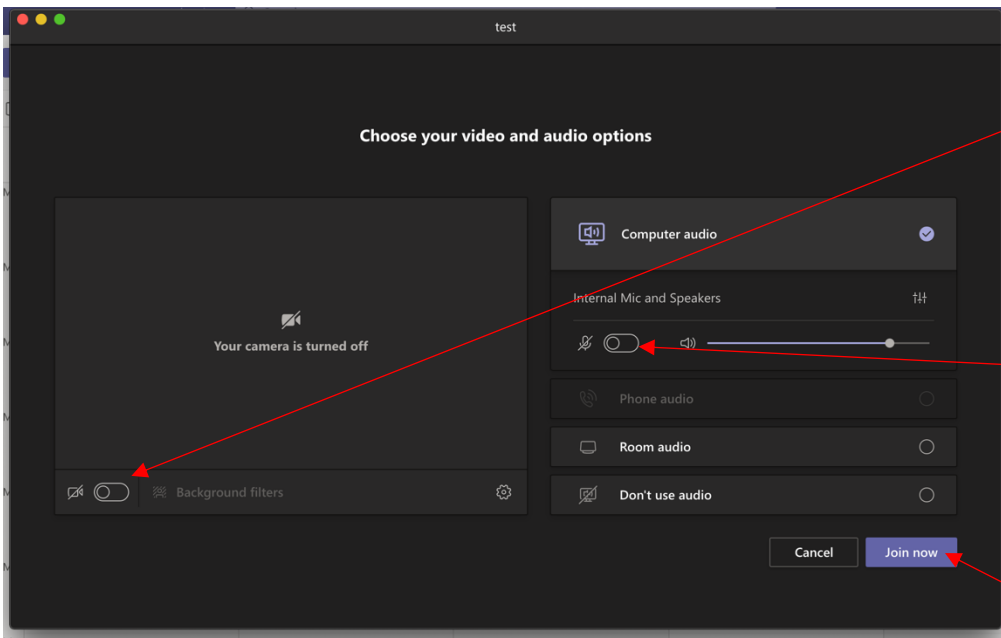


Canllawiau ar gyfer defnyddio Teams ar gyfer sesiynau ffrydio byw



Bydd y sesiwn yn eich calendr chi. Ar yr amser cywir gallwch chi glicio ar 'join'

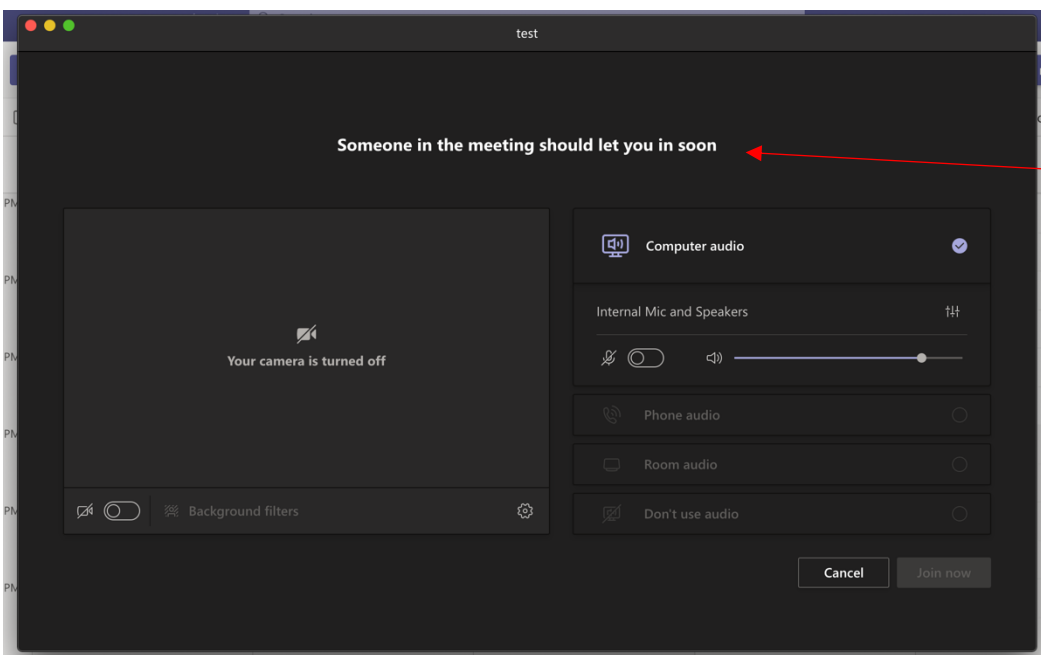
The scheduled session will be in your calendar. When it is time to join, you need to click on 'join'



Er mwyn troi'r camera ymlaen/ bant cliciwch yma.
To turn your camera on/off click here

Er mwyn troi'r microffon ymlaen/ bant cliciwch yma.
To turn your microphone on/off click here

Cliciwch 'join now' i ymuno â'r cyfarfod.
Click on 'join now' to join the meeting.

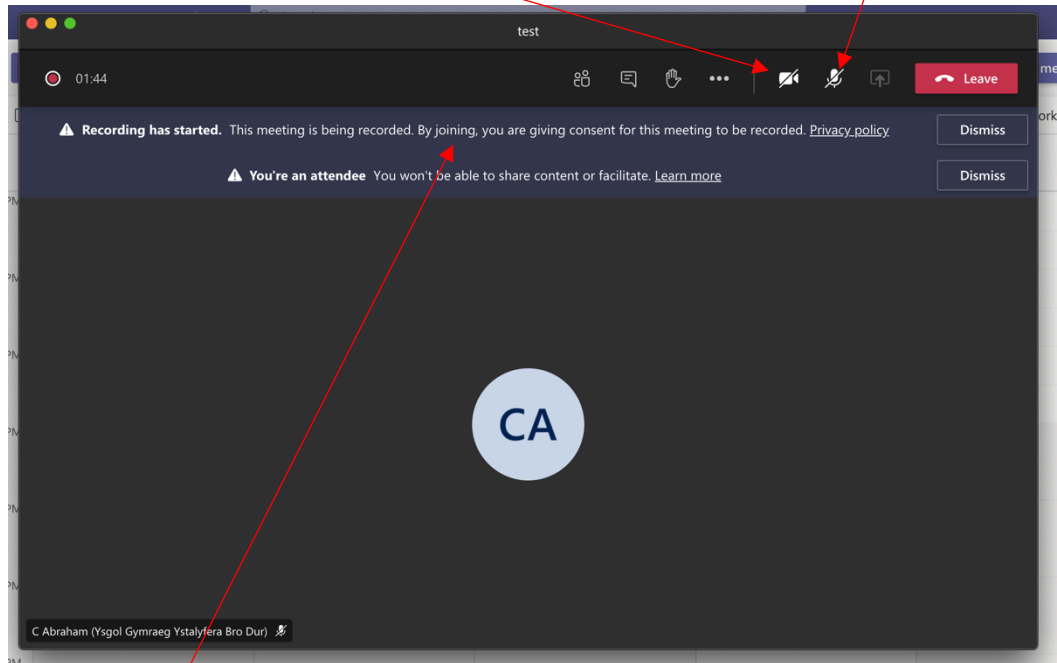


Bydd angen i chi aros yn y 'lobby' tan bod yr athro yn caniatáu mynediad i chi, a tan hynny bydd y neges yma yn dangos.
You will need to wait in the 'lobby' until the teacher grants you access to the meeting, and until then this message will be displayed.

Efallai bydd angen i'r athro droi camerau neu sain pawb i ffwrdd yn ystod y cyfarfod am rhyw rheswm. Dim ond yr athro bydd yn gallu ei troi yn ôl ymlaen pan mae'n briodol. *Maybe the teacher will need to turn everyone's cameras or microphones off during a meeting for some reason, and only the teacher will be able to turn them back on when suitable.*

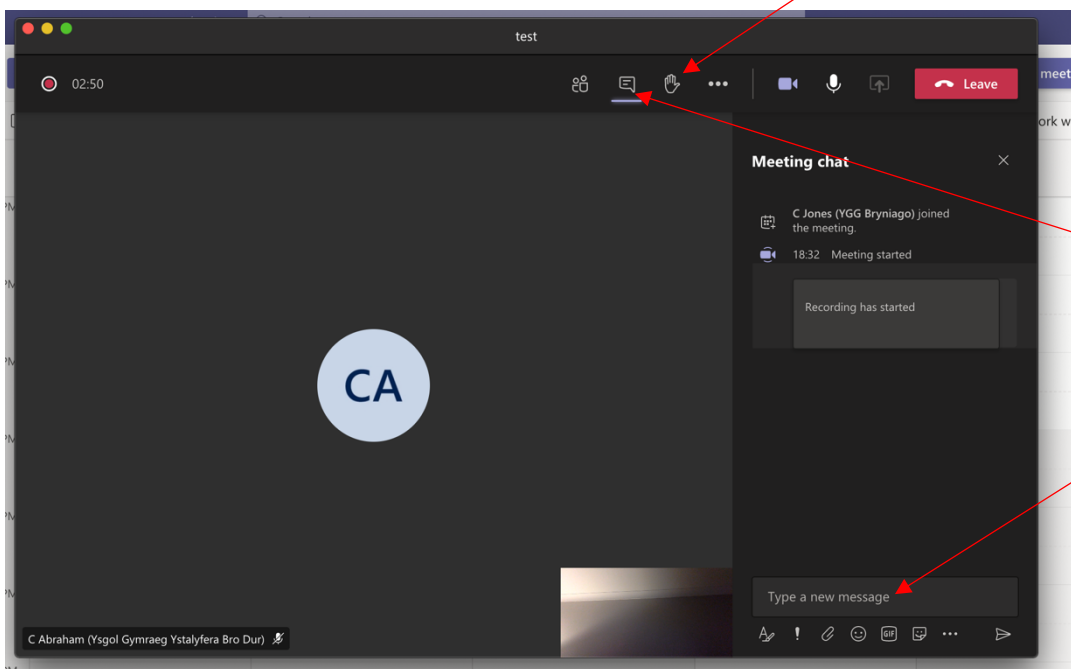
Er mwyn troi'r camera ymlaen/ bant yn ystod y sesiwn cliciwch yma. *To turn your camera on/off during the session click here*

Er mwyn troi'r meicroffon ymlaen/ bant yn ystod y sesiwn cliciwch yma. *To turn your microphone on/off during the session click here*

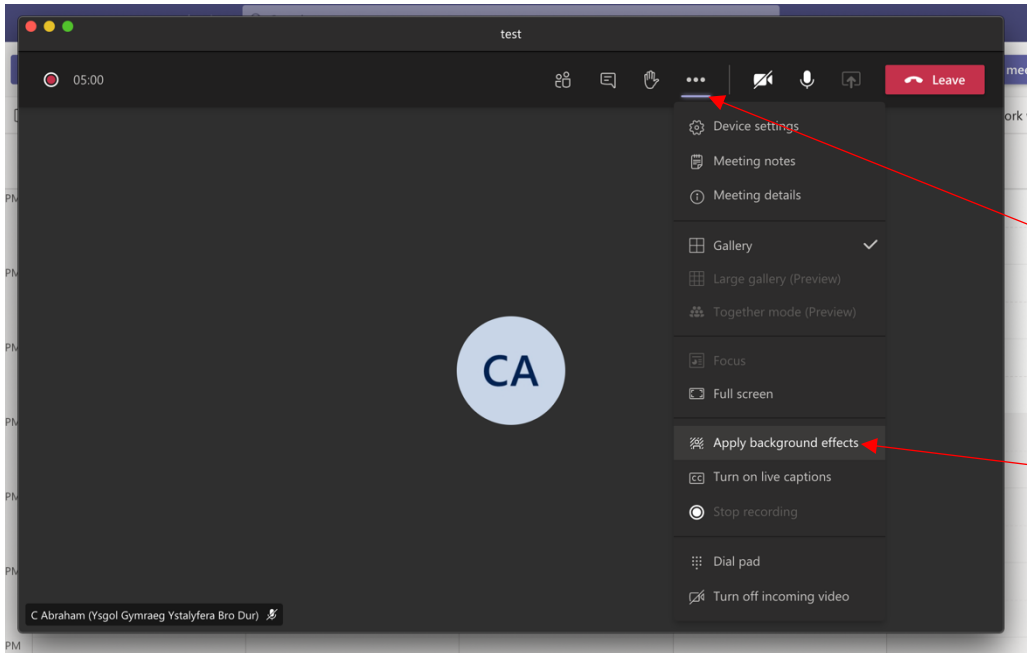


Bydd pob sesiwn yn cael ei recordio. Bydd y neges yma yn dangos er mwyn bod pawb yn y cyfarfod yn ymwybodol o hyn. *Every session will be recorded. This message will show to ensure that everyone in the meeting is aware of this.*

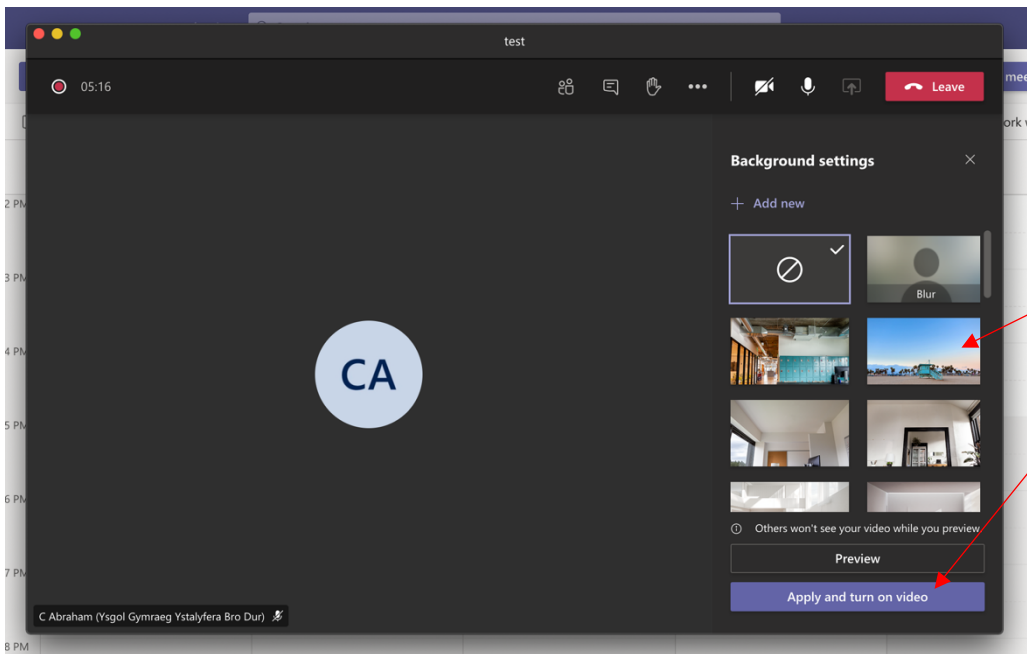
Os oes angen sylw'r athro pan mae'r meicroffonau bant gallwch 'godi llaw' wrth glicio ar y llaw. *If you need the teacher's attention during the session when the microphones are turned off you can click on the hand icon to 'raise your hand'*



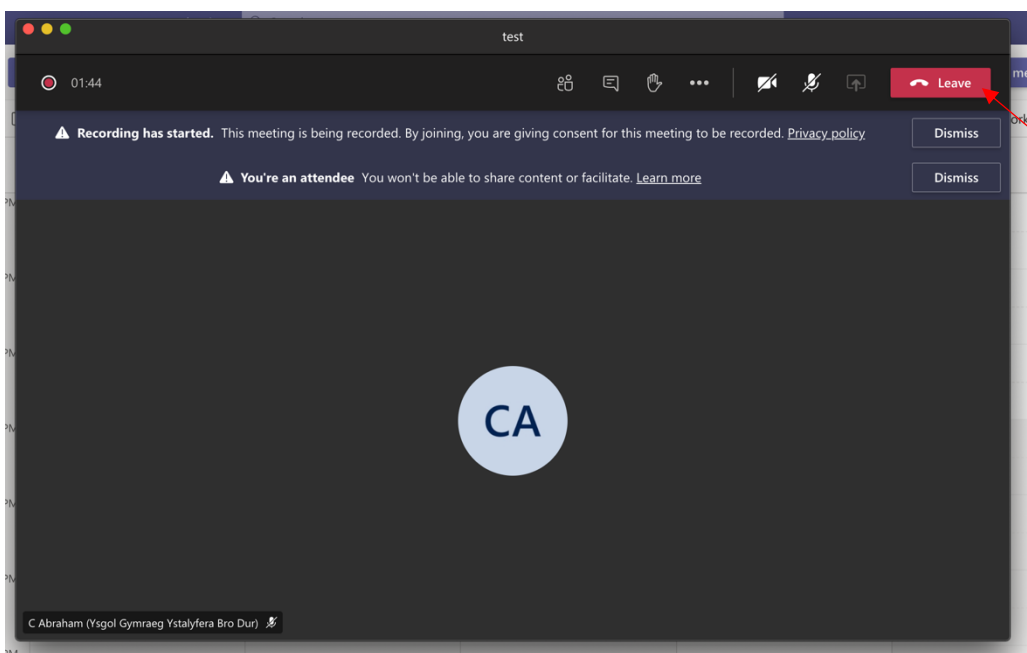
Os yw 'chat' yn cael ei denfyddio yn y sesiwn bydd angen clicio ar y swigen siarad a bydd bocs yn dod i fyny ar yr ochr dde lle bydd yn bosib teipio negeseuon. *If the 'chat' feature will be used during a session you will need to click on the speech bubble, and a box will appear on the right hand side where you will be able to type in to.*



Os oes angen newid y cefndir bydd angen i chi glicio ar y '...' ac yna ar 'apply background effects'
If you need to change your background you will need to click on the '...' and then on 'apply background effects'



Gallwch ddewis eich cefndir ac yna clicio 'apply and turn on video'
You can pick a background and then click on 'apply and turn on video'



Os ydych am adael y sesiwn cliciwch ar 'leave'
If you would like to leave the session click on 'leave'