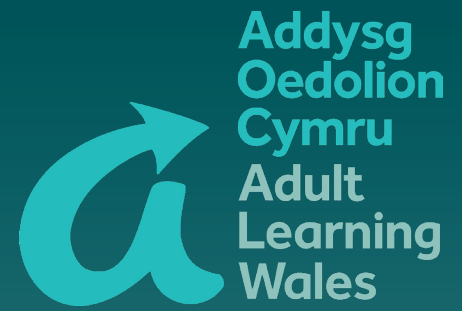


Microsoft Stream

Canllaw Defnyddiwr User Guide



Proses Uwchlwytho i MS Stream / MS Stream Upload Process

1. Mae'r tiwtor yn dod â ffeiliau tystiolaeth asesiad fideo i'r swyddfa rhanbarthol (yn ddelfrydol wedi'u cadw ar storfa symudadwy e.e. ffon USB neu 'hard-drive' allanol).

Os nad yw ffeil(iau) fideo eisoes wedi'u cadw ar storfa USB, bydd angen trosglwyddo'r ffeil(iau) fideo o ddyfais y tiwtor i ffon USB neu 'hard-drive' allanol.

2. Mae CDO / gweinyddwr/aig rhanbarthol yn gosod y ffon USB / 'hard-drive' allanol i mewn i PC.

3. CDO / gweinyddwr/aig rhanbarthol yn mewngofnodi i MS Stream (gweler canllaw defnyddiwr MS Stream i gael arweiniad cam wrth gam).

Nodyn: Argymhellir mewngofnodi i MS Stream TU ALLAN i RD Farm, oherwydd yn aml nid yw'n bosibl cael mynediad i storfa symudadwy (ffon USB / 'hard-drive' allanol) o'r tu mewn i RD Farm.

4. Mae CDO / admin rhanbarthol yn uwchlwytho'r ffeil(iau) fideo o'r storfa symudadwy i'r grŵp rhanbarthol ar MS Stream (gweler canllaw defnyddiwr MS Stream i gael arweiniad cam wrth gam llawn).

5. Bellach gellir dileu'r ffeil fideo o'r storfa symudadwy.

6. Bellach gellir cael mynediad i tystiolaeth asesu fideo yn ddiogel ar MS Stream at bwrpas IQA, ac ati.

Nodyn: Gellir defnyddio MS Stream ar unrhyw ddyfais o fewn neu y tu allan i RD Farm. Yr unig broses na ellir ei gwneud y tu mewn i RD Farm yw uwchlwytho ffeiliau o storfa USB i MS Stream.

1. Tutor brings video assessment evidence files into the regional office (ideally saved onto removable storage e.g. USB stick or external hard drive).

If video file(s) are not already saved onto USB storage, the video file(s) will need to be transferred from the tutor's device onto a USB stick or external hard drive.

2. CDO/ regional admin inserts USB stick/ external hard drive into PC.

3. CDO/ regional admin logs into MS Stream (see MS Stream user guide for step-by-step guidance).

Note: It is recommended to log in to MS Stream OUTSIDE of RD Farm, as it's often not possible to access removable storage (USB stick/ external hard-drive) from inside RD Farm.

4. CDO/ regional admin uploads the video file(s) from the removable storage to the regional group on MS Stream (see MS Stream user guide for full step-by-step guidance).

5. The video file can now be deleted from the removable storage.

6. Video assessment evidence can now be accessed securely on MS Stream for IQA purposes, etc.

Note: MS Stream can be accessed on any device within or outside of RD Farm. The only process that can't be done inside RD Farm is uploading files from USB storage to MS Stream.



Stream

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