Microsoft Stream Canllaw Defnyddiwr

Addysg Oedolion Cymru Adult Learning Wales

Mae'r canllaw hwn yn rhoi gwybodaeth ar sut i gael mynediad at MS Stream a sut i uwchlwytho tystiolaeth asesu fideo i'r grwpiau rhanbarthol perthnasol.

Cael Mynediad i MS Stream

Nodir: Argymhellir mewngofnodi i MS Stream Y TU ALLAN i RD Farm wrth uwchlwytho fideos, oherwydd yn aml nid yw'n bosibl agor gyriannau storio symudadwy (e.e. ffon USB) o'r tu mewn i RD Farm.

- 1. Ewch i www.office.com
- 2. Mewngofnodwch gan ddefnyddio eich cyfeiriad ebost a chyfrinair AOC/ALW.
- 3. Cliciwch 'all apps'
- Dewiswch 'Stream'. Bydd Microsoft Stream yn agor.



Stream Share videos of classes, meetings, presentations...

Microsoft Stream User Guide

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This guide provides information on how to access MS Stream and how to upload video assessment evidence to the relevant regional groups.

Accessing MS Stream

Note: It is recommended to log in to MS Stream OUTSIDE of RD Farm when uploading video files, as it's often not possible to access removable storage drives (e.g. USB stick) from inside RD Farm.

- 1. Go to www.office.com
- 2. Log in using your AOC/ALW email address and password.
- 3. Click 'all apps'
- 4. Select 'Stream'. Microsoft Stream will open.



Stream

Share videos of classes, meetings, presentations...









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5. Enwwch y ffeil fideo ac ychwanegwch disgrifiad (dewisol).

Gwiriwch bob gosodiad yn y ffenestr hon, gan gynnwys gwirio y bydd y fideo yn cael ei uwchlwytho i'r lleoliad cywir (y grŵp tystiolaeth asesu fideo rhanbarthol).

Datblygwyd y canllaw hwn gan y tîm Datblygiad Digidol. Am wybodaeth pellach ebostiwch digital@addysgoedolion.cymru Drag more files anywhere, or select more files to upload to 'North Region Video Assessment Evidence' Uploading 1 video...

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5. Name the video file and add a description (optional).

Check all settings in this window, including checking that the video will be saved to the correct location (the regional video assessment evidence group).

This guide was developed by the Digital Development team. For further information please contact digital@adultlearning.wales