

Danfôn Gwaith yn y Dosbarth Google / Sending work in Google Classroom

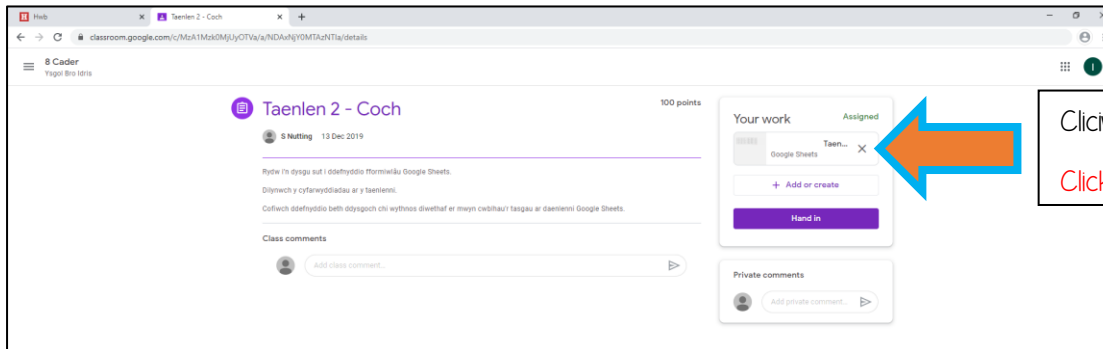


Mae gwahnaol ffyrdd o ddanfôn gwaith ar y Dosbarth Google, yn ddibynnol ar y dasg.

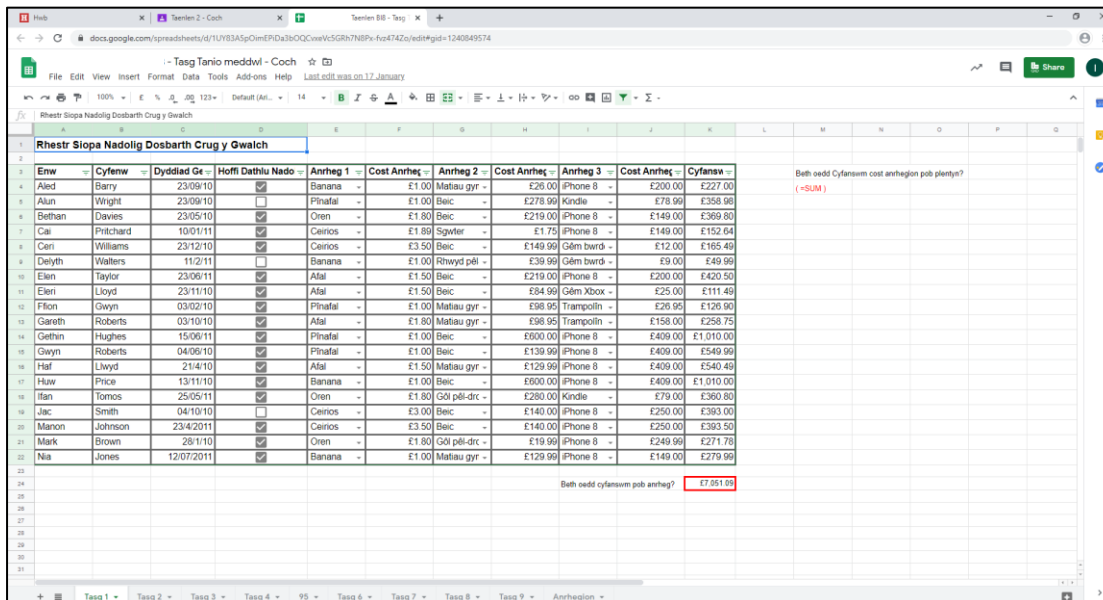
There are different ways of sending your work on Google Classroom, dependant on the task.

1. Efallai bydd yr athro wedi rhoi dogfen benodol i chi weithio ynddi:

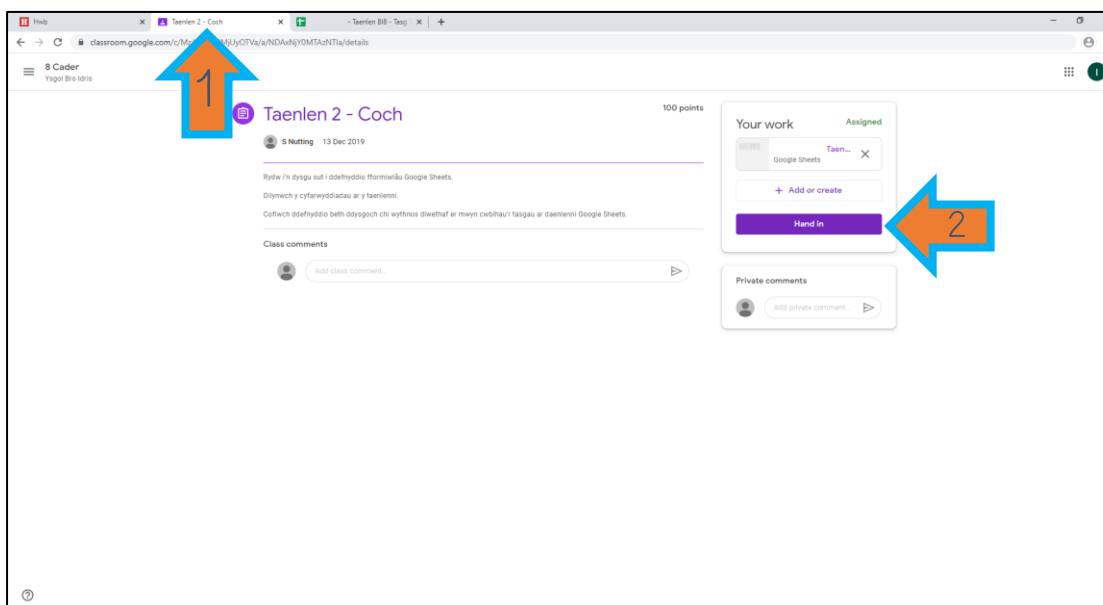
Maybe your teacher will have given you a specific document to work in:



2. Cwblhewch y dasg yn y ddogfen / Complete the task in the document



3. Ewch yn ôl i tab y dasg a chlicio 'Hand in' / Go back to the task tab and click 'Hand in'



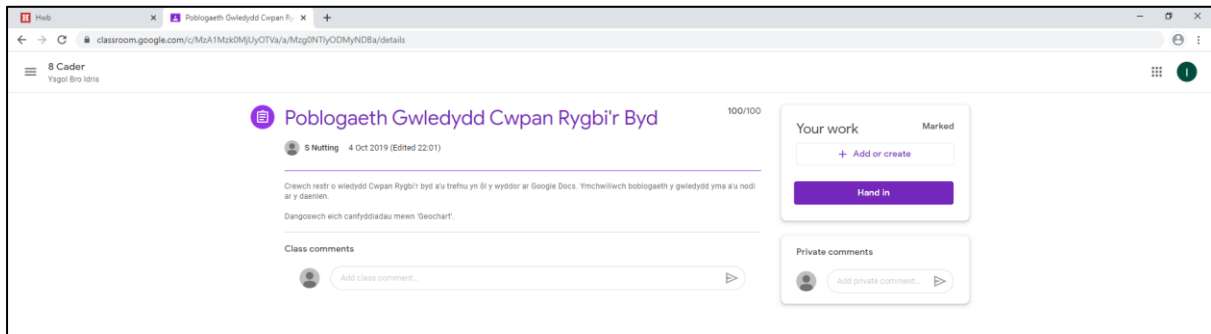
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Neu bydd gofyn i chi lwytho gwaith eich hun...

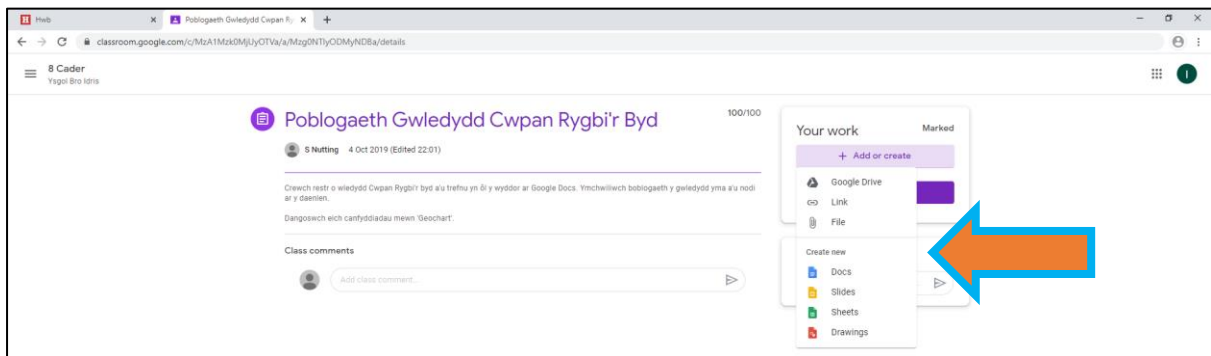
Or you'll be expected to upload your own work...

1. Clwiciwch ar '+ Add or create' / Click on '+ Add or create'



2. Yna gallwch ddewis sut byddech yn hoffi cyflwyno eich gwaith

Then you can choose how you'd like to present your work



	Google Drive	Uwchlwytho dogfen sydd yn eich Google Drive / Upload a file from Google Drive
	Link	Ychwanegu linc gwefan / Add a website's link
	File	Uwchlwytho ffeil neu lun o'ch cyfrifiadur, llechen neu ffôn Upload a file or picture from your computer, tablet or phone
Create new		
	Docs	Creu dogfennau newydd / Create a new document Google Docs - tebyg iawn i / very similar to Microsoft Word
	Slides	Google Slides - tebyg iawn i / very similar to Microsoft Powerpoint
	Sheets	Google Sheets - tebyg iawn i / very similar to Microsoft Excel
	Drawings	Google Drawings - tebyg iawn i / very similar to Microsoft Paint

Am gyfarwyddiadau ar sut i ddefnyddio apiau Google, ewch i:

<https://hwb.gov.wales/canolfan-cymorth/gwasanaethau-hwb/g-suite-for-education>

For instructions on how to use Google apps, go to:

<https://hwb.gov.wales/support-centre/hwb-services/g-suite-for-education>

