

Apwyntiadau Fideo: Rhieni – Mynediad i apwyntiadau fideo

Mae'r daflen hon i'ch helpu chi baratoi ar gyfer apwyntiadau fideo gydag athrawon

Er mwyn gwneud galwadau fideo, byddwch angen

- Dyfais gyda meicroffon a seinydd
- Porwr gwe sy'n gydnaws:
 - iPhone/iPad:** Safari
 - Android:** Chrome or Firefox
 - Windows:** Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
 - Mac:** Safari, Chrome or Firefox
 - Linux:** Chrome or Firefox

Rydym hefyd yn argymhell:

- Defnyddio eich ffôn symudol ar gyfer apwyntiadau fideo. Os nad oes gennych ffôn symudol defnyddiwch liniadur neu gyfrifiadur gyda camera.
- Defnyddio clustffonau neu glustffonau gyda meicroffon i leihau atsain.

• Sut i gael mynediad i'ch apwyntiadau fideo

- 1. Mewngofnodi ac ewch i'r noson
- Ar ddiwrnod yr apwyntiadau fideo (neu cyn yr apwyntiadau gallwch wneud yn siwr fod eich camera ac meicroffon yn gweithio) logiwch fewn I <https://Moelwyn.schoolcloud.co.uk> neu cliciwch ar y linc logio fewn ar waelod yr ebost sydd yn cadarnhau eich apwyntiadau.
- Unwaith rydych wedi logio mewn fe welwch hysbysiad fod gennych apwyntiadau fideo ac o dan hyn mae manylion y digwyddiad a botwm *Join Video Appointments*. Bydd hwn ar gael 60 munud cyn eich apwyntiad cyntaf.



You have upcoming appointments which take place by video instead of in-person.

Video Appointments

Press the button below to access the video call or to test your camera/microphone prior to the start of your first appointment.

test evening

First appointment: 16/11/2020 16:00

[Join Video Appointments](#)

2. Sgrin yr Alwad Fideo: Ar ôl clicio ar *Join Video Appointments* bydd sgrin yr alwad fideo yn ymddangos. Efallai bydd angen i chi ganiatáu mynediad i'ch camera/meicroffon, os felly cliciwch “yes”.

Ar y sgrin byddwch yn gweld y canlynol:

- Enw'r athro/athrawes (a manylion pwnc) ar gyfer yr apwyntiad cyfredol a'r apwyntiad nesaf.
- Ar ochr dde top y sgrin mae amserydd yn dangos yr amser yn dechrau'r apwyntiad.
- Ar waelod y sgrin mae botymau ar gyfer rheoli'r meicroffon a'r camera (unwaith mae athro/athrawes ar gael neu eich bod mewn galwad fideo mae botwm ateb a gorffen yr alwad hefyd.



- Pan mae person arall ar gael mae botwm yn dangos y gallwch ddechrau'r alwad.



- ac botwm i orffen yr alwad.



Yn y canol pan mae eich apwyntiad ar fin dechrau, mae botwm *Start Appointment*.



3. **Galwad Fideo** Cliciwch y botwm *Start Appointment*. Byddwch chi'n gweld llun o'ch hunain ar waelod y sgrin ar yr ochr dde (heblaw eich bod yn dewis diffodd y camera neu os nad oes gennych gamera). Os nad yw'r athro/athrawes wedi ymuno â'r alwad bydd nodyn yng nghanol y sgrin.



Schedule

16:40 Mrs F Turner Class 7D

Pan mae athro/athrawes yn ymuno â'r alwad, byddwch yn eu gweld ar brif ran y sgrin – neu yn eu clywed, os nad oes ganddyn nhw gamera (neu wedi diffodd) a gallwch chi ddechrau eich trafodaeth gyda nhw.

Byddwch hefyd yn gweld yr amser sy'n weddill ar gyfer yr apwyntiad ar y bar glas ar frig y sgrin.

Os byddwch yn colli mynediad i'r system yn ystod yr alwad, mewngofnodwch eto a cliciwch Dechrau'r Apwyntiad ar y sgrin. Cyn belled a bod yr athro ar yr alwad, byddwch chi'n gallu parhau gyda'r apwyntiad (mae'r un peth yn wir i'r athrawon os ydynt yn colli mynediad i'r system).

Pan fydd yr amser ar y bar glas yn stopio mae amser yr apwyntiad ar ben a bydd yr alwad yn dod i ben yn awtomatig.

Sylwch: Os ydych chi neu'r athrawon yn hwyr neu'n gadael ac yn ailymuno â'r alwad, nid yw'r amser ydd yn aildechrau.

Bydd yr apwyntiad, bob amser yn dod i ben ar yr amser a drefnwyd.

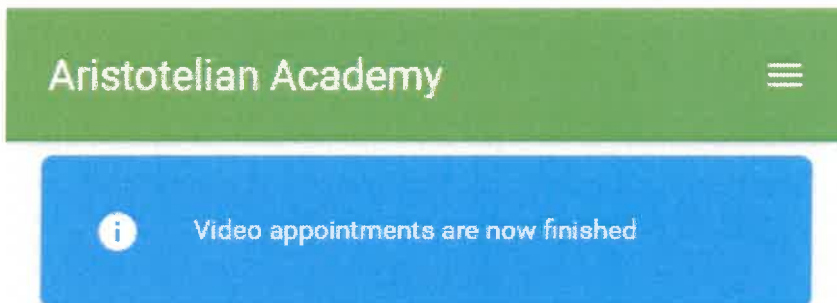
4. Galwadau Eraill

Os oes gennych apwyntiad arall wedi'i drefnu bydd y sgrin yn dangos botwm *Start Next Appointment*. Pan fyddwch chi'n barod i symud ymlaen, clicwch arno.

Sylwch: os byddwch yn oedi cyn cychwyn galwad, nid yw'n ymestyn hyd yr apwyntiad hwnnw.

Os nad oes gennych apwyntiad dilynol, ond nad ydych wedi cwblhau eich apwyntiad terfynol sydd wedi'i drefnu, fe welwch amserydd sy'n dangos yr amser nes dechrau eich apwyntiad nesaf.

Unwaith bydd eich apwyntiad olaf ar gyfer y noson wedi'i gwblhau bydd neges yn eich hysbysu am hyn.



Video Appointments: Parents - How to attend appointments over video call

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible up-to-date web browser:
 - iPhone/iPad:** Safari
 - Android:** Chrome or Firefox
 - Windows:** Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
 - Mac:** Safari, Chrome or Firefox
 - Linux:** Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening at the <https://Moelwyn.schoolcloud.co.uk> or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button.

Press the button to join your appointment on the day - or to test your camera/microphone at any time.



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Video Appointments

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test evening

First appointment: 16/11/2020 16:00

[Join Video Appointments](#)

2. Check Audio and Video

When you click *Join Video Appointments* the *Check Audio and Video* screen will be displayed.

You may at this point be asked if you wish to allow access to your camera/microphone, in which are please click yes.

From here you can turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy, click *Proceed to Video Call*.

3. The Video Call

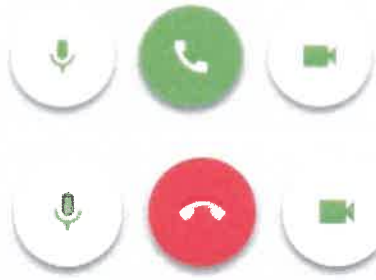
On this screen you can see the following, when in a call:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera.



When another person is available these also show a

pick up button to start the call



and a hang up button to leave the call.

- In the middle, when your appointment is due to start, the *Start Appointment* button.

Aristotelian Academy



Now: Miss K Burrows Art

Up Next: Mrs F Turner Class 7D

in 3:57

4. Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

Start Appointment



Now: Mrs F Turner Class 7D

4:15 remaining

Waiting for teacher...



Schedule

16:40 Mrs F Turner Class 7D

When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

Note that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer. The appointment will always end at the scheduled time.

5. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

Note that if you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.

