

Sut i...

ACHUB GWAITH AR J2LAUNCH

How to...

SAVE WORK ON J2LAUNCH

COFIWCH FEWNGOFNODI I HWB CYN DDECHRAU
REMEMBER TO LOG IN TO HWB BEFORE STARTING

O FEWN J2LAUNCH

COFIWCH ACHUB POB DARN O WAITH ELECTRONIG

- Ar ôl gorffen gyda'ch tasg o fewn J2Launch, cofiwch glicio ar '**arbed**' ac ail-enwi eich gwaith (hyd yn oed os nad ydych wedi gorffen).
- Yna, yn 'Fy ffeiliau', symudwch eich gwaith i'r man iawn trwy ei lusgo i mewn i'ch ffolder 'Tymor yr Haf' o fewn ffolder eich blwyddyn ysgol.

ACHUB



SAVE

SYMUD



MOVE

WITHIN J2LAUNCH

REMEMBER TO SAVE ALL ELECTRONIC WORK

- Once you have finished with your task within J2Launch, remember to click on 'Save' and rename your work (even if you haven't completed it).
- Then, in 'My files', move your work to the correct place by dragging and dropping it into your 'Summer Term' folder within your school year folder.

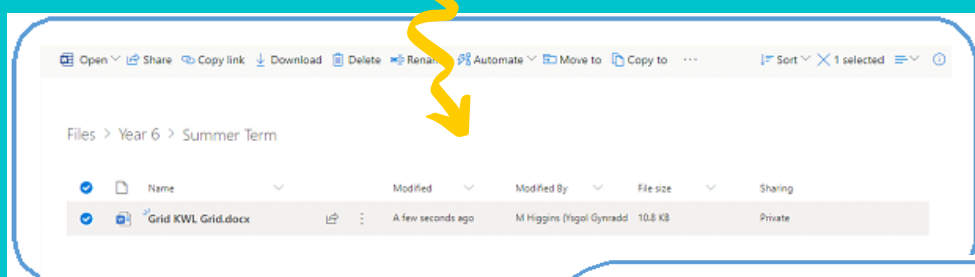


O ONEDRIVE OFFICE365

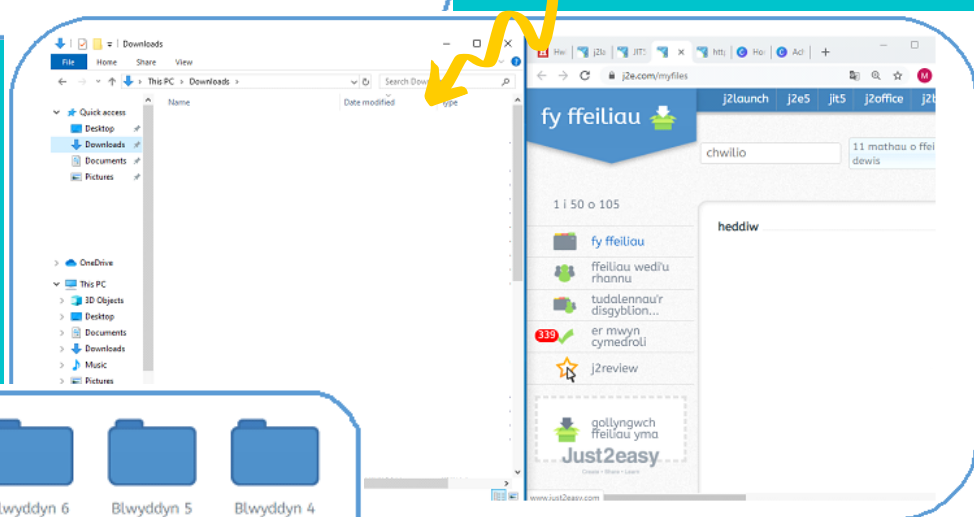
COFIWCH AIL-ENWI DOGFENNAU OFFICE365

- Dewch o hyd i'r ddogfen yn eich 'OneDrive'.
- Cliciwch ar y cylch bach wrth ochr chwith y ddogfen.
- Cliciwch ar 'Download'. Yna, fe fydd y ddogfen yn cael ei lawr lwytho i'ch cyfrifiadur.
- Ewch i'r ffeil 'Downloads' ar eich cyfrifiadur a dewch o hyd i'r ddogfen.
- Cliciwch ar y ddogfen a'i llusgo draw i 'Fy Ffeiliau' ar J2launch.
- Yna, symudwch y ddogfen i'r man iawn trwy ei lusgo i mewn i'ch ffolder 'Tymor yr Haf' o fewn ffolder eich blwyddyn ysgol.

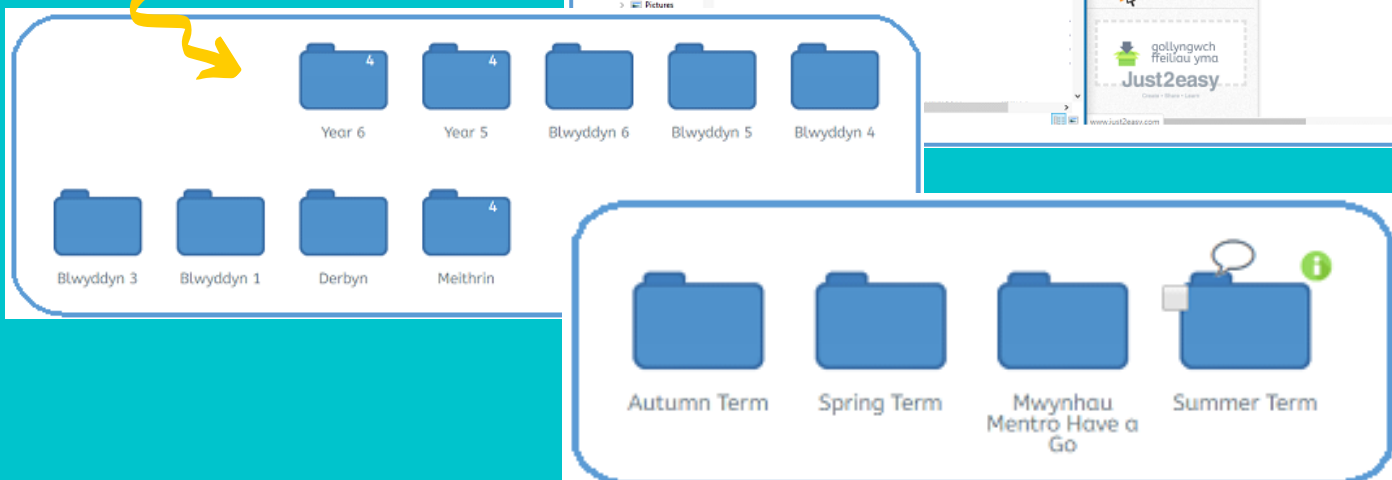
ONEDRIVE



DOWNLOADS
J2LAUNCH



SYMUD/MOVE



FROM ONEDRIVE ON OFFICE365

REMEMBER TO RENAME ALL DOCUMENTS IN OFFICE365

- Find the document on your 'OneDrive'.
- Click the small circle to the left of your document.
- Click on 'Download'. Then, the document will be downloaded to your computer.
- Go to the 'Downloads' file on your computer and find the document.
- Click on the document and drag and drop into 'My Files' on J2Launch.
- Then, in 'My files', move your work to the correct place by dragging and dropping it into your 'Summer Term' folder within your school year folder.



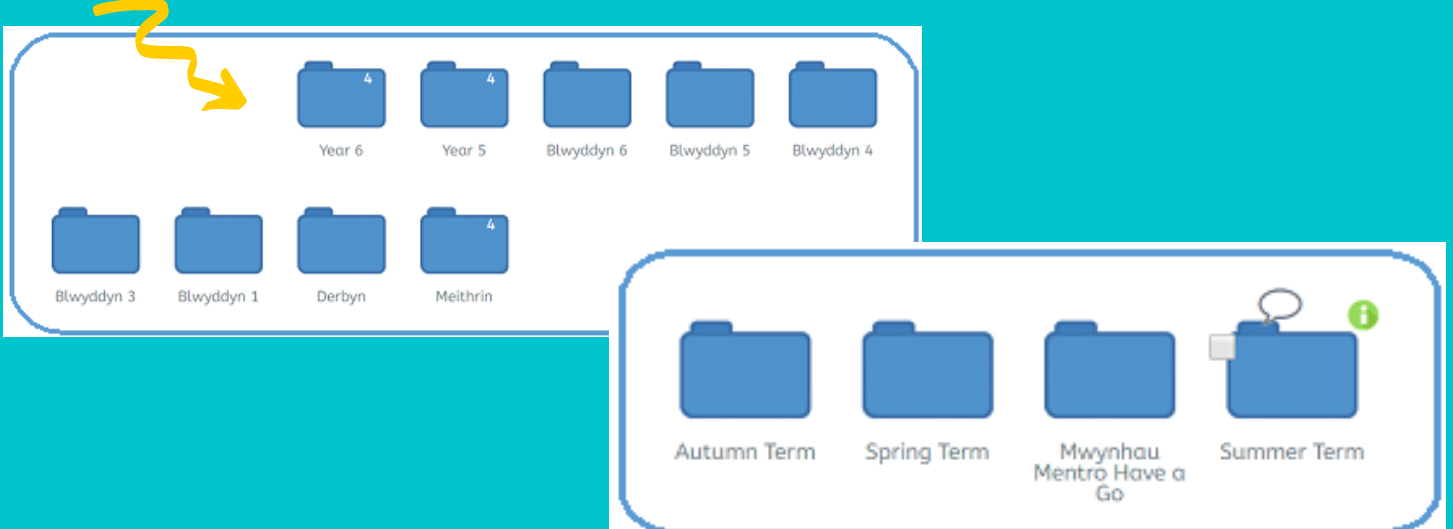
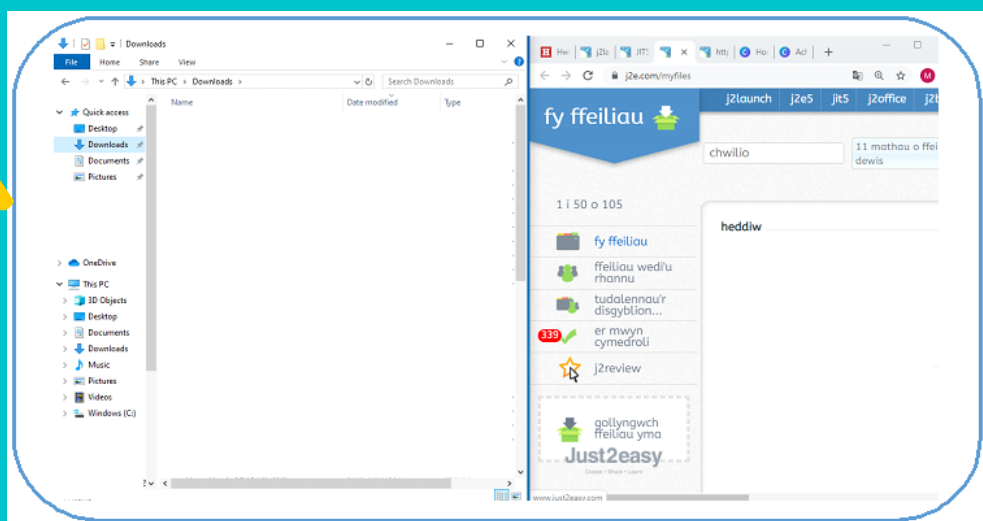
O'CH CYFRIFIADUR

COFIWCH AIL-ENWI DOGFENNAU

- Dewch o hyd i'r ddogfen ar eich cyfrifiadur.
- Cliciwch ar y ddogfen a'i llusgo draw i 'Fy Ffeiliau' ar J2launch.
- Yna, symudwch y ddogfen i'r man iawn trwy ei lusgo i mewn i'ch ffolder 'Tymor yr Haf' o fewn ffolder eich blwyddyn ysgol.

FILE EXPLORER
J2LAUNCH

SYMUD/MOVE



FROM YOUR COMPUTER

REMEMBER TO RENAME ALL DOCUMENTS

- Find the document on your computer.
- Click on the document and drag and drop into 'My Files' on J2Launch.
- Then, in 'My files', move your work to the correct place by dragging and dropping it into your 'Summer Term' folder within your school year folder.

