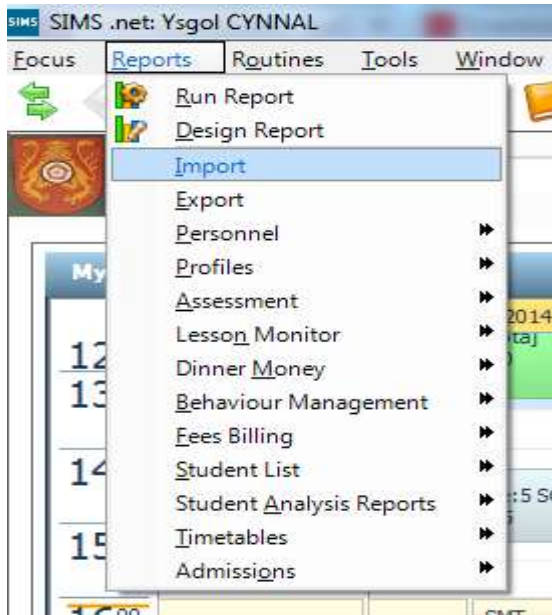


FFEIL GWYBODAETH AM DDISGYBLION – GYRFA CYMRU.

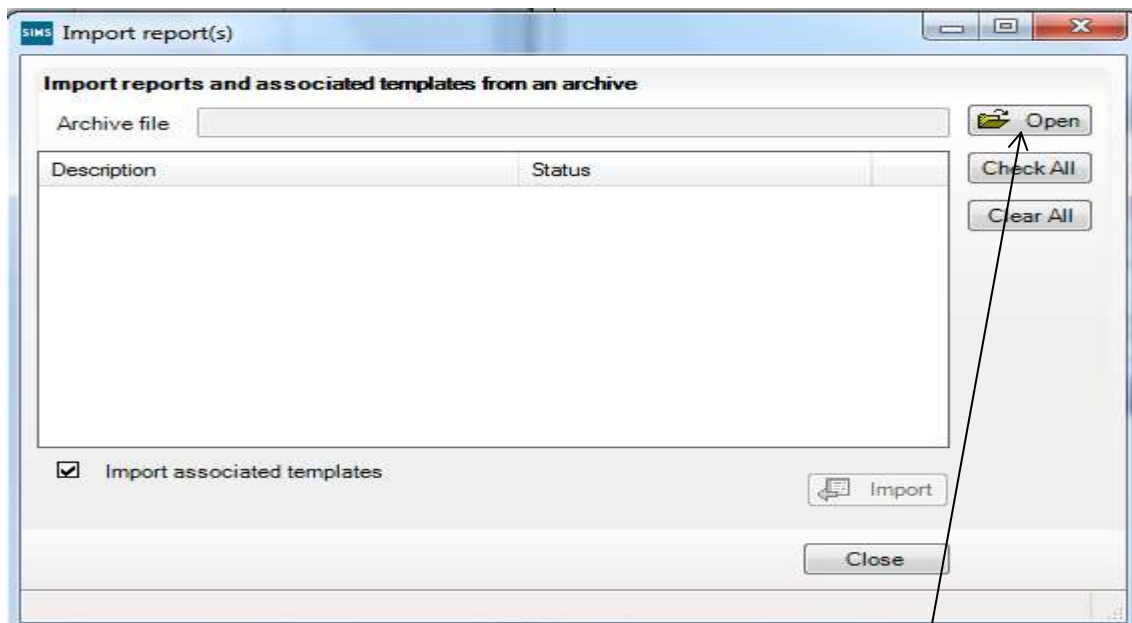
A. Mewnforio i SIMS:

1. Dylech lawrlwytho'r adroddiad **CAREERS WALES TEMPLATE.RptDef** a'i gadw ar yriant lleol neu yriant a rennir priodol. (c:\)
2. Dylech fewnforio adroddiad **CAREERS WALES TEMPLATE.RptDef** i system SIMS eich ysgol.

Dilynwch y llwybr **'Report / Import'**:

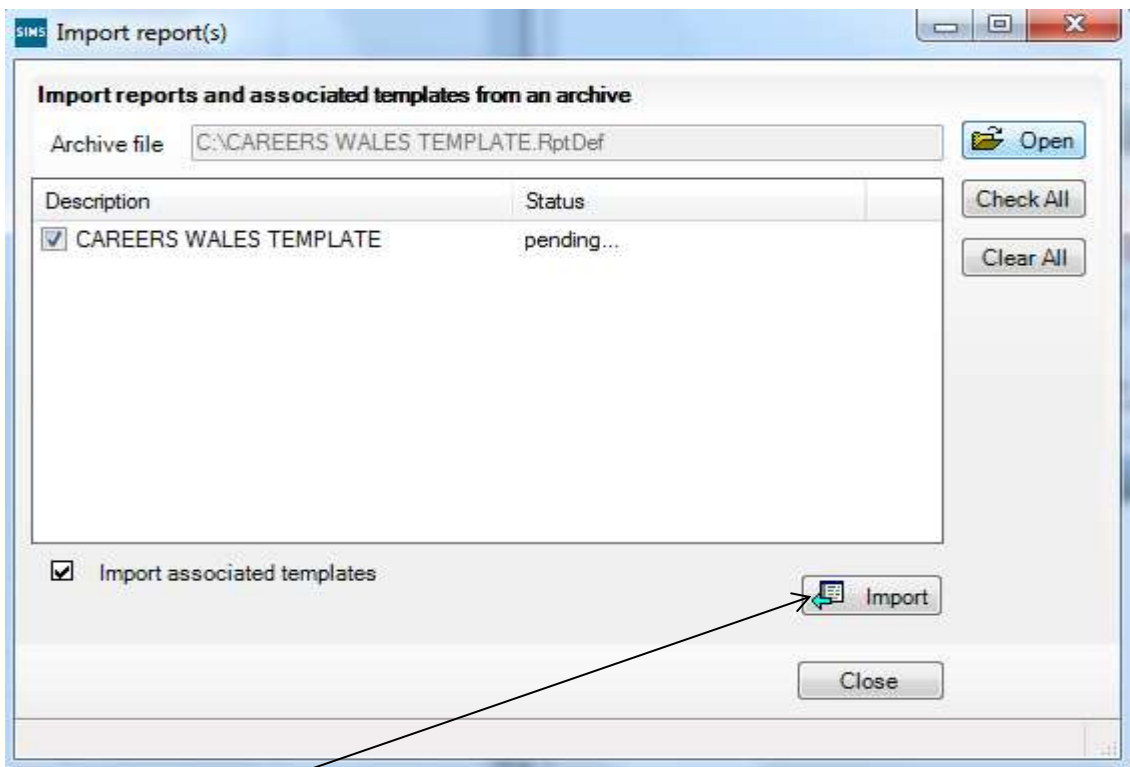


Bydd y ffenestr ganlynol yn ymddangos:



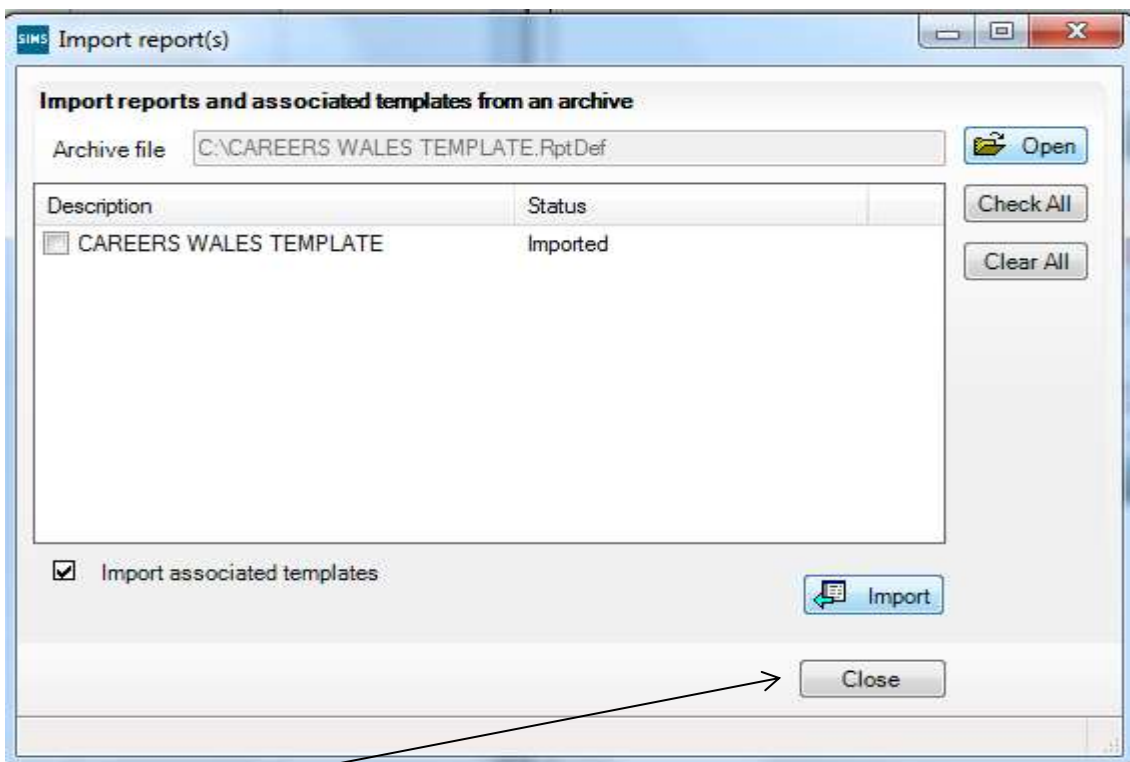
Ewch i'r ffolder ble y cafodd eich adroddiad ei gadw a chliciwch **'Open'**

Bydd y ffenestr ganlynol yn ymddangos:



Cliciwch ar **'Import'**

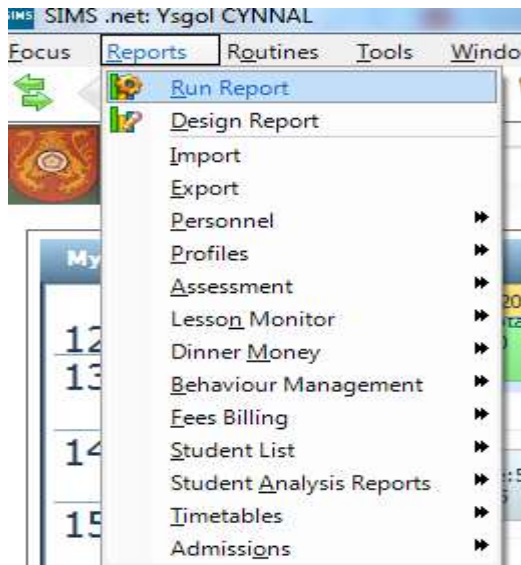
Bydd y ffenestr ganlynol yn ymddangos ynghyd â'r statws cywir = **'Imported'**.



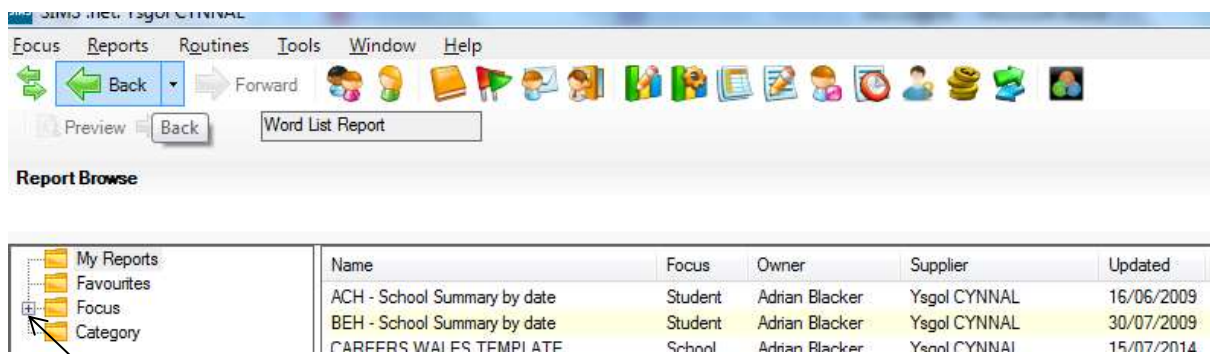
Cliciwch **'Close'** i orffen.

B. Creu Ffeil yr Adroddiad:

Dilynwch y llwybr **'Reports / Run Report'**:

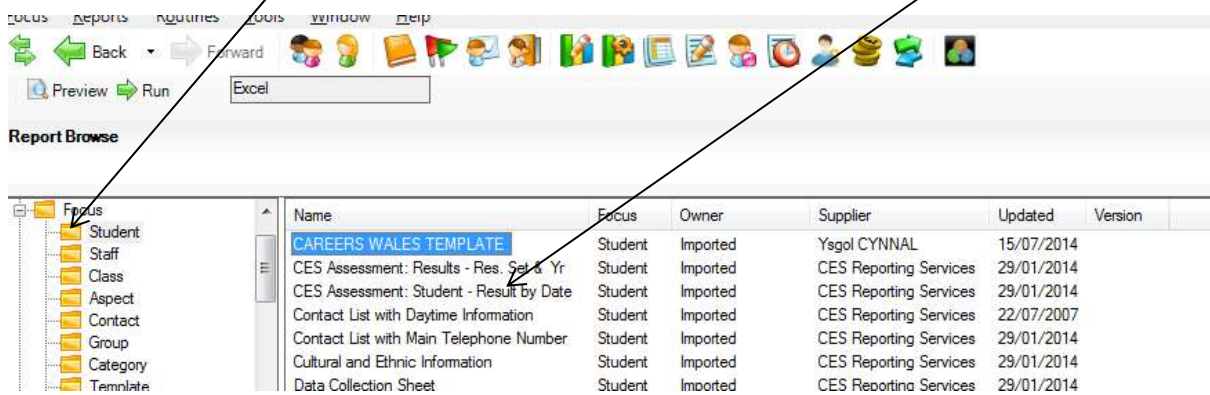


E.e. bydd y ffenestr ganlynol yn ymddangos:



Cliciwch + i wneud y ffolder **'Focus'** yn fwy.

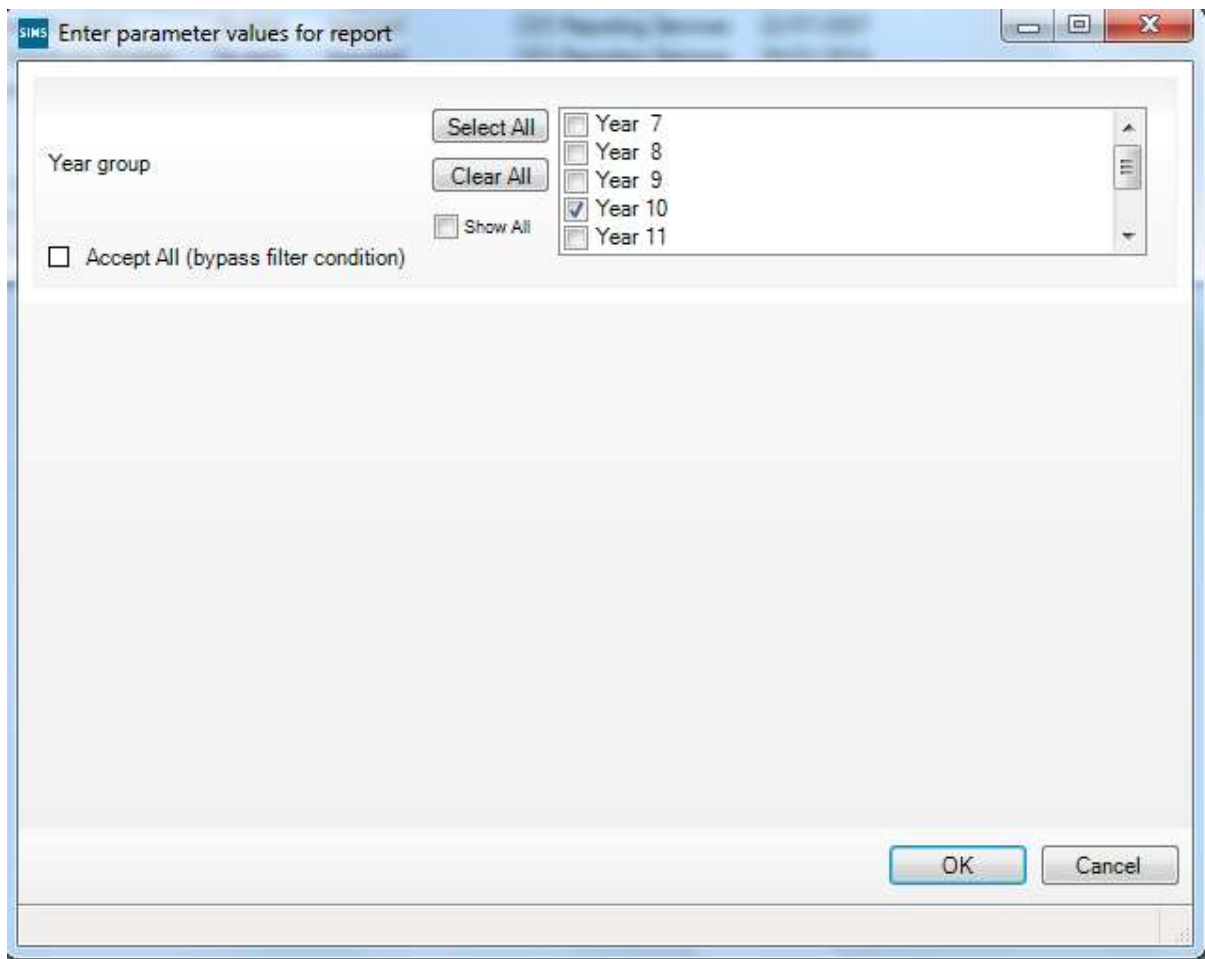
Yna cliciwch ar y ffolder **'Student'** ac ewch i lawr a lliwio'r adroddiad **'CAREERS WALES TEMPLATE'**.



Cliciwch gyda'ch llygoden ddwywaith ar yr adroddiad hwn

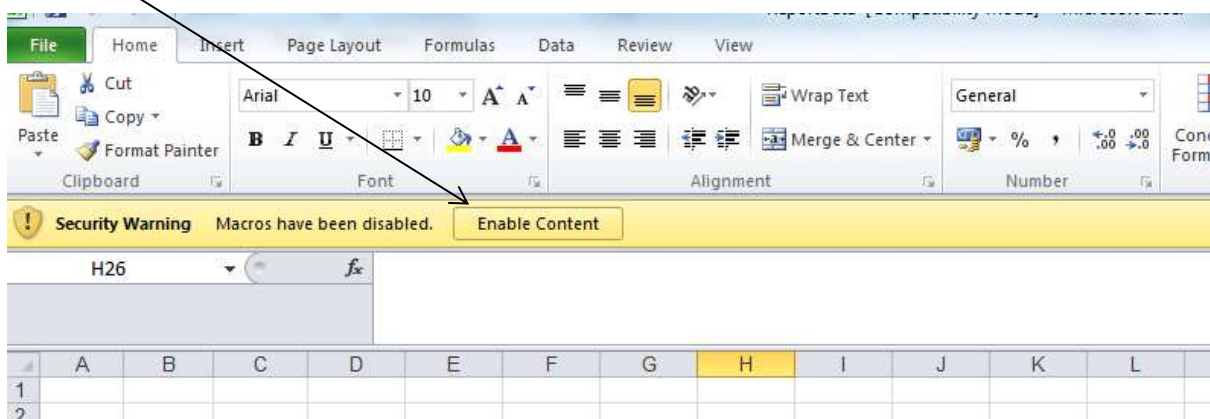
Bydd y ffenestr ganlynol yn ymddangos:

Cliciwch 'Select All' i baratoi'r adroddiad ar gyfer pob grŵp blwyddyn.



Cliciwch **OK** i barhau.

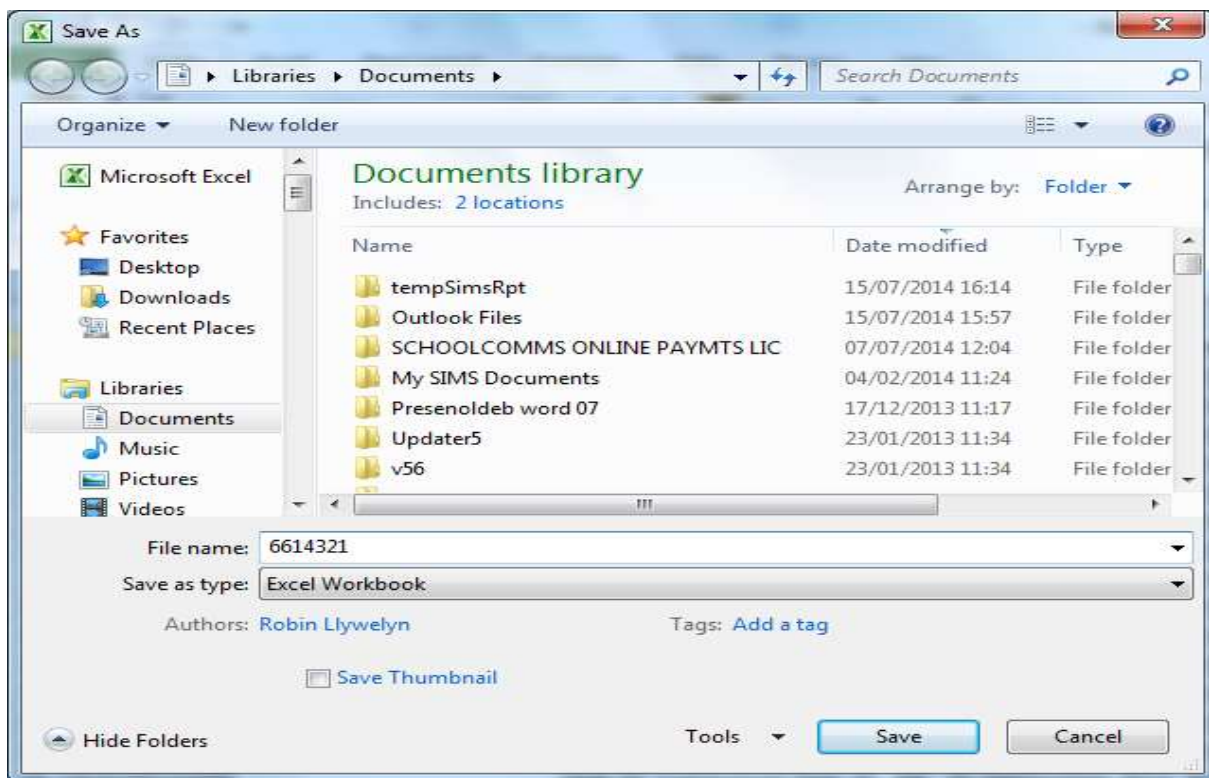
Bydd yr adroddiad nawr yn agor yn **EXCEL**. Os cewch y neges ganlynol, yna cliciwch '**Enable Content**'.



E.e. **(RHYBUDD!!!- PEIDIWCH AG ARGRAFFU'R ffeil hon. Dylech hefyd ei CHADW MEWN LLE DIOGEL gan ei bod yn cynnwys gwybodaeth bersonol. Dylech ystyried dileu'r ffeil hon ar ôl iddi gael ei lanlwytho i Gyrrfa Cymru.)**

UPN	Unique Learner Number	Year	Year taught in	Reg	Start date	End date	Forename	Middle name(s)	Surname	Legal Surname	DOB
C823432109119		Year 10	Curriculum Year 10	10F	01 September 2013	02 September 2014	Cynthia		Young	Young	13 July 1999
Y823432109118		Year 10	Curriculum Year 10	10E	01 September 2013	02 September 2014	Anthony		Woolf	Woolf	19 February
Z823432109117		Year 10	Curriculum Year 10	10C	01 September 2013	02 September 2014	Emilia		Winstanley	Winstanley	15 February
L820200103066		Year 10	Curriculum Year 10	10G	01 September 2013	02 September 2014	Anne		Wilson	Wilson	01 March 199
X820200103063		Year 10	Curriculum Year 10	10D	01 September 2013	02 September 2014	Rob	Wallace	Williams	Williams	19 June 1999
K823432109116		Year 10	Curriculum Year 10	10F	01 September 2013	02 September 2014	Ania-Lucia		Williams	Williams	21 August 19
W823432109115		Year 10	Curriculum Year 10	10E	01 September 2013	02 September 2014	Aaron		Williams	Williams	19 February
G823432109114		Year 10	Curriculum Year 10	10A	01 September 2013	02 September 2014	Felipe		Vesta	Vesta	27 Septembe
Y823432109113		Year 10	Curriculum Year 10	10E	01 September 2013	02 September 2014	Edwin		Upton	Upton	14 January 15
D823432109112		Year 10	Curriculum Year 10	10A	01 September 2013	02 September 2014	Hannah		Tweek	Tweek	12 October 1
P823432109111		Year 10	Curriculum Year 10	10B	01 September 2013	02 September 2014	Rebecca		Trotman	Trotman	14 March 199
G820200102097		Year 10	Curriculum Year 10	10B	01 September 2013	02 September 2014	Daniel	James	Tinkler	Tinkler	18 April 1999
A823432109110		Year 10	Curriculum Year 10	10F	01 September 2013	02 September 2014	Rhys		Thomas	Thomas	31 August 19
P823432109109		Year 10	Curriculum Year 10	10F	01 September 2013	02 September 2014	Laura		Terry	Terry	30 June 1999
D820200102095		Year 10	Curriculum Year 10	10C	01 September 2013	02 September 2014	Chloe	Bella	Taylor-Gee	Taylor-Gee	11 Novembe
A823432109108		Year 10	Curriculum Year 10	10F	01 September 2013	02 September 2014	Bram		Tankink	Tankink	17 July 1999
N820200103055		Year 10	Curriculum Year 10	10C	01 September 2013	02 September 2014	Karen		Tan	Tan	04 April 1999
L823432109107		Year 10	Curriculum Year 10	10B	01 September 2013	02 September 2014	Rain		Taaramae	Taaramae	08 February
Y820200103054		Year 10	Curriculum Year 10	10C	01 September 2013	02 September 2014	Carla		Sutton	Sutton	01 June 1999
X823432109106		Year 10	Curriculum Year 10	10C	01 September 2013	02 September 2014	Ryan		Sturidge	Sturidge	31 March 199

Click on 'FILE' a 'SAVE AS' a bydd y ffenestr ganlynol yn ymddangos:



Rhowch yr enw canlynol ar eich ffeil: Rhif AALI + Rhif yr Ysgol E.e. **6614321**

C. Dylech lanlwytho eich ffeil ar safle diogel Gyrfa Cymru.