

Gmail

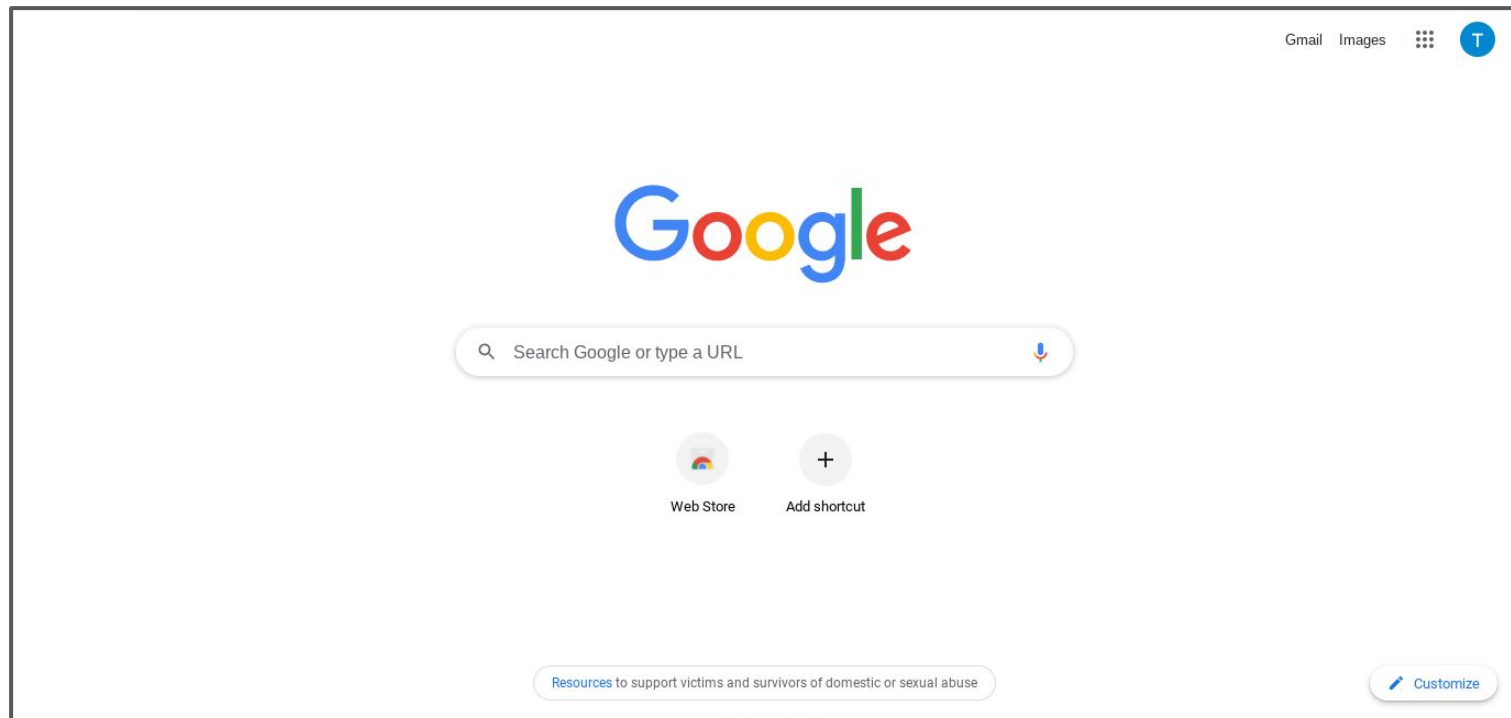
Derbyn adroddiad trwy Gmail

Receiving a report through Gmail



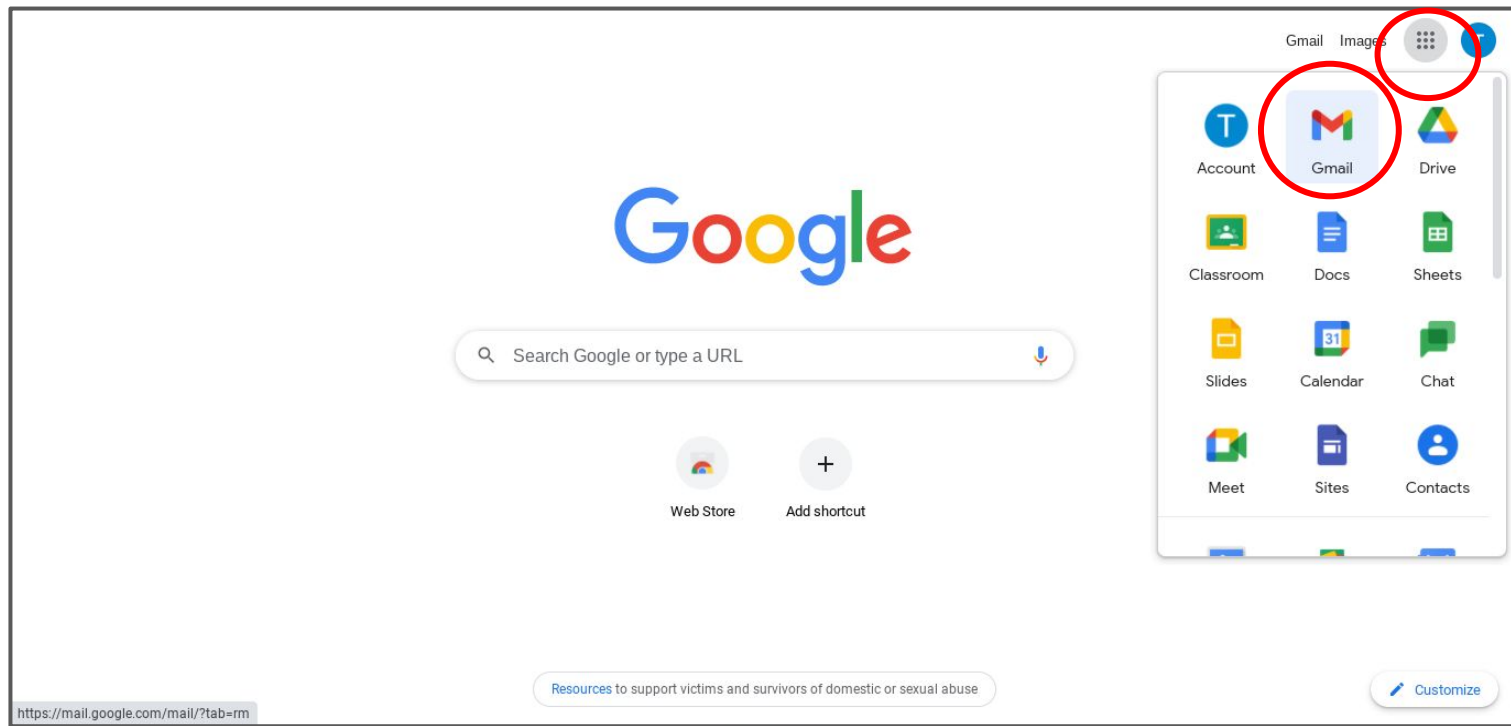
Gmail





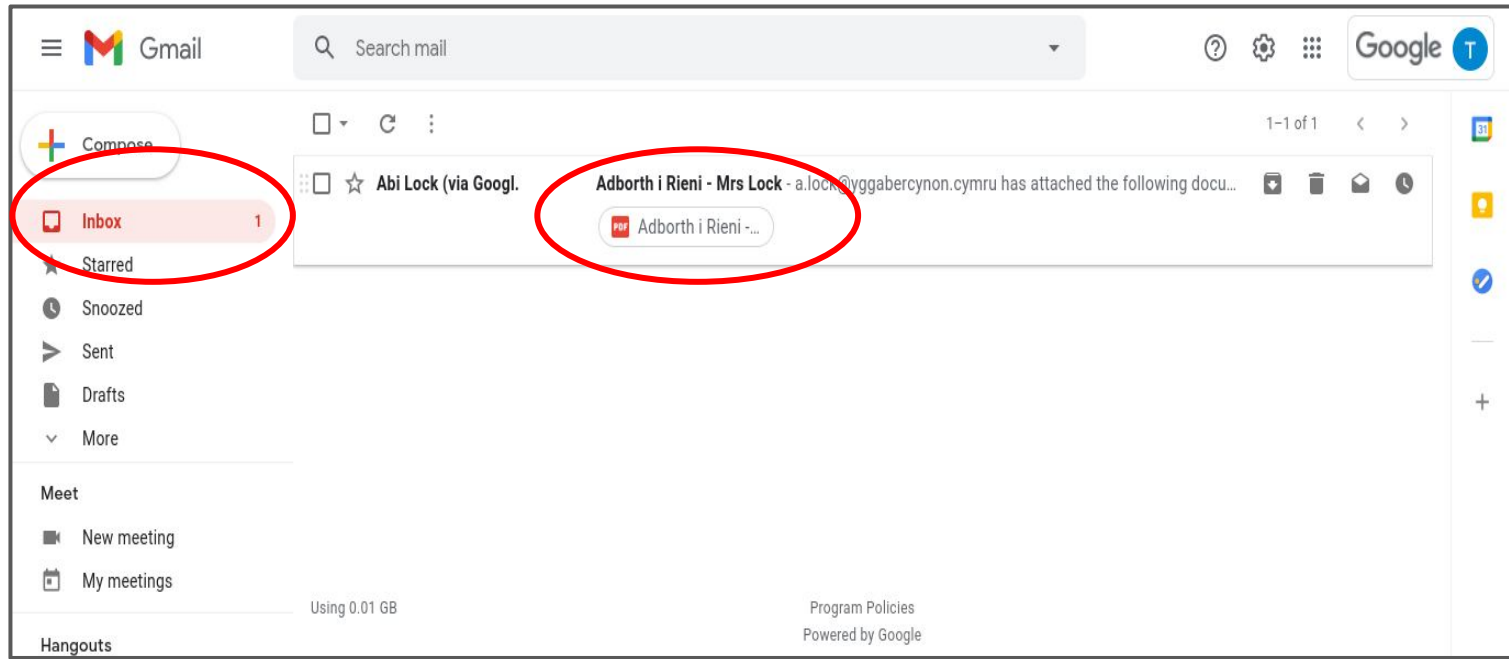
Cam 1 - Mewngofnodwch i Google gan ddefnyddio manylion login ysgol eich plentyn.
(@yggabercynon.cymru)

Step 1 - Sign in to Google using your child's school login details. (@yggabercynon.cymru)



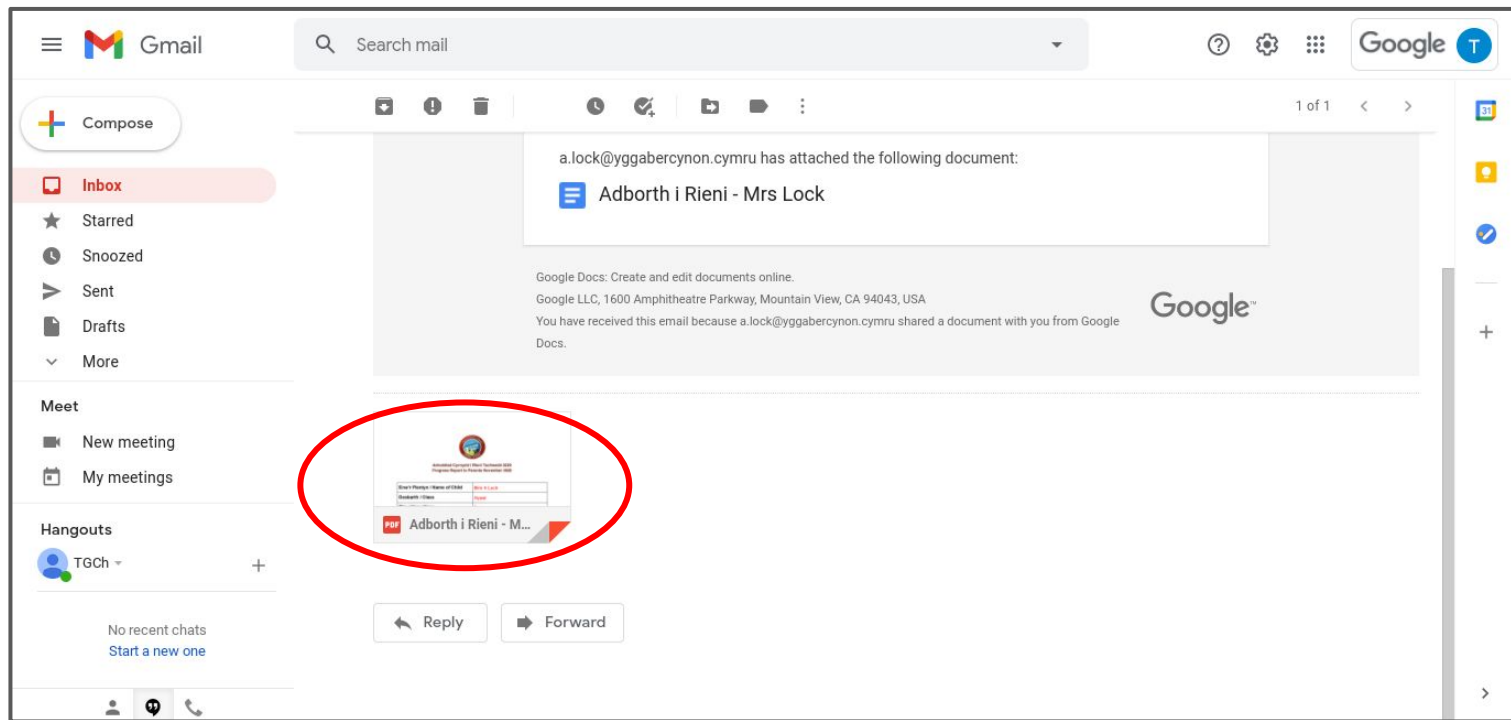
Cam 2 - Gwasgwch ar y ddewislen / waffl, ac yna dewiswch yr opsiwn Gmail ar y ddewislen.

Step 2 - Click the menu / waffle, then choose the Gmail option on the menu.



Cam 3 - Dewiswch 'Inbox' ar yr ochr chwith, yna dylai e-byst eich plentyn ymddangos yng nghanol eich sgrin. Nawr dylech weld e-bost gan athro/awes eich plentyn yn cynnwys Adroddiad personol fel PDF.

Step 3 - Select 'Inbox' on the left, then your child's emails should appear at the centre of the screen. Now you should see an email from your child's class teacher including a Report as a PDF.



Cam 4 - Cliciwch ar yr e-bost i'w hagor, dylai nawr edrych fel hyn gydag atodiad PDF ar waelod yr e-bost. Gellir gwasgu ar y PDF i'w hagor neu wasgu 'Download' i'w ddarllen.

Step 4 - Click on the email to open, it should now look similar to this with the PDF attachment at the bottom of the email. You can now click the attachment to open or press 'Download' to read the report.

The screenshot shows an email in a Gmail interface. The left sidebar contains navigation options: Compose, Inbox, Starred, Snoozed, Sent, Drafts, More, Meet, New meeting, My meetings, Hangouts, and TGCh. The main content area displays the school logo for Abercynon Primary School, followed by the title "Adroddiad Cynnydd i Rieni Tachwedd 2020" and "Progress Report to Parents November 2020". Below this is a table with three rows of information. At the bottom, there is a "Sylwadau / Comments" section and a pagination control showing "Page 1 / 1".

Enw'r Plentyn / Name of Child	Mrs A Lock
Dosbarth / Class	Hywel
Blwyddyn / Year	5

Sylwadau / Comments

Page 1 / 1

Cam 5 - Dylai'r adroddiad ymddangos ar eich sgrin fel hyn a gallech ei ddarllen gan sgrolio i lawr. Croeso i chi e-bostio'r atro/awes dosbarth yn ôl i gadarnhau eich bod wedi derbyn a darllen yr adroddiad.

Step 5 - The report should appear on your screen similarly to this, you can read by just scrolling down the page. You're welcome to email the class teacher back to confirm you have received and read the report.