

Hyfforddiant SharePoint - Defnyddio SharePoint

Diweddarwyd ddiwethaf: dydd Iau 16 Tachwedd 2023

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Ffurflen Gwerthuso Hyfforddiant:

<https://www.aber.ac.uk/en/is/it-services/web/training-evaluation/>

Ymarfer 1 – Mynediad i SharePoint

Cyn y gallwch ddefnyddio SharePoint mae angen i chi wybod sut i gael mynediad ato – byddwch yn cael mynediad i'r safle ac yn llywio i'r ardal hyfforddi.

1. Agorwch borwr
2. Teipiwch sharepoint.aber.ac.uk i'r bar cyfeiriad.
3. Mewngofnodwch gyda'ch eich enw defnyddiwr a'ch cyfrinair arferol.
4. Byddwch yn gweld prif dudalen SharePoint:

Prifysgol Aberystwyth University SharePoint Help

Prifysgol Aberystwyth University SharePoint

SharePoint Help
Faculties & Departments
Groups & Committees
Internal Projects
External Projects
Recent
Org Links
My Links
MyLinkIcons
Recycle Bin

Croeso i safle SharePoint Prifysgol Aberystwyth
Mae'r safle hwn wedi'i rannu'n bedair adran:

- **Cyfadrannau ac Adrannau** – safleoedd sy'n eiddo i adrannau academaidd, cyfadrannau, neu adrannau gwasanaeth.
- **Gwmpiau a Phwyllgorau** – safle sy'n eiddo i gwmpiau neu bwyllgorau, fel rheol caiff ei ddefnyddio i gadw cofnodion ac agendâu ar gyfer cyfarfoddydd yn ogystal â gwybodaeth berthnasol arall i'r grŵp neu'r pwyllgor
- **Prosiectau mewnol** – safleoedd a ddefnyddir ar gyfer prosiectau PA mewnol sy'n cynnwys staff PA yn unig
- **Prosiectau allanol** – safleoedd a ddefnyddir ar gyfer prosiectau sy'n cynnwys staff PA a staff o gyrrff/sefydliadau partneriaethol

Os nad ydych yn gallu dod o hyd i safle yr ydych yn meddwl y dylech gael mynediad iddo, cysylltwch â'r gwasanaethau gwybodaeth ar gg@aber.ac.uk neu **01970 62 2400**.

Welcome to the Aberystwyth University SharePoint Site
This site is divided into four sections:

- **Faculties and Departments** – sites belonging to academic departments, faculties or service departments.
- **Groups and Committees** – site belonging to groups or committees, often used to store minutes and agendas for meetings, as well as other information relevant to the group or committee
- **Internal projects** – sites used for internal AU projects involving only AU staff
- **External projects** – sites used for projects involving both AU staff and staff from partner organisations/institutions

If you can't find a site that you think you should have access to, please contact Information services on is@aber.ac.uk or **01970 62 2400**

5. Dewch o hyd i "SharePoint Help" yn y ddewislen chwith a chliciwch arno
6. Nawr byddwch yn gweld yr ardal Help & Training:

SharePoint Help Aberystwyth University SharePoint Site Training Area EDIT LINKS

SharePoint Help

Welcome to the Help & Training area

Help
We have a number of FAQs available but if you require further assistance with using SharePoint, please contact the information services help desk:

- Phone 2400
- Email is@aber.ac.uk
- Call in to the Hugh Owen Library

The help desk will assist you with queries but if there is something more complex they will pass your query on to the SharePoint team.

Training
We provide 2 levels of training for SharePoint users:

- **SharePoint User Training** - this is for people who need to use SharePoint for collaborating with others within their team, department or across the university. It is aimed at users rather than site administrators. It will teach you how to access SharePoint and how to use document libraries, calendars and task lists.
- **SharePoint Administrator Training** - this is for people who need to maintain and develop SharePoint sites so that others can use them to collaborate. It will teach you how to set up a site, as well as covering adding libraries and lists, setting permissions, and customising your site.

Training sessions will be listed on the right if there are any coming up.

Training Sessions
There are currently no upcoming events. To add a new event, click "Add new event".
(More Events...)
Add new event

Training Documents

Name	Modified	Modified by
Old	28 November, 2016	Suzy Shipman [15] (Staff)
Trainer	7 November, 2014	Suzy Shipman [15] (Staff)
sharepoint-training-exercises-admin	17 June, 2020	Suzy Shipman [15] (Staff)
sharepoint-training-exercises-admin	17 June, 2020	Suzy Shipman [15] (Staff)
sharepoint-training-exercises-using	17 June, 2020	Suzy Shipman [15] (Staff)
sharepoint-training-exercises-using	17 June, 2020	Suzy Shipman [15] (Staff)

Drag files here to upload

7. Dewch o hyd i "Training Area" yn y ddewislen chwith (o dan Sites) a chliciwch arno

8. Nawr dylech weld yr ardal hyfforddi:

The screenshot displays the SharePoint 'Training Area' page. On the left, there is a navigation pane with sections for 'Libraries' (Training Area Documents), 'Lists' (Training Area Calendar, Training Area Task List), and 'Site Contents' (Recent, Pages, EDIT LINKS). The main content area is divided into three sections: 'Training Area Documents', 'Training Area Calendar', and 'Training Area Task List'.

Training Area Documents: A list of folders and documents with columns for 'Type' and 'Name'. Folders include 'Jess' Folder, 'Sara's folder', 'Test Folder 4', 'Rhian's Folder', 'Jaanka test', 'Training folder', 'Seth's folder', 'Testing folder 2000', 'Keciah's folder', 'Louise's new folder', 'Katerina's folder', 'Suzy's new folder', 'Don't look in here', 'Folderco', 'Test folder3', 'C/s', 'Suzy's folder', 'Test folder', and 'Archive'. Documents are numbered 'Training Document Number 01' through '10'. An 'Add document' link is at the bottom.

Training Area Calendar: A list of events with columns for date, time, and title. Events include 'Dealing with fear of tutorials tutorial', 'Chulu Riise', 'la Dagon: la Hydra: Chulu Flag!!!', 'Rollergest - problem solving meeting', 'Who you gonna call? GHOSTBUSTERS!', 'Sleeping', and 'Midnight Monthly Luau'. Two notes are present: 'Mandatory for all IS staff to attend for music, food, limbo, dancing, and consolidation of monthly reports. BYOB' (twice).

Training Area Task List: A task list interface showing a timeline from August 2023 to October 2023. It includes a search bar, a 'new task or edit this list' button, and a table with columns 'Task Name', 'Due Date', and 'Assigned To'. The table is currently empty, with a message: 'There are no items to show in this view of the "Training Area Task List" list.'

Ymarfer 2 – Defnyddio'r Llyfrgell Ddogfennau

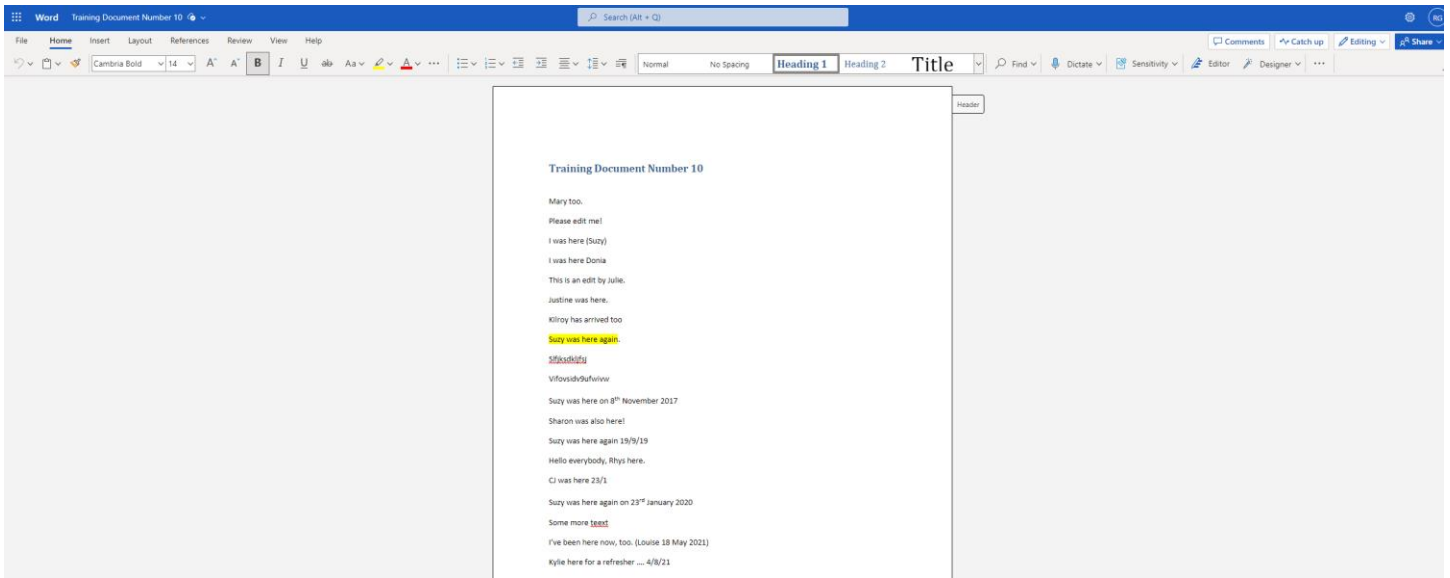
Defnyddir Llyfrgelloedd Dogfennau i storio dogfennau fel y gallwch chi a defnyddwyr eraill gael mynediad atynt. Gan ddibynnu ar ganiatâd, gellid rhannu'r dogfennau hyn o fewn tîm neu adran, neu gyda holl ddefnyddwyr SharePoint. Byddwch mynd i lyfrgell ddogfennau, yn gweld ac yn golygu dogfen, yn creu ffolder ac yn ychwanegu dogfen ati. Byddwch hefyd yn profi agor llyfrgell ddogfennau yn Explorer.

Agor a Golygu Dogfen

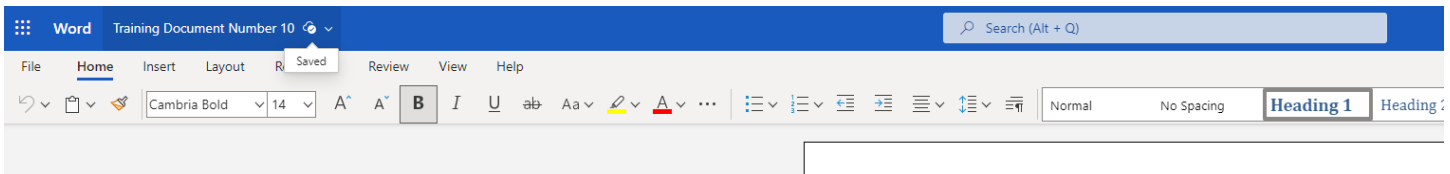
1. Cliciwch ar "Training Area Documents" yn y ddewislen ar y chwith (o dan Libraries) - bydd y llyfrgell ddogfennau Training Area Documents yn cael ei harddangos:
2. Dewiswch pa ddogfen bynnag yr hoffech a chliciwch ar ei henw.

	Training Document Number 01.docx	27.0	27 March	Sara Griffith [sag100] (Staf
	Training Document Number 03.docx	20.0	19 May, 2022	Ellen Sizer Coverdale [eys]
	Training Document Number 05.docx	30.0	6 October, 2022	Morgan Shaw [mos27] (St
	Training Document Number 10.docx	18.0	13 May, 2022	Emily Cooper [emc41]
	Training Document Number 12.docx	13.0	7 August	Jessica Farmer [jef38] (Staf
	Training Document Number 14.docx	7.0	31 October, 2022	Hiroshi Bowman [hib3]
	Training Document Number 15.docx	11.0	12 August, 2022	Francesca Smith [frs12] (St
	Training Document Number 18.docx	5.0	6 October, 2022	Morgan Shaw [mos27] (St

3. Bydd y ddogfen yn agor yn Word Online:



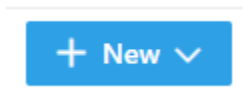
4. Gwnewch newid i'r ddogfen drwy deipio llinell o destun e.e. "Golygiad gan Suzy"
5. Arhoswch nes bod y testun 'Saving' ar frig y sgrin wedi newid i 'Saved'



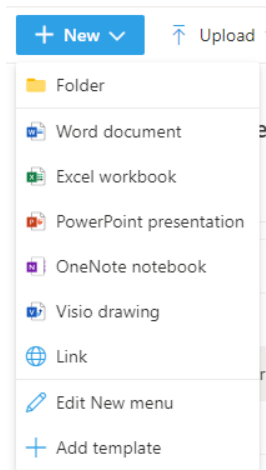
6. Caewch eich tab cyfredol i ddychwelyd i'r llyfrgell ddogfennau yn SharePoint.

Creu Ffolder Newydd

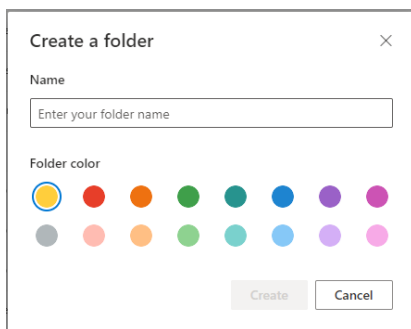
1. Cliciwch ar 'New' ar frig y dudalen



2. Dewiswch 'Folder' o'r ddewislen sy'n ymddangos:









3. Bydd naidlen yn ymddangos yn gofyn am enw'r ffolder newydd:



4. Teipiwch enw'r ffolder newydd yn y blwch e.e. "Ffolder Suzy" a chliciwch ar Create

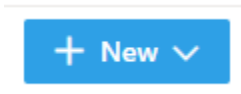
5. Bydd eich ffolder newydd yn ymddangos yn y llyfrgell ddogfennau:

Training Area Documents

 Name  	Version 	Modified 	Modified By 	 Add column
  Jess' Folder   	1.0	7 August	Jessica Farmer [jef38] (Staff)	
 Karolina's folder	1.0	11 December, 2020	Karolina Bergmann [kab35]	
 Keziah's Folder	1.0	24 February, 2022	Keziah Garratt-Smithson [i]	
 Louise's new folder	1.0	18 May, 2021	Louise Perkins [lnp] (Staff)	
  New Test Folder	1.0	A few seconds ago	Rhodri Gravell [rhg4] (Staff)	
 Rhian's Folder	1.0	17 January	Rhian Jones [rhj53] (Staff)	

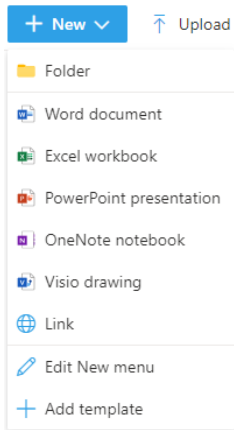
Ychwanegu Dogfen i'r Ffolder

1. Cliciwch ar enw'r ffolder a grëwyd gennych i'w hagogor



2. Cliciwch ar 'New' ar frig y dudalen

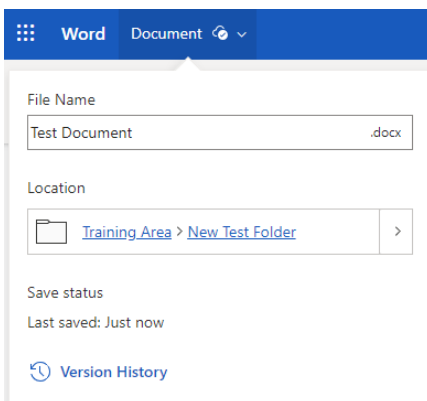
3. Dewiswch 'Word document' o'r ddewislen sy'n ymddangos:



4. Bydd eich dogfen newydd yn agor yn Word Online:

5. Ysgrifennwch rywfaint o destun yn y ddogfen.

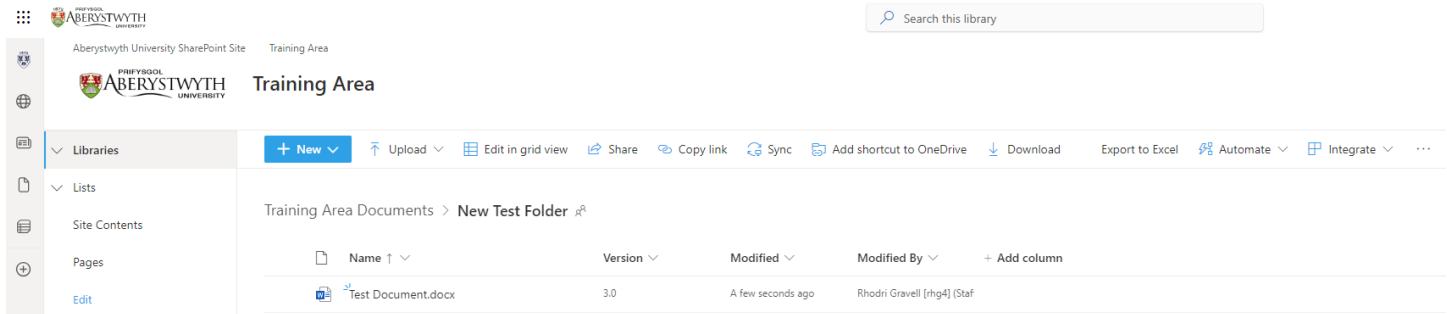
6. Cliciwch ar 'Document' yn y bar ar frig y sgrin a rhowch enw synhwyrol i'ch dogfen e.e. Dogfen Hyfryd Suzy. Cliciwch Enter i gadw'r enw newydd.



7. Arhoswch nes bod y testun 'Saving' ar frig y sgrin wedi newid i 'Saved'

8. Caewch eich tab cyfredol i ddychwelyd i'ch ffolder yn y llyfrgell ddogfennau yn SharePoint.

9. Bydd eich dogfen newydd wedi'i rhestru yn eich ffolder:



The screenshot shows the SharePoint interface for the 'Training Area' document library. The breadcrumb path is 'Training Area Documents > New Test Folder'. A table lists the documents in the folder:

Name	Version	Modified	Modified By	+ Add column
Test Document.docx	3.0	A few seconds ago	Rhodri Gravel [rhg4] (Staf)	

Ymarfer 3 – Defnyddio Calendrau

Defnyddir calendrau yn SharePoint i storio digwyddiadau sy'n gysylltiedig â grŵp, fel y gall holl aelodau'r grŵp gael mynediad atynt. Gallai'r grŵp fod yn dîm, yn adran neu'n grŵp prosiect neu hyd yn oed y brifysgol gyfan. Byddwch yn cael mynediad i galendr, yn creu digwyddiad ac yn golygu digwyddiad gwahanol.

Mynediad i'r calendr a chreu digwyddiad

1. Cliciwch ar "Training Area Calendar" yn y ddewislen ar y chwith (o dan Lists) - bydd y Training Area Calendar yn ymddangos:

The screenshot shows the SharePoint interface for the 'Training Area Calendar'. The calendar is displayed in a monthly view for August 2023. The interface includes a search bar at the top, navigation tabs for 'BROWSE', 'EVENTS', and 'CALENDAR', and a left-hand navigation pane with 'Lists' selected. The calendar grid shows events for various days, including 'Cibola Sites (Evening)', '10:00 - 12:00 Dealing with fear of tutorials tutorial', '11:00 Problemset - problem solving meeting', '10:00 IS Midnight Monthly Logic', '10:00 - 12:00 Dealing with fear of tutorials tutorial', and '15:00 - 16:00 SP meeting'.

2. Dewiswch ddyddiad i ychwanegu eich digwyddiad a rhowch eich llygoden yn ei flwch. Bydd y ddolen Add yn ymddangos

This close-up screenshot shows a single calendar cell for the date 24. The number '24' is displayed in the top left corner of the cell. In the bottom right corner, there is a blue plus sign followed by the text '+ Add', indicating the button used to create a new event.

3. Cliciwch ar y ddolen Add
4. Bydd y naidlen New Item yn ymddangos:

Training Area Calendar - New Item

EDIT

Save Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title *

Location

Start Time * 24/08/2023 17:00

End Time * 24/08/2023 18:00

Description

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

Workspace Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

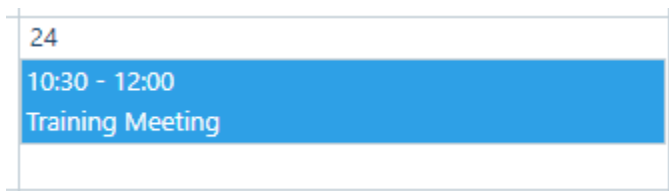
Category (2) Category2

Save Cancel

5. Llenwch fanylion eich digwyddiad. Mae'n rhaid iddo gael teitl, amser cychwyn ac amser gorffen (oni bai eich bod yn ticio'r blwch "All Day Event"). Gallwch hefyd ychwanegu disgrifiad o'r digwyddiad i roi mwy o fanylion.

6. Cliciwch ar y botwm 'Save' i orffen.

7. Dylech nawr weld eich digwyddiad yn y calendr:



Golygu Digwyddiad Calendr

1. Dewiswch un o'r digwyddiadau y mae rhywun arall wedi'u hychwanegu at y calendr a chliciwch arno.

2. Bydd gwybodaeth am y digwyddiad yn ymddangos:

3. Cliciwch y botwm Edit Item (ar frig y dudalen ar yr ochr chwith).

4. Bydd y golygydd digwyddiadau'n ymddangos:

5. Golygwch ddyddiad y digwyddiad. Cliciwch ar 'Save' i orffen.

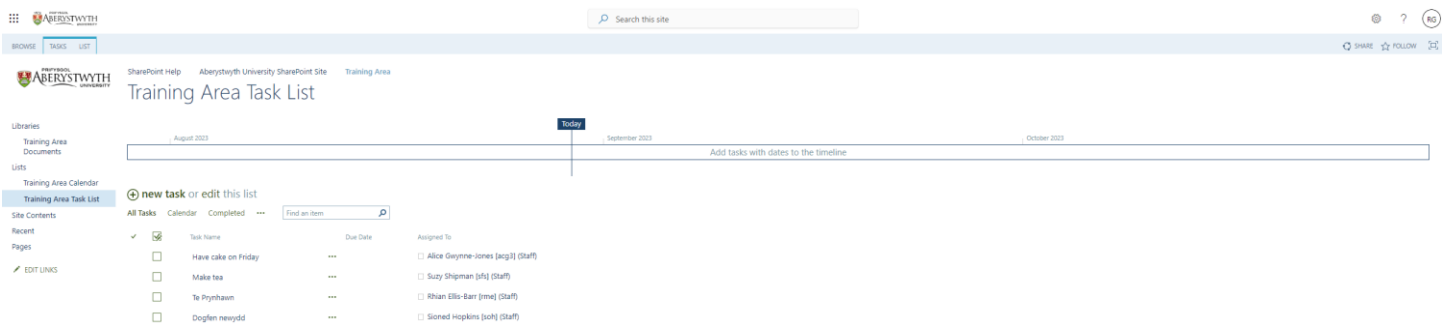
6. Bydd y digwyddiad nawr yn cael ei arddangos ar y dyddiad newydd yn y calendr.

Ymarfer 4 – Defnyddio Rhestr Dasgau

Defnyddir rhestrau tasgau yn SharePoint i storio tasgau sy'n gysylltiedig â grŵp, fel y gall holl aelodau'r grŵp gael mynediad atynt. Gellir dyrannu pob tasg i unigolyn penodol fel y gallant gadw golwg ar y tasgau y mae angen iddynt eu cwblhau. Byddwch yn cael mynediad at restr dasgau, yn creu tasg i aelod arall o'r grŵp ac yn golygu tasg sydd wedi'i dyrannu i chi.

Cael mynediad i'r rhestr dasgau a chreu tasg

1. Cliciwch ar "Training Area Task List" yn y ddewislen ar y chwith (o dan Lists) - bydd y Training Area Task List yn ymddangos:



Task Name	Due Date	Assigned To
<input type="checkbox"/> Have cake on Friday	...	<input type="checkbox"/> Alice Gayme-Jones (agj) (Staff)
<input type="checkbox"/> Make tea	...	<input type="checkbox"/> Suty Shipman (sfj) (Staff)
<input type="checkbox"/> Te Prynhawn	...	<input type="checkbox"/> Rhian Ellis-Barr (rme) (Staff)
<input type="checkbox"/> Dogfen newydd	...	<input type="checkbox"/> Sioned Hopkins (shj) (Staff)

2. Cliciwch ar 'new task' ar frig y rhestr

+ new task or edit this list

All Tasks Calendar Completed ...

3. Bydd y sgrin New Item yn ymddangos:

BROWSE EDIT

Save Cancel Paste Copy Cut Attach File Spelling

Commit Clipboard Actions Spelling


Libraries


- Training Area Documents
- Lists
 - Training Area Calendar
 - Training Area Task List
- Site Contents
- Recent**
- Pages

EDIT LINKS

The content of this item will be sent as an e-mail message to the person or group assigned to the item.

Task Name *

Start Date 

Due Date 

Assigned To

SHOW MORE

Save Cancel

4. Cliciwch ar 'SHOW MORE' i weld yr holl opsiynau.

BROWSE EDIT

Save Cancel Paste Copy Cut Attach File Spelling

Commit Clipboard Actions Spelling


Libraries


- Training Area Documents
- Lists
 - Training Area Calendar
 - Training Area Task List
- Site Contents
- Recent**
- Pages

EDIT LINKS

The content of this item will be sent as an e-mail message to the person or group assigned to the item.

Task Name *

Start Date 

Due Date 

Assigned To

% Complete %

Description

Predecessors

- Attend SharePoint tra
- Attend SharePoint tra
- Attend SharePoint tra
- Attend SharePoint tra
- Attend training sessio

Add > < Remove

Priority (2) Normal

Task Status Not Started

Save Cancel

5. Rhowch fanylion y dasg:

- Rhowch enw i'r dasg

- Rhowch ddyddiad cychwyn a dyddiad gorffen i'r dasg.
- Aseiniwch y dasg i'r unigolyn drws nesaf i chi, trwy deipio eu henw neu eu henw defnyddiwr yn y blwch Assigned To a'u dewis o'r rhestr sy'n ymddangos.
- Ychwanegwch ddisgrifiad o'r dasg os oes angen.
- Gallwch ddewis 'rhagflaenydd' os oes angen - mae hon yn dasg sydd angen ei gwneud cyn y gellir dechrau'r dasg hon.
- Dewiswch flaenoriaeth ar gyfer y dasg.

6. Cliciwch ar 'Save' i orffen.

7. Bydd eich tasg newydd nawr yn ymddangos yn y Task List:

PRIFYSGOL ABERYSTWYTH UNIVERSITY

SharePoint Help Aberystwyth University SharePoint Site Training Area

Training Area Task List

Libraries
Training Area Documents

Lists
Training Area Calendar
Training Area Task List

Site Contents
Recent
Pages
EDIT LINKS

August 2023 Today September 2023

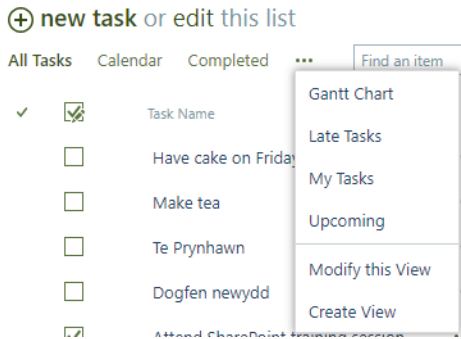
new task or edit this list

All Tasks Calendar My Tasks Find an item

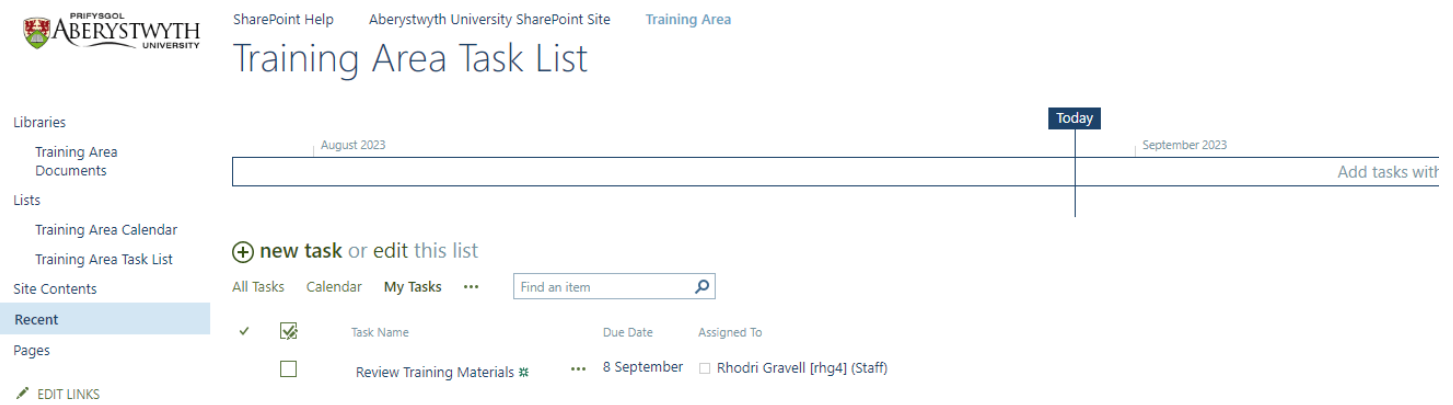
Task Name	Due Date	Assigned To
Review Training Materials #	8 September	Rhodri Gravell [rhg4] (Staff)

Gweld tasgau sydd wedi'u dyrannu i chi

1. Cliciwch ar y ... ar frig y rhestr dasgau (wrth ymyl All Tasks Calendar Completed) a dewis 'My Tasks':



2. Dim ond y tasgau a ddyrannwyd i chi fydd yn cael eu harddangos:



Golygu Tasg sydd wedi'u dyrannu i chi

1. Cliciwch ar enw tasg i'w hagog:

The screenshot shows the 'VIEW' tab of a task management system. The top navigation bar includes 'BROWSE' and 'VIEW'. Below it, there are icons for 'Edit Item', 'Version History', 'Alert Me', 'Shared With', 'Workflows', 'Delete Item', and 'Manage'. The main content area displays a task card for 'Review Training Materials'. A yellow warning banner at the top of the card states: 'The content of this item will be sent as an e-mail message to the person or group assigned to the item.' The task details include: Task Name: Review Training Materials; Start Date: 29/08/2023; Due Date: 08/09/2023; Assigned To: Rhodri Gravell [rhg4] (Staff); % Complete: 0%; Description: Review training materials and screenshots. At the bottom, there is a 'SHOW MORE' link and a 'Close' button. Metadata at the bottom indicates the task was created and last modified on 29/08/2023 at 17:06 by Rhodri Gravell [rhg4] (Staff).

2. Cliciwch y botwm Edit Item (ar frig y dudalen ar yr ochr chwith).

3. Bydd y sgrin Edit Item yn ymddangos:

The screenshot shows the 'EDIT' tab of the task management system. The top navigation bar includes 'BROWSE' and 'EDIT'. Below it, there are icons for 'Save', 'Cancel', 'Paste', 'Copy', 'Delete Item', 'Attach File', and 'Spelling'. The main content area displays the 'EDIT' form for the task 'Review Training Materials'. A yellow warning banner at the top of the card states: 'The content of this item will be sent as an e-mail message to the person or group assigned to the item.' The form fields include: Task Name * (Review Training Materials); Start Date (29/08/2023); Due Date (08/09/2023); Assigned To (Rhodri Gravell, [rhg4], (Staff) x); % Complete (0 %); Description (Review training materials and screenshots). At the bottom, there is a 'SHOW MORE' link and 'Save' and 'Cancel' buttons. Metadata at the bottom indicates the task was created and last modified on 29/08/2023 at 17:06 by Rhodri Gravell [rhg4] (Staff).

4. Marciwch fod y dasg wedi'i chwblhau trwy glicio ar 'SHOW MORE' ac yna dewis 'Completed' o'r gwymplen Task Status.

5. Cliciwch ar 'Save' i orffen. Bydd y dasg nawr yn ymddangos wedi'i chroesi allan.

