

CBAC Cyswllt: Canllaw i ddefnyddwyr mewn canolfannau

Ymrestru ac Ardystio

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1. Ynglŷn â'r ddogfen hon

Defnyddir CBAC Cyswllt i weinyddu'r rhan fwyaf o'n cymwysterau yn ôl y galw sydd wedi'u gwirio'n allanol. Mae'r system yn hwyluso'r prosesau ymrestru, sicrhau ansawdd ac ardystio.

Mae'r ddogfen hon yn rhoi canllawiau hawdd eu dilyn o ran sut i ymrestru ac ardystio dysgwyr gan ddefnyddio ein system CBAC Cyswllt.

Mae gwybodaeth am ein gofynion o ran asesu a sicrhau ansawdd i'w chael yn y Llawlyfr canolfannau ar gyfer cymwysterau wedi'u gwirio'n allanol.

2. Cael mynediad i system Cyswllt

Mae CBAC Cyswllt yn system seiliedig ar y we sydd ar gael yn https://connect.wjec.co.uk/.

Dylai fod enw defnyddiwr a chyfrinair wedi'u rhoi i chi er mwyn cael mynediad i'r system. Os nad ydych wedi derbyn eich manylion mewngofnodi, cysylltwch â cyswllt@cbac.co.uk.

Pan fyddwch yn mewngofnodi i CBAC Cyswllt, byddwch yn mynd i'r dudalen 'Cartref' i ddechrau. Mae'r 'Mewnflwch' yn dangos pob 'ffurflen' sydd wedi'i chreu gennych a/neu sydd wedi'i 'neilltuo' i chi gan gydweithiwr yn y ganolfan. Mae'r ffurflenni hyn yn weithredol ac o dan reolaeth y ganolfan.

Noder y gall fod gennych fynediad hefyd i weld 'mewnflwch' cyffredinol eich canolfan yn dibynnu ar eu hawliau mynediad. Os ydych yn gallu gweld mewnflwch y ganolfan, byddwch yn gallu gweld pob ffurflen sydd wedi'i chreu ac sy'n weithredol ar hyn o bryd yn y ganolfan.

3. Ymrestru ac ardystio eich dysgwyr mewn 7 cam hawdd

Mae'n hawdd ymrestru ac ardystio eich dysgwyr yn CBAC Cyswllt. Mae'r adran hon yn eich tywys drwy'r 7 prif gam canlynol, o ddechrau ymrestriad newydd i lawrlwytho ac argraffu edystysgrifau a thrawsgrifiadau.

1	Create a new registration
2	Select the qualification
3	Add your learners
4	Select the units
5	Input learner achievements
6	Request external quality assurance activity (centres without DCS status)
7	Download e-certificates and transcripts

Cam 1. Creu ymrestriad newydd

I ddechrau ymrestriad newydd, dewiswch 'Ymrestru/Ardystio' ('Reg/Cert') ar frig y dudalen ac yna dewiswch 'Creu Bwciad' ('Create a Booking').

	Neil Owens (My details / Fy Manytion) You last logged in at 09:08 on 23 February 2018 Log out / Allgofnodi
WJEC CDQC CONNECT CYSWLLT	Home / Cartref My centre / Fy nghanolfan Dorumsets / Dogfennau Users / Defnyddwyr 🗿 Sites / Safleoedd 🎯 Staff / Staff 🕲 Qualification library / Llyfrgell cymwyster u Reg/Cert Lorners / Dysgwyr
Search b	bookings Create a booking

Gallwch ddewis ymrestru eich dysgwyr gan ddefnyddio ffurflen cyfrwng Cymraeg neu gyfrwng Saesneg. Nid oes angen i'r iaith rydych yn dewis cwblhau'r ymrestriad ynddi gyfateb i'r iaith mae'r ymgeisydd/ymgeiswyr yn ei defnyddio yn yr asesiad.

I wneud ymrestriad newydd, dewiswch y Ffurflen Ymrestru ac Ardystio Dysgwyr

Learner Registration and Certification WJEC104

Please use this form to register learners and claim certification.

Cam 2. Dewis y cymhwyster

Rhaid i chi gysylltu'r ymrestriad â'r cymhwyster y mae eich dysgwyr yn gweithio tuag ato. I wneud hyn, cliciwch ar **'Dewiswch' ('***Please select***)**.

Create a booking	
Select a qualification Please select	
	Create booking or cancel

Yna bydd rhestr o'r cymwysterau mae eich canolfan wedi'i chymeradwyo i'w cynnig wedi'i harddangos.

Dewiswch y cymhwyster gofynnol o'r rhestr; dylai tic gwyrdd ymddangos ar ddiwedd y llinell.

Please select						×
Title Qualification type Other General Qualification		ation 🗸	Qualification level Please select ▼			
Qualification type	Qualification level	Title		Qualification Number/Ofqual QN	Status	;
Other General Qualification	Entry Level 3	WJEC	Entry Level Award in Self Development and Wellbeing (Entry 3) (6800A3)	610/1320/1	Live	
Other General Qualification	Entry Level 3	WJEC	Entry Level Certificate in Self Development and Wellbeing (Entry 3) (6800C3)	610/1321/3	Live	
Other General Qualification	Level 1	WJEC	Level 1 Award in Self Development and Wellbeing (6800A1)	610/1322/5	Live	
Other General Qualification	Level 1	WJEC	Level 1 Certificate in Self Development and Wellbeing (6800C1)	610/1323/7	Live	
Other General Qualification	Entry Level 3	WJEC	Entry Level Award in Securing Employment (Entry 3) (6805A3)	610/1696/2	Live	
Other General Qualification	Entry Level 3	WJEC	Entry Level Certificate in Securing Employment (Entry 3) (6805C3)	610/1697/4	Live	
Other General Qualification	Level 1	WJEC	Level 1 Award in Securing Employment (6805A1)	610/1701/2	Live	
Other General Qualification	Level 1	WJEC	Level 1 Certificate in Securing Employment (6805C1)	610/1702/4	Live	
Other General Qualification	Entry Level 3	WJEC	Entry Level Award in Preparing for Employment (Entry 3) (6810A3)	610/1608/1	Live	
Other General Qualification	Level 1	WJEC	Level 1 Award in Preparing for Employment (6810A1)	610/1610/X	Live	
Showing 1 to 10 of 33 entries						
First Previous 1 2	3 4 Next Last					

Finished!

Ar ôl i chi ddewis y cymhwyster cywir, cliciwch ar 'Wedi gorffen' ('Finished').

Sylwch, dim ond un cymhwyster i bob ffurflen bwcio y gallwch chi ymrestru dysgwyr ar ei gyfer. Os yw dysgwr yn cwblhau sawl cymhwyster, bydd angen i chi lenwi ffurflen bwcio newydd ar gyfer pob cymhwyster.

Os nad yw'r cymhwyster gofynnol wedi'i restru, holwch eich swyddog arholiadau i sicrhau bod y gymeradwyaeth berthnasol gennych i gynnig y cymhwyster. Os ddim, bydd angen i chi gwblhau'r broses cymeradwyo cymhwyster. Cyfeiriwch at y *Llawlyfr canolfannau ar gyfer cymwysterau wedi'u gwirio* i gael gwybodaeth ychwanegol am y broses cymeradwyo cymhwyster.

Ar ôl cynhyrchu'r bwciad, bydd y ffurflen yn dangos rhif cyfeirnod y bwciad. Mae modd defnyddio hwn i ddod o hyd i'r ymrestriad yn gyflym yn y dyfodol a bydd yn cael ei ddefnyddio ym mhob gohebiaeth rhwng CBAC a'r ganolfan.

Cam 3. Dewis yr unedau

Booking components for Registration form for W.J.E.C. for

Ar ôl i chi ychwanegu eich dysgwyr at yr ymrestriad, mae angen i chi ddewis yr unedau maen nhw'n eu cwblhau.

Bydd rhestr o deitlau'r unedau sydd ar gael yn y cymhwyster wedi'i harddangos. Cyfeiriwch at fanyleb y cymhwyster i weld manylion llawn ynghylch yr unedau sydd ar gael yn y cymhwyster ac unrhyw reolau o ran cyfuno, gan gynnwys unrhyw unedau sydd wedi'u gwahardd. Unedau i'w dewis.

Dewiswch yr unedau gofynnol drwy hofran uwchben teitl yr uned a chwith-glicio. Ar ôl i bob uned gael ei dewis, dewiswch 'Cadw newidiadau' ('*Save changes*').

Filte	r on units: Save changes	or <u>cancel changes</u>
WJE	C Entry Level Award in Self Development and Wellbeing (Entry 3)	
	QG: WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)	DETAILS
	8819 Planning a journey Entry Level 3 1 credit	
	8818 Understanding personal hygiene and presentation for work Entry Level 3 1 credit	
	8817 Managing personal finances Level 1 2 credits	
	8816 Managing own money Entry Level 3 1 credit	
	8815 Maintaining sexual health and wellbeing Level 1 2 credits	
	8814 Understanding contraception Entry Level 3 2 credits	
	8813 Understanding physical wellbeing Entry Level 3 2 credits	

Bydd Cyswllt yn dilysu'r unedau a ddewiswyd ac os nad ydyn nhw'n bodloni gofynion y cymhwyster, e.e. o ran y gwerth credyd sy'n ofynnol a/neu'r credyd sy'n ofynnol ar lefel y cymhwyster, bydd neges gwall yn ymddangos yn rhoi gwybod i chi pa gamau y mae angen i chi eu cymryd.

FC	Entry Level Award in Self Development and Wellbeing (Entry 3)	
	Citru y Level Award in Self Development and Wellbeing (Entry 3)	DETAILS
	<i>Group description:</i> To achieve the Entry Level Award in Self Development and Wellbeing (Entry 3), learners will need to achieve a minimum of 6 credits, of which a	
	inimum of 4 credits must be at Entry 3	
	Infinition secures of Managements: 1	
/	Nandatory within group: Yes	
/	Ainimum credits at level: 4	

Ar ôl cynhyrchu'r cyfuniad cywir o unedau, dewiswch **'Cyflwyno Ymrestriadau' ('Submit Registrations')** ar waelod y dudalen.

Sylwch, ar ôl cyflwyno'r ymrestriadau, bydd ffioedd ymrestru dysgwyr yn cael eu cynhyrchu a'u cymhwyso. Gwnewch yn siŵr bod yr holl fanylion yn gywir cyn cyflwyno.

Ar ôl cyflwyno ymrestriadau i CBAC, ni ellir ychwanegu unrhyw ddysgwyr ychwanegol at y bwciad. Os oes gennych ddysgwyr ychwanegol, rhaid i chi gyflwyno bwciad newydd.

Cam 4. Ychwanegu eich dysgwyr

l ychwanegu dysgwr at y bwciad, ewch i'r dudalen trosolwg a chliciwch ar **'Manylion y Dysgwr'**.

About this form	Please use this form to register learners and claim certification.
CENTRE EDITS	✓ Start date 29/03/2023 (<u>change start date</u>) ✓ Booking open for registrations
	Add/remove components Show qualification structure
	Show booking pie chart
Submit registrati	ons Submit for Quality Assurance Request form closure

Unwaith y bydd yn weithredol, byddwch yn gallu ychwanegu dysgwyr at y ffurflen bwcio. Gallwch **ychwanegu dysgwr newydd** eich hun, neu, os oes dysgwr eisoes wedi'i ychwanegu at y system, gallwch ddefnyddio'r opsiwn **'Ychwanegu dysgwyr presennol'** ('Add existing learners').

Mae opsiwn i uwchlwytho eich dysgwyr fel swmp i Cyswllt cyn dechrau bwciad. I gael gwybodaeth am sut i wneud hyn, gweler y <u>canllawiau ychwanegol ar ychwanegu sawl</u> <u>dysgwr</u>.

/ Learner details	💭 Public comments () 🔘 Private c	omments (0)
Add a new learner	d existing learners Import or	export learners/results	Certificates

Ychwanegu dysgwr newydd (eich hun)	Mae hwn yn caniatáu i chi ychwanegu dysgwyr unigol eich hun at y bwciad. Wrth ychwanegu dysgwr newydd, mae'n rhaid i chi lenwi'r meysydd gorfodol:				
	i. Enw Cyntaf				
	ii. Cyfenw				
	iii. Rhif Dysgwr Unigryw (ULN)				
	iv. Dyddiad Geni				
	v. Rhywedd				
	Mae meysydd sy'n weddill (enw canol neu enw arall, enw teuluol blaenorol a gwlad) yn ddewisol.				
	Ar ôl cwblhau manylion y dysgwr, cliciwch ar 'Creu dysgwr a'i ychwanegu at y bwciad' (' <i>Create learner and add to booking</i> ').				
	Bydd angen i chi ailadrodd y broses hon ar gyfer pob dysgwr rydych yn bwriadu ei ymrestru ar y bwciad.				
Ychwanegu dysgwyr presennol	Os ydych yn ymrestru dysgwr sydd eisoes wedi'i ymrestru drwy Cysw e.e. ar gyfer cymhwyster arall neu drwy ddefnyddio uwchlwytho swm (gweler y <u>canllawiau ychwanegol ar ychwanegu sawl dysgwr</u>), bydd manylion y dysgwr wedi'u storio ar y system, a gallwch ddefnyddio'r swyddogaeth ychwanegu dysgwr presennol.				
	I chwilio am ddysgwr presennol, rhowch fanylion y dysgwr i mewn a chliciwch ar 'Chwilio am Ddysgwr' ('<i>Search Learner'</i>) .				
	I weld rhestr o bob dysgwr sydd wedi'i storio ar Cyswllt, gadewch fanylion y dysgwr yn wag a chliciwch ar 'Chwilio am Ddysgwyr' ('Search Learners'). Dylai rhestr Iawn o ddysgwyr ymddangos.				
	Naill ai cliciwch ar 'dewis pawb' ('select all') , a fydd yn ychwanegu'r holl ddysgwyr at y bwciad neu chwiliwch drwy'r rhestr a chliciwch ar y dysgwyr unigol y mae eu hangen.				
	Bydd tic gwyrdd yn ymddangos wrth ymyl y dysgwr/dysgwyr a bydd enw'r dysgwr/enwau'r dysgwyr bellach i'w gweld ar frig y dudalen.				
	Gwiriwch fod y dysgwyr cywir wedi'u hychwanegu. I dynnu unrhyw ddysgwyr sydd wedi'u dewis drwy gamgymeriad, cliciwch ar 'tynnu' (' <i>remove</i> '), wrth ymyl enw'r dysgwr.				
	Ar ôl i chi ddewis pob dysgwr sy'n ofynnol, cliciwch ar 'Ychwanegu'r dysgwyr hyn' ('Add these learners').				

Pan fyddwch yn fodlon bod pob dysgwr wedi'i ychwanegu, a'ch bod wedi gwirio bod y manylion a ddarparwyd ar gyfer pob dysgwr yn gywir, cliciwch ar **'Gorffen gweithio ar yr adran hon'** ('*Finish working on this section*').

Mae'r dysgwyr bellach wedi'u hychwanegu at y bwciad a byddwch yn mynd yn ôl nawr i'r trosolwg. Bydd neges wedi'i harddangos ar frig y dudalen i ddangos bod y dysgwr/dysgwyr wedi'u hychwanegu'n llwyddiannus (*Roedd eich newidiadau'n llwyddiannus (Your edits were successful)*).

Os oes angen i chi dynnu dysgwyr **cyn** cyflwyno'r ymrestriadau i CBAC, gweler 'tynnu o'r bwciad' dan Adran 5. Canllawiau ychwanegol.

Cam 5. Mewnbynnu cyflawniadau dysgwyr

I ddod o hyd i'ch ymrestriad, chwiliwch am y bwciad ar y tab **'Reg/Cert'**, h.y. B/WJEC/1021 a dewiswch y bwciad yr ydych am ychwanegu graddau llwyddo ati ar gyfer eich dysgwyr.

Os ydych yn gwybod y rhif cyfeirnod/bwciad a neilltuwyd i'r ymrestriad, gallwch deipio hwn yn y maes chwilio. Os nad oes gennych y wybodaeth hon wrth law, defnyddiwch y swyddogaeth chwilio uwch i ddod o hyd i'r bwciad.

Wjęc cbac cowact	Michelle Morgen (My dealts / Fy Manylion) You last togged and 1137 to Home / Cartref My Centre / Fy nghanolfan Documents / Dogfennau Users / Defnyddwyr 🕐 Sites / Safleoedd 🌑 Staff / Staff 🕥 Qualification libra y Reg/Cer	t Learners / Dysgwyr
Search b	pokings	Create a booking
Search:	advanced search	download

Wrth ddefnyddio chwilio uwch:

i.Dewiswch 'Registration and Certification' yn 'Form Type', a

ii. Defnyddiwch y meysydd 'O' ac 'I' ('*From*' a '*To*') i hidlo'r amrediad dyddiadau y cafodd yr ymrestriad ei greu ynddo.

Search bool	kings								Cancel search	C	reate a	booking
Searching booki	ings by Learner Registration	on and Certification Open Forms created bet	tween 05/12/2022 and	105/12/2022	clear search							
Search: advanced search								download				
Reference	Title	Product title	Product reference	DCS	Current owner	Arrived	Latest stage	♥	Latest stage date	Status	Days old	
B/WJEC/1378	Registration form for W.J.E.C. for	WJEC Entry Level Award in Self Development Wellbeing (Entry 3)	tand _	Not approved	AO	06 December 2022	Results submitted - Awaiting QA		06 December 2022	open	1	details
B/WJEC/1381	Registration form for W.J.E.C. for	Entry Level Certificate in Self Development an Wellbeing (Entry 3)	nd _	Not approved	AO	05 December 2022	Results submitted - Awaiting QA		05 December 2022	open	1	<u>details</u>
Showing 1 to 2 o	of 2 entries											
First Prev	ious 1 Next Las	t								Show	10 、	entries

Dewiswch y ffurflen bwcio ofynnol i ddiweddaru cyflawniadau dysgwyr.

Ar ôl i'r ffurflen bwcio lwytho, cliciwch ar 'Manylion y Dysgwr' ac yna 'Gweld Graddau' ('Grading View').

Sylwch mai dim ond i ychwanegu graddau llwyddo at nifer bach o ddysgwyr y gellir defnyddio 'gweld graddau' ('*grading view*'). Ar gyfer carfanau mwy (dros 25), mae angen defnyddio'r sgriniau 'Rheoli asesiadau dysgwyr' (gweler tudalen 10).

Mewnbynnu cyflawniadau dysgwyr gan ddefnyddio 'gweld graddau'

nd	idate 11 DOB: 20/11/2005, REF: 91321, ULN: 10000	00051			-	
Ρ	6800A1 610/1322/5 WJEC Level 1 Award in Self Development and Wellbeing PASS BASED ON STRUCTURE, INTERNALLY ASSESSED WJEC Level 1 Award in Self Development and Wellbeing Fail Pass Other requests A W R RA D EF Assessment not yet recorded	Results not entered	Not yet claimed Cannot be claimed as not yet achieved Claim	Not yet granted Cannot be awarded as not yet claimed Award	Not yet certificated Not yet eligible for certification Paper and e- certificate	Not placed hold
С	6900E3 Planning a journey Entry Level 3 1 credit MANUAL, INTERNALLY ASSESSED Planning a journey Fail Pass Other requests A W R RA D EF Assessed on 20/03/2023	Results entered 20/03/2023	Claimed 20/03/2023 Claim	Not yet granted	Not yet certificated	Not placed hold Hold
С	6898L1 Managing personal finances Level 1 2 credits Managing personal finances Fail Pass Other requests A W R RA D EF	Results entered 20/03/2023	Claimed 20/03/2023 Claim	Award	Not yet certificated	Not placed hold Hold

Mae gweld graddau (grading view) wedi'i rannu yn ddwy adran

- P (Cynnyrch (*Product*)) a fydd yn cael ei ddyfarnu gan CBAC unwaith y bydd yr holl unedau wedi'u gwirio'n allanol a'u cyflawni. Bydd y botwm 'Llwyddo' yn troi'n wyrdd ar ôl i'r cymhwyster llawn gael ei ddyfarnu.
- **C** (Cydran (*Component*)) Cliciwch ar y botwm 'Llwyddo' os yw'r dysgwr wedi llwyddo a bydd y botwm yn troi'n wyrdd, neu ar 'methu' os nad yw'r dysgwr wedi cyflawni a bydd y botwm yn troi'n goch.

Grading for all learners (<u>back to learner</u>	<u>'s</u>)				
Filter assessments			learner	view grading view	session view
			Save chang	es apply passing gra	de to all claim all
Candidate 10 DOB: 18/12/2002, REF: 91320, U	JLN: 100000051				
P 6800A1 610/1322/5 WJEC Level 1 Award in Development and Wellbeing PASS BASED ON STRUCTURE, INTERNA WJEC Level 1 Award in Self Development and Wellbe Fail Pass Other requests A W R Assessment not yet recorded	RADEF	Not yet claimed Cannot be claimed as not yet achieved Claim	Not yet granted Cannot be awarded as not yet claimed Award	Not yet certificated Not yet eligible for certification Paper and e-Certificate	Not placed on hold
C 6900E3 Planning a journey Entry Level 3 1 cre MANUAL, INTERNA Planning a journey Fail Pass Other requests A W R Assessment not yet recorded	dit Results not entered	Not yet claimed Cannot be claimed as not yet achieved Claim	Not yet granted Cannot be awarded as not yet claimed Award	Not yet certificated	Not placed on hold Hold

Mae opsiwn i roi gradd llwyddo i bob dysgwr yn y bwciad drwy glicio ar **'rhoi gradd llwyddo i** bob un' ('*apply passing grade to all*'). Bydd hyn yn rhoi gradd llwyddo i bob uned yn y bwciad.

Ar ôl mewnbynnu'r graddau llwyddo i bob dysgwr, cliciwch ar **'Hawlio' ('***Claim***')** a chliciwch ar **'Cadw newidiadau' ('Save changes')**.

Mewnbynnu cyflawniadau dysgwyr gan ddefnyddio 'Rheoli asesiadau a chanlyniadau dysgwyr' ('*Manage learner assessments and outcomes*')

Mae'r swyddogaeth sgrin traws-fwcio yn caniatáu i'r ganolfan allu mewnbynnu graddau ar gyfer pob asesiad a chanlyniadau yn uniongyrchol drwy sgrin chwilio yn hytrach na thrwy'r ffurflen bwcio. Mae hyn yn golygu y gellir mewnbynnu'r graddau a'r canlyniadau ar draws sawl bwciad, oherwydd bod modd chwilio yn ôl canolfan, cymwysterau ac unedau a bod pob dysgwr yn cael ei arddangos, ar sail dyddiadau ymrestru.

Mae'r rhan fwyaf o'r rheolau sy'n berthnasol i fwciad yn parhau i gael eu cymhwyso yma:

- Dim ond ar ôl i'r bwciad gael ei gloi y gellir mewnbynnu graddau ar y sgrin os nad yw'r ffurflen wedi'i chloi, byddant yn dangos fel darllen yn unig.
- Os yw'r ffurflen dan ein rheolaeth ni, ni fyddwch yn gallu mewnbynnu gradd ar gyfer asesiad na hawl bydd yn dangos fel darllen yn unig.
- Bydd unrhyw reolau swyddogaethedd awtomatig sydd wedi'u cymhwyso at yr uned neu'r cymhwyster yn cael eu cymhwyso pan fydd y radd wedi'i mewnbynnu neu ei chadw.

Tabiau Traws-fwcio

Mae'r sgrin Rheoli Asesiadau Dysgwyr ('*Manage Learner Assessment*') ar gael drwy'r modiwl REG/CERT, o fewn yr is-ddewislen Rheoli Dysgwr (*Manage Learner*):

st name	Last name	ULN	Internal reference	Date of birth
lude inactive lea	arners			• • • 🗷 <u>clear</u>
oking Form Refe	rence			
alification				
1.				
it .				

Defnyddir y sgrin hon i fewnbynnu'r graddau asesu, neu i weld ac adrodd ar y graddau a fewnbynnwyd. Mae sawl maes chwilio ar gael, gyda'r meysydd Canolfan, Cymhwyster ac Uned yn caniatáu i asesiadau gael eu harddangos ar draws bwciadau:

inage learner o	issessments					Search Inscrines Greate A strate inamo	Valued motion data	I Uprovded Class I Mercare	inantera 1 Manage learner assesanteres 1 Manage learner o
entre									
ernor's first name	Last name ULS	4 Intern	nal raforonco 🛛 Dete i	e calcula	Postcada Include inactive learners				
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Gellir lawrlwytho'r canlyniadau yn y grid ar unrhyw adeg drwy'r opsiwn **Lawrlwytho** (*Download*). Bydd hyn yn dangos y radd asesu ond hefyd y canlyniad diweddaraf (wedi'i gyflawni, hawlio, dyfarniad, ardystiad neu yn aros):

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Bydd hyn yn mynd â'r defnyddiwr i'r sgrin **Rheoli Canlyniadau Dysgwyr ('***Manage Learner**Outcome***')**.

Tab Traws-fwcio – Rheoli Canlyniadau Dysgwyr

Mae Rheoli Canlyniadau Dysgwyr ar gael drwy'r modiwl **REG/CERT**, o fewn yr is-ddewislen **Rheoli Dysgwr (***Manage Learner***)**. Gall y defnyddiwr ei ddefnyddio'n uniongyrchol a mewnbynnu'r meini prawf chwilio neu gallwch gysylltu â'r tab Rheoli Asesiadau Dysgwyr ac wrth gopïo'r hidlyddion bydd y wybodaeth i'w gweld dan y statws **Wedi'i ymrestru** (*Registered*):

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Mae'r gwymplen statws yn caniatáu i'r canlyniadau gael eu hidlo ar sail statws, er mwyn galluogi'r defnyddiwr i weld canlyniadau (os oes angen) ar sail statws y dysgwyr:

- Wedi'i ymrestru ond wedi cyflawni (Registered but achieved) Dysgwyr sydd wedi'u hymrestru ond nad ydynt wedi cael canlyniad wedi'i fewnbynnu.
- Wedi'i ymrestru (*Registered*) POB dysgwr sydd wedi'i ymrestru ar gyfer y cymhwyster hwn/yr uned hon waeth beth yw'r statws terfynol.
- Wedi'i gyflawni ond heb ei hawlio ('Achieved but not claimed') pob dysgwr sydd wedi cael canlyniad wedi'i fewnbynnu ond nad yw wedi'i hawlio.
- Wedi'i gyflawni (Achieved) POB dysgwr sydd â chyflawniad wedi'i nodi wrth yr uned/cymhwyster, waeth beth yw'r statws terfynol.
- Wedi'i hawlio ond heb ei ddyfarnu ('Claimed but not awarded') pob dysgwr sydd â hawliad yn erbyn yr uned/cymhwyster ond nad yw wedi'i ddyfarnu.
- Wedi'i hawlio (*Claimed*) POB dysgwr sydd â hawliad yn erbyn yr uned/cymhwyster waeth beth yw'r statws terfynol.
- Wedi'i ddyfarnu ond heb ei ardystio ('Awarded but not certificated') pob dysgwr sydd wedi cael dyfarniad ar gyfer yr uned/cymhwyster ond nad yw wedi'i ardystio.

- Wedi'i ddyfarnu (*Awarded*) POB dysgwr sydd â dyfarniad yn erbyn yr uned/cymhwyster waeth beth yw'r statws terfynol.
- Wedi'i ardystio (*Certificated*) POB dysgwr sydd wedi cael ei ardystio yn erbyn yr uned/cymhwyster waeth beth yw'r statws terfynol.
- Yn aros (On hold) POB dysgwr sy'n aros ar hyn o bryd.
- Ar agor (Open) mae hyn yn dangos pob bwciad agored gyda'r canlyniadau.



Gellir ychwanegu'r canlyniad i bob dysgwr/asesiad neu gall y defnyddiwr ddefnyddio'r opsiynau **Camau Gweithredu (***Actions***)**, a bydd hyn yn cael ei gymhwyso at bob dysgwr/asesiad perthnasol. Felly, os oes tic wrth **Cam gweithredu wedi'i hawlio (***Claimed action***)**, dim ond os yw'r dysgwr/asesiad yn dangos bod tic wrth **Wedi'i gyflawni (***Achieved***)** y byddai hyn yn cael ei gymhwyso, gan fod gradd wedi'i mewnbynnu. Ni fyddai'n hawlio unrhyw ddysgwr/asesiad pe na bai tic wrth **Wedi'i gyflawni (***Achieved***)** ar gyfer y radd. Mae hyn yr un fath ar gyfer **Wedi'i ddyfarnu (***Awarded***)** – rhaid bod tic yn y blwch Hawlio (*Claim*) a dim ond os oes tic yn y blwch Dyfarnu (*Awarded***)** – gellir rhoi tic yn **Wedi'i ardystio** (*Certificated*).

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Os yw eich canolfan wedi cael Statws Hawliau Uniongyrchol (SHU) ar gyfer y cymhwyster hwn

Cam 6. Gwneud cais am weithgaredd sicrhau ansawdd allanol (canolfannau heb statws hawliau uniongyrchol)

Ar ôl mewnbynnu holl ganlyniadau'r dysgwyr, dewiswch yr opsiwn cyflwyno ar gyfer 'Sicrhau Ansawdd' i roi gwybod i ni fod dysgwyr gennych sy'n aros am sicrhau ansawdd allanol.



Byddwch yn derbyn neges e-bost i hysbysu bod eich canlyniadau wedi'u cyflwyno ar gyfer y broses Sicrhau Ansawdd.

I gael gwybodaeth am ein prosesau sicrhau ansawdd allanol, cyfeiriwch at fanyleb y cymhwyster neu ein Llawlyfr canolfannau ar gyfer cymwysterau wedi'u gwirio'n allanol.

Ar ôl i'r broses sicrhau ansawdd allanol gael ei chwblhau'n llwyddiannus, byddwn yn rhyddhau'r canlyniadau yn ôl i chi. Dylech dderbyn neges e-bost awtomataidd i roi gwybod i chi bod canlyniadau ar gael.

Cam 7. Lawrlwytho e-dystysgrifau a thrawsgrifiadau

Mae modd gweld e-dystysgrifau, trawsgrifiadau a thrawsgrifiadau dysgwyr drwy'r ffurflen bwcio Ymrestru ac Ardystio.

Cliciwch ar 'Manylion y dysgwr' a bydd yr e-dystysgrif i'w gweld dan y tab 'Ardystio' ('*Certification*'). Dim ond ar gyfer unedau y darperir e-dystysgrifau.

ompiere emis see	ion with details of the learne	ers you wish to register and wh	en ready update their details prior to mak	ing a claim for certification	this socian
or the learners. Th	ne section also supports requ	ests for reasonable adjustmer	nts, special considerations and/or RPL per	learner. VVOrk On	this section
ote: learners can	not currently be registered	d on this booking.			
oort or export learners	certificates				
ter 1 registere	d learners on name or learr	ner ref		learner view	grading view
irner	Reference	ULN	Date of birth	Booking status	
x Morgan		1000000051	17/11/2004	ALL ACHIEVED re	gistration detail
earner details	Disconsistence (0)	Private comments (0)			
earner details	Public comments (0) or this booking (back	Private comments (0) <u>(to learners</u>)			
earner details rtification fo	Public comments (0) Or this booking (back inted Certificates printed	Private comments (0) to learners)			
earner details	Public comments (0) or this booking (back inted Certificates printed	Private comments (0) (to learners)			
earner details rtification fo ertificates to be pr Filter	Public comments (0) Or this booking (backline) Inted Certificates printed	Private comments (0) to learners)			
earner details rtification fo ertificates to be pr Filter System identifier	Public comments (0) or this booking (backing) inted Certificates printed Date	C Private comments (0)	Certificate run description	Status	
earner details rtification fo ertificates to be pr Filter System identifier 898737	Public comments (0) Public comments (0) or this booking (back Certificates printed Date 17/08/2020 13:23:23	C Private comments (0)	Certificate run description 1 certificate for Alex Morgan	Status Successful (e-certs PDEs transcript PDE Jearner transcript PDE)	details
earner details rtification fo ertificates to be pr Filter System identifier 898737 898733	Public comments (0) Public comments (0) or this booking (back Certificates printed Date 17/08/2020 13:23:23 17/08/2020 13:22:35	Private comments (0) (to learners) Booking B/VJEC/1134-Pathways B/VJEC/1134-Pathways	Certificate run description 1 certificate for Alex Morgan 1 certificate for Alex Morgan	Status Successful (e-certs PDEs transcript PDE Jearner transcript PDE) Successful (e-certs PDEs transcript PDE Jearner transcript PDE)	details details

4. Cau bwciad

Bydd bwciadau yn aros ar agor tan y bydd canolfan yn rhoi cyfarwyddyd i ni eu cau.

Er nad oes gofyniad i gau bwciadau, mae gwneud hynny'n helpu i sicrhau mai dim ond ymrestriadau gweithredol sydd i'w gweld ar ein system.

Ni ddylid cau bwciadau tan y bydd pob dysgwr sydd wedi'i gynnwys yn y bwciad y disgwylir iddo gyflawni'r cymhwyster wedi gwneud hynny.

I gau bwciad, ewch i'r trosolwg a chliciwch ar 'Cau'r Bwciad' ('Close Booking').

Ar ôl i ni gau'r bwciad, ni ellir cymryd unrhyw gamau pellach.

5. Canllawiau ychwanegol

Tynnu dysgwyr o fwciad cyn cyflwyno ymrestriadau

I dynnu dysgwyr **cyn** cyflwyno'r ymrestriadau i CBAC, ewch i'r trosolwg a chliciwch ar '**Manylion y dysgwr**'. Cliciwch ar '**Gweithio ar yr adran hon' ('Work on this section').**

Dewch o hyd i'r dysgwyr yr hoffech eu tynnu a chliciwch ar **'manylion ymrestru'** ('*registration details*').

Learner	Reference	ULN	Date of birth	Booking status	
Adam Brooks	-	3185114468	19/01/1965	NONE ACHIEVED	istration details

Cliciwch ar 'tynnu o'r bwciad' ('remove from booking') i dynnu'r dysgwr o'r bwciad.

				in to rock commit	n the registrations.	
Q	9940L1 601/6859/6 WJEC Level 1 Essential	Results not entered	Not yet claimed	Not yet granted	Not yet certificated	Not placed on hold
	mewn Sgiliau Cyfathrebu Hanfodol		Cannot be	Cannot be		
	PASS BASED ON STRUCTURE, INTERNALLY AND EXTERNALLY ASSESSED WJEC Level 1 Essential Communication Skills / CBAC Dyfarniad Lefel 1 mewn Sgiliau Cyfathrebu Hanfodol		yet achieved Claim	yet claimed Award	certification	

Learner details	Public comments (0)	Private comm	nents (0)
you sure you want t	o remove learner Bryce Fingersh	op from this booking? T	he learner won't be removed from the system.
	Yes, r	emove the learner	cancel without removing

Deall y dudalen trosolwg

Mae'r dudalen trosolwg yn dangos faint o ddysgwyr sydd wedi'u hymrestru ar y bwciad a'u statws cyfredol. Dylai ddangos bod y rhain *'heb eu cyflawni'* gan nad oes unrhyw gydrannau wedi'u dyfarnu eto.

Adlewyrchir hyn gan y bêl fawr goch (ar waelod y dudalen, islaw'r unedau), sy'n rhyngweithiol ac yn diweddaru wrth i ddysgwyr gyflawni cydrannau o fewn y cymhwyster. Mae cyflawniadau dysgwr wedi'u dangos fel **wedi'i gyflawni'n llawn (gwyrdd), wedi'i** gyflawni'n rhannol (melyn) neu heb ei gyflawni (coch).



Ychwanegu sawl dysgwr gan ddefnyddio'r opsiwn uwchlwytho swmp

I ychwanegu sawl dysgwr at y system, ewch i'r tab **Dysgwyr** ar frig y dudalen.

C								🔒 Neil Owens (My	details / Fy Manylion)	You last logged in at 13:13 on
	wjec	Home / Cartref	My centre / Fy nghanolfan	Documents / Dogfennau	Users / Defnyddwyr 🔕	Sites / Safleoedd 🗿	Staff / Staff 🗿	Qualification library / Llyfrgell cymw	ysterau Reg/Cei	t Learners / Dysgwyr
	CONNECT CYSWLLT									

Cliciwch'uwchlwytho data dysgwarcliciwchdran dogfennau'

Upload learner data	Search learners Create a single learner Upload learner data Uploaded file
Please have a look at the documentation section for more details about the CSV formats required.	
Data format Please select *	
Description	
Find the file you want to upload Choose File No file chosen	
Upload data file	

Cliciwch ar 'Lawrlwytho ffeil mewnforio sampl' ('Download sample import file')

Import format: Historie	cal learner data						Download sample import file
Import formats Learner data	Notes 1. The format detaile 2. This format is used	d below is known officially as Cr for the import of learner data in	eatlo Learner Data For Iside or outside the cont	mat. ext of a part	icular booking.		
Assessment data Fees data	Field name	Label	Data type	Data length	Required? Description	Values	
Certification	GivenName	First name	Strine (35)		Required The learner's first name.	-	

Llenwch y daenlen a'i chadw ar eich cyfrifiadur.

Pa	Ster	Calibri • 11 B I U • • 3		E E E E Merge	ext & Center ▼	General 🥶 🔹 %	, €.0 .00 .00 >.0	Conditional Formatting
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_	F12 🔻	Jx						
1	А	C	E	F	G	1	0	P
1	First name (required)	Last name (required)	ULN (required)	Date of birth (required)	Gender (r	equired)		
2	GivenName	FamilyName	ULN	DateOfBirth	Gender			
3								
4								

Pan fyddwch yn barod i uwchlwytho i'r system, dewiswch y ffeil sydd wedi'i chadw a chliciwch ar **'uwchlwytho ffeil ddata' ('***upload data file***')**.

Gallwch ychwanegu dysgwyr unigol hefyd at y 'Sgriniau dysgwyr' cyn creu eich bwciad.

Search learners Merge learners M	<u> Aanage learner assessments</u> Learner	assessment reporting Manage learner	outcomes More learner actions •
Internal reference	Date of birth	Include inactive learners	<u>Create a single learner</u> <u>Upload learner data</u> <u>Uploaded files</u> <u>External Takeup Dashboard</u>

Upload learner data		
Please have a look at the <u>documentation section</u> for more details abo	ut the CSV formats required.	
Data format Please select		
Description		
Find the file you want to upload Choose File No file chosen		
		Upload data file

Cliciwch ar **'Ffeiliau wedi'u Huwchlwytho' ('***Uploaded Files***')** i wirio bod pob ymgeisydd wedi'i uwchlwytho'n llwyddiannus.

Upload results		Search learners Create a single learner Upload learner data Upl	loaded file
Filter results			-
Date uploaded 🤍 Uploaded by Format Centre Booking	File name Descriptio	in Date processed Status Result	
1/02/2018 11:56:56 Michelle Morgan Learner V/JEC Test N/A data Centre N/A	upload 100 16-02-18.csv Upload 16	-02-18 21/02/2018 [Partial/ysuccessful	file details

Cliciwch ar **'manylion y ffeil' ('***file details***')**. Bydd hyn yn arddangos yr holl ddysgwyr sydd wedi'u huwchlwytho a'u hychwanegu at y system.

Bydd yn dangos bod dysgwyr nad ydynt wedi'u huwchlwytho wedi methu ac yn rhoi rheswm dros hynny. Bydd angen gweithredu ar y dysgwyr hyn a'u llwytho eto.

Upload	ed file	: Learner	data (back	to upload	results)			Search learners Create a single learner Upload learner data Uploaded files
System ID Centre Uploaded File name Descriptic Status	#568 N/A 21/02/20 5e6aa3ee n Upload 1 Partially	018 11:56:56 by N 6-11bf-47a8-9074 16-02-18 successful	tichelle Morgan 625b51c1cf93.csv (originat file i faile	ed items only)			
Filter res	ults							
Family_	Given name	Centre reference	Learner ref (Centre)	Learner ref (AO)	Date of birth	Data	Status	Errors
CANHAM	TIA				01/03/1997	ULN=3869546505; GivenName=TIA; FamilyName=CANHAM; DateOfBirth=01/03/1997; Gender=Female;	Successful	None
CLARKE	KATIE				01/04/1995	ULN=1548546886; GivenName=KATIE; FamilyName=CLARKE; DateOfBirth=01/04/1995; Gender=Female;	Successful	None
CONROY	ED\\/ARD				19/09/1997	ULN=1195010698; GivenName=EDI//ARD; FamilyName=CONROY; DateOfBirth=19/09/1997; Gender=Male;	Successful	None
соок	KIRSTY				11/11/1996	ULN=6189071111; GivenName=KIRSTY; FamilyName=COOK; DateOfBirth=11/11/1996; Gender=Female;	Successful	None
соок	EMMA				31/07/1997	ULN=4247614621; GivenName=EMMA; FamilyName=COOK; DateOfBirth=31/07/1997; Gender=Female;	Successful	None
CRABB	ED\VARD				29/10/1995	ULN=3664808931; GivenName=EDI//ARD; FamilyName=CRABB; DateOfBirth=29/10/1995; Gender=Male;	Successful	None
DANIELS	CRAIG				01/01/1998	ULN=7992137018; GivenName=CRAIG; FamilyName=DANIELS; DateOfBirth=01/01/1998; Gender=Male;	Successful	None
DAVIDSON	SCOTT				12/12/1998	ULN=5863447264; GivenName=SCOTT; FamilyName=DAV/IDSON; DateOfBirth=12/12/1998; Gender=Male;	Successful	None
DAVIES	JAMJE				12/07/1995	ULN=1356921786; GivenName=JAMJE; FamilyName=DAVIES; DateOfBirth=12/07/1995; Gender=Male;	Failed	 This learner cannot be processed because a potential duplicate learner exists in the system, possibly at another centre. Please create this user manually.
DAVIES	CARLA				01/01/1995	ULN=1820629960; GivenName=CARLA; FamilyName=DAVIES; DateOfBirth=01/01/1995; Gender=Female;	Successful	None

Dilyniant Dysgwyr

Os hoffai dysgwr fynd ymlaen i gyflawni'r cymhwyster mwy, h.y. os yw dysgwr wedi cyflawni'r Dyfarniad ac yr hoffai gyflawni Tystysgrif, mae angen gwneud bwciad newydd ar gyfer y cymhwyster mwy. Mae angen ychwanegu'r unedau sydd eisoes wedi'u cyflawni o'r cymhwyster llai at y bwciad newydd hefyd.

Cyfeiriwch at reolau'r fanyleb ar gyfer cyfuno ac unrhyw gyfuniadau o unedau sydd wedi'u gwahardd.

Bwciad gwreiddiol ar gyfer Dyfarniad Lefel Mynediad – unedau eisoes wedi'u cyflawni

	About this form							
ertification	Learner details WIECEDITS Fees WIECEDITS	Please use this form to register learners and claim certification. ✓ Start date 08/12/2022 (change start date) * Booking locked for registrations on 08/12/2022 (first locked 08/12/2022) (set lock date Hide Qualification Structure Hide Rooking Pie Chart	<mark>2)</mark>					
	Not yet edited		_					
Self		Real WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)						
<u>g (Entry 5)</u>		QG WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)						
		8812 Understanding social media wellbeing Entry Level 3 2 credits						
<u>s</u>		8810 Understanding self-esteem Entry Level 3 2 credits						
		8808 Understanding emotional resilience Entry Level 3 2 credits						
•								
		1 registered on this booking. 1 achieved (in relation to product), 0 partially achieved (some components have been awarded) and 0 no achievement (no components have been achieved).						
mber 2022		Not achieved Fully achieved Partially achieved						
ing QA								
mber 2022 💙								

B/WJEC/1395 - Registration form for W.J.E.C. for - Overview

Creu bwciad newydd ar gyfer y Dystysgrif Lefel Mynediad i gynnwys yr unedau gwreiddiol ar gyfer Dyfarniad Lefel Mynediad ac unedau newydd ar gyfer y Dystysgrif. Pan fydd yr unedau newydd wedi'u dyfarnu, bydd y system yn dilysu a bydd y Cymhwyster Lefel Uwch yn cael ei ddyfarnu.

B/WJEC/1396	- Registration	form for	W.J.E.C.	for - Overview
D/ 11020/ 20/0	itegioti attoit			

	The com	ponents for this booking were s	successfully updated.					
rtification	About this t	form						
<u>If Developm</u>	Learner de CENTRE EDIT	s Ple	Please use this form to register learners and claim certification. ✓ Start date 08/12/2022 (<u>change start date</u>) ✓ Booking open for registrations					
			Add/remove components	Hide Qualification Structure	Show booking pie chart	cing pie chart		
5		*	Entry Level Certificate in Self Deve	elopment and Wellbeing (Entry 3)				
	 ✓ Start date 08/12/2022 (change start date) ✓ Booking open for registrations Add/remove components Hide Qualification Structure Show booking pie chart ✓ ✓ ✓ ✓ ✓ ØG WJEC Entry Level Certificate in Self Development and Wellbeing (Entry 3) ✓ ØG WJEC Entry Level Certificate in Self Development and Wellbeing (Entry 3) ✓ ØB 812 Understanding social media wellbeing Entry Level 3 2 credits Ø 8808 Understanding self-esteem Entry Level 3 2 credits Ø 8808 Understanding emotional resilience Entry Level 3 2 credits Ø 8807 Understanding personal identity Entry Level 3 2 credits 							
	2		8810 Understanding	self-esteem Entry Level 3 2 credits				
	Ť		🔋 8808 Understanding	8808 Understanding emotional resilience Entry Level 3 2 credits				
ng QA	~		🌍 8807 Understanding	personal identity Entry Level 3 2 credits				
	~		🌍 8804 Developing cop	ing strategies for work Entry Level 3 2 credits				
	~7		🌍 8803 Building confide	ence Level 1 1 credit				
	~		🌍 8802 Understanding	confidence Entry Level 3 2 credits				

Bydd y 'Cam diweddaraf' yn diweddaru ar ôl i'r botwm 'Cyflwyno Sicrhau Ansawdd' ('*Submit Quality Assurance*') gael ei ddewis. Mae'r camau'n diweddaru hefyd drwy'r bwciad ar yr ochr chwith.

earch bookings						Cancel search	Cancel search Create a booki					
earching book	lings by Learner Registrati	ion and Certificatior	Open Forms created between	n 05/12/2022 and (5/12/2022	clear search						
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Reference	Title	Product title		Product reference	DCS	Current owner	Arrived	Latest stage	Latest stage date	Status	Days old	
3/WJEC/1378	Registration form for W.J.E.C. for	WJEC Entry Leve Wellbeing (Entry	el Award in Self Development and 3)	-	Not approved	AO	06 Decemb 2022	Results submitted - Awaiting QA	06 December 2022	open	1	details
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6. Gwybodaeth a chefnogaeth bellach

I gael gwybodaeth ychwanegol am sut i ymrestru ac ardystio dysgwyr drwy'r system Cyswllt, anfonwch neges e-bost at cyswllt@cbac.co.uk.

Rydym yn croesawu unrhyw adborth am y system Cyswllt, gan gynnwys awgrymiadau o ran newidiadau y gellid eu gwneud i'r system a/neu'r canllawiau hyn i wella eich profiad. Anfonwch unrhyw adborth dros e-bost at <u>cymwysterau@cbac.co.uk.</u>

