



<https://cduarlein.cymru>

CDU arlein

System ar-lein ddigidol i gynnal Cynlluniau
Datblygu Unigol, Cynlluniau Addysg
Personol a Cynlluniau Meddygol

IDP online

A digital online system to support
Individual Development Plans, Personal
Education Plans and Medical Plans



Canllawiau System CDU arlein

IDP online system Guidelines

Rhieni / Cyfranwyr

Parents / Contributors

Cynghorau Gwynedd ac Ynys Môn

Gwynedd and Anglesey Councils

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Cyflwyniad / Introduction

Er mwyn hwyluso'r broses o lunio Proffil Un Dudalen (P1D), Cynllun Datblygu Unigol (CDU), Proffil neu Chynllun Meddygol, neu Gynllun Addysg Personol (CAP) mae gwasanaeth Anghenion Dysgu Ychwanegol & Chynhwysiad, Gwynedd ac Ynys Môn, ynghyd â Cwmni CYNNAL, wedi sefydlu system ar-lein lle bydd y rhieni a chyfranwyr eraill yn gallu cael mynediad at gynlluniau'r disgyblion, cyfrannu i'r cyfarfodydd, a darllen yr adroddiadau terfynol ar-lein, gan arbed amser a chostau llythyru a phostio.

Mae'r system arlein yn hollol ddiogel gan fod pob defnyddiwr hefo enw cyfrif a chyfrinair preifat a dim ond yn cael mynediad i wybodaeth sy'n berthnasol ym mhob achos.

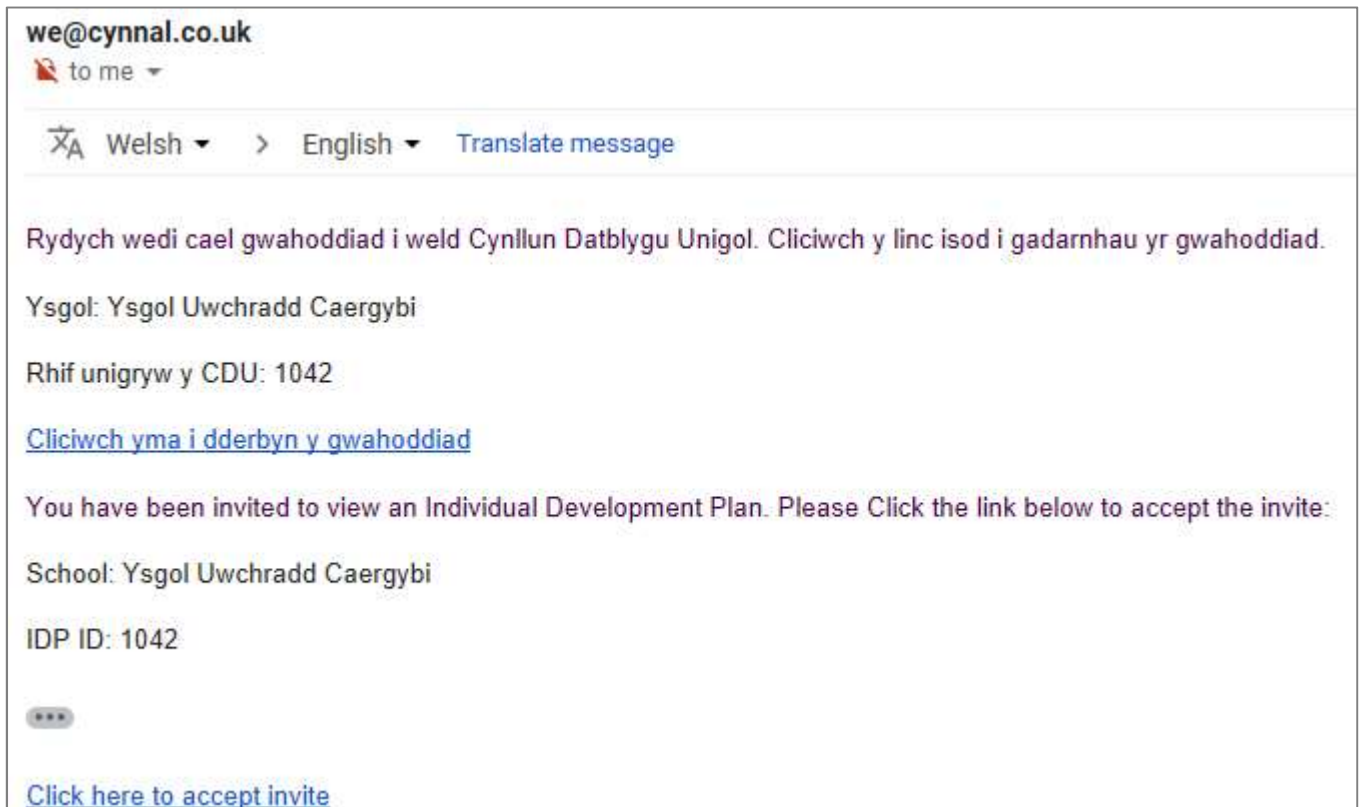
In order to ease the process of creating a One Page Profile (1PP), an Individual Development Plan (IDP), an Individual Medical Profile or Plan, or a Personal Education Plan (PEP) the Additional Learning Needs and Inclusion service, Gwynedd and Anglesey along with Cwmni CYNNAL, have established a new web based on-line system which enables its users to access pupil's plans, contribute towards annual reviews, and read finalized reports on-line, saving time and unnecessary costs of letters and postage.

The online system is completely protected as all users have their own private user names and passwords and will only have access to information that is relevant in to them.

Derbyn Gwahoddiad drwy e bost / *Receiving and invitation via email*

Derbyn Gwahoddiad i weld neu gyfrannu at gynllun yn eich blwch e bost.

Receiving an invitation to see or contribute towards a Plan in your Inbox.



Clic ar y linc i gyrraedd tudalen cofrestru lle bydd cyfle i ddewis iaith.

Click on the link to navigate to the registration page where you can choose a language.



Cofrestru ar y System /

Registering on the System

Cofnodi manylion i gofrestru

Enter details to register

Cofrestru.

Creu cyfrif newydd

Register.

Create new account

Enw defnyddiwr	<input type="text" value="gwyncdu@gmail.com"/>
E-bost	<input type="text" value="gwyncdu@gmail.com"/>
Enw cyntaf	<input type="text"/>
Cyfenw	<input type="text"/>
Rhif ffôn	<input type="text"/>
Cyfrinair	<input type="text"/>
Cadarnhau cyfrinair	<input type="text"/>
	<input type="button" value="Cofrestru"/>

Username	<input type="text" value="gwyncdu@gmail.com"/>
Email	<input type="text" value="gwyncdu@gmail.com"/>
First name	<input type="text"/>
Surname	<input type="text"/>
Phone number	<input type="text"/>
Password	<input type="text"/>
Confirm password	<input type="text"/>
	<input type="button" value="Register"/>

Nodi:

- Bydd angen cofnodi'r cyfeiriad e bost yn y maes 'Enw defnyddiwr' ac yn y maes 'E-bost'. Bydd angen i'r ddau faes yma cyfateb i'ch cyfeiriad e bost.
- Rhaid i gyfrineiriau fod o leiaf 6 chymeriad o hyd, gydag o leiaf un rhif (0-9), bod ag o leiaf un llythyren fawr (A-Z), a bod ag o leiaf un cymeriad arbennig (heb fod yn rhif neu'n llythyren).

Note:

- *Enter the email address into both the 'Username' and 'Email' fields. Both these fields must contain your email address.*
- *Passwords must be at least 6 characters long, have at least one digit (0-9), have at least one uppercase letter (A-Z), and have at least one special (non letter and non number) character.*

Cofnodi'r **cyfrinair** er mwyn fewngofnodi i'r system.

Enw defnyddiwr

Cyfrinair

Enter the **password** once to login to the IDP system

Username

Password

Còd i weld Cynllun / Code to see a Plan

Bydd angen cysylltu â'r ysgol / lleoliad addysgol neu Swyddog yr Awdurdod Lleol i dderbyn còd mynediad 6 ddigid i'w ddefnyddio unwaith er mwyn cynllun am y tro cyntaf. Cofnodwch y còd a bydd y cynllun yn ymddangos.

The school / education placement or a Local Authority Officer will need to be contacted to receive a single use 6 digit access code in order to see the plan for the first time. Enter the code and the plan will appear.

Derbyn gwahoddiad

CDU: 1

Mewnbynnwch eich cod

Accept invite

IDP: 1

Input your code

Gweld Cynllun / Viewing a Plan

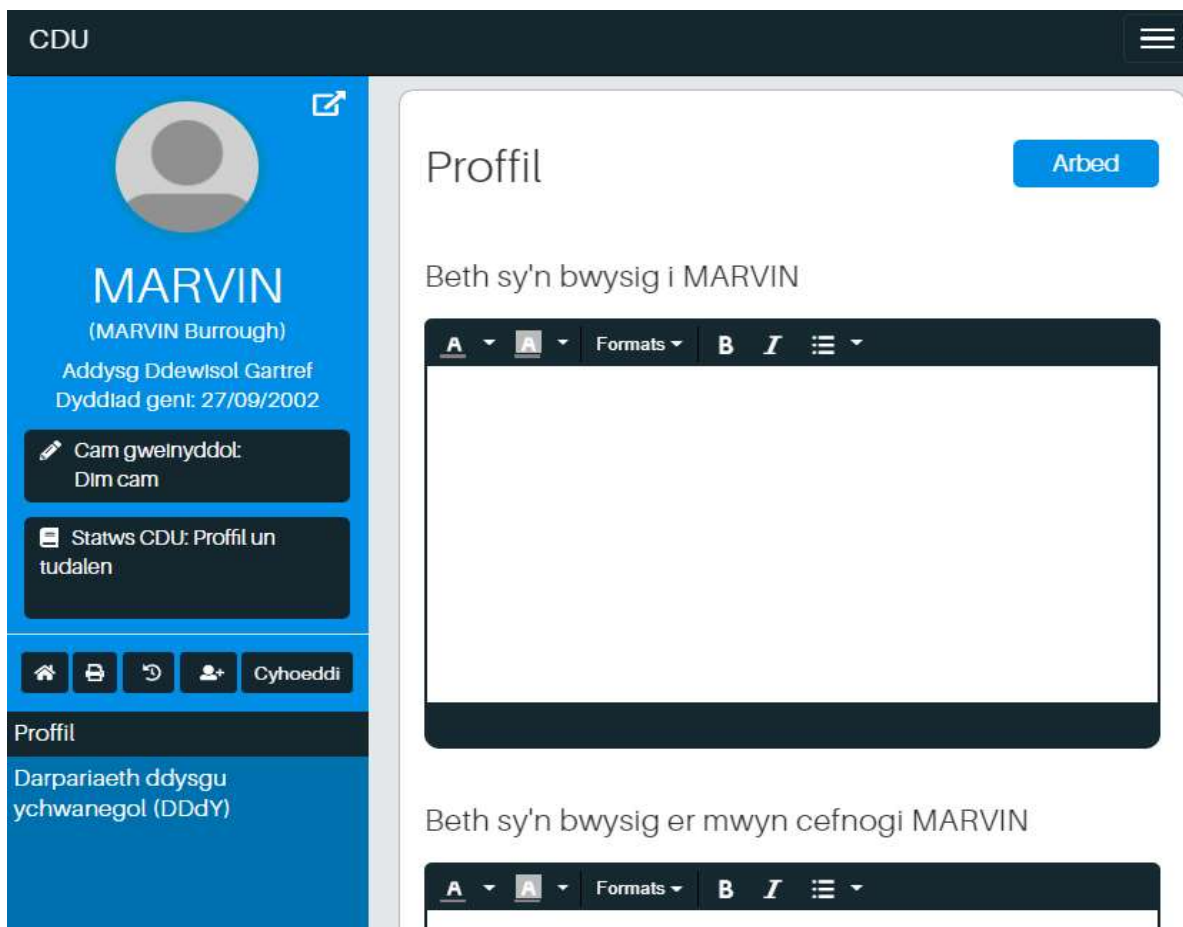
Defnyddio'r dewisiadau ar y panel chwith isaf i bori'r cynllun. Bydd yr opsiynau a ddangosir yn dibynnu ar y math o gynllun sy'n cael ei weld.

Use the options on the lower left panel to browse a plan. The options showing will depend on the type of plan being viewed.

Bydd y meysydd sydd ar agor i dderbyn cyfraniadau gan gyfranogwyr wedi'u ffinio mewn du. Bydd meysydd wedi cloi wedi lliwio mewn llwyd.

The areas open for contributions from contributors will be bordered in black. Locked fields will be colored in gray.

Enghraifft o gynllun - Proffil Un Dudalen rhyngwyneb Cymraeg
Example of a plan - One Page Profile Welsh Interface



The screenshot displays a user profile interface in Welsh. The top navigation bar is dark blue with 'CDU' on the left and a menu icon on the right. The profile page has a blue header with a profile picture placeholder, the name 'MARVIN', and the subtitle '(MARVIN Burrough)'. Below this, it lists 'Addysg Ddewisol Gartref' and 'Dyddiad gent: 27/09/2002'. The sidebar contains several buttons: 'Cam gwelnyddol: Dim cam', 'Statws CDU: Proffil un tudalen', and a 'Cyhoeddi' button. The main content area is titled 'Proffil' and has a 'Arbed' button. It features a rich text editor with a toolbar containing options for text color, background color, bold, italic, and list creation. The editor is currently empty. Below the editor, there is a section for 'Beth sy'n bwysig i MARVIN' and another for 'Beth sy'n bwysig er mwyn cefnogi MARVIN', both with their own rich text editors.

Enghraifft o gynllun - Proffil Un Dudalen rhyngwyneb Saesneg
Example of a plan - One Page Profile English Interface

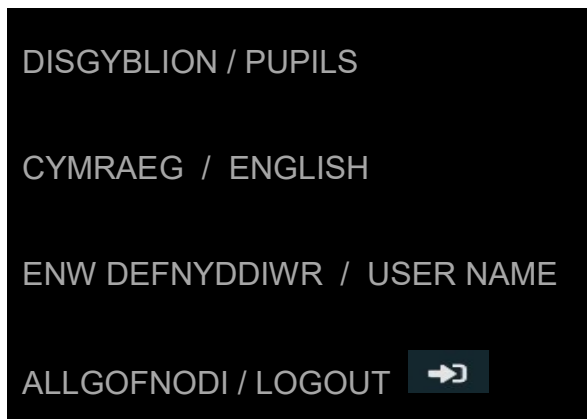
The screenshot shows the IDP (One Page Profile) interface. The top left corner displays 'IDP' and a menu icon. The left sidebar is blue and contains the following information:

- User profile: **MARVIN** (MARVIN Burrough)
- Address: Addysg Ddewisol Gartref
- Date of birth: 27/09/2002
- Admin status: No status
- IDP Status: One page profile
- Navigation icons: Home, Print, Refresh, User, and Publish
- Profile type: One page profile
- Additional learning provisions (ALP)

The main content area is white and titled 'Profile'. It features a 'Save' button in the top right. Below the title, there are two text editors for profile questions:

- Question 1: 'What's important to MARVIN'. The editor has a toolbar with options for font color, background color, bold, italic, and list.
- Question 2: 'How best to support MARVIN'. The editor has a similar toolbar.

Dewislen / Menu Bar



Dolen i ddisgyblion gweladwy / *Link to viewable pupils*

Newid iaith / *Change language*

Newid cyfrinair / *Change password*

Gadael y system / *Leave the system*

Cwmpo neu ehangu panel y chwith i newid maint y prif banel.

Collapse or expand the left hand panel to change the size of the main panel



Panel isaf ar y chwith yn dangos dewis o baneli'r CDU

Lower left hand panel showing various IDP panels

Proffil
Manylion personol
Meysydd angen
Cyrhaeddiad
Gweithio / ddim yn gweithio i JILL?
Gweithio / ddim yn gweithio i'r ysgol?
Gweithio / ddim yn gweithio i'r teulu?
Gweithio / ddim yn gweithio i eraill?
Dyheadau
Pwy sy'n bwysig i JILL?
Darpariaeth ddysgu ychwanegol (DDdY)
Cynlluniau ac adroddiadau cysylltiedig
Gwybodaeth a ddefnyddiwyd i ddatblygu'r CDU
Amserlen o ddigwyddiadau allweddol
Trosglwyddo
Crynodeb Darpariaeth Bresennol

One page profile
Personal details
Areas of need
Attainment
Working / not working for JILL?
Working / not working for the school?
Working / not working for the family?
Working / not working for others?
Aspirations
Who's important to JILL?
Additional learning provisions (ALP)
Plans and reports
Information used to develop the IDP
Timeline of key events
Transition
Current Provision Summary

Panel isaf ar y chwith yn dangos dewis o tudalennau'r CAP
Lower left hand panel showing various PEP pages

Proffil
Manylion personol
Gwybodaeth Lleoliad Addysgol
Cyrhaeddiad
Gweithio / ddim yn gweithio i ERIC?
Gweithio / ddim yn gweithio i'r ysgol?
Dyheadau
Pwy sy'n bwysig i ERIC?
Y ffordd ymlaen i ERIC
Proffil Cyrhaeddiad / Trywydd
Cynlluniau ac adroddiadau cysylltiedig
Trosglwyddo

Profile
Personal details
Educational Placement Information
Attainment
Working / not working for ERIC?
Working / not working for the school?
Aspirations
Who's important to ERIC?
The way forward for ERIC
Achievement Profile / Direction
Plans and reports
Transition

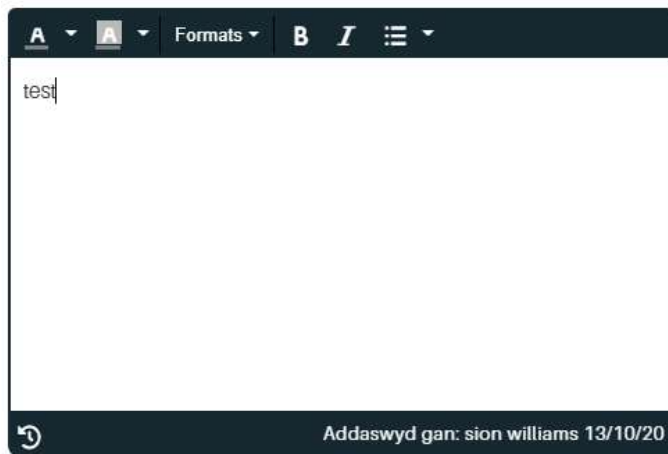
Cyfrannu Gwybodaeth i Gynllun

/ Contributing Information to a Plan

Prif banel yn dangos yr is-baneli i gynnwys gwybodaeth, e.e.

The main panel showing sub-panels for holding information, e.g.

Beth sy'n bwysig i JILL



What's important to JILL



Mae'n bosib cyfrannu gwybodaeth mewn is-baneli sydd gydag ymylon du.

It is possible to contribute information to sub-panels with black borders.

Defnyddio Lliwiau

Using Colours

Ymarfer da bydd i bob cyfrannwr ddewis lliw gwahanol ar gyfer eu cyfraniadau o fewn is-banel.

Bydd modd gwahaniaethu rhwng cyfraniadau gwahanol felly.

It would be good practice for each contributor to choose a different colour for their contributions within a sub-panel. It will then be possible to distinguish between different contributions.

Newid fformat y testun e.e. maint y ffont neu lliw.

Changing the text font e.g. font size or colour.



Nid yw'n bosib cyfrannu gwybodaeth mewn is-baneli gydag ymylon llwyd.

It is not possible to contribute information to sub-panels with grey borders.

I'r ysgol?

A large, empty rectangular text input area. The area is white with a thin grey border. At the bottom of the input area, there is a solid grey horizontal bar.

Arbed Gwybodaeth / Saving Information

Rhaid cofio arbed newidiadau cyn gadel pob tudalen. Mi fydd y cydlynnydd ADYach a phob cyfrannwr arall i'r cynllun yn gallu gweld y wybodaeth sydd wedi ei arbed.

Remember to save changes before leaving the page. The ALN&Inc coordinator and other contributors to the plan will be able to see the information that has been saved.



Allgofnodi / Logging Out

Ar ôl allgofnodi ac er mwyn diogelu'r cynllun yn llawn, mae angen cau bob ffenestr porwr gan fydd rhywfaint o wybodaeth fod yn weladwy i ddefnyddwyr eraill drwy ddefnyddio'r botwm "Yn ôl" er enghraifft.

After logging out and in order to fully protect the plan please close all browser windows as some information may still be accessible to other users by using the "Back" button for example.