Corpws Cenedlaethol Cymraeg Cyfoes
National Corpus of Contemporary Welsh

Ap Torfoli f1.0
Canllaw i Ddefnyddwyr
Chwefror 2017 (f1.0)

Mewngofnodi a Chofrestru

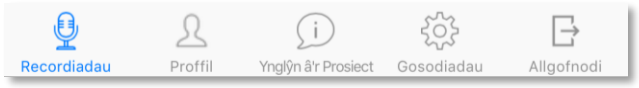
Allai mewngofnodi i'r ap ddim bod yn haws – y cyfan sydd angen ei wneud yw nodi'ch cyfeiriad e-bost a'ch cyfrinair yn y ddau faes sydd ar y dudalen fewngofnodi, ac yna clicio ar 'Mewngofnodi'.

Os nad ydych chi wedi cofrestru i ddefnyddio'r ap eto, bydd rhaid i chi wneud hyn gyntaf. Cliciwch ar 'Gofrestru' ar y dudalen fewngofnodi er mwyn mynd i 'Cofrestru gyda CorCenCC', lle mae'n gofyn i chi nodi'ch cyfeiriad e-bost a'r cyfrinair rydych chi wedi'i ddewis (ddwywaith). Cliciwch ar 'Cofrestru' er mwyn mynd i 'Ffurflen Gydsynio CorCenCC' – lle y bydd modd i chi dicio blwch er mwyn cael eich eithrio o'n gweithdrefnau anonymeiddio os dymunwch hynny – ac os ydych chi'n fodlon ar bopeth, cliciwch ar 'Cytuno'. Byddwch chi'n derbyn e-bost i'r cyfeiriad a ddefnyddioch chi i gofrestru – cliciwch ar y ddolen yn yr e-bost er mwyn gorffen cofrestru, ac yna bydd modd i chi fewngofnodi.

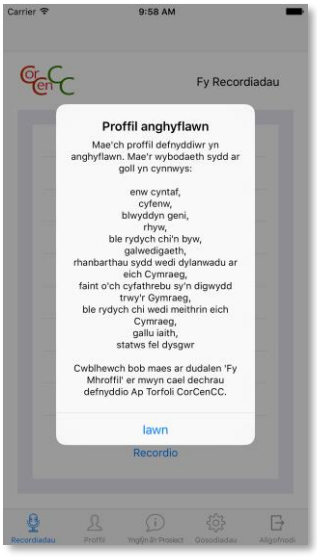
Os byddwch chi'n anghofio'ch cyfrinair, cliciwch ar 'Wedi anghofio'ch cyfrinair?' ar y dudalen fewngofnodi, a byddwch chi'n derbyn e-bost sy'n cynnwys cyfrinair sydd wedi'i greu'n awtomatig. Ar ôl i chi fewngofnodi gyda'r cyfrinair hwn, rydyn ni'n argymell eich bod yn ei newid i gyfrinair newydd ar y dudalen 'Gosodiadau'.

Llywio Ap Torfoli CorCenCC

Mae pedair prif dudalen i'r ap – 'Recordiadau', 'Proffil', 'Ynglŷn â'r Prosiect' a 'Gosodiadau' – ac mae modd symud rhyngddyn nhw trwy ddefnyddio'r opsiynau ar y bar tabiau ar waelod y sgrîn. Yma, cewch chi hefyd yr opsiwn o allgofnodi o'r ap.



Os ydych chi newydd gofrestru i ddefnyddio'r ap, byddwch chi'n derbyn y neges ganlynol:



Byddwch chi hefyd yn gweld neges debyg bob tro rydych chi'n ceisio mynd at y dudalen 'Recordiadau' cyn i chi orffen cwblhau'ch proffil defnyddiwr.

Golygu'ch Proffil

I olygu'ch proffil defnyddiwr, cliciwch ar y tab 'Proffil' er mwyn mynd i'r dudalen 'Fy Mhroffil'. Yma, cewch chi:

- nodi'ch enw (cyntaf a chyfenw),
- dewis blwyddyn eich geni,

- dewis eich rhyw,
- dewis ble rydych chi'n byw,
- dewis eich galwedigaeth ac – os oes angen – nodi teitl eich swydd,
- dewis y rhanbarthau yng Nghymru sydd wedi dylanwadu ar eich Cymraeg,
- dewis faint o'ch cyfathrebu sy'n digwydd trwy'r Gymraeg,
- dewis o blith rhestr o opsiynau er mwyn disgrifio ble rydych chi wedi meithrin eich Cymraeg,
- dewis o blith rhestr o opsiynau er mwyn disgrifio'ch gallu yn y Gymraeg,
- dewis p'un a ydych chi'n ystyried eich hunan yn ddysgwr/ddysgwraig y Gymraeg ai peidio, a nodi lefel eich cwrs Cymraeg diweddaraf os yn berthnasol.

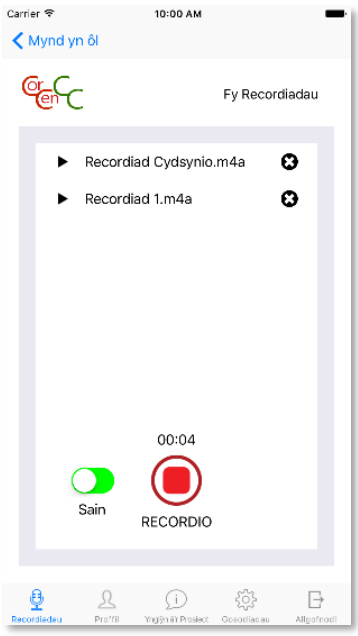
Bydd rhaid i chi gwblhau'r holl feysydd hyn a chadw'ch proffil cyn i chi allu mynd i'r dudalen 'Fy Recordiadau' a dechrau recordio'ch Cymraeg. Hefyd mae opsiwn o roi tic mewn blwch er mwyn ychwanegu'ch hunan at restr bostio prosiect CorCenCC, ond does dim rhaid i chi wneud hyn.

Ar ôl i chi wneud newidiadau i'ch proffil, cliciwch ar 'Cadw proffil' ar waelod y dudalen. Os byddwch chi'n ceisio gadael y dudalen heb gadw'r newidiadau, bydd neges yn ymddangos sy'n dweud bod newidiadau wedi'u gwneud i'ch proffil, a bydd yn gofyn a ydych chi am gadw'r newidiadau – cliciwch ar 'Ie' i gadw unrhyw newidiadau a wnaed i'ch proffil, neu cliciwch ar 'Na' i fynd yn ôl i'r dudalen 'Fy Mhroffil' a pharhau i olygu'ch proffil.

Os byddwch chi'n ceisio mynd i'r dudalen 'Recordiadau' cyn cwblhau'ch proffil defnyddiwr, cewch wybod pa feysydd sydd heb eu cwblhau, a byddwch chi'n cael eich arwain i'r dudalen 'Fy Mhroffil' i barhau i olygu'ch proffil.

Gwneud Recordiadau a'u Llwytho i fyny

Drwy glicio ar y tab 'Recordiadau' byddwch chi'n mynd i'r dudalen 'Fy Recordiadau', lle y ceir rhestr o'r holl recordiadau yr ydych chi wedi'u gwneud hyd yma. Er mwyn gwneud recordiad newydd, cliciwch ar 'Recordio'.



Cliciwch ar 'Ychwanegu recordiad' i fynd i dudalen lle y gallwch chi recordio ffeiliau sain a/neu fideo i'w cynnwys yn y recordiad. Byddwch chi'n gweld neges yn gofyn i chi recordio pawb sy'n rhan o'r sgwrs yn datgan eu henwau a'u caniatâd i gael eu cynnwys yn y recordiad – am ragor o wybodaeth am hyn, cliciwch yma. Gallwch chi ddefnyddio'r llithrydd gwyrdd i ddewis rhwng recordio sain neu fideo. Ar ôl dewis, cliciwch ar y botwm coch i ddechrau a stopio recordiad sain neu fideo. Cewch chi recordio cynifer o ffeiliau sain a fideo ag y dymunwch – bydd y recordiad caniatâd yn cael ei labelu'n glir. Gwasgwch y triongl du ar ochr chwith y recordiad i'w chwarae, neu ar y groes ar ei ochr dde i'w ddileu.

Yn ôl ar y dudalen flaenorol, byddwch chi nawr yn gweld y neges 'X ffeil wedi'i/wedi'u recordio' o dan y botwm 'Ychwanegu recordiad'. Cyn cadw'ch recordiad, bydd rhaid i chi glicio ar '+ Gwybodaeth ychwanegol' i ychwanegu manylion pellach at y recordiad, gan gynnwys:

- testun y recordiad (un neu fwy o dagiau, wedi'u gwahanu gan goma),
- lleoliad ar gyfer y recordiad,
- pwy oedd yn rhan o'r recordiad,

- unrhyw wybodaeth ychwanegol (opsiynol).

Cliciwch ar ‘Cadw recordiad’, ac yna cewch chi eich annog i roi enw i’r recordiad. Yna bydd y recordiad yn cael ei gadw, ac o hynny allan bydd y recordiad yn ymddangos ar y rhestr sydd ar y dudalen ‘Fy Recordiadau’. Mae modd dileu recordiadau o’r rhestr trwy lusgo i’r chwith a gwasgu’r botwm coch ‘Delete’ sy’n ymddangos. Nodwch, *does dim modd* dileu’r recordiad wedi iddo gael ei lwytho i fyny i’w gynnwys yn y corpws terfynol (gweler isod).

Llwytho eich Recordiadau i fyny er mwyn eu Cynnwys yn CorCenCC

Mae recordiadau sydd wedi’u cadw yn cael eu storio yn ein cronfa ddata a’u cysylltu â’ch proffil defnyddiwr, ond mae rhaid i chi gadarnhau i ni eich bod am iddyn nhw gael eu cynnwys yn y corpws terfynol. Cliciwch ar unrhyw un o’r recordiadau yn y rhestr sydd ar y dudalen ‘Fy Recordiadau’ i weld a chwarae’r ffeiliau sain a/neu fideo sy’n rhan o’r recordiad, ac am gyfle i olygu’r manylion a nodoch chi adeg y recordio trwy ddefnyddio’r botwm ‘Gwybodaeth ychwanegol’. Os ydych chi’n fodlon ar y recordiad, cliciwch ar ‘Llwytho recordiad(au) i fyny i’r corpws’ i gadarnhau eich bod chi’n dymuno cyfrannu’r recordiad a’i gynnwys at CorCenCC.

Gosodiadau

Mae’r tab ‘Gosodiadau’ yn caniatáu i chi wneud tri newid:

- Newid iaith ddiofyn yr ap rhwng y Gymraeg a’r Saesneg,
- Newid y cyfeiriad e-bost yr ydych chi’n ei ddefnyddio ar gyfer mewngofnodi,
- Newid eich cyfrinair.

Datrys Problemau

Er mwyn cael cymorth wrth ddefnyddio’r ap, neu er mwyn dwyn unrhyw broblemau technegol i’n sylw, cysylltwch â ni drwy e-bostio: tech@corcencc.org.

Corpws Cenedlaethol Cymraeg Cyfoes
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Crowdsourcing App v1.0 User Guide February 2017 (v1.0)

Logging In and Registering

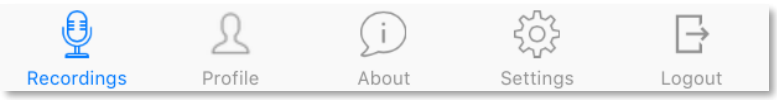
Logging in to the app could not be easier – simply enter your email address and password into the two fields on the login page, and then click 'Login'.

If you have not yet registered as a user of the app, you'll need to do so first. Click 'Register' on the login page to go to 'CorCenCC Registration', where you'll be asked to enter your email address and a chosen password (twice). Click 'Register' to go to the 'CorCenCC Consent Form' – where you will be able to tick a box to opt out of our anonymisation procedures if you wish – and if you are happy with everything, click 'Agree'. You'll receive an email to the address you registered with – click the link contained in the email to complete your registration, and you'll then be able to log in.

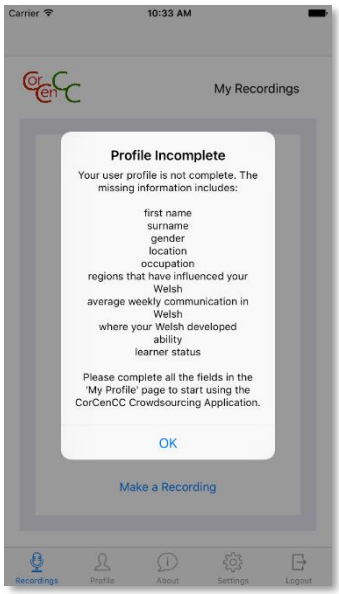
Should you ever forget your password, simply click 'Forgot Password?' on the login page, and you will receive an email including an automatically-generated password. After you have logged in with this password, we recommend replacing it with a new password on the 'Settings' page.

Navigating the CorCenCC Crowdsourcing App

The app has four main pages – 'Recordings', 'Profile', 'About the Project' and 'Settings' – which can be navigated between using the options on the tab bar at the bottom of the screen, which also has a fifth option for logging out of the app.



If you are a newly registered user, you'll receive the following message:



You'll also see this kind of message any time you try to access the 'Recordings' page before the you have finished completing your user profile.

Editing your Profile

To edit your user profile, click the 'Profile' tab to go to the 'My Profile' page. Here you can:

- fill in your name (first and surname),
- select your year of birth,
- select your gender,
- select where you live,
- select your occupation and – if necessary – fill in your job title,

- select the regions of Wales that have influenced your Welsh,
- select how much of your communication happens in Welsh,
- select from a list of options that describe where you developed your Welsh,
- select from a list of options to describe your ability in Welsh,
- select whether or not you consider yourself to be a learner of Welsh, and if applicable to fill in the level of your most recent Welsh course.

You will need to fill in all of these fields and save your profile before you will be able to go to the 'My Recordings' page and start recording your Welsh. There is also an option to tick a box to add yourself to the CorCenCC project mailing list, but this is not compulsory.

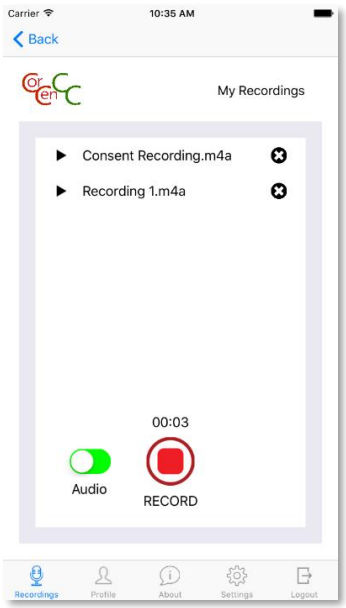
After making changes to your profile, click 'Save Profile' at the bottom of the page. If you attempt to leave the page without saving the changes, you will be notified that changes have been made to your profile and asked whether you want to save them – click 'Yes' to save any changes made to your profile, or click 'No' to go back to the 'My Profile' page and keep editing.

If you try to go to the 'Recordings' page and your user profile is still not complete, you will be notified of the outstanding fields that still need to be completed, and taken to 'My Profile' to continue editing.

Making and Uploading Recordings

Clicking on the 'Recordings' tab will take you to the 'My Recordings' page, which lists all of the recordings that you have made so far. To make a new recording, click on 'Make a Recording'.

Click on 'Add Recording' to go to a page where you can record either audio or video files to include in the recording. You'll be shown a message asking you to record everybody involved in the conversation stating their names and their consent to being included in the recording – for more information on this, click here. You can use the green slider to choose between recording audio or video, and then click on the red button to start and stop an audio or video recording. You can record as many audio and video files as you like – the consent recording will be clearly labelled as such. Press the black triangle on the left of a recorded file to play it back, or the cross on its right to delete it.



Back on the previous page, you'll now see 'X file(s) recorded' printed under the 'Add Recording' button. Before saving your recording, you'll need to click on '+ Additional Information' to provide some details about the recording, including:

- topic of the recording (one or more tags, separated by commas),
- a setting for the recording,
- who was involved,
- any additional information (optional).

Click on 'Save Recording' and you'll then be prompted to provide a name for the recording. The recording will then be saved and will appear in future on the list on the 'My Recordings' page. Recordings in the list can be deleted by sliding left and pressing the red 'Delete' button that appears,

although please note that after a recording has been uploaded for inclusion in the final corpus (see below) deletion is *not* possible.

Uploading your Recording for Inclusion in CorCenCC

Saved recordings are stored on our database and linked to your user profile, but you need to confirm for us that you want them to be included in the final corpus. Click on any of the recordings in your list on the 'My Recordings' page to view and playback the audio and/or video files contained within it, and for a chance to edit the details you provided using the 'Additional Information' button. If you are happy with a recording, click 'Upload to Corpus' to confirm that you wish to contribute the recording and its contents to CorCenCC.

Settings

The 'Settings' tab allows three changes to be made:

- Changing the default language of the app between Welsh and English,
- Changing the email address you use to log in,
- Changing your password.

Troubleshooting

For help using the app of to report any technical issues, please email us at: tech@corcencc.org.