



Microsoft Teams

Sut i newid ffolder i View only i ddisgyblion
How to change a folder to View only for pupils

The screenshot shows the Microsoft Teams interface. On the left sidebar, the team 'Year 10 Construction' is selected, and the channel 'Unit 1' is highlighted with a red box. In the main area, the 'Files' tab is selected and also highlighted with a red box. Below the tabs, a folder named 'Class Materials' is visible, with a red arrow pointing to it from the 'Files' tab. The interface includes a search bar at the top, a navigation pane on the left, and a taskbar at the bottom.

Dewis un o'r channels. *Choose one of the channels.*

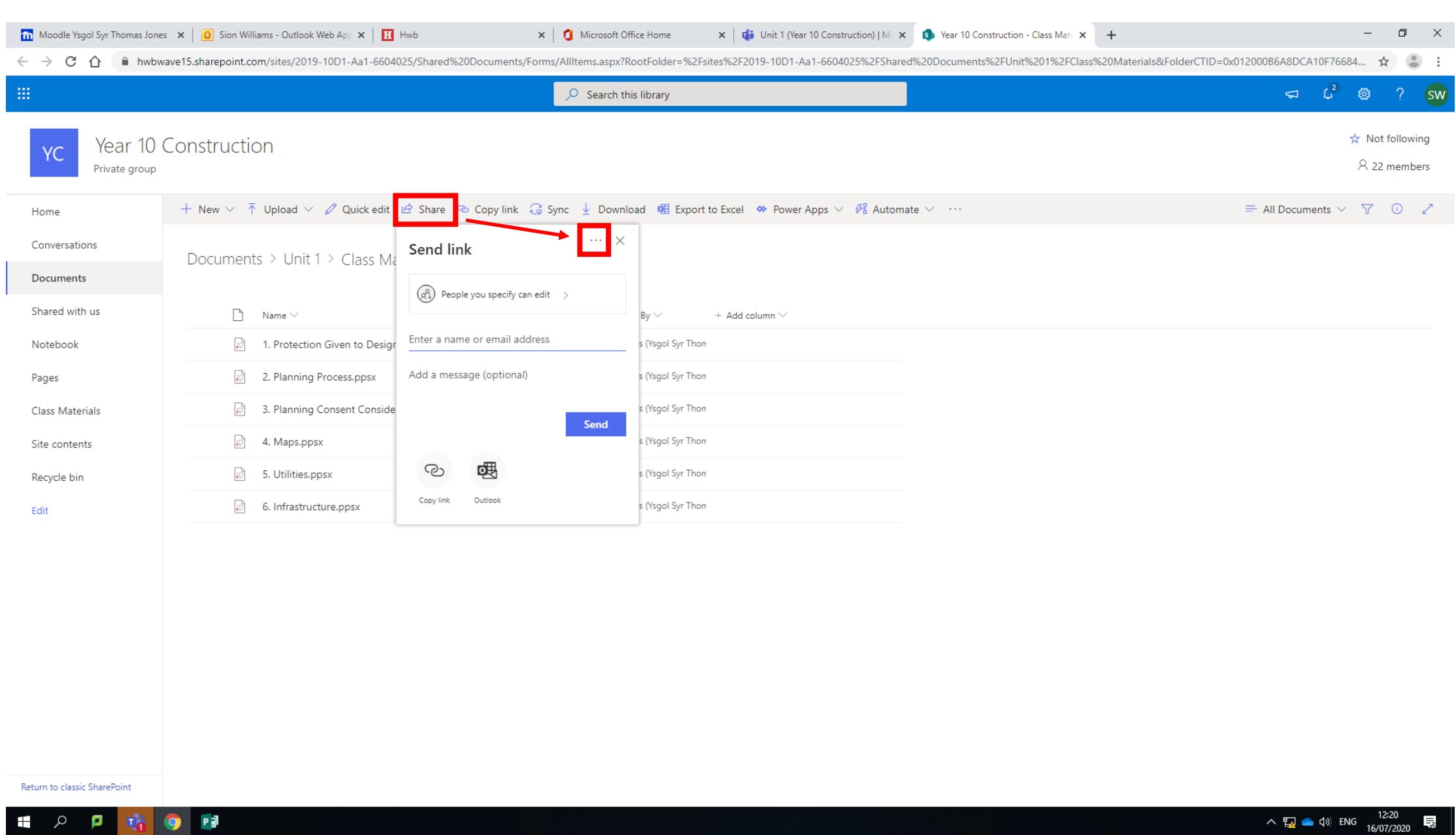
Dewis Files. *Choose files*

Dewis y file ydych eisiau gwneud yn view only I ddisgyblion. *Choose the file you want to make view only for pupils.*

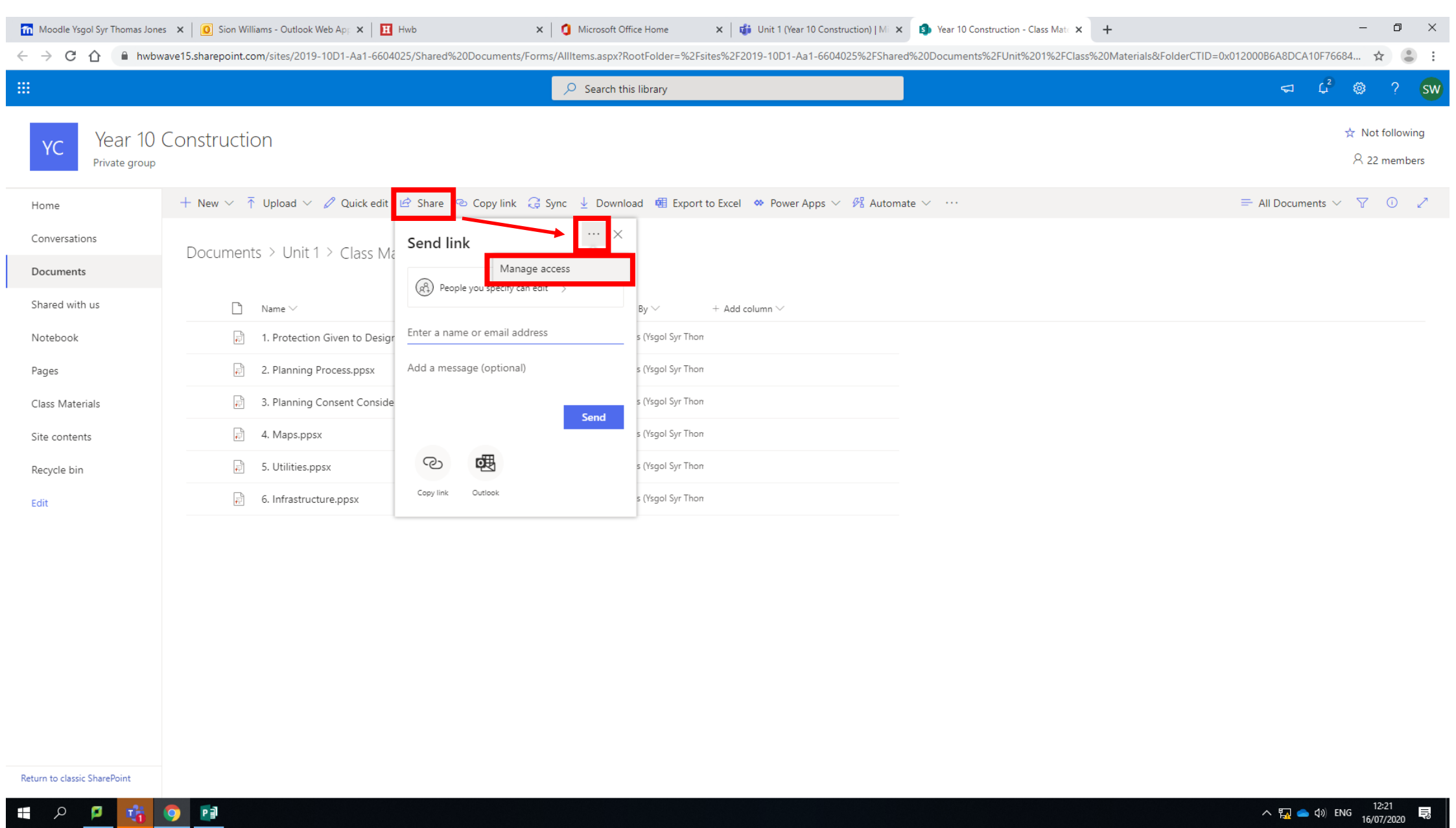
The screenshot shows the Microsoft Teams interface. On the left, the navigation pane shows the 'Year 10 Construction' team with 'Unit 1' selected. The main area displays the 'Unit 1' channel with a file list under the 'Class Materials' folder. The file list has columns for Name, Modified, and Modified By. The 'Open in SharePoint' button is highlighted with a red box.

Name	Modified	Modified By
5. Utilities.ppsx	Monday at 4:19 AM	S Williams (Ysgol S...
6. Infrastructure.ppsx	Monday at 4:18 AM	S Williams (Ysgol S...
4. Maps.ppsx	Monday at 4:18 AM	S Williams (Ysgol S...
3. Planning Consent Considerations.ppsx	Monday at 4:18 AM	S Williams (Ysgol S...
1. Protection Given to Designated Areas.ppsx	Monday at 4:17 AM	S Williams (Ysgol S...
2. Planning Process.ppsx	Monday at 4:17 AM	S Williams (Ysgol S...

Dewis ... i cael hyd i Open in Sharepoint. *Choose ... to find Open in Sharepoint*



Dewis share wedyn ... Choose share then ...



Dewis share wedyn ... a Manage access. *Choose share then ... and Manage access.*

The screenshot shows a SharePoint document library for 'Year 10 Construction'. The main area displays a list of documents:

Name	Modified	Modified By
1. Protection Given to Designated Areas.ppsx	Monday at 4:17 AM	S Williams (Ysgol Syr Thon)
2. Planning Process.ppsx	Monday at 4:17 AM	S Williams (Ysgol Syr Thon)
3. Planning Consent Considerations.ppsx	Monday at 4:18 AM	S Williams (Ysgol Syr Thon)
4. Maps.ppsx	Monday at 4:18 AM	S Williams (Ysgol Syr Thon)
5. Utilities.ppsx	Monday at 4:19 AM	S Williams (Ysgol Syr Thon)
6. Infrastructure.ppsx	Monday at 4:18 AM	S Williams (Ysgol Syr Thon)

The 'Manage Access' sidebar on the right shows the following access list:

- Year 10 Construction Owners (Owner)
- Year 10 Construction Owners (Owner)
- Year 10 Construction Visitors
- Year 10 Construction Memb... (Can view)

The dropdown menu for 'Year 10 Construction Memb...' is open, showing the following options:

- Can edit
- Can view
- Stop sharing

Clicio ar y dropdown sydd wrth y grwp disgyblion wedyn can view.

Click on the dropdown next to the pupil group and then choose Can view.