# Viewing all of your recordings and changing recording details

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**Viewing your recordings**

1. Navigate to <https://videostream.swan.ac.uk>

2. Hover over the **Anonymous User** icon and click **Log Out**

3. Log in using your **University** credentials

4. Hover over your **username** and click **MyHome**

5. On the MyHome page click the **search** icon

6. This will then display all of the recordings you have made with additional information including:

* availability (public or private)
* location (server folder)
* creation date
* number of times viewed

**­­Changing your recording details**

1. Once you have located the recording

which needs to be changed (steps 1-6

above) click the **Recording title**



2. The recording will open and start playing. Scroll down to

see the recording **Details** information box, hover over the

**More** icon

3. From the drop down menu select **Edit Details**

4. The recording details will appear below and any necessary changes can be

made

5. Click **Save** to make the change. It may take a while for the changes to take

effect on the server, please wait a few minutes for the page to update.

All normal lecture recordings should have the publishing policy/location of **BB**. If you need to change this, for example to keep an external presenters recording after the end of the Academic Year, in most instances choose your **College** from the available options.

# Gweld eich holl recordiadau a newid manylion recordiad

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**Gweld eich recordiadau**

1. Ewch i <https://videostream.swan.ac.uk>

2. Symudwch y cyrchwr i'r eicon **Anonymous User** a chliciwch **Log Out**

3. Mewngofnodwch gan ddefnyddio'ch manylion yn y **Brifysgol**

4. Symudwch y cyrchwr i **username** a chliciwch **MyHome**

5. Ar y dudalen **MyHome**, cliciwch yr eicon **Search**

6. Bydd hyn yn dangos yr holl recordiadau rydych wedi'u gwneud ynghyd â gwybodaeth ychwanegol, gan gynnwys:

* i bwy maent nhw ar gael (cyhoeddus neu breifat)
* lleoliad (ffolder ar y gweinydd)
* dyddiad creu
* sawl gwaith y cawsant eu gwylio

**Newid manylion recordiad**

1. Ar ôl i chi ddod o hyd i'r recordiad

yr hoffech ei newid (camau 1-6 uchod)

cliciwch **Recording title**



2. Bydd y recordiad yn agor ac yn dechrau chwarae.

Sgroliwch i lawr i weld y blwch **manylion recordiad**,

symudwch y cyrchwr i'r eicon **More**

3. O'r gwymplen, dewiswch **Edit Details**

4. Bydd manylion y recordiad i'w gweld islaw a gallwch wneud unrhyw

newidiadau angenrheidiol

5. Cliciwch **Save** i wneud y newid. Gall gymryd tipyn o amser i'r newidiadau

gael eu gwneud ar y gweinydd. Arhoswch ychydig funudau i'r dudalen gael ei diweddaru.

Dylai pob recordiad darlith arferol gael ei gyhoeddi ar **Blackboard.** Os oes angen newid hyn, er enghraifft, i gadw recordiad gan gyflwynydd allanol ar ôl diwedd y flwyddyn academaidd, yn y rhan fwyaf o achosion, dylech ddewis eich **Coleg** o'r opsiynau sydd ar gael.