



ELLA

Get started guide

**Early Learning Languages
Australia (ELLA) program**

ELLA is an Australian Government initiative.

www.ella.edu.au





Checklist

- 1. **Distribute the information brochure**
- 2. **Have your ELLA email and password ready**
- 3. **Download the apps**
- 4. **Log in to the apps**
- 5. **Enable microphone and camera functions**
- 6. **Create one or more groups**
- 7. **Add children to the groups**
- 8. **Show the children how to find their avatar and access the learning experiences in the app**
- 9. **Consider privacy and security**



Introduction

Welcome to the ELLA program – seven apps for supporting preschool children’s learning of Arabic, Chinese (Mandarin), French, German, Hindi, Indonesian, Italian, Japanese, Korean, Modern Greek, Spanish, Turkish or Vietnamese.

Each app contains four to five learning experiences that are aligned to the Early Years Learning Framework (EYLF) and the Australian Curriculum (Foundation to Year 2).

The purpose of this guide is to explain how to download and set up the apps so that you can get started with the program.

Downloading and setting up the apps

1 Distribute the information brochure

Ensure that the family of each eligible child has a copy of the 'Information for parents/guardians' available to download from the ELLA website:
Educator Zone > Program support > Resources > Guides and brochures.

2 Have your ELLA email and password ready

Find your 'Welcome to the ELLA program' email from Education Services Australia. This contains the email address that you will use to log in. To set your password, go to the Educator Zone of the ELLA website, and select 'Forgotten password?' (<https://www.ella.edu.au/idp/login>).

3 Download the apps

Ensure that you are connected to the internet and that you have a compatible tablet device (see 'Tablet devices and specifications' on page 7).

Then follow these steps.

iPad	Android tablet
a) Go to the App Store.	a) Go to the Google Play Store.
b) Search for 'polyglots', and look for App 1: <i>The Polyglots in the Playroom</i> .	b) Search for 'ELLA Polyglots' and look for App 1: <i>The Polyglots in the Playroom</i> .
c) Install the app, using your Apple ID. If you have used other Apple services (such as iTunes and iCloud) or have purchased from the Apple Online Store, you can sign in to the App Store using that same Apple ID. If you don't have an Apple ID, visit support.apple.com/en-au/HT204316 to find out how to obtain one.	c) Tap Install and then Open . After you have followed steps 4 and 5, select Download Now when required.
d) A 'Download Required' message will appear during installation. When the message appears, select Download now .	d) A 'Download Required' message will appear during installation. When the message appears, select Download now .
e) Follow the same process to download subsequent ELLA apps from the App Store.	e) Follow the same process to download subsequent apps from the Google Play Store.



4 Log in to the apps

When you open the apps, you will be prompted to enter your ELLA email address and password.

5 Enable microphone and camera functions

iPad

After installing the apps you will be prompted to allow access to the microphone and camera functionalities.

You can also enable this functionality by going into the iPad's 'Settings' area and selecting the ELLA apps from the left menu.

Android tablet

When installing the apps select **ALLOW** for the two pop-ups that will then appear in sequence: one about allowing the app to record audio, the other about allowing it to take pictures and record video.



6 Create one or more groups

If you only have a small number of children participating in ELLA, you may want to create one group only.

If you have two or more preschool rooms, or separate groups that attend on set days, you may want to create more than one group. Follow these steps to create one or more groups.

- a. Log in to the Educator Zone on the ELLA website using your ELLA login details.
- b. Select the tab **Groups and outcomes**.
- c. Select **Create a new group**.
- d. Think of a practical name for your group, such as one that reflects an existing class or group (for example, Yellow Group).
- e. Create additional groups, if needed, by repeating this process.

7 Add children to the groups

Eligible children can be added to a group at any time by following these steps. Children can only be added to one group.

- a. Log in to the Educator Zone on the ELLA website using your ELLA login details.
- b. Select the tab **Groups and outcomes**.
- c. Select a group.
- d. Select **Add a child**.
- e. Enter the child's name.
- f. Once a child's name has been added to a group, you will have two options to assign an associated image:
 - i. **Choose your own image.** Select **Choose file** and upload an image of your own and then select **Save** to add the avatar to the group.

ii. **Assign a default avatar image.** Select **Save** without uploading an image and a random default avatar image will be assigned to the new child.

g. You can also create avatars for multiple children by selecting the **Add multiple children** button.

Note: Consider your preschool privacy policy when creating avatars. Using images of objects rather than children's faces is strongly recommended to ensure privacy.

8 Show the children how to find their avatar and access the learning experiences in the app

Select the group

If your preschool has a number of groups participating in ELLA, you will need to select the correct group before you begin your session. You will see all your groups on the Group page.

a. Direct the children to select the correct group. You will then see the children's avatars for the selected group.

Show the children how to select their avatar

Show the children that they can tap to select their avatar from their group.

Note: If a child accidentally selects another child's avatar, sensitively switch the child over to the correct avatar as soon as possible. It is important for them to use their own avatar so that the educational reporting is accurately recorded.

Show the children how to access the learning experiences in the app

Once a child selects their avatar, the app will play an introductory animation and song. The child will then be taken to the app playspace. From there, the child can begin.

Change the child's name, avatar or group

To make changes, go to the the Groups and Outcomes section of ELLA website. Go to the relevant child and select **update details**.

9 Consider privacy and security

Due to privacy and security considerations, please ensure that you safely store and lock away your devices when not in use.

Demo mode

You can try the apps or show them to parents/guardians by going to the secure educator area and choosing **Enter demo mode** on the Group page.

It is important to use this mode so that the data is not collected and collated with the children's data.



Technical support

Tablet devices and specifications

You are required to have a compatible tablet device to run the ELLA program.

The following devices have been fully tested and we can confirm their compatibility with the ELLA apps:

- Apple iPad (8th generation)
- Apple iPad (7th generation)
- Apple iPad (6th generation)
- Samsung Galaxy Tab A 10.1"

It is anticipated (but not guaranteed) that the ELLA apps will work effectively on other Apple and Android tablet devices that meet the specifications in the table below.

Technical feature	Apple	Android
Model	Models released since 2019	Models released since 2019
Storage space	Minimum of 32 GB	Minimum of 32 GB
Screen size	Minimum of 10.2"	Minimum of 10"
Supported operating system	iOS 14.x and above	8.x and above
RAM and CPU	2 GB, 2.34 GHz	3 GB, 1.8 GHz

Checking that tablet devices are synced

To ensure a child can access the apps with their avatar on any of the tablet devices, the tablet devices need to be synced. This happens when all your tablet devices are switched on at the same time and connected to WiFi.

To check this, go to **Settings** and make sure that your WiFi is turned on and is connected to the internet. The tablet devices also need to be connected to WiFi to submit data on a monthly basis.

What if I forget my password?

You can change your password using the 'Forgotten password' link on the ELLA website when you log in.

Where to get help

For support in setting up the apps or implementing the ELLA program at your preschool, contact the ELLA helpdesk.

Email:
ella@esa.edu.au

Phone:
1800 468 303



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