



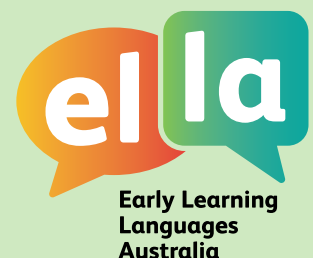
# ELLA

## Get Started Guide

Early Learning Languages Australia  
(ELLA) program

ELLA is an Australian Government initiative.

[www.ella.edu.au](http://www.ella.edu.au)



## Checklist

1. Register to join the ELLA program
2. Choose your language/s
3. Distribute the information brochure
4. Have your ELLA username and password ready
5. Download the apps onto an iPad or Android tablet
6. Log in to the apps
7. Enable microphone and camera functions
8. Create one or more groups
9. Add children to the groups
10. Show the children how to find their avatar and access the learning experiences in the app
11. Consider privacy and security



## Introduction

Welcome to the ELLA program!

ELLA allows you to introduce children to a language other than English via the ELLA apps. The ELLA apps can be used as part of a co-learning approach where you learn alongside the children, or they can be used as a language teaching resource by specialist language teachers.



The ELLA apps have been designed to be play-based and revisited by children as they move through different year levels of schooling.

Your role is to encourage children to engage with the learning experiences in the apps and provide opportunities to practise the new words and phrases.

ELLA's 11 apps support children to learn one of 13 languages: Arabic, Chinese (Mandarin), French, German, Hindi, Indonesian, Italian, Japanese, Korean, Modern Greek, Spanish, Turkish or Vietnamese. Each app has been developed for students in specific year levels. Apps 1 to 7 have been developed for preschool and Foundation, Apps 8 and 9 for Year 1, and Apps 10 and 11 for Year 2.

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 ELLA apps so that you can get started with the program in your classroom.

# Before you start

## Register to join the ELLA program

Preschools and schools can register to join the ELLA program by visiting the ELLA website ([www.ella.edu.au](http://www.ella.edu.au)) and selecting **APPLY**.

You will be able to choose from a list of eligible Australian preschools and schools.

1. Select your state or territory.
2. Select your preschool or school from the list.

You will then be prompted to create a **Centre admin** to manage your preschool/school's ELLA account. If your preschool/school is already registered, and a Centre admin exists, you can register as a **Teacher** user.

### Centre admin

This role looks after the preschool or school's ELLA account. They can update details, add or remove teachers, choose the languages, and manage the app logins. Centre admins can be anyone at the preschool/school, such as teachers, language teachers, centre managers, IT staff, who will take on the additional responsibility of managing the preschool/school's ELLA information. They may also be involved in delivering the ELLA program with children.



### Centre admin role set-up process

- a) After selecting your preschool/school name from the list, if there is not a Centre admin attached to your preschool/school account, the system will prompt you to create a Centre admin account.
- b) Fill in your details and submit the application.
- c) If you use an edu.au or gov.au email, your Centre admin account will be automatically approved. Other emails will need to be verified by the ELLA helpdesk.
- d) Once your login has been verified, you will receive an email with the subject line: 'Welcome to ELLA'. This email includes your chosen email address to log in to the ELLA dashboard, as well as instructions for how to set a password. It also outlines your ELLA app login details.

### Teacher

The Teacher role consists of staff members responsible for delivering the ELLA program to children. Preschools/schools can have multiple Teachers attached to their account. Each Teacher has their own individual login and can update their own details, set up groups and avatars, and view children's educational reporting in the Educator dashboard. Teachers can also be linked to more than one preschool or school.



### Teacher role set-up process

- a) After selecting your preschool/school name from the list, the system will tell you that a Centre admin account already exists for your preschool/school and prompt you to create a Teacher account.
- b) Fill in your details and submit the application.
- c) If you use an edu.au or gov.au email, your Teacher account will be automatically approved. Other emails will need to be verified by your Centre admin.

#### Centre admin teacher-approval process for teachers without edu.au or gov.au emails:

- i. Centre admin go to the ELLA website ([www.ella.edu.au](http://www.ella.edu.au)) and log in to the Educator dashboard.
- ii. Enter the multi-factor authentication (MFA) code sent to your email.
- iii. Select **Groups and outcomes**.
- iv. Select **Centre users** in the main menu of the Educator dashboard.
- v. Under **Pending requests**, you can approve or decline the Teacher request.

- d) Once your login has been verified, you will receive an email with the subject line: 'Welcome to ELLA'. This email includes your chosen email address to log in to the ELLA dashboard, as well as instructions for how to set a password.

### Can I have access to multiple preschool/school accounts?

Yes! You can use the same email address to be linked to more than one preschool/school. Simply submit a new registration and select the new preschool or school from the dropdown list.

You can see which preschools and schools you are linked to in the **Account** section of the Educator dashboard.

## Choose your languages

The Centre admin is responsible for selecting the language for your preschool or school. This is set during registration but can be updated at any time in the **Manage centre** section of the Educator dashboard. You can choose multiple languages.

**Note:** You can only use one ELLA language per tablet device. You will need separate devices for different languages.

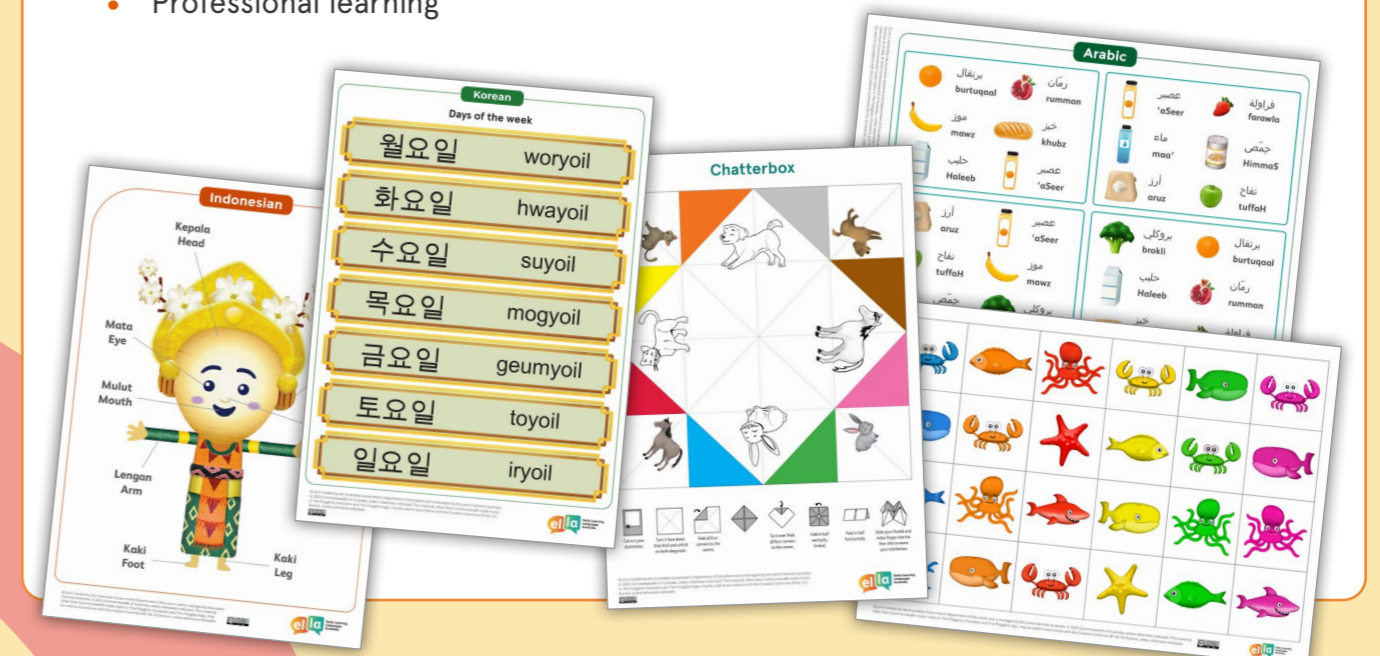
To update languages, the Centre admin should follow these steps:

1. Go to the ELLA website ([www.ella.edu.au](http://www.ella.edu.au)) and log in to the Educator dashboard.
2. Enter the multi-factor authentication (MFA) code sent to your email.
3. Select **Groups and outcomes**.
4. Select **Manage centre** in the main menu of the Educator dashboard.
5. Find the list of languages and usernames and click **Update languages**.
6. Choose the languages you wish to implement in your classrooms and select **Confirm**.
7. Each language will have its own username and password to access the apps for that language. The ELLA app login username will include the language and the ID number of your preschool or school in the ELLA website, for example, ko\_25285 will allow this school to download the Korean apps, and sp\_25285 to download the Spanish apps.
8. When you update your language choice, an email is sent to the Centre admin and all Teachers linked to your preschool/school account to confirm the update.



## Find supporting resources on the ELLA website to use in your classroom

- Printable games and posters
- Guides and brochures
- App information including curriculum alignment, song files and a sound library
- Professional learning



# 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' brochure, available to download from the ELLA website: Program support > Resources > Guides and brochures.

## 2. Have your ELLA app username and password ready

Your Centre admin is responsible for managing your preschool or school's ELLA app login details. Please check with them to confirm your app login username and password in the chosen language. The Centre admin will receive the app login details in the 'Welcome to ELLA!' email, or they can login to the Educator dashboard on the ELLA website to find these details in the **Manage centre** section.

## 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 12). Then follow these steps.

iPad
a) Go to the App Store.
b) Search for 'ELLA app 1', 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 <a href="http://www.support.apple.com/en-au/HT204316">http://www.support.apple.com/en-au/HT204316</a> to find out how to obtain one.
d) A 'Download Required' message will appear during installation. When the message appears, select <b>Download now</b> .
e) Follow the same process to download subsequent ELLA apps from the App Store.

Android tablet
a) Go to the Google Play Store.
b) Search for 'ELLA app 1' and look for App 1: <i>The Polyglots in the Playroom</i> .
c) Tap <b>Install</b> and then <b>Open</b> . After you have followed steps 4 and 5, select <b>Download now</b> when required.
d) A 'Download Required' message will appear during installation. When the message appears, select <b>Download now</b> .
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 app login username 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-hand 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, separate groups that attend on set days, or you have several school classes, you may want to create more than one group. Follow these steps to create one or more groups.

- Log in to the **Educator dashboard** on the ELLA website using your ELLA login details.
- Enter the multi-factor authentication (MFA) code sent to your email.
- Select the tab **Groups and outcomes**.
- Select **Create a new group**.
- Think of a practical name for your group, such as one that reflects an existing class or group (for example, Yellow Group).
- 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 dashboard** on the ELLA website using your individual ELLA email login details.
- b) Enter the multi-factor authentication (MFA) code sent to your email.
- c) Select the tab **Groups and outcomes**.
- d) Select a group.
- e) Select **Add a child**.
- f) Enter the child's name.
- g) Once a child's name has been added to a group, select **Save** and a random default avatar will be assigned to the new child as their associated image.

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

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## 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 or your school has several classes participating in ELLA, you will need to select the correct group before you begin your session. You will see all your groups on the **Groups and outcomes** 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.

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**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.

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### 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 **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 **demo mode** on the **Groups and outcomes** page. It is important to use this mode so that any data is not collected and collated with the children's data.



# Technical support

ELLA helpdesk | 1800 468 303 | [ella@esa.edu.au](mailto:ella@esa.edu.au)



## 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 (11th generation)
- Apple iPad (8th generation)
- Apple iPad (7th generation)
- Apple iPad (6th generation)
- Samsung Galaxy Tab A9+
- Samsung Galaxy Tab 8

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 32GB	Minimum of 32GB
Screen size	Minimum of 8"	Minimum of 7"
Supported operating system	iOS 17.x and above	13.x and above
RAM and CPU	2GB, 2.34 GHz	3GB, 1.8 GHz

## Checking that tablet devices are synced

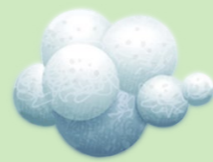
To ensure a child can access the apps with their avatar on any of the tablet devices, the tablet devices need to be synced. This happens when all your tablet devices are switched on at the same time and connected to wi-fi.

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

# App overview

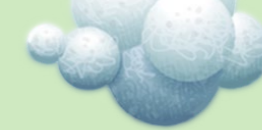
App 1: <i>The Polyglots in the Playroom</i>	App 2: <i>The Polyglots at the Beach</i>	App 3: <i>The Polyglots at the Birthday Party</i>	App 4: <i>The Polyglots at the Zoo</i>
<b>Greetings, introductions and farewells</b> Hello! Hi! I'm Min! Hi! My name is Tam! This/Here is Kai. This/Here is Tam. What's your name? Goodbye. See you later!	<b>Colours and colour combinations</b> blue green orange pink red yellow blue and pink blue, green and pink	<b>Numbers</b> one two three four five six seven eight nine ten	<b>Fruit</b> apple orange grapes strawberry banana pear
<b>Likes and dislikes</b> I like ... I don't like ... music broccoli bubbles ice cream soccer	<b>Colour and noun combinations</b> blue whale green crab orange octopus pink shark red starfish blue and orange fish orange, pink and blue fish	<b>Number, colour and noun combinations</b> two red balloons three green balloons	<b>Fruit and colour combinations</b> green apple yellow banana red strawberry
		<b>Cake ingredients</b> egg flour sugar milk butter chocolate	<b>Hunger and thirst</b> juice water milk I'm hungry! I'm thirsty! I'd like ... I want ... Yum! I like ... Yuck! I don't like ... Yum! I like apple juice.
		<b>Incidental language</b> Happy birthday! Thank you! I am five!	






App overview (cont'd)

App 5: <i>The Polyglots at the Circus</i>	App 6: <i>The Polyglots at the Park</i>	App 7: <i>The Polyglots in the Town</i>	App 8: <i>The Polyglots Go to School</i>
<p><b>Body parts</b></p> <p>arm ear eye foot hand head leg mouth nose</p> <hr/> <p><b>Adjective and noun combinations</b></p> <p>big nose small mouth blue eye red hair long legs short legs small hands big feet</p> <hr/> <p><b>Incidental language</b></p> <p>circus face painting My ... hurts! A game! Let's play. Music! Let's sing. Delicious! Wow! Great!</p>	<p><b>Verbs</b></p> <p>walk run jump hop climb dance</p> <hr/> <p><b>Verb combinations</b></p> <p>Dance fast! Jump fast! Jump slowly! Let's walk! Let's run!</p> <hr/> <p><b>Incidental language</b></p> <p>park Ready? Go! A game! Excellent! I won! That was fun! Stop! Move! Let's go! Great! Thank you!</p>	<p><b>Colours and shapes</b></p> <p>black square blue circle brown triangle green rectangle orange triangle pink circle red square yellow rectangle</p> <hr/> <p><b>Adjective and noun combinations</b></p> <p>small door big door small window big window</p> <hr/> <p><b>Food</b></p> <p>bread cheese mushrooms pizza rice tomato sauce A banana, please!</p> <hr/> <p><b>Questions and answers</b></p> <p>What's your name? My name is Bim. How old are you? I'm six years old! What's the matter? My head hurts!</p>	<p><b>Classroom objects</b></p> <p>books erasers paper scissors glue tablets pencils textas</p> <hr/> <p><b>Incidental language</b></p> <p>school bus Good morning teacher! Great work!</p> <hr/> <p><b>Classroom instructions</b></p> <p>Can I please have a book? Can I please have some paper? Stand up! Sit down! Look! Listen! Write quickly! Write slowly! Read the green book! Draw in orange pencil!</p>



App overview (cont'd)

App 9: <i>The Polyglots Go Camping</i>	App 10: <i>The Polyglots at the Pet Park</i>	App 11: <i>The Polyglots at the Concert</i>
<p><b>Family members</b></p> <p>me mum dad little sister big brother grandma grandpa</p> <hr/> <p><b>Collage items</b></p> <p>gumnut round leaf long leaf red flower yellow flower twig stick stone</p> <hr/> <p><b>Questions and answers</b></p> <p>Is that Dad? No, it's Grandma. Whose is this? It is Mum's plate.</p>	<p><b>Pets and colours</b></p> <p>rabbit brown horse white cat black dog</p>  <hr/> <p><b>Measurement</b></p> <p>It weighs 500 kilograms! It's 35 centimetres long.</p> <hr/> <p><b>Questions</b></p> <p>What is it? Is it a bird? What colour is it? How much does it weigh? How long is it?</p> <hr/> <p><b>Emotions</b></p> <p>happy hungry sad tired thirsty The cat is sad. It is a tired horse.</p>	<p><b>Days of the week</b></p> <p>Monday Tuesday Wednesday Thursday Friday Saturday Sunday</p> <hr/> <p><b>Times</b></p> <p>numbers 1-12 o'clock half past</p> <hr/> <p><b>Questions and answers</b></p> <p>Where is the ... ? Is it there? What time? What's the time? Which day? I would like some tickets please. Yes, the grey dog is here. No, Bim's at the party! You found me!</p>



## Where to get help

For support in setting up the apps or implementing the ELLA program at your preschool/school, contact the ELLA helpdesk or visit the ELLA website: [www.ella.edu.au](http://www.ella.edu.au).

You can also contact the ELLA helpdesk on 1800 468 303 or [ella@esa.edu.au](mailto:ella@esa.edu.au).



**Australian Government**  
**Department of Education**



**Education  
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