



# How to set up classes and children

You can set up your classes (called 'groups') and individual children's profiles in the Educator app by following the steps below. Or, you can do this via a private login area of our website: <https://educator.elsa.edu.au/>

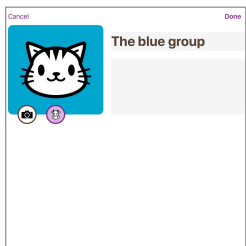
## 1 • Create a 'group' in the Educator app

Tap on the 'Children' menu tab at the bottom of the screen. Tap 'Add...' in the top right hand corner of the screen. Tap 'Add Group' from the drop-down menu.



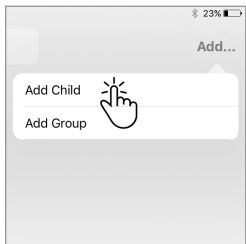
## 2 • Edit the details of your group

Type the group or class name. Add an image to represent the class or choose a preset ELSA animal avatar. You can also enter notes in the box below.



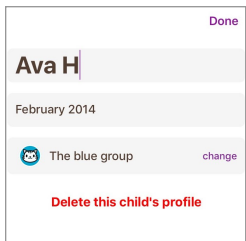
## 3 • Add individual children in the Educator app

Tap on the 'Children' menu tab at the bottom of the screen. Tap 'Add...' in the top right hand corner of the screen. Tap 'Add Child' from the drop-down menu.



## 4 • Enter the child's details

Type the child's first name and first letter of their last name only. Type their year and month of birth in the next field. Check that the child is assigned to the correct group/class. If they are not, tap 'change' and follow the prompts.



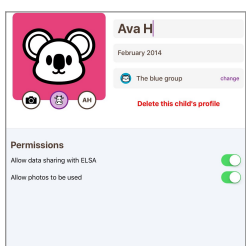
## 5 • Choose an image to identify the child

We suggest using one of the preset ELSA animal avatars or a photo of a personal artefact (e.g. backpack or favourite toy) that is easily recognised by the child. Or you can use their initials. When you have finished, tap 'Done'.



## 6 • Allow data sharing with ELSA and photo permissions

By default, data sharing and photo permissions are turned on for each child. Data is only used for ELSA business purposes. See our [Privacy Policy](#) for more information. Please keep these buttons turned on unless you know that certain children are not allowed to have their photo taken, then turn off photo permissions.



Need help setting up? Email us at [team@elsa.edu.au](mailto:team@elsa.edu.au) or call 1800 931 042 for