Power Up Braille Literacy with Polly

with Cheri Hart & Melanie Malone

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Your New Polly!!

- Unpack it with your student
- Notice the convenient handle
- Keep the box!

Unboxing Your Polly

➢ Inside the box, you will find:

- your very own Polly
- a saddle style stylus
- a power adapter and power cable – Polly must be plugged in to work
- the Quick Start Guide
- a card with a printed QR code to access the digital manual, Polly ID, activation key, and Helios website
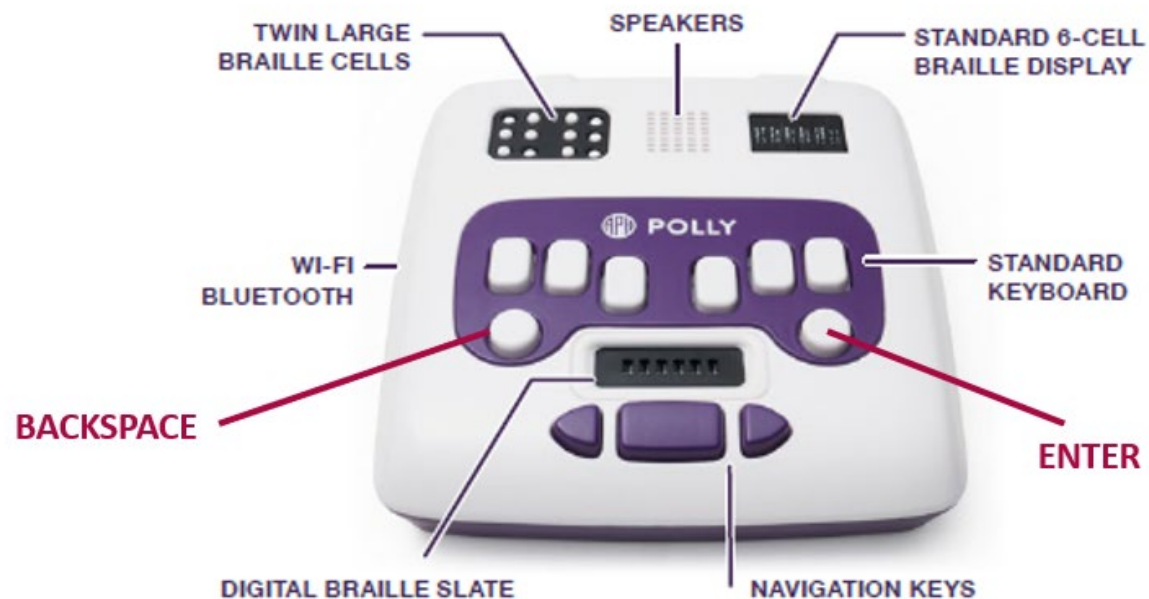

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Unboxing - Video

Orientation (Top Face)

- Large sim braille cells
- Speaker
- Standard braille display (6 ce
- Perkins style keyboard
- Digital braille slate
- Navigation Keys

Orientation (Left Face)

POWER IN
LED INDICATOR
ON/OFF SWITCH

REPEAT BUTTON

ETHERNET & USB PORTS

- Back to front:
  - Plug in
  - LED light
  - On/Off Switch
  - Repeat
  - Ethernet
  - 2 USB Ports

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Orientation (Right Face)

- Back to front:
    - Audio jack
    - Volume Control

VOLUME CONTROL AND AUDIO OUT

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Orientation (Bottom)

QR Code

Polly ID

What is Helios??

➢ Helios is an online platform/website that allows you to:
  1. Monitor your student's progress
  2. Access reports (data!!)
  3. Track progress over time
 4. Manage content
  5. Assign lessons and homework

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Getting Started! Setting up Helios

- Step 1 – Go to the Helios sign-in page

- Step 2 – Enter your email address and select one of two options:
    - A. Sign in with OTP (One Time Password) – a verification code will be sent to you
    - B. Sign in with Link – you will receive a sign-in link via email

- Step 3 – Once you are in Helios, scan the QR Code on the bottom of the device or from the Welcome Card in the box to obtain the **Activation Key**
    - * It will look like XXXXXX-XXXXXX-XXXXXX-XXXXXX

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Next Step

- Step 4 – This is where you will enter your **Activation Key**.
  - When you first log in, there will be a popup window shown in the picture on the left. You can also enter it from the dashboard, shown on the right.

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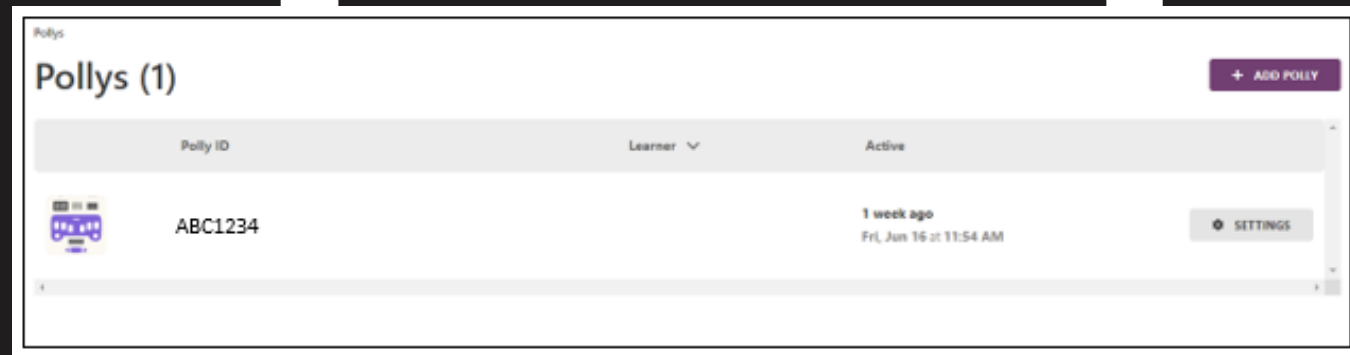
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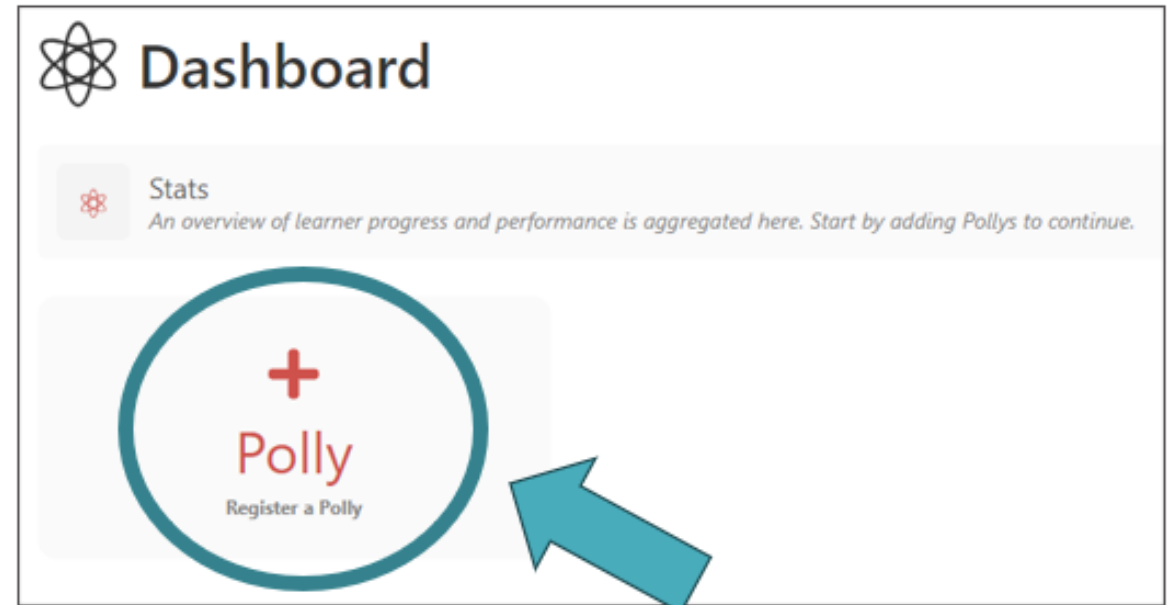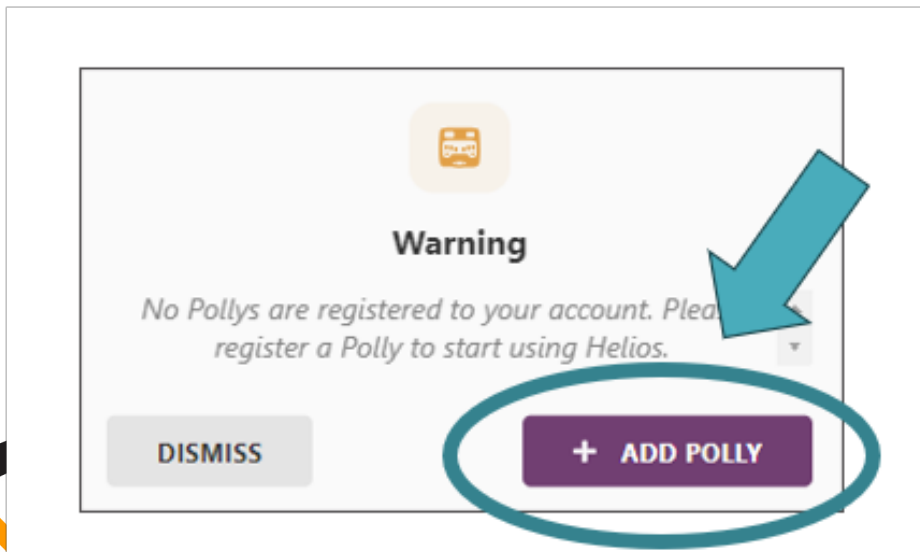
Almost There…

- Step 5

Once you have successfully added the correct Activation Key, an image of a Polly will appear, along with the words Verified Successfully

- Step 6

Click the + Add Polly button. A Success dialog box will display.

- Step 7

Click the Dismiss button, and Helios will take you to a Polly page, where all of your Polly devices will be listed.
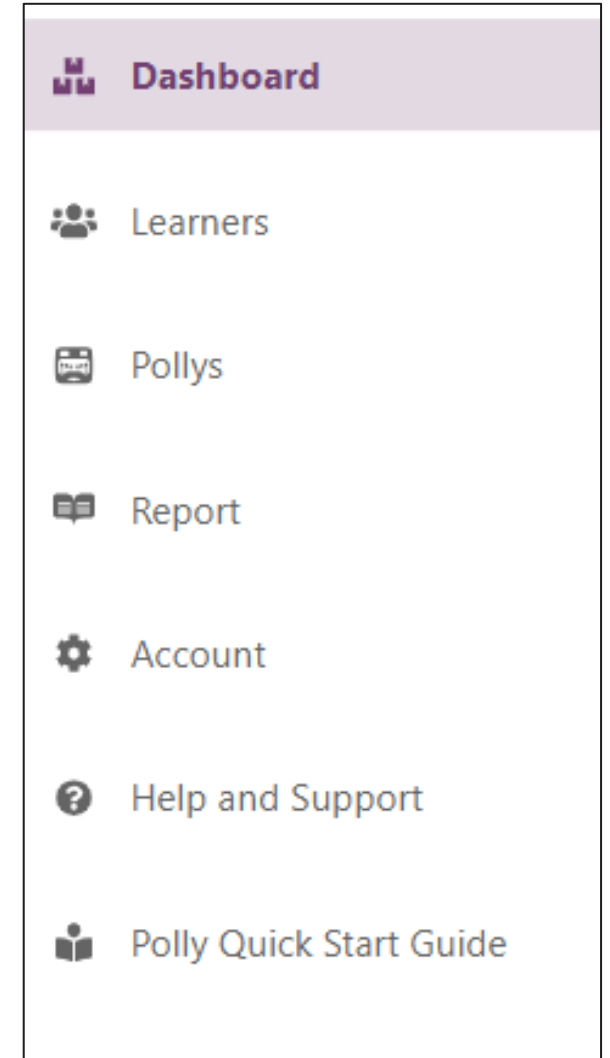
Pollys

Pollys (1)

+ ADD POLLY

	Polly ID	Learner ∨	Active	
	ABC1234		1 week ago Fri, Jun 16 at 11:54 AM	⚙ SETTINGS

Full Access

➤ You can also access your Helios account using a smart phone

Scan the QR code on the bottom of your Polly and follow the previous steps
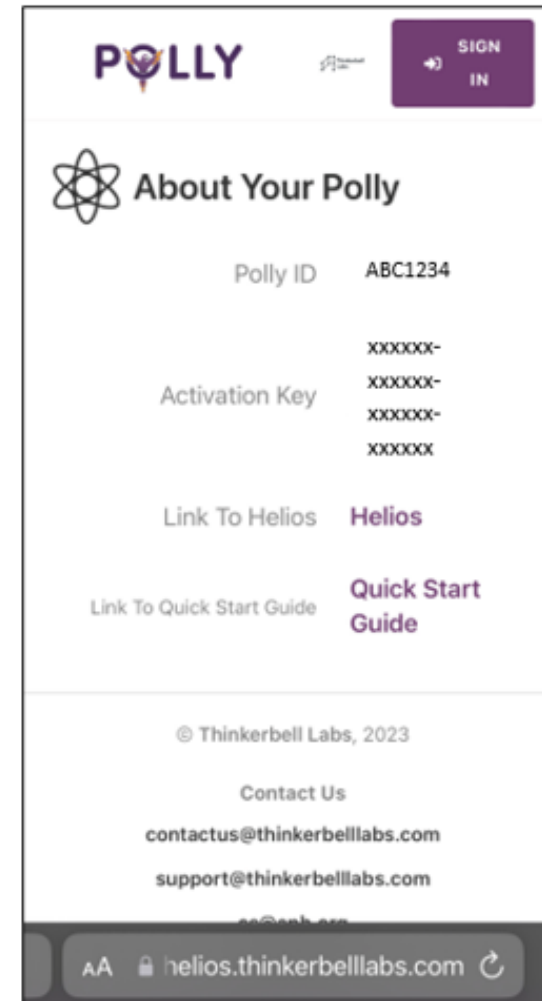
Navigating Helios – Main Menu

- Dashboard - general overview
- Learners – list of all students and the Polly they are assigned to.
  - Place where the teacher can edit the student information.
- Pollys – list of all Pollys on this Helios account.
 - Place where the teacher can edit the settings of their Pollys

Dashboard

Learners

Pollys

Report

Account

Help and Support

Polly Quick Start Guide

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Main Menu Continued

- Report - provides information on the usage of each Polly

- Account – details and permissions

- Help and Support – easy clickable links to get your questions answered

- Quick Start Guide – always readily available even when the <u>Welcome to Polly</u> book is not

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Dashboard

Learners

Pollys

Report

Account

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Polly Quick Start Guide

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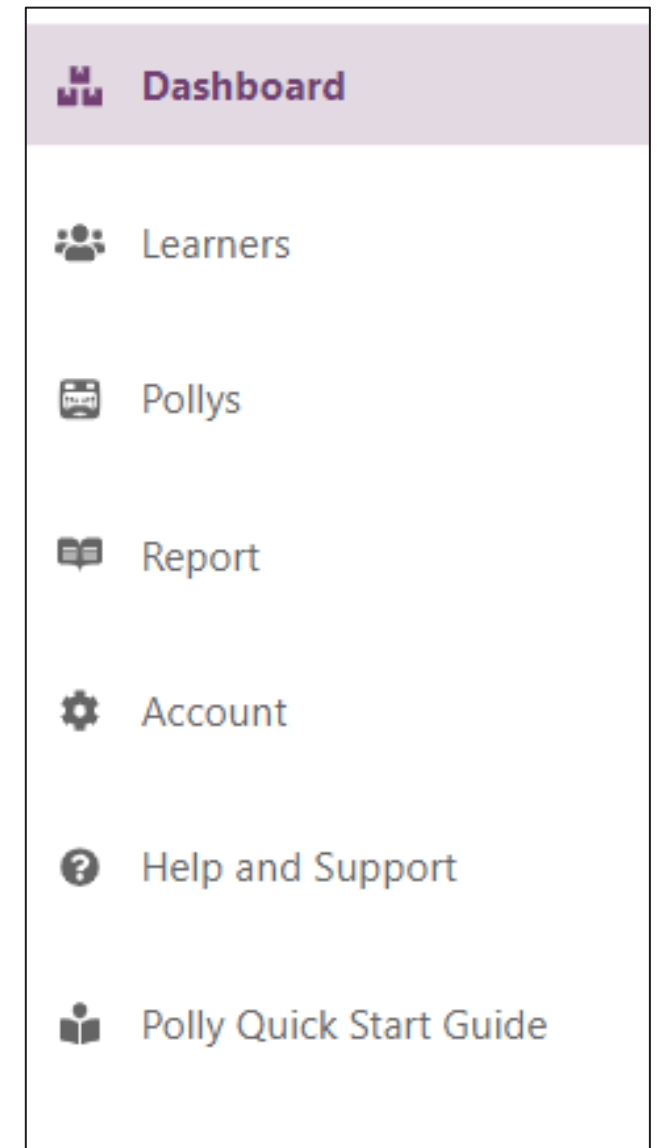
Navigating Helios - Dashboard

- Learner
- Polly
- Time learnt on Polly
- Average time per day
- Progress graph
- Lessons completed graph
- Learner Active
- Polly Active
- Login on Polly
- Polly Startings
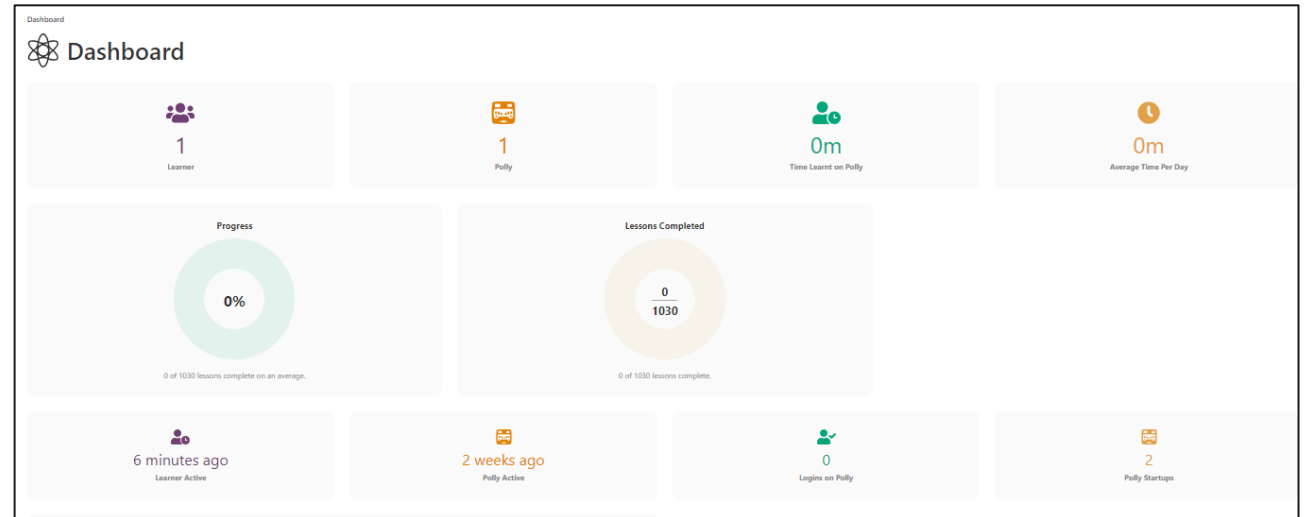
Naming Your Polly

❖ You can change the name of each Polly. This is especially helpful if you have more than one!
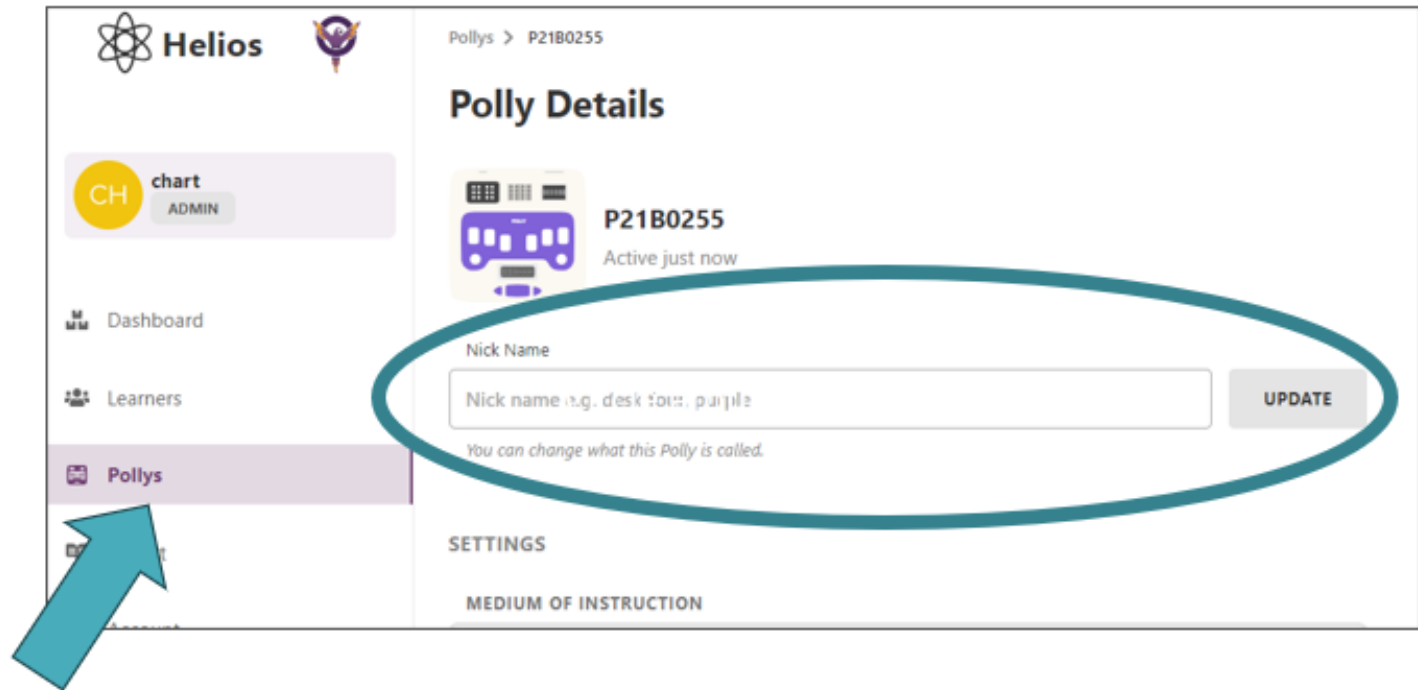
Adding a Learner
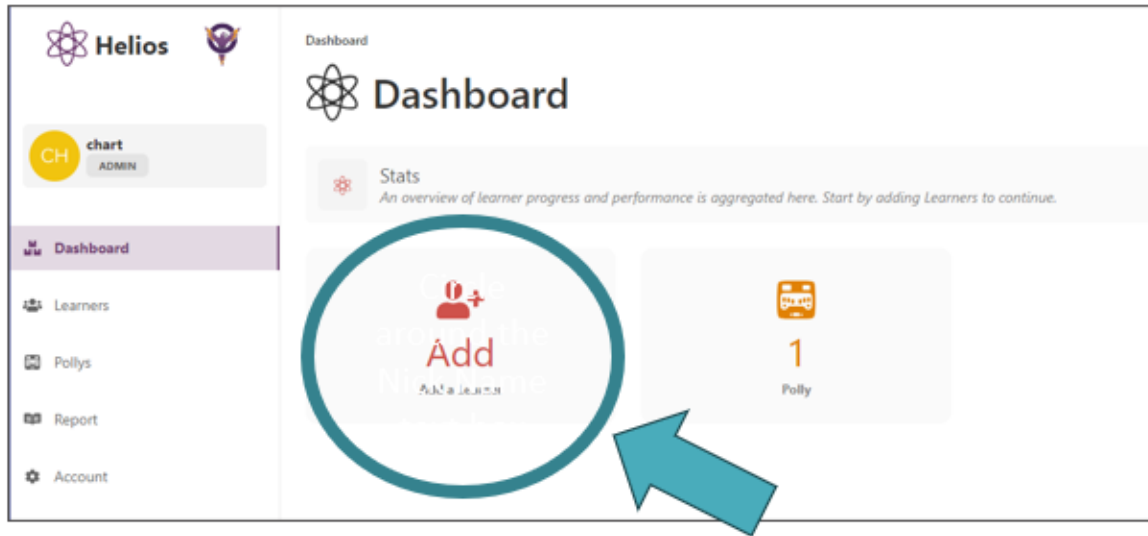
- **Selecting Add will open up a simple form:**

1. Nickname of student – please no real names or identifiable information such as email address
2. Record an audio of your student's name! If you do, Polly will read out that name in your voice when switched on
3. Learner Type
   - Regular Learner
   - Teacher/Advanced Learner
4. Default Polly – the Polly the learner is assigned to
5. Consent Check Box

Polly and the Internet

❖ Polly and Helios link through the internet

❖ You do not need to be on the same Wi-Fi network or in the same location to monitor progress or assign lessons

❖ Polly does work when not connected to the internet!!

- If a student account is not created or the student is using the Polly as a stand-alone device, their progress will not be saved, and they will not be prompted to begin where they left off

❖ Data will sync the next time the Polly is connected to the internet

❖ Polly can be connected to the internet in 2 ways:

1. Using a web browser
2. Directly on the Polly

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Connecting Directly on Polly

➢ **On Your Polly:**

1. Turn Polly on
2. Press the right triangle, space bar and left triangle keys at the same time to get to the main menu.
3. Use the right triangle key to toggle through the menu until you hear, "Settings". Press the space bar to select.
4. You will hear, "Network Settings". Use the right triangle key until you hear "Configure Wi-Fi on Polly", then press the space bar to select that option.
5. Toggle through the list of available Wi-Fi networks by using the right triangle key and select the one you want using the space bar.
6. Use the braille keyboard to enter your password in braille, then press the space bar to submit.

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Connecting your Polly Via a Web Browser

➢ **On Your Polly:**

1. Turn Polly on
2. Press the right triangle, space bar and left triangle keys at the same time to get to the main menu.
3. Use the right triangle key to toggle through the menu until you hear, "Settings". Press the space bar to select.
4. Select Network Settings → Modify Wi-Fi Settings Using a Web Browser Polly will say, "Polly hotspot WiFi is now available....".

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Connecting your Polly Via a Web Browser Continued

➢ **On Your Computer or Phone:**

1. Open your network settings and select PollyHotspot

2. Once connected, open a browser and type http://polly-wifi.net or

- http://10.0.0.2

- in the URL field

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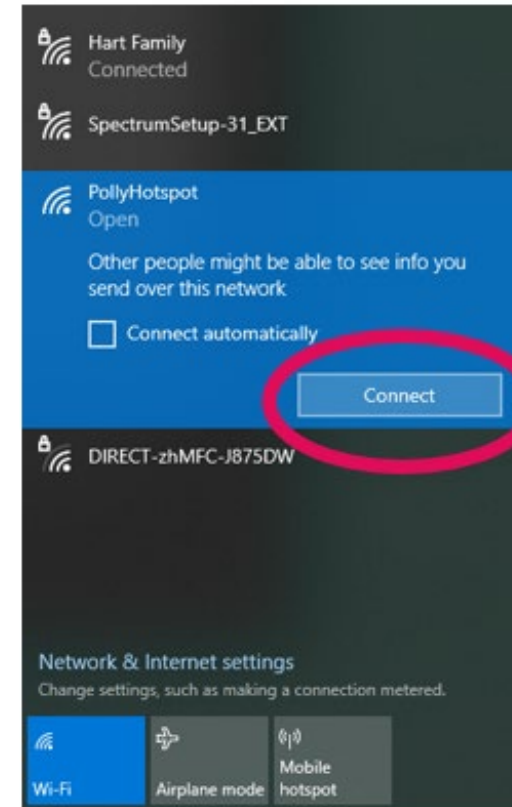
Connecting your Polly Via a Web Browser Final Steps

➢ **In Your Internet Browser:**

1. Click on Add New
2. Select your network from the list displayed
3. Add your network Passphrase (password) if required
4. Press Save
5. You will be prompted to restart your Polly
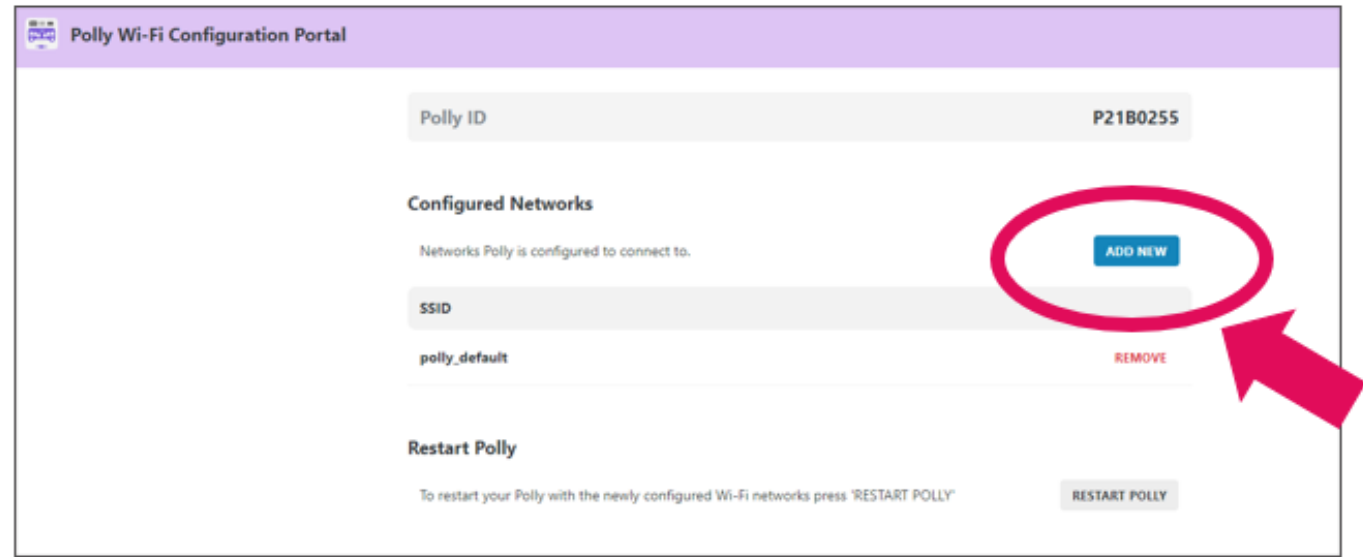
• Congratulations – You are connected to the internet!!!

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Sharing Access

- Easy as 1, 2, 3! I promise!
- Select "Account" on the left.
- Then choose "Manage" on the bottom right next to "Linked Accounts"

Dashboard
Learners
Pollys
Report
Account
Help and Support
Polly Quick Start Guide

Account Permissions

Account Type — ADMIN

Report
Get static non interactive reports of usage ✓

Analyze
Get detailed dynamic reports of usage ✓

Curate
Customize content and handpick lessons for homework ✓

Settings
Add or edit learners or Pollys ✓

Linked Accounts
As an admin, you can invite other people to Helios — MANAGE (0) >

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Sharing Access Continued
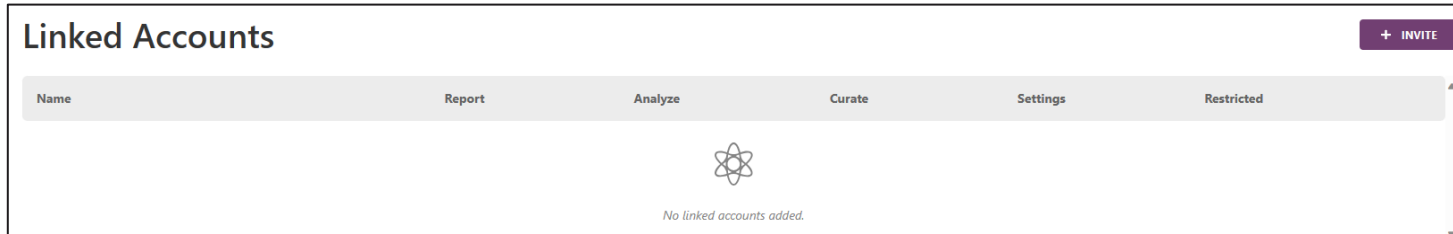
- Once you select "+INVITE" there will be "General Information" to complete on the next page.

- Select "INVITE" when you are finished!
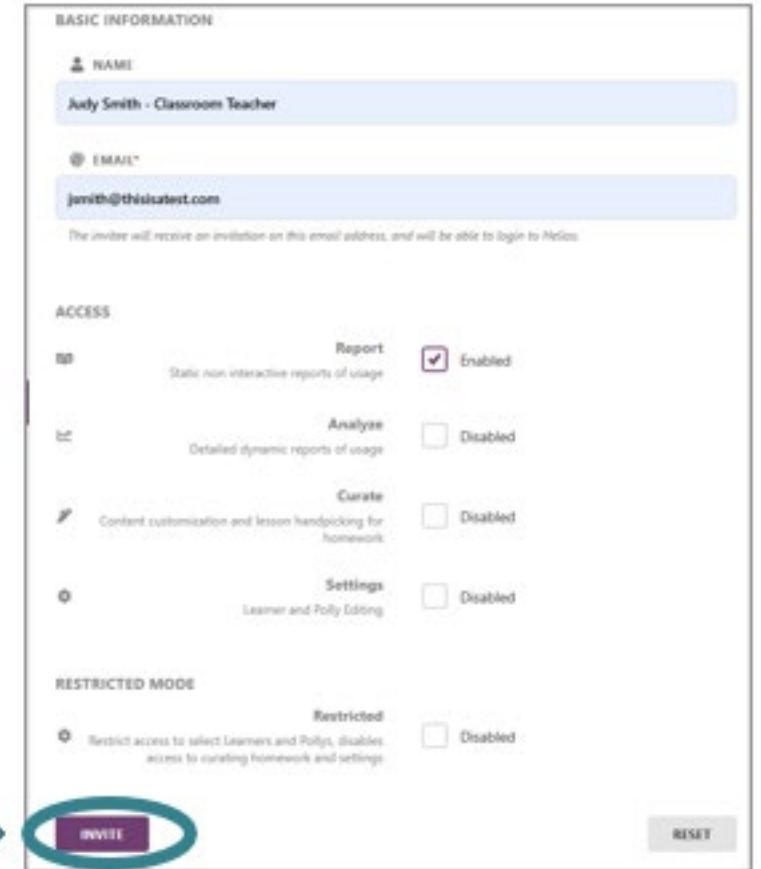
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Sharing Access Details

- If you wish to change their access, you can choose "edit" at the far right.

- There is the option to add or remove account access. For example, Report (report of usage), Analyze (detailed report of usage), Curate (customize content and assign lessons), Settings (learner and Polly editing), and/or Restricted Access.

- Make sure to select "update" once you're finished in order to save your changes.

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Polly Lessons

➢Introduction to your Polly and Braille

➢Teacher Chosen Words

➢English Braille Grade 1 – (238 total lessons)
- Reading and Typing (119)
- Reading and Writing (119)

➢English Braille Grade 2 – (1270 total lessons)
- Intro to Contracted Braille
- English Grade 1 Proficiency Test
- Reading and Typing (634)
- Reading and Writing (634)

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Grade 1 and Grade 2 Braille

- A student must complete Grade 1 lessons before being able to access Grade 2 lessons.

OR

- A teacher can assign Grade 2 lessons only, both are done through Helios.

- Coming Soon!

How???

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Grade 1 Lessons

English Braille Grade 1 (Uncontracted Braille) (238) — Collapse ⌃

Reading and Typing (119) — Expand ⌄
Not Attempted

Reading and Writing (119) — Expand ⌄
Not Attempted

- Grade 1 (uncontracted) has 238 lessons which are broken down into two sections.
- Reading and Typing 119 lessons
- Reading and Writing 119 lessons
- Each of those sections are expanded into their own lessons, all are available to be assigned one at a time.

English Braille Grade 1 (Uncontracted Braille) (238) — Collapse ⌃

☐ **Reading and Typing (119)** — Collapse ⌃
☐ Introduction to Typing
☐ English Alphabet Song

☐ **English Alphabet Part-1 (A-J) (45)** — Expand ⌄
Not Attempted

☐ **English Alphabet Part-2 (K-T) (44)** — Expand ⌄
Not Attempted

☐ **English Alphabet Part-3 (U-Z) (28)** — Expand ⌄
Not Attempted

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Grade 2 Lessons

English Braille Grade 2 (Contracted Braille) (1270)   Collapse ∧

Introduction to Contracted Braille

English Braille Grade 1 (Uncontracted Braille) Proficiency Test

Reading and Typing (634)   Expand ∨
Not Attempted

Reading and Writing (634)   Expand ∨
Not Attempted

- Reading and Typing 634 lessons
- Reading and Writing 634 lessons
- Each of those sections are expanded into their own lessons, all are available to be assigned.

- Grade 2 (contracted) has 1270 lessons which are broken down into two sections.
- Before the student comes to the main lessons there is a pre-lesson which is "Introduction to Contracted Braille" then a Proficiency Test for Grade 1.

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How to add Teacher Chosen Words

Step 1:

Select "Learners" on the menu bar on the left.
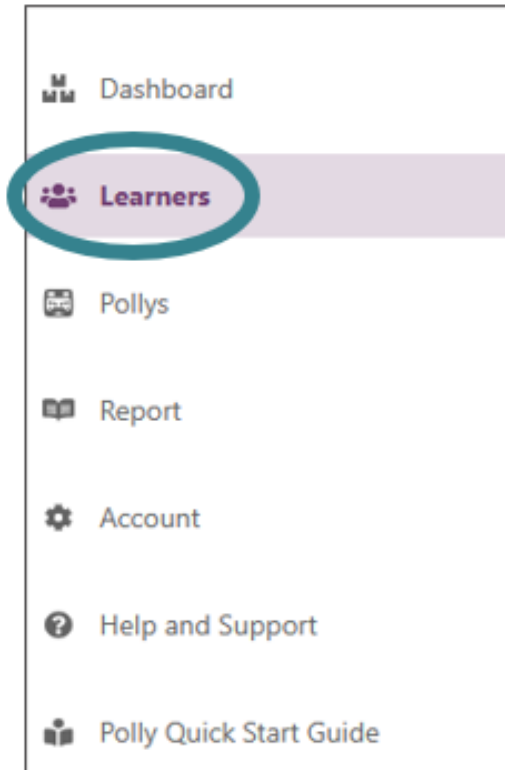
Step 2:

Select the learner's name
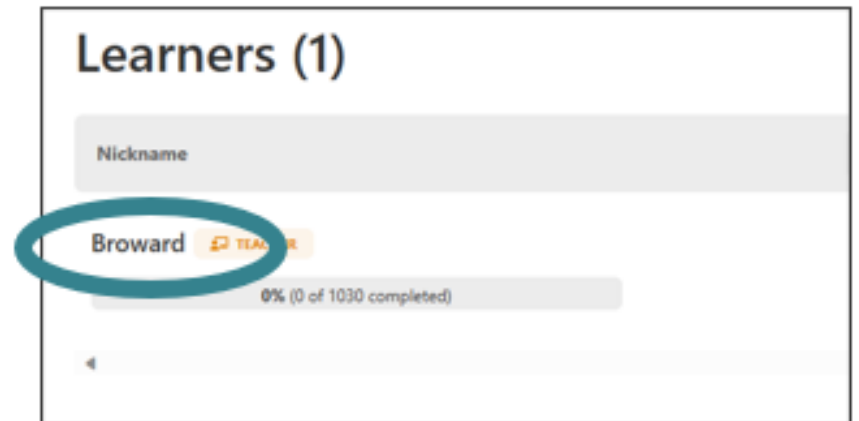
Teacher Chosen Words Continued
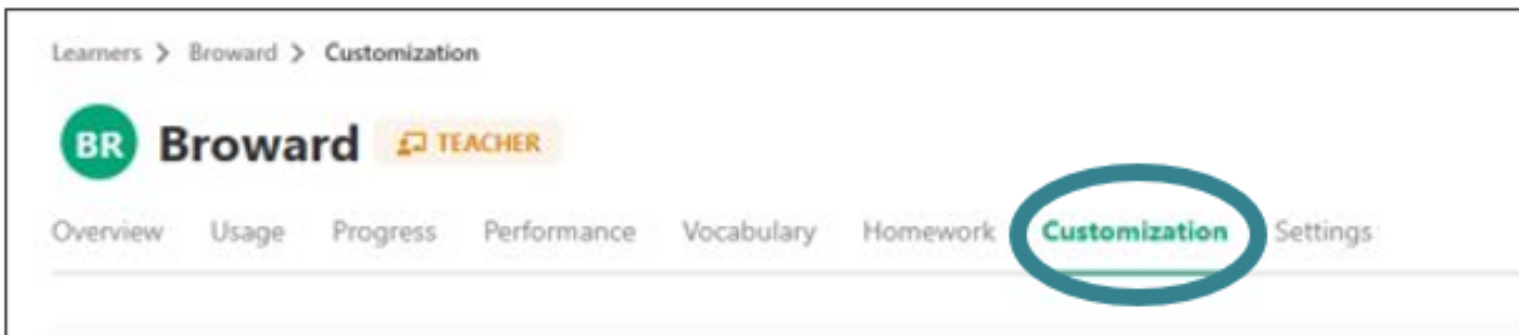
Step 3:

Select customization
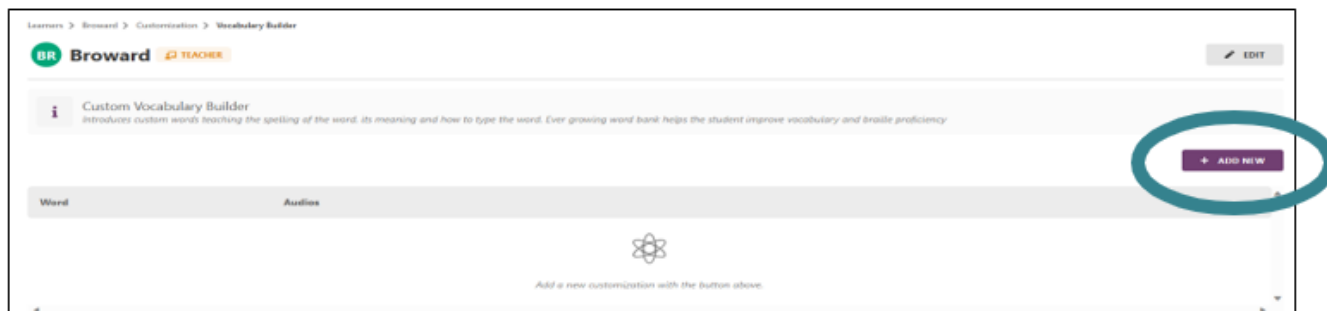
Step 4:

Customize link all the way to the right
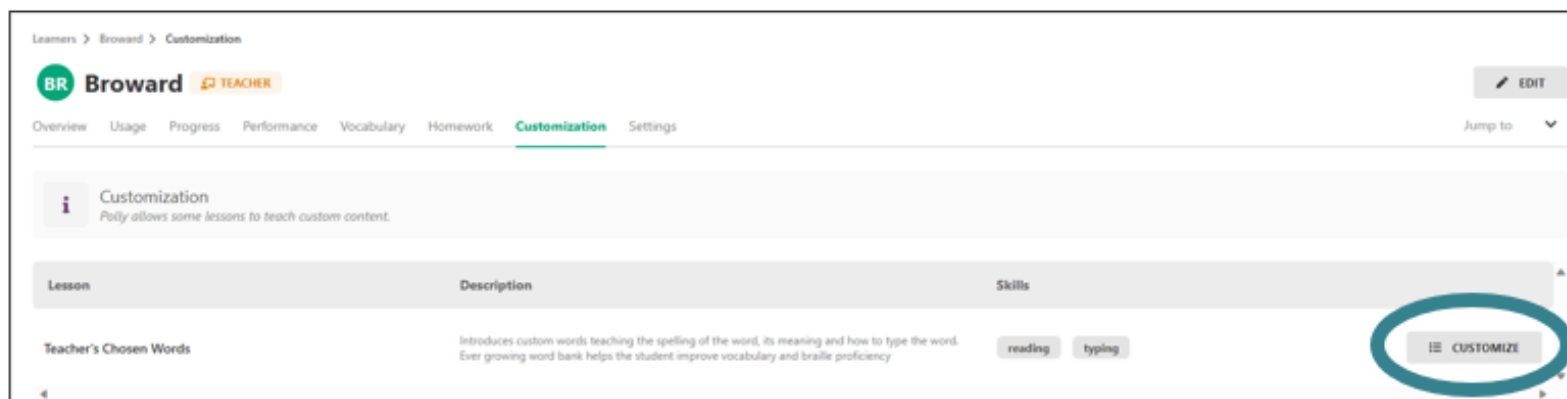
Teacher Chosen Words Final Steps

Step 5:
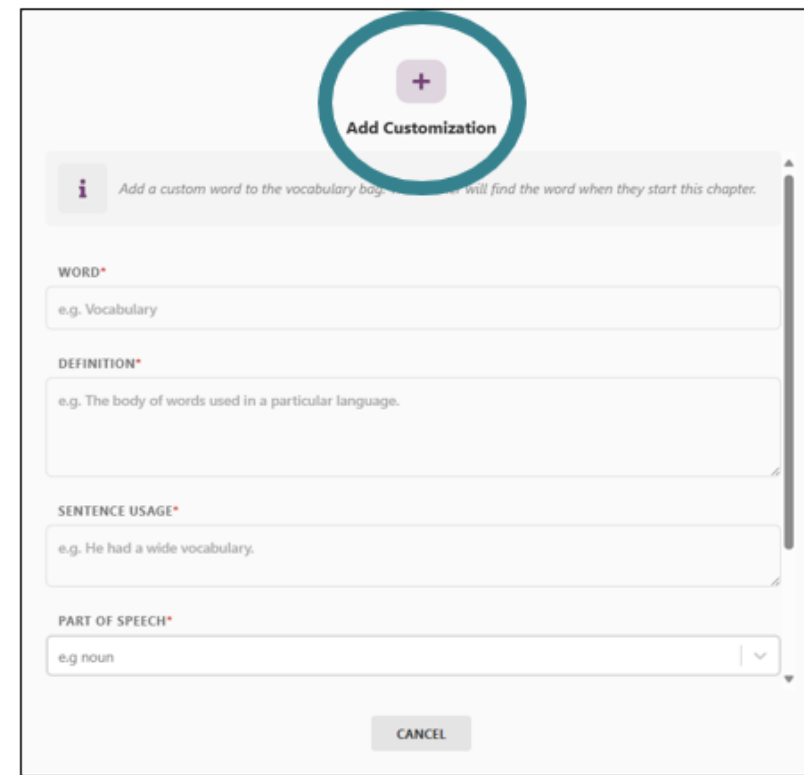
Once you select "+ADD NEW" a pop up will appear.

Step 6:

This is where you enter the vocabulary for your learner. After the required areas are completed, select "Add Customization"

Here are your Teacher Chosen Words!

- After you add your chosen words, they will appear under that section along with the option to add new or remove current words.

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Polly Games

Whack-A-Braille: Game of Dots

Whack-A-Key: Game of Keys

English Braille Typing Letter Race

Writing Letter Race (Using the slate)

Balloon Pop: Game of Words

Explore English Braille Grade 1

Explore Phonics

Explore Dots

Explore Keys

Explore Braille Writing Slate

Vocabulary Builder

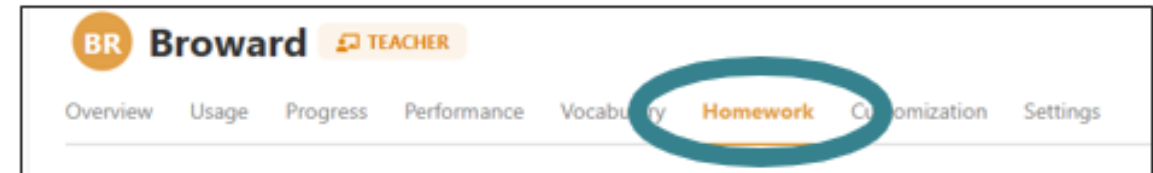**Translate Grade 1 Braille into Grade 2 Braille**
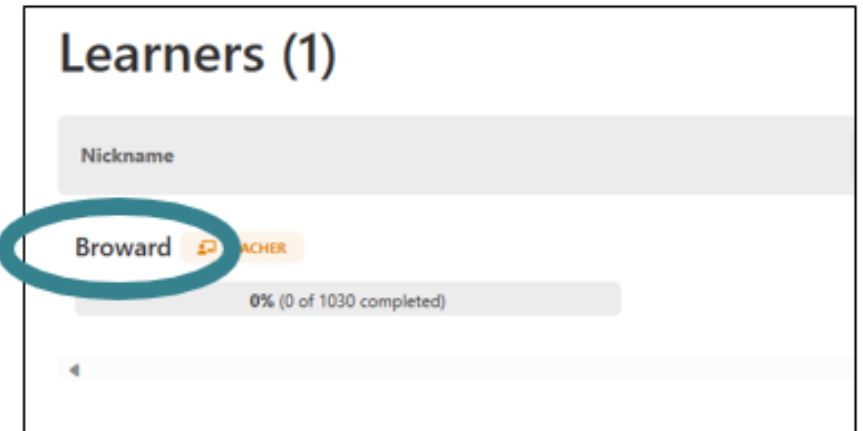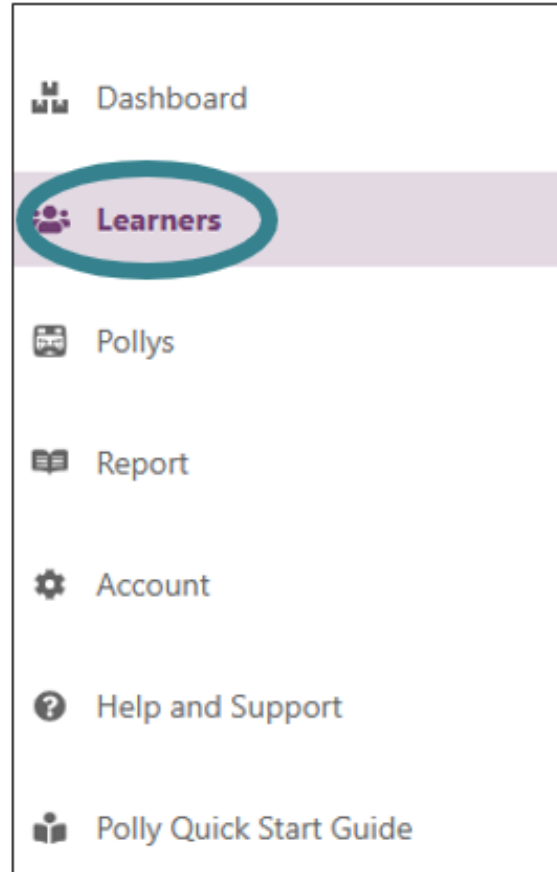
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Assigning Homework

Step 1: Choose "Learners"

Step 2: Select the learner name

Step 3: Click on "Homework"

Step 4: Choose the lessons


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# Closer look at Assigning Homework

- You can assign the lessons in order or begin with Grade 1 or Grade 2.
- There are 1030 lessons which are separated into subsections.
- Three precursor lessons (Introduction to your Polly and Braille, Whack-A-Braille - Game of Dots, and Whack-A-Key - Game of Keys)
- English Braille Grade 1 (238)
- English Braille Grade 2 (1270)
- Teacher Chosen words
- Games (12)

- Polly has done a wonderful job breaking down each section into smaller lessons, allowing your student to be successful!

- Let's take a look together

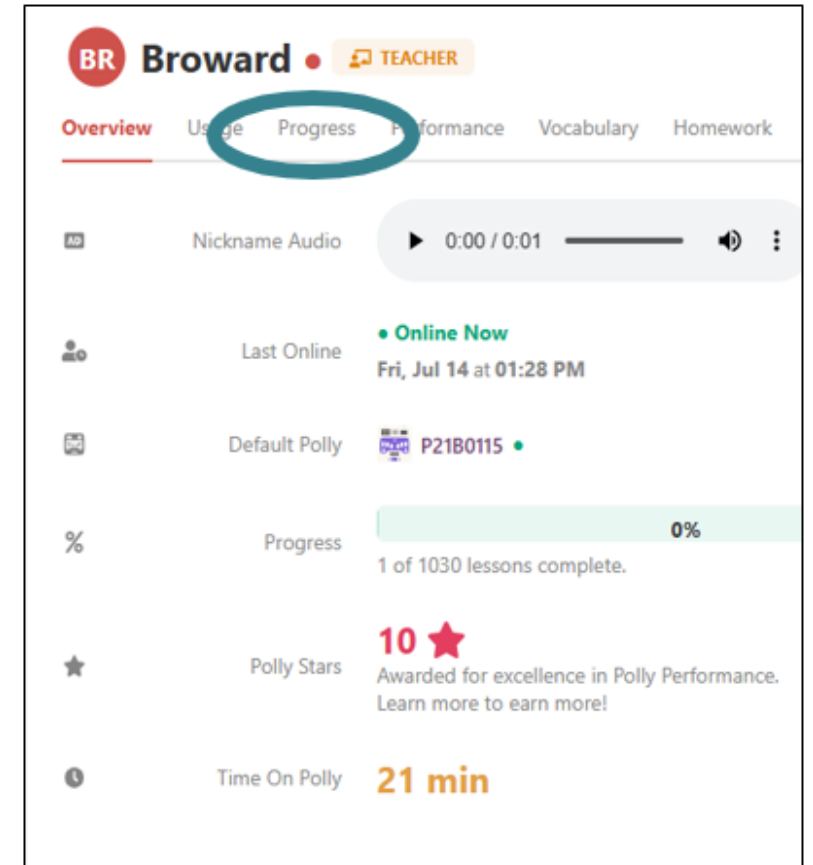Access Academy

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Student Progress/Viewing Reports
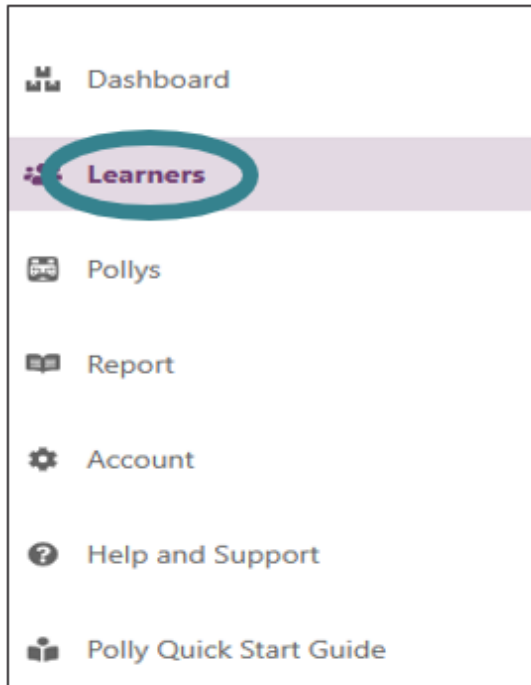
Select "Learners" then the name of your student.
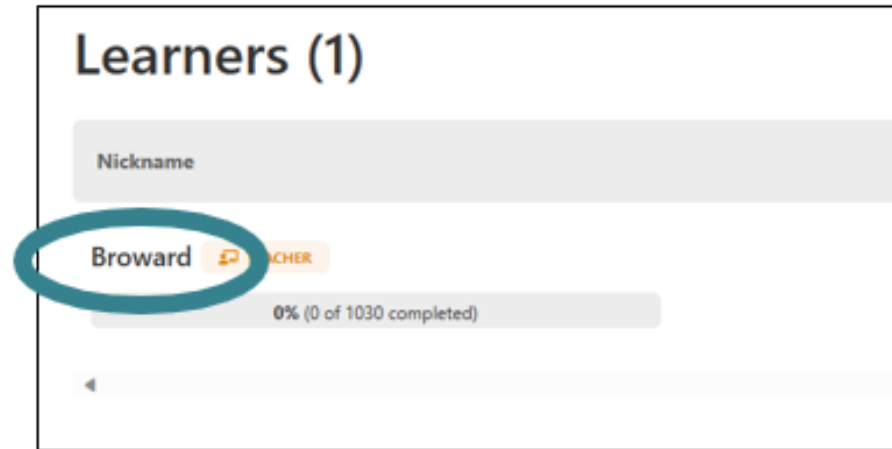
From the top menu, choose "Progress" and the detail will appear below.

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Student Progress/Viewing Reports Continued

- Once "Progress" is selected you will see a list of the Lesson Plans (1030)

- Select a lesson to view the progress (will appear on the right)

- A check mark indicates the lesson has been completed

- A lesson that is highlighted yellow has been attempted.

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Student Performance

- **Select "Learners" on the left**

- **Choose the learner name**

- **Click on "Performance"**

Dashboard

Learners

Pollys

Report

Account

Help and Support

Polly Quick Start Guide

Learners (1)

Nickname

Broward TEACHER

0% (0 of 1030 completed)

BR **Broward** TEACHER

Overview   Usage   Progress   Performance

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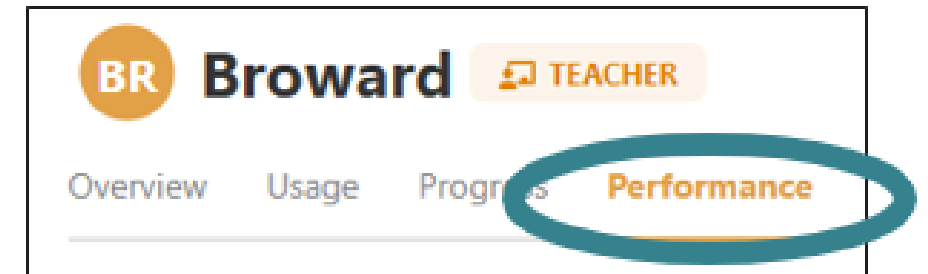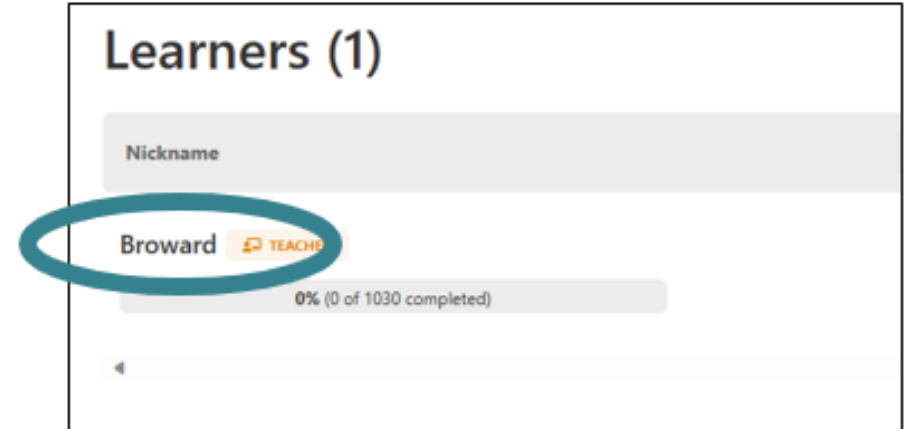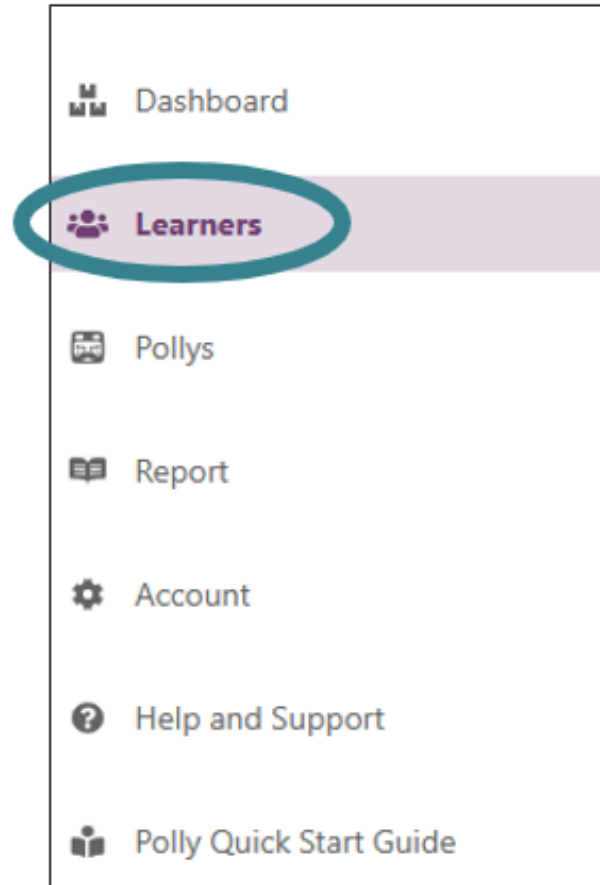
Student Performance Continued

- **There is a drop-down menu to the far right with two options, "Letters" or "Words"**

- **After selecting the option you want, it will show speed and accuracy for the category you chose.**

Letters ⌄

Letters

Words

Typing

↑

100%

Accuracy

Up 0%

Accuracy over time

↑

15

Speed (letters per minute)

Up 0%

Speed over time

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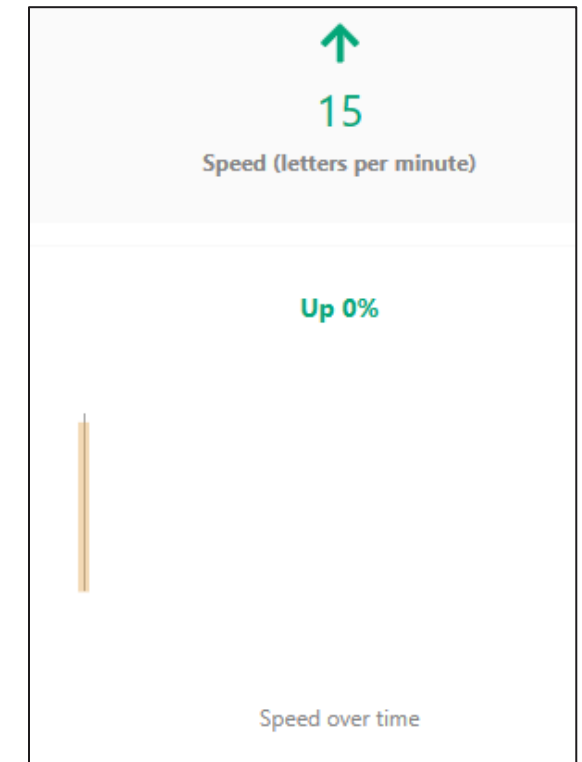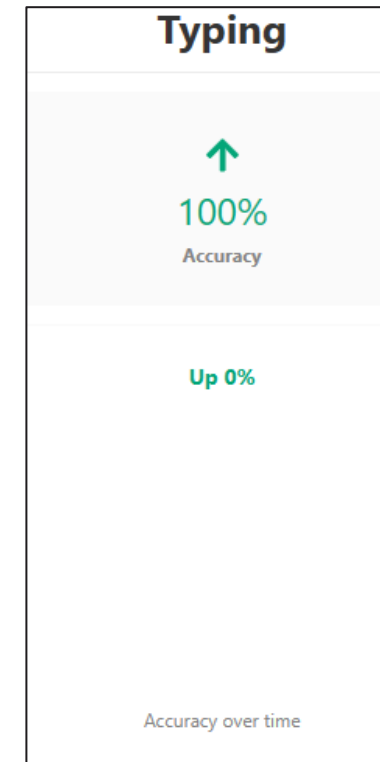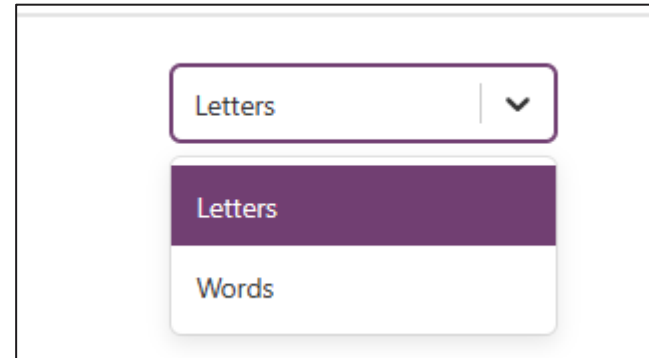
Storing Your Device **VERY IMPORTANT**

- DO NOT LEAVE YOUR DEVICE:

- In an area that is below 50°F or above 104°F. Car, bus, outdoors, etc.

- Near high heat sources

- Do not stack or put heavy objects on top of Polly

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General Tips and Tricks

- Polly is magnetic so be sure to keep sharp metal objects away.
- Only handle the Polly when your hands are dry.

- Avoid liquids.
- Using other power cords may damage the Polly and void the warranty.
- Prevent dropping.

- Do not put pressure on the refreshable braille display or the output may be incorrect.
- Have all district accounts on one Helios page for easy student transfers.

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Resetting or Removing the Polly

- You may find you need to reset or remove your Polly at the end of the school year or if you are passing it on to another teacher or learner.

- Reset a Polly Device

1. Navigate to the Pollys page on your Helios Suite.
2. The reset button is on the bottom right.

- Remove a Polly from a Helios Account

1. Navigate to the Pollys page on your Helios Suite.
2. The remove button in on the top right.

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Resources

- [Roadmap or Menu Map Outline](#)

- [Polly Quick Start Guide | Helios](#)

- [Polly Tips and Tricks](#)

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Special thanks!

- TVI: Ben Davisson
- Student: Paesyn Stallcup
- TVI: Melanie Malone
- Student: Ivanna Arteaga

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Thank you!

- Cheri Hart
- chart@fimcvi.org

- Melanie Malone
- mhiggins589@yahoo.com

- APH Polly Support
- Toll-Free: 800-223-1839 (U.S. and Canada) cs@aph.org
- Hours: Monday–Friday 8:00am–8:00pm EST

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