



Lake Illawarra South Public School

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Monday 27th April 2020

Dear Parents and Carers,

Our school has purchased a new application, the *PM eCollection*, which provides a digital solution to supporting your child's reading ability. The *PM eCollection* is a collection of 350 eBooks on an eReader, available on any device and a student management website, to be used in any guided reading or independent reading setting.

The application will generate an individual student login and password to be used both at school and at home to support their reading. Books will be assigned by classroom teachers to ensure students are reading titles that correspond to their reading ability. PM readers are a resource that Lake Illawarra South PS already uses to help our students become independent and balanced readers. PM readers are consistently and accurately levelled books that provide students with a continuum of increasing difficulty.

iPads

Visit the Apple App Store, download the free *PM eCollection* app or go to <https://apps.apple.com/au/app/pm-e-collection/id675521971>. Sign in with your child's username and password to access books assigned by their teacher.

There is no app for android devices; however, if the android device has access to a web browser you can access the *PM eCollection*.

For use on personal computers, go to the website link: app.pmeollection.com.au on any browser (Safari not recommended). Use your child's login and password to access the books assigned by their teacher.

Your child's username and login has been provided on their password card. A *How To* guide has been attached for both iPad and browser users.

Please contact the school on 4295 1924 or 4295 1934 if you require further information or support regarding *PM eCollection*.

Kerrie Trotter
Assistant Principal

Karen Simula
Principal

PM ONLINE TO HOW GUIDE FOR IPADS

Opening & reading a book

To start reading, *tap or click a book to open it in preview mode*. iPad users have the option to download the book in order to access the books offline - this is recommended. The option to download all books is available via settings (cog icon on top left of bookshelf) > teacher settings.

Hit *Read* to begin. Once inside, a book becomes interactive.



To interact with the book:

- * Swipe left to move to the next content screen
- * Swipe down to start whole-screen audio
- * Tap Pause to pause the whole-screen audio
- * Tap on a word to hear it spoken aloud
- * Touch and swipe a word to add it to your My Words list
- * Swipe up to switch to eBook navigation mode.

Note: If you're unable to access all the features listed above during a reading session, the book may be set to guided reading mode.

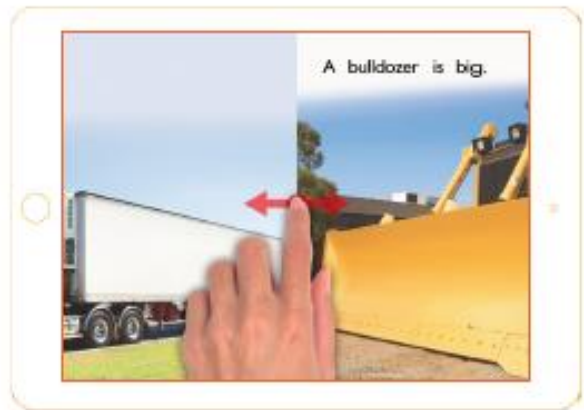
Navigation mode:

Pinch (or swipe up) to view navigation mode.



Page to page:

Swipe left and right to move from one page to another.



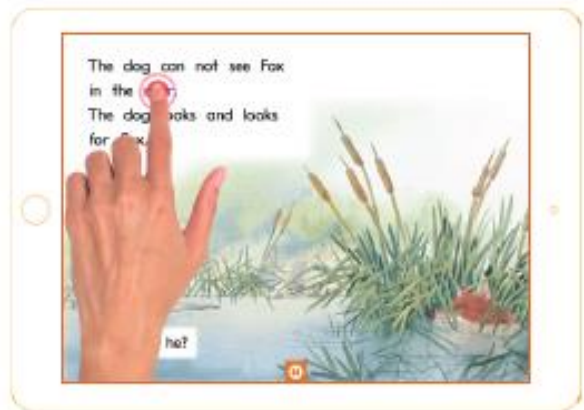
Listen to entire page:

Swipe down to hear the entire page read aloud.



Listen to a single word:

Tap on a single word to hear just that word read aloud.



Reading sessions

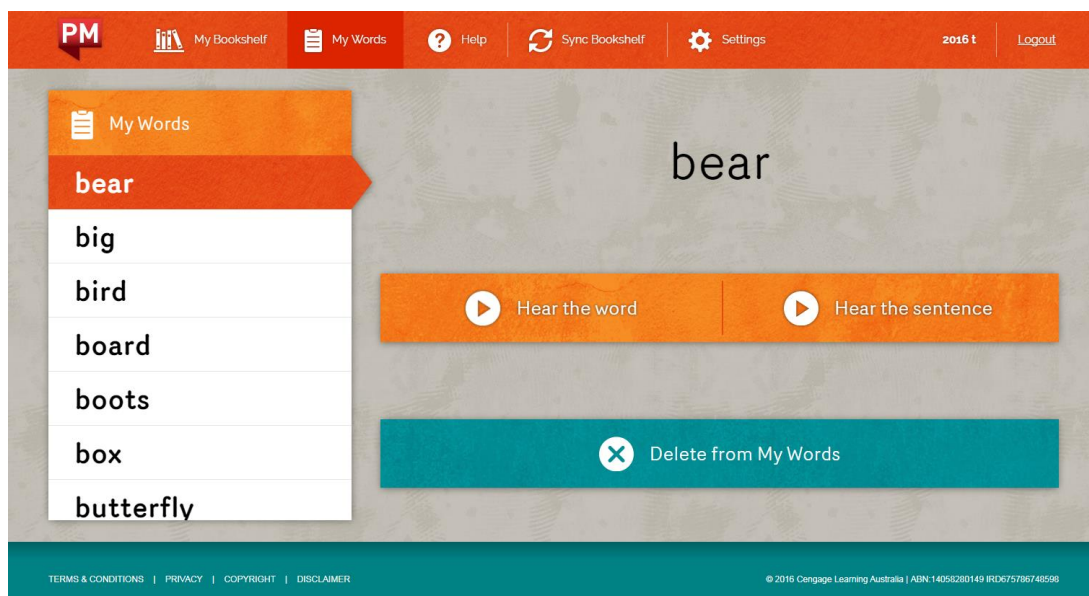
Reading sessions will appear above the bookshelf if a teacher has set one up. There may be multiple books assigned to a reading session. These will be displayed at the bottom of the pop-up screen, along with any teacher notes.



Books accessed through a reading session may be in guided reading (audio disabled) or independent reading modes depending on the session settings. The mode is indicated by the icon at the bottom right. Swipe left to scroll through any notes attached to the session.

Using My Words

When using the eReader, the My Words tab appears in the top main menu next to My Bookshelf. My Words is used to support students with new vocabulary by helping them build a list, hear the words or hear them in sentences.



Add a word to My Words from the eReader by pressing on the word, holding and dragging it slightly. A button will appear which allows you to add the word to your list. You can delete words from the My Words list any time and continue to refresh the list by adding new words.

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Add a word to your My Words:

Swipe right on a single word.

Tap the pop up to confirm you would like that word added to My Words.



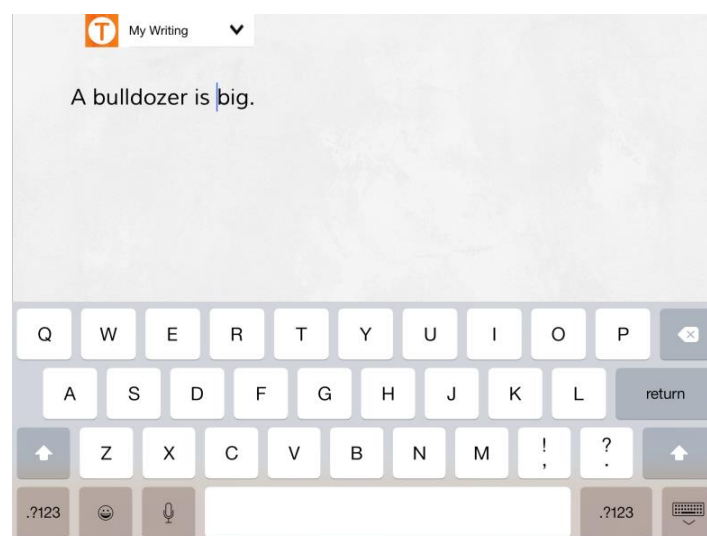
Recording

The first time a user tries to access the record function on an iPad, it will ask that user for permission to use the microphone. If that is not granted, the record function will fail. If the playback function - which is visible on the app after a recording is made - is not working, it will probably be due to this problem. To resolve the issue, go to the settings area of your iPad and enable the microphone permissions for eCollection.



Editing

In navigation mode, select the page you want to edit, and select *Edit* to enter text editing mode. Navigate to the section of the text you want to edit, and with your iPad keyboard, type any edits. To see the original text, select *My Writing* and then *PM eCollection* on the menu.



Swipe up the screen to return to the navigation screen. A T icon will appear in the navigation view below any page that has a saved text edit. To access saved edits later, simply tap *Edit* again.

Drawing

In navigation mode, select the page you want to draw on, and select *Draw* to enter drawing mode. Select a colour and use your finger to draw on the screen. Select the white card icon to display a blank word card where new words can be typed. Select the card to show icons that will enable you to move, resize or delete it. Select *My Drawing*, then *PM eCollection* from the menu to display the original image.



Swipe directly from the bottom up on the screen to return to the navigation screen. A crayon icon will appear in the navigation view below any page with a saved recording. To see saved drawings while the book is still open, tap *Draw* again. (Note: Drawings are not saved once the book has been closed.)

PM ONLINE TO HOW GUIDE FOR COMPUTERS

To interact with the book:

- * Use the arrows to move to the next content screen
- * Select the play button to listen to the whole-screen audio
- * Select the stop icon to pause the whole-screen audio
- * Select a word to hear it spoken aloud
- * Right click a word add it to your My Words list
- * Select the three lines icon to enter eBook navigation mode.

Note: If you're unable to access all the features listed above during a reading session, the book may be set to guided reading mode.

Reading sessions

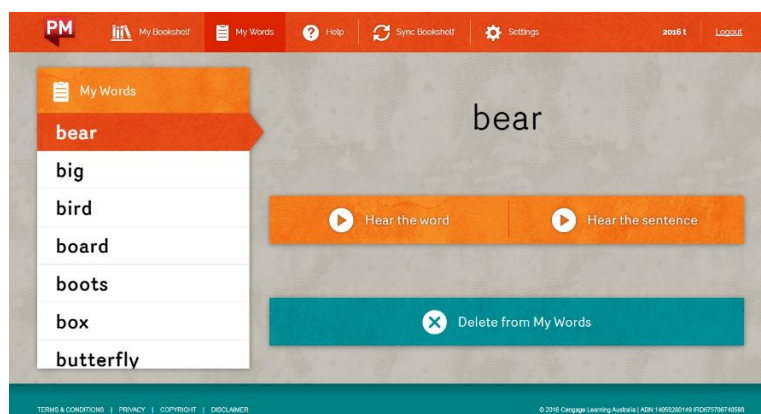
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Using My Words

When using the eReader, the *My Words* tab appears in the top main menu next to *My Bookshelf*. *My Words* is used to support students with new vocabulary by helping them build a list, hear the words or hear them in sentences.



To add a new word to *My Words* from a PM book, hover over the word and right click. A button highlighting the word will pop up with a list icon next to it. Click the list icon and the word will be saved into *My Words*.

Recording

If you are using the browser version of the eReader with a Safari browser, you will not be able to record due to the limitations of this browser. Please use the latest version of Chrome or Firefox. You will be required to give permissions to the application to access your microphone. If the microphone is greyed out on the browser eReader, this means that someone has previously chosen to not allow permissions to the microphone.

In navigation mode, select the page you want to record, and select *Record* to enter recording mode. When ready to record, select the microphone at the bottom of the screen and begin speaking. Select *Stop* to stop recording. Select *Play* to hear the recording. To hear the original audio, select *My Recording*, then *PM eCollection* on the menu, and then the *play* icon.



Select the 3 line icon to return to the navigation screen.

A microphone icon will appear in the navigation view below any page with a saved recording.

To access saved recordings later, simply select *Record* again.

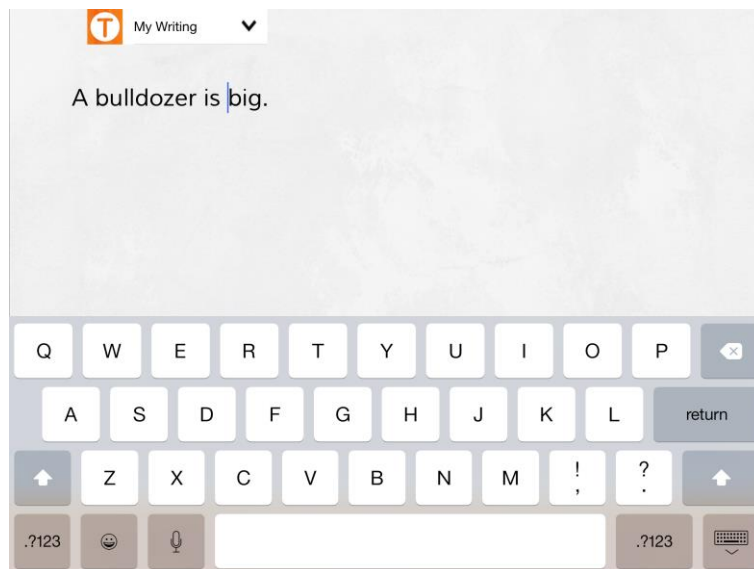
Recording more than one page

While recording, use the arrows to navigate to the next page. When you are ready to stop recording, select the *Stop* icon.

Note: Record functionality is disabled in guided reading mode.

Editing

In navigation mode, select the page you want to edit, and select *Edit* to enter text editing mode. Navigate to the section of the text you want to edit, and with your keyboard, type any edits. To see the original text, select *My Writing* and then *PM eCollection* on the menu.



Click the 3 line icon. A T icon will appear in the navigation view below any page that has a saved text edit. To access saved edits later, simply tap *Edit* again.

Drawing

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