

## Parent Guide to Tapestry

By Friday 20<sup>th</sup> March you will be sent an email verification from school to enable you to set up your account. If you do not receive an email by this date please let us know as soon as possible.

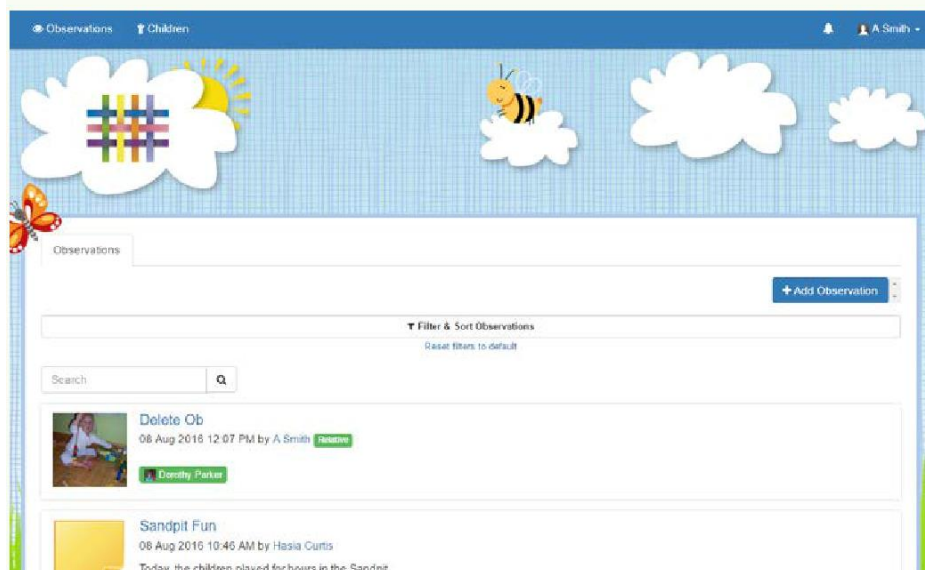
Logging in - When you have received the email verification from school you can use that link to log in for the first time. However, for future times, or if you were assigned a password, you will need to go to this URL to log in: <https://tapestryjournal.com/>. Alternatively you can search for Tapestry through Google.

This is what the log in page will look like. For the purposes of this tutorial, I will be A Smith, relative of Dorothy Parker.



The screenshot shows the login page for Tapestry Online Learning Journal. At the top left is the logo, which consists of a grid of colored lines (green, blue, purple, orange, red) forming a stylized 'T' shape. To the right of the logo, the word 'TAPESTRY' is written in large, grey, sans-serif capital letters, with 'ONLINE LEARNING JOURNAL' in smaller, grey, sans-serif capital letters below it. Below the logo and title, there is a form with two input fields. The first field is labeled 'Email address' and contains the text 'a.smith@12345678910.co.uk'. The second field is labeled 'Password' and is empty. Below the password field is a blue button with the text 'Log-in'. At the bottom left of the form area, there is a link that says 'Having trouble logging in?'.

Once you have successfully logged in you will be taken to the home page. Here you will be able to see your child's observations in chronological order. It is likely that the first time you log in there won't be very many, but this list will grow throughout your child's time at their setting.



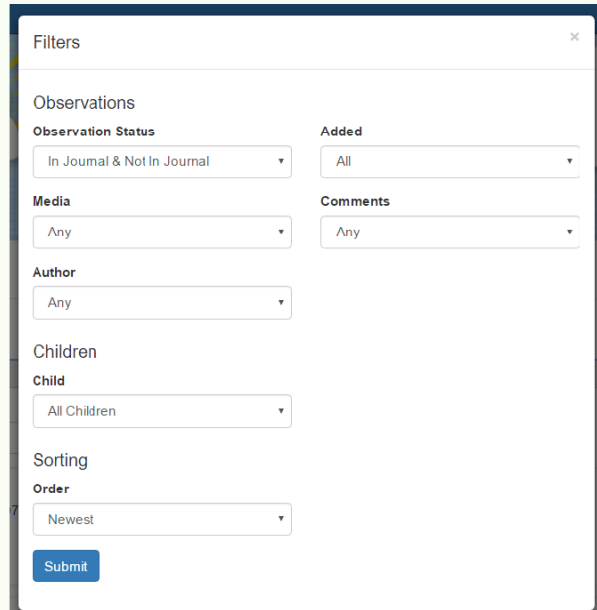
The screenshot shows the home page of the Tapestry Online Learning Journal. The page has a blue header with navigation links for 'Observations' and 'Children', and a user profile for 'A Smith'. The main content area has a light blue background with a grid pattern and decorative elements like a bee on a cloud, a sun, and a butterfly. Below the header, there is a section for 'Observations' with a search bar and a '+ Add Observation' button. A list of observations is displayed, including one titled 'Delote Ob' by A Smith on 06 Aug 2016, and another titled 'Sandpit Fun' by Hasia Curtis on 06 Aug 2016. The 'Sandpit Fun' observation includes the text 'Today, the children played for hours in the Sandpit.'

If you want to narrow down the sort of observations you are seeing, you can use the 'Filter & Sort Children'.

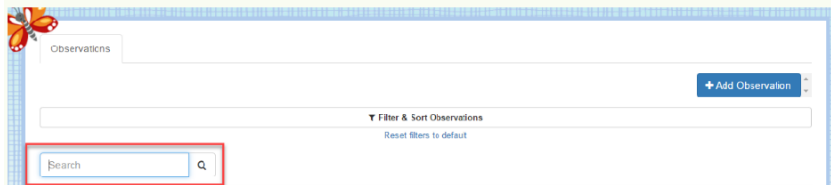
To get them to drop down, click on the black 'Filter & Sort Children' button Under the 'Add Observation' button.



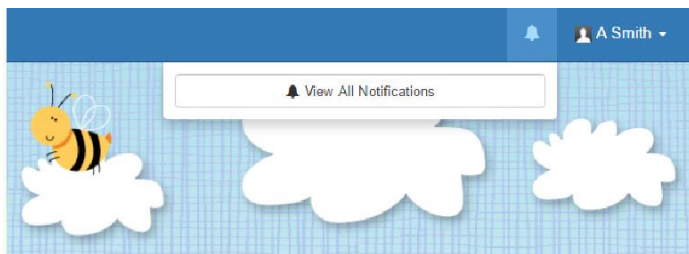
Once you click on it, it will expand to give you a variety of filter options (see below). Select as many as you like, then 'Submit' to apply them.



If there is a specific observation that you are looking for, you can search for a code word in the search bar.

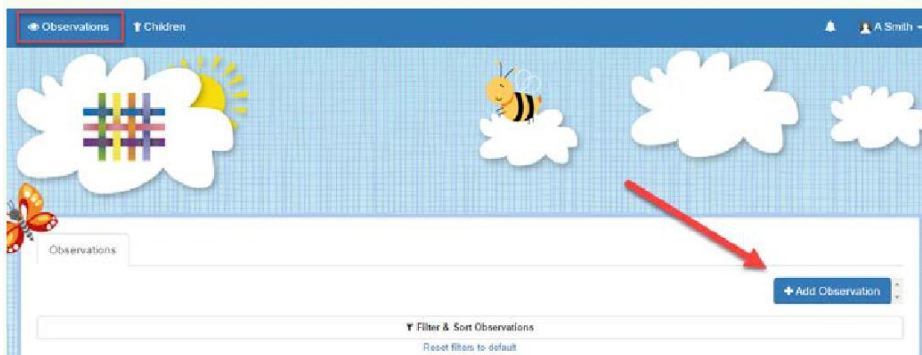


At the top of the screen, next to your name, you will find your notification bell. If any observations/comments have been added since the last time you logged into Tapestry, they will show up there. You can see past notifications by clicking on 'View All Notifications'.



There will be times when you want to add observations to Tapestry. These can then be seen by your child's key person at their Setting and used to make assessments, or just as a contribution to the journal.

In order to add an observation, you first need to click on the blue 'Add Observation' button. This can be found on the home 'Observations' tab.



Once you have clicked on it, you will be taken to the page shown below. Here you will need to pick your child/children from the drop down list, add a title, and then you can add some notes and media.

Don't forget to press 'Save' at the end!

Observations / Add Observation

## Add Observation

Save

Observation

Children

Selected Children

Title \*

Notes

Options

Created \*

08 Aug 2016 12:23 PM

Media

Warning! When a relative is viewing an observation with multiple children, any photos will be disguised so they cannot be viewed by relatives.

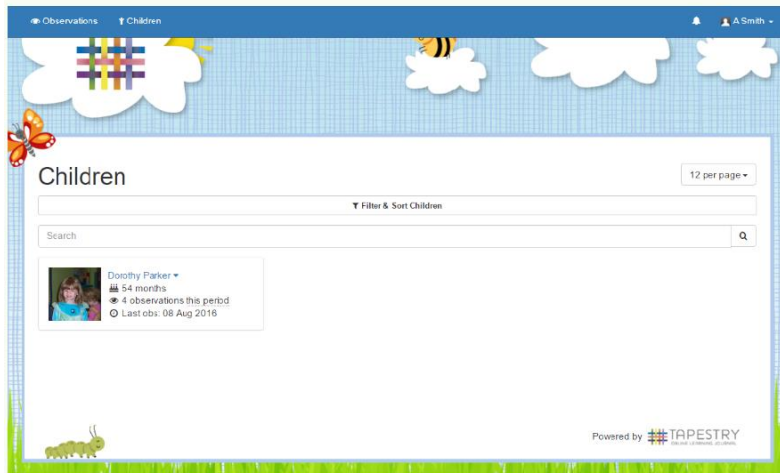
Add Files Start Upload

Click "Save" to save your observation and view it.  
Click "Save & Add Another" to save this observation and immediately start adding another.

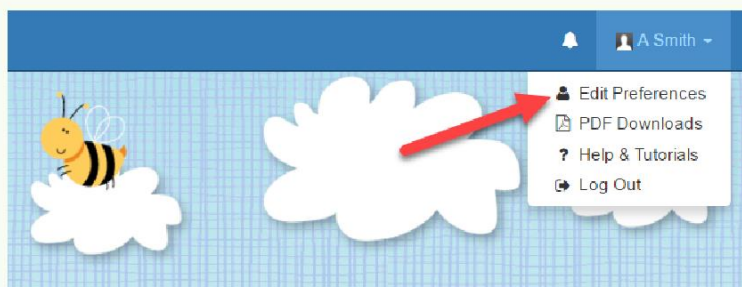
Save & Add Another Save

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There are a couple of other things you can do on Tapestry. The most obvious, is to look at the 'Children' tab. Here you will be able to find all the children that are linked to you from a particular Setting. Unfortunately, if you have two children on Tapestry, but from different Settings, you will need to have two parent accounts.



The other area on relative accounts is 'Edit Preferences'. You can find this by clicking on your name in the top right hand corner and choosing it from the drop down list. This drop down list is also where you log off from (though it will log you off automatically if you close the page or are inactive for an hour or more).



Clicking on 'Edit Preferences' will take you to this page. As you can see, it will show you which children you are connected to you, your notification preferences, and give you the option to change your email and password.



## A Smith Account Preferences



### Email

Currently your email address is set as a.smith@12345678910.co.uk

[Change Email Options](#)



### Password

You're able to change your password here

[Change your password](#)



### Notifications

When an observation is first added to the journal notifications will appear in the notification menu within Tapestry

When an observation is replied to notifications will appear in the notification menu within Tapestry

[Change Notification Preferences](#)



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Please don't hesitate to contact us if you have any problems or need any help.