

Tapestry for Parents and Relatives

Web Browser Version Guide

Note on Terminology: 'Setting' is a generic term for an educational establishment or education setting, such as a school, nursery, day-care or childminders. Unless a distinction is made it does not refer to computer settings or options.

Where to find Tapestry

To access the web browser version of Tapestry go to www.tapestryjournal.com or follow [this link](#) if reading a digital version of this guide. You can also use a setting specific link that staff at your child's setting may have given you. Tapestry does not have high system requirements, but please make sure you update your web browser to the latest version available for the best user experience.



The screenshot shows the Tapestry login interface. At the top is the Tapestry logo and the text 'ONLINE LEARNING JOURNAL'. Below this are two input fields: 'Email address' and 'Password', both with asterisks indicating required characters. A blue 'Log-in' button is positioned below the password field. A link 'Having trouble logging in?' is located below the 'Log-in' button. At the bottom of the form, there are two buttons: 'Need help? Tapestry Tutorials' and 'New to Tapestry? What is Tapestry?'.

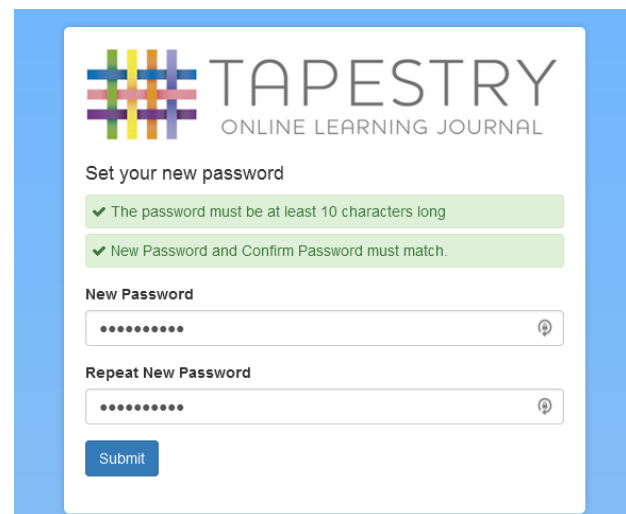
Login Information

In order to use Tapestry, your setting will have to create a user account for you on the system. Tapestry support (the customer services team) are unable to create or modify relative accounts; if you have an issue with your Tapestry account please contact your setting. Tapestry support can only directly provide parents and relatives with basic advice on how to use the system.

Your Username: This will be the email address your setting used to register you on Tapestry, for example jparent@example.co.uk.

Your Password: You will get your password in one of several ways:

- 1) You will receive an email generated by your setting that contains a link you can follow to set up your own password and PIN number for Tapestry. This link will expire one week after it has been sent. If your link has expired or won't work for another reason, please contact your setting manager for assistance.
- 2) Your password will already have been set by your setting. You will receive it in written form, or in an email sent by setting staff. If the setting are printing this tutorial off for you, it may also be written here:



The screenshot shows the 'Set your new password' page. It features the Tapestry logo and the text 'ONLINE LEARNING JOURNAL'. Below the logo, there are two green checkmark messages: 'The password must be at least 10 characters long' and 'New Password and Confirm Password must match.'. There are two input fields: 'New Password' and 'Repeat New Password', both with asterisks and a password icon. A blue 'Submit' button is located below the 'Repeat New Password' field.

You can change both your email and password through the browser version of Tapestry whenever you like.

Tapestry Browser Version Interface: Observations Screen

Observations Screen: (Current Tab)

Children Tab: This displays all the children you are linked with on Tapestry

Tapestry Logo: Click this in Tapestry to return to this page. Your Setting may use its own logo instead.

Add Observation Button: Click on this to add a new observation.

Search Function

Filter & Sort Observations

Page Filters: Use this to filter which observations you can see by various parameters.

List of Observations: Click the title or thumbnail image to view that observation. Scroll down on the page to see older observations.

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Click your username at any time in Tapestry to open this drop down menu

Notification Alert Icon: Click this to view new Tapestry notifications.

Edit Preferences: Clicking this opens the preferences page. You can change your password and Tapestry notifications settings.

PDF Downloads Section: Download documents staff have made available.

Help and Tutorials Link: Please see this for further assistance with Tapestry.

Log Out Button

Tom Brown Account Preferences

- Email:** Currently your email address is not set up to receive info. [Change email address](#)
- Password:** You're able to change your password here. [Change your password](#)
- PIN:** You're able to change your PIN here. [Change your PIN](#)
- Notifications:** Which email address(es) is/are added to the email notifications will be sent to you immediately by email. When an observation is first added to the journal, notifications will be sent to you only by email. (If this is not you) [Change notification preferences](#)

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Viewing an Observation

To view an observation, click on the observation title or thumbnail image of an observation on the 'Obs' page

The screenshot shows a user interface for viewing an observation. At the top, there are navigation links for 'Observations' and 'Children', and a user profile for 'Tom Brown'. The main content area features a decorative header with a grid pattern, a bee, and clouds. Below this, the observation title 'Play Dough Modelling' is displayed, along with the author 'Lauren Foley' and the date '04 Aug 2016 11:58 AM'. A 'Like' button is visible next to the author's name. The central image shows a hand stacking colorful playdough pieces. Below the image, there is a 'Notes' section with the text 'Lauren wanted to play with the playdough today.' and a 'Comments' section with an 'Add a comment' input field and an 'Add Reply' button. The interface is decorated with various icons like a butterfly and a caterpillar.

Use these buttons to see the next or previous observations

Export: Click this to create a PDF version of this observation in a new tab. This can be downloaded and or printed

Like Button

Observation Notes

Reply Section: Children's relatives and setting staff can use the reply feature to discuss the observation or a related topic

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Adding an Observation

Press the 'Add Observation' button on the observations page to add a new observation yourself.

The screenshot shows the 'Add Observation' form in the Tapestry interface. The form is divided into several sections: 'Observation', 'Children', 'Title', 'Notes', 'Media', and 'Options'. Red arrows point from text boxes to specific form elements. The 'Children' section has a 'Select Children' button. The 'Title' section has a text input field. The 'Notes' section has a large text area. The 'Media' section has 'Add Files' and 'Start Upload' buttons. The 'Options' section has a 'Created' date field and a 'Save' button. The 'Save & Add Another' and 'Save' buttons are at the bottom right.

Observations / Children

Observations / Add Observation

Add Observation

Observation

Children

Select Children

Title *

Notes

Media

Add Files Start Upload

Options

Created *

31 Aug 2016 04:20 PM

Save

Save & Add Another Save

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

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First select which child you want to make an observation for. You will only be able to select your own children who you have been linked with on this Tapestry account. If you have two children on your Tapestry account you can include them both in the observation.

Give your observation an appropriate title

Select the date. Tapestry defaults to the current date, but you can set it to a date in the past if the observation actually happened on a different date

In the notes section, write as much as you like to describe what your child has done, and explain any pictures you have attached

You can include photos and videos with your observation. Select the 'add files' button. Once you have selected all the media you want press the 'start upload' button to upload them.

Once you are happy with your observation, and all the media you want has been uploaded press 'save' to finish. Depending on the staff preferences you may have to wait for a member of staff to approve your observation before it is published to the Journal