

# Tapestry Guide

(<http://eyfs.info/forums/topic/46927-contents-page/>)

## Logging in

Go to: <https://tapestryjournal.com/>. 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.



**Your password and PIN were sent home with this guide.**

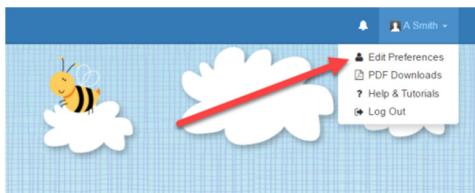
Parents/carers can change their PIN when they have logged in to the app by going to the app settings.

Observations can be viewed and uploaded on both the app or browser version of Tapestry; the app was designed to make uploading observations as quick and easy as possible, so you may find it easiest to upload observations from there. There is an app for both iOS (Apple) and Android devices. The iOS version minimum requirement is iOS8 and the Android minimum requirement is 4.4 (KitKat).

## Changing your email address/password - Browser version

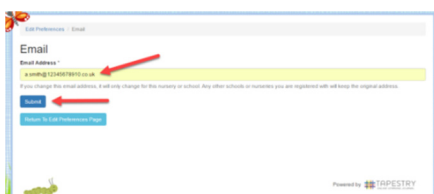
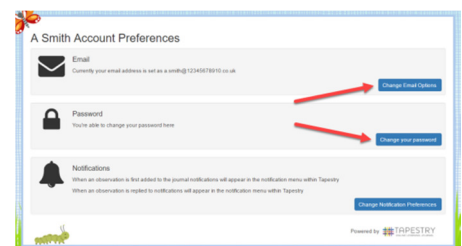
**You should change your password as soon as you log into Tapestry. Your password must be at least 20 characters long, or: be 10 characters long, have at least 1 uppercase letter, at least 1 number and at least 1 symbol.**

If you have forgotten your password, you can either email the school office to ask for it to be reset, or use the 'Having trouble logging in?' function on the log in page, and follow the appropriate instructions.



When you have logged into <https://tapestryjournal.com/>, click on your name in the top right hand corner and choose 'Edit Preferences' in the drop down list.

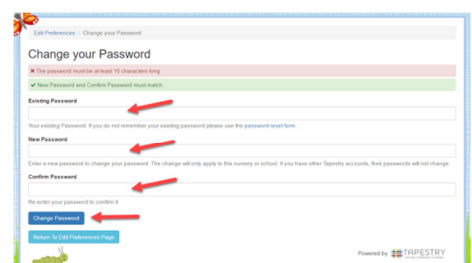
When clicking 'Change Email Options' you will be taken here; where you can enter your new email address, then 'Submit' when you're happy with it.



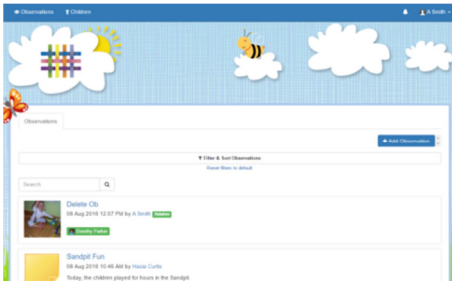
You can change your password here by typing your existing one first; you will need to confirm your new password by writing it a second time.

**Your password must be at least 20 characters long, or: be 10 characters long, have at least 1 uppercase letter, at least 1 number and at least 1 symbol.**

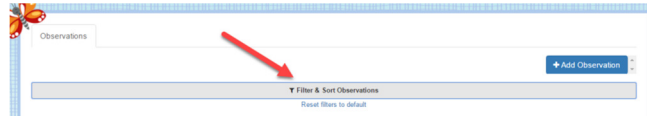
Once you are happy that your new details are accurate, press 'Change Password'. You can then leave the page.



# Viewing observations

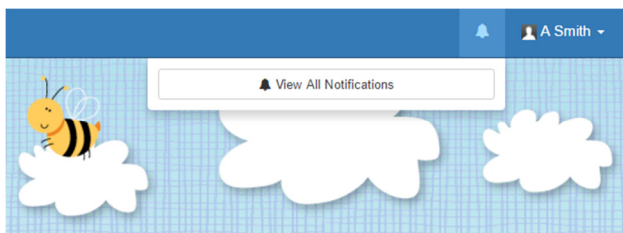
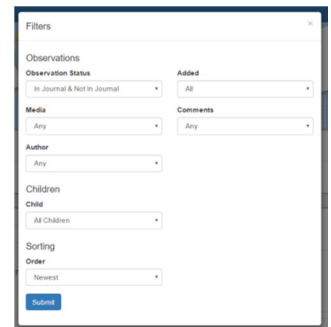
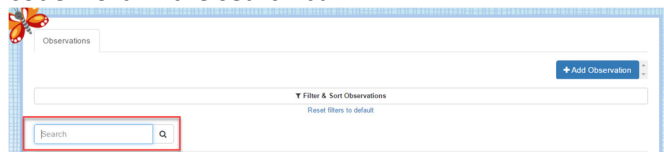


Once you have successfully logged in, you will be taken to the home page. Here you will be able to see your child's observations in chronological order. It is likely that the first time you log in there will not be very many, but this list will grow throughout your child's time at our school. If you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



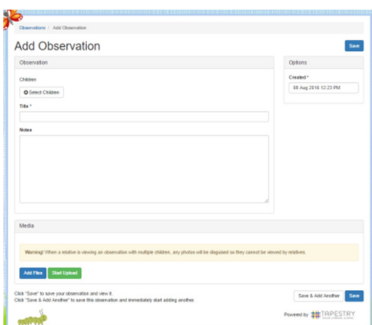
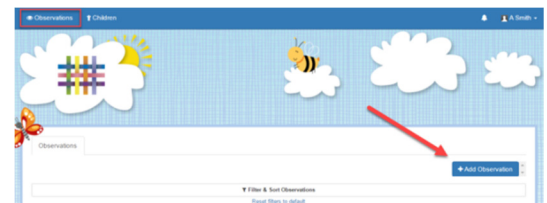
Once you click on it, it will expand to give you a variety of filter options. Select as many as you wish, then 'Submit' to apply them.

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



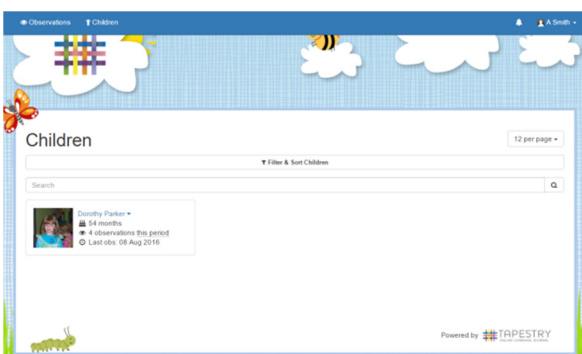
At the top of the screen, next to your name, you will find your notification bell. If any observations/comments have been added since the last time you logged into Tapestry, they will show up there. You can see past notifications by clicking on 'View All Notifications'.

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



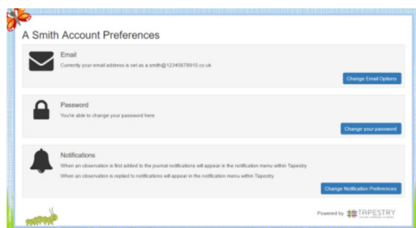
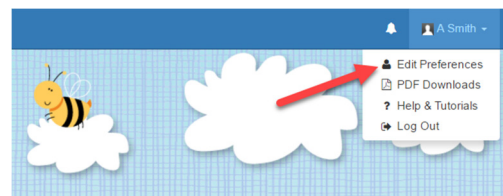
Once you have clicked on 'Add Observation', you will be taken to the page shown below. Here you will need to pick your child/children from the drop down list, add a title, and then you can add some notes and media.

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



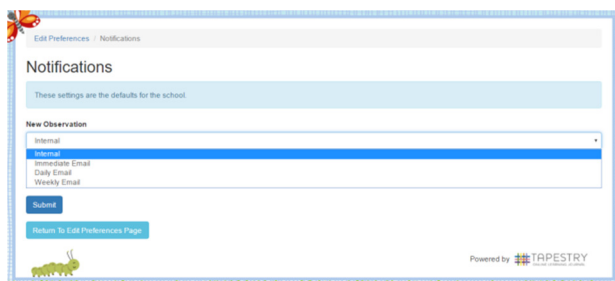
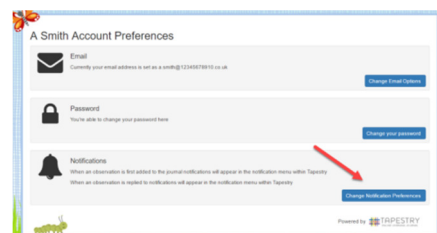
There are a few other things you can do on Tapestry. The most obvious is to look at the 'Children' tab. Here you will be able to find all the children that are linked to you from school. If you have two children on Tapestry, but from different schools/settings, you will need to have two parent accounts.

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, your notification preferences, and give you the option to change your email and password.

Here you can decide how frequently you want to receive email notifications for the observations and comments published on your child's Tapestry.



You will see a new option asking you how you would like to receive new observations, and how you would like to be notified of replies. For new observations, when you click on the drop down box you will be presented with four options - Internal, Immediate Email, Daily Email, or Weekly Email.

**Immediate Email** means will be emailed as soon as a new observation is posted.

**Daily Email** means you will get one email per day. This will contain a summary of any observations that have been made during the previous 24 hours.

**Weekly Email** means you will get one email every 7 days, referencing all new observations made during that period.

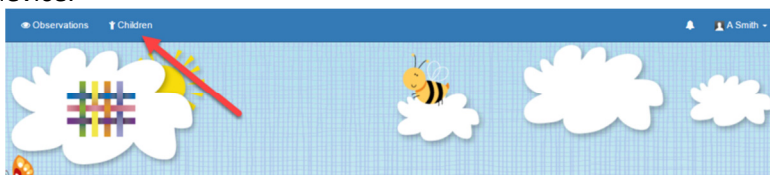
**Observation Reply** has a similar drop down list of options. The only difference is that there is no option to have immediate notification of replies.

If you choose **Internal**, you won't get any email notifications. You will only be notified by a mark next to the notification bell when you log into Tapestry.

Once you have made your decision press '**Submit**' and then you can leave the page.

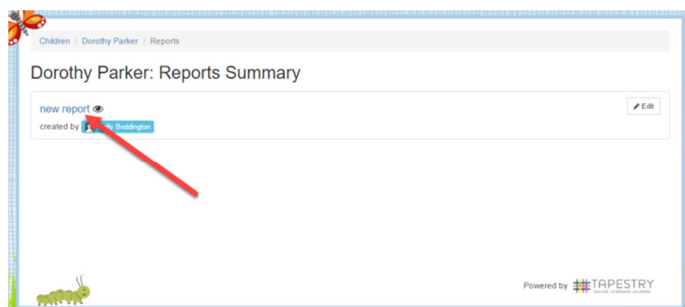
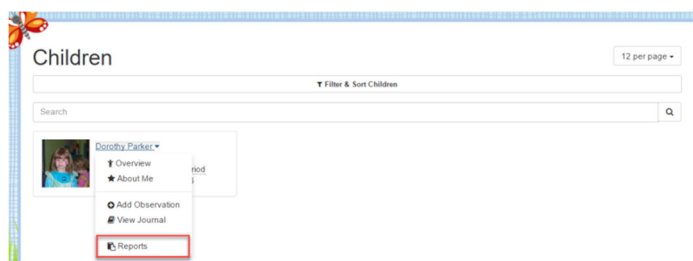
## Viewing and commenting on a report

The reports function is not available on the app but you can access it from a browser on your mobile or tablet device.



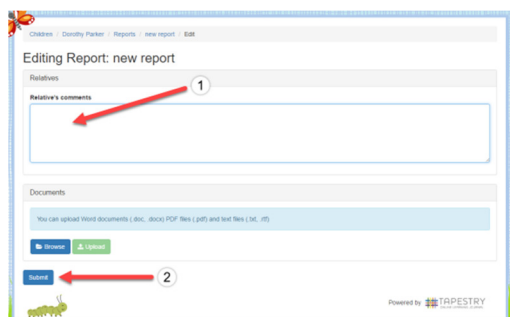
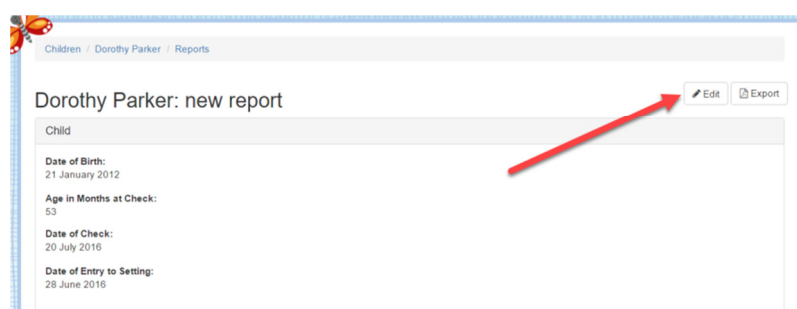
Click on the 'Children' tab at the top of the page.

In your child's profile box click on their name, then the 'Reports' option.



To view the report, you just need to click on the name of the report you want to see.

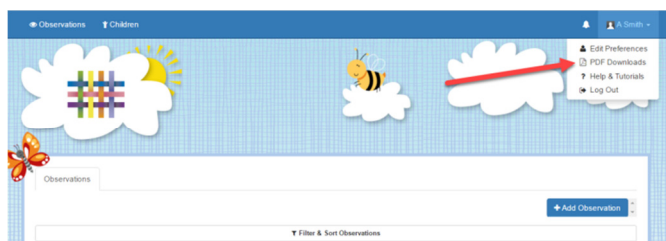
To then add your comments to the report click on the 'Edit' button at the top of the page.



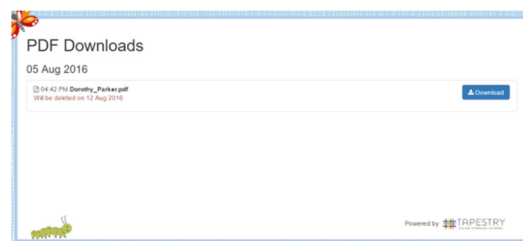
You can then add your feedback in the (1) parent comments box and click on the (2) 'Submit' button.

## How parents/carers can download journals as PDFs

Please note that downloading your child's learning journal as a PDF can only be done when the staff at your child's setting have allowed it, **usually at the end of the school year** or if your child is moving to a new nursery or school. Downloads are only available for 7 days after being created, so don't delay downloading if it is possible. Please note that PDF downloads are NOT available on the app version of Tapestry, and that you may need to download a special app to view PDFs on a mobile or tablet device.



Click on the 'Children' tab at the top of the page.



On the PDF downloads page you should see all downloads you have available. Click the red **Download** button to download your PDF. Make sure you save it somewhere safe, and if possible save it to permanent media off your PC, marking it so you will be able to find it in the future. Remember, Tapestry records will usually be deleted once your child has left!