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.

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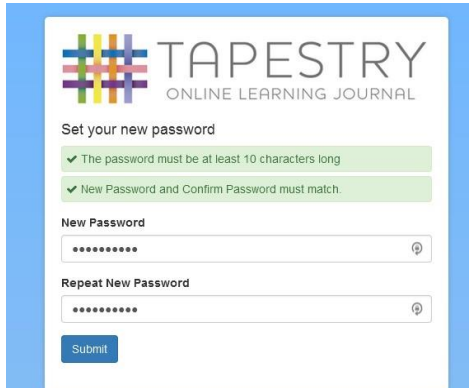
Your Username: This will be the email address your setting used to register you on Tapestry, for example jparent@example.co.uk.

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 30 days 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 is printing this tutorial off for you, it may also be written here:
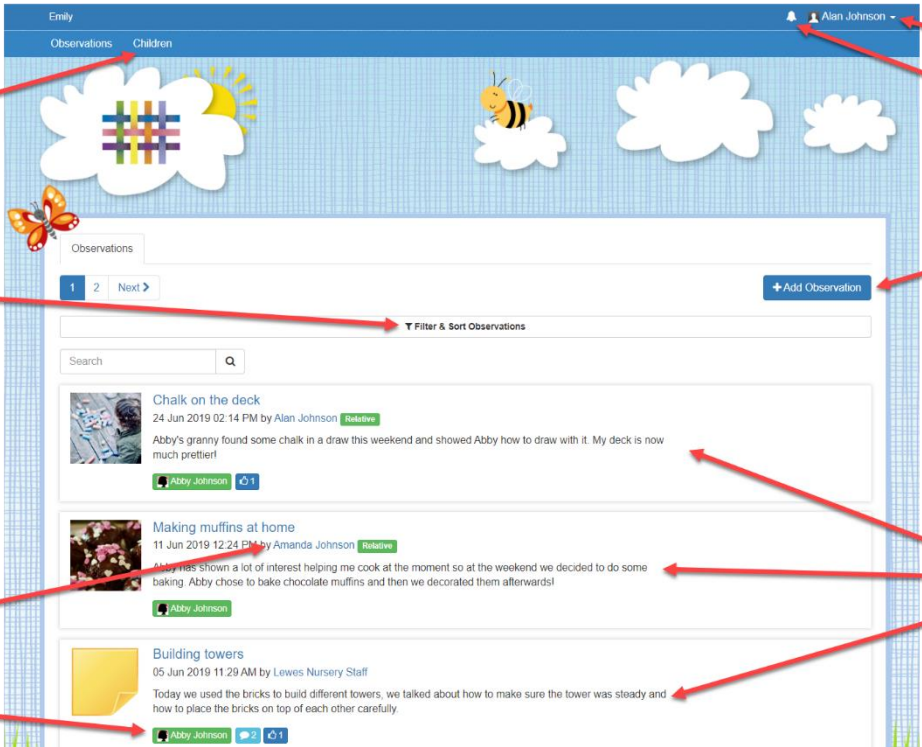3. You can change both your email and password through the browser version of Tapestry whenever you like.

Tapestry Browser Version Interface: Observations Screen

TAPESTRY
ONLINE LEARNING
JOURNAL

Children Tab: This takes you to the profiles of the children you are linked with

Your Username

Notifications

Filters Use these to refine what appears on this list. E.g. Observations with pictures, including comments etc

Add Observation: Use this button to add an observation

Author of the Observation

Observations: These are the observations made for your child. Click the title or picture to view the observation in full
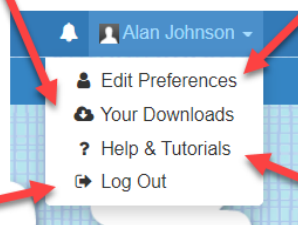
Child's Name

Your Username

Access this drop-down menu by clicking on your username in the top right of the screen

Your Downloads: Here you can access observations/pictures/videos if the setting have made them available to download

Edit Preferences: From here you can change your email, password, PIN and notification settings

Log out of your account

Help and Tutorials: Contains a link to Relative Tutorials and your setting's relative contact email address

Viewing an Observation

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

Observation Title

Export:
Download this observation as a PDF

Comments:
Any comments on the observation will show here

Add your own comments using this box (the ability to add comments will depend on your setting's User Permissions)

Notes:
This will be the main description of the observation

Making an Observation

Press the 'Add Observation' button on the observations page to add a new observation yourself. Please note, you must add a *title* and *select a child* in order to save the observation.

1) Select the child you are making the observation for. You will only see the children you are linked with here.

2) Give the observation a title.

3) (optional) In the 'Notes' section, write about what is happening.

4) (optional) Upload any photos or videos you would like to add. 'Add Files' and then 'Start Upload'

5) Click save!

Observations / Add Observation

Add Observation

Save

Observation	
Children	
Select Children	

Title *

Notes

Options

Created *

05 Nov 2019 11:43 AM

Media

Drag and drop files here or use the **Add Files** button below

Add Files   Start Upload

Delete Selected Media

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

Viewing Reports

1. Click on the 'children' tab at the top of the homepage.
2. Click the name of the child whose reports you would like to see.
3. Click on 'Reports'.
4. Click on the title to view the report in full.

This will take you to this screen where you can view, comment and upload documents to reports (provided the report is not locked and you are permitted to do so).
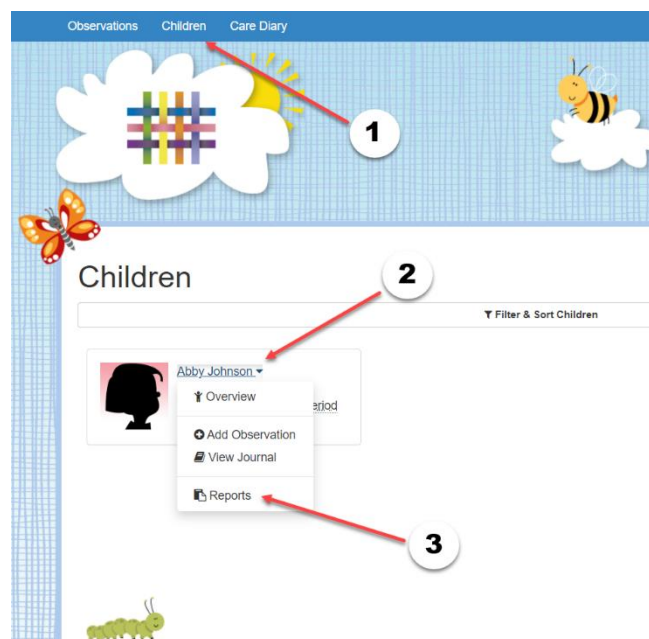
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Abby Johnson: Parents' evening

Export

Additional Information

Meeting between Martin (Abby's dad) and Lauren Foley
We spoke about how well Abby is doing in Lions, listens well, enjoys multiple activities.
We spoke about Abby being very interested in her letters and sounds, we will continue to support this.
Martin was happy with Abby's next steps.
We spoke about how kind and caring Abby is towards others, she enjoys helping people.
We discussed the great friendships Abby has at nursery.
Martin explained that Abby is not wanting to wash her hands after using the toilet a home.
Martin was happy with Abby's progress and had no concerns.

Comments

Add a comment

The ability to comment on Reports will depend on the setting's User Permissions. If the Report is 'locked' commenting will not be possible.

Add Comment

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OPTIONAL: Documents

The setting may upload documents to Tapestry and make them available for you to view and download.

In order to do this, click the "Documents" tab on the homepage (1)

Folders:
**The setting will organise documents into certain folders**

Search files:
Search for specific documents

Download:
**Download a copy of the document to your device**

OPTIONAL: Memos

The setting may use the Memos feature to share news and updates about your child/ren with you. And some Memos may also have media attached. You can view your Memos by clicking 'Memos' on the top bar on the homepage.

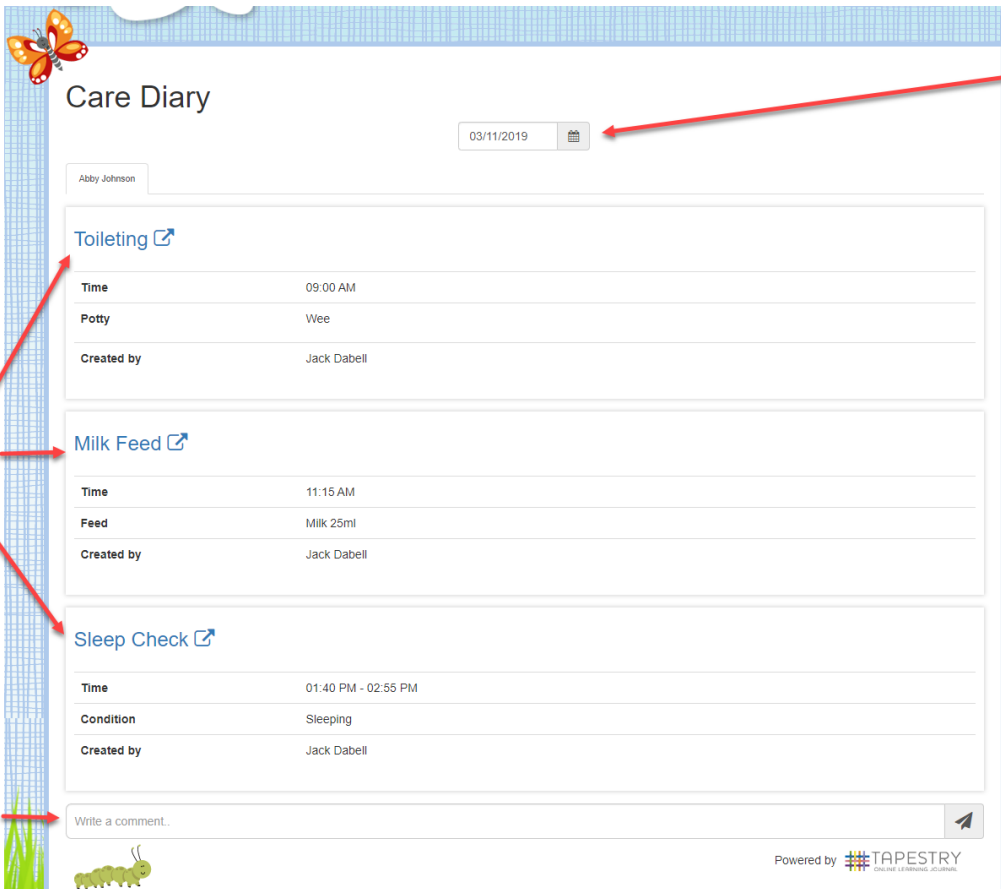You will see a list of the Memos, and can click on the title of one to view (1)
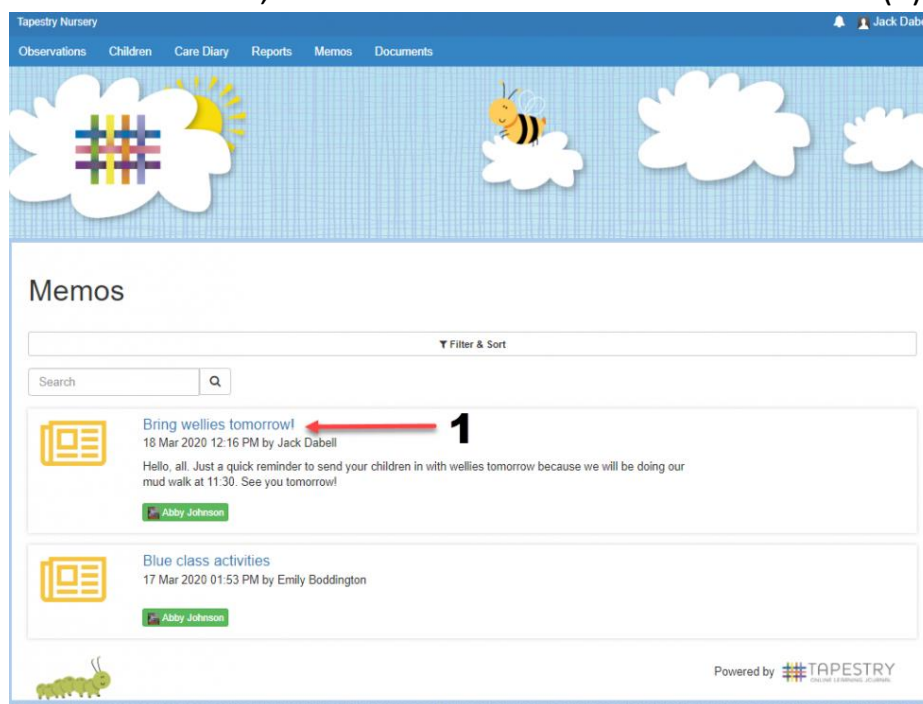
If you've been permitted, you can then like (1) and comment (2) on the Memo, and also export it to PDF (3)
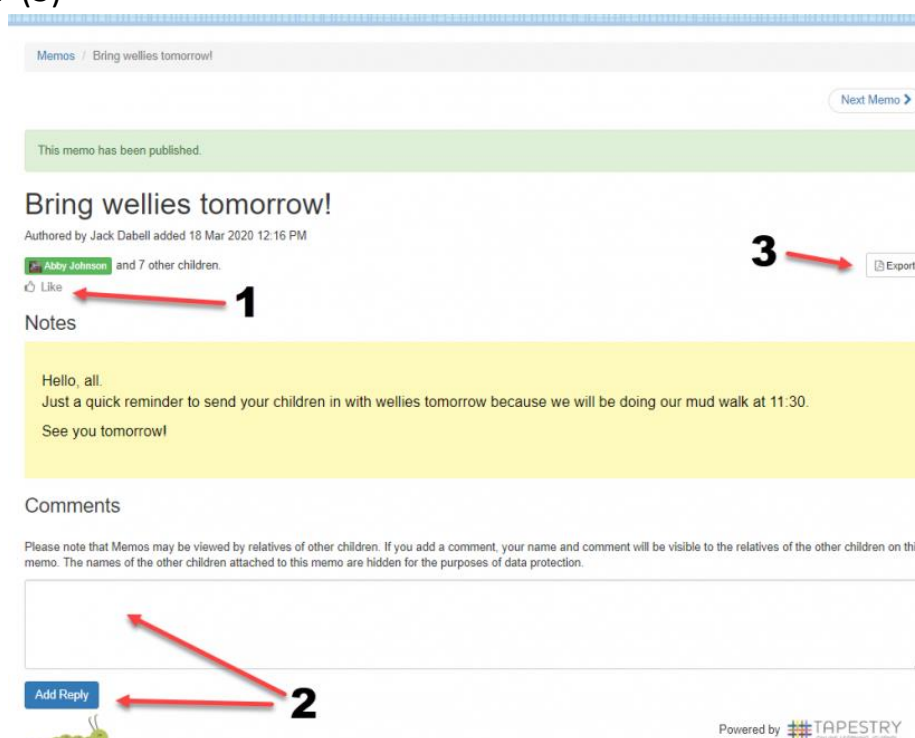
OPTIONAL: The Care Diary

Your setting may be using the Care Diary on Tapestry. This page allows practitioners to log toileting, feeding, sleeping and accidents. There is also a comment feature. Your access to this feature will depend on the setting's choice.

If you are permitted to see the Care Diary, there will be a button on the homepage next to 'Observations' and 'Children'. Click that and, if entries have been made already, you will see a page that looks like this:

OPTIONAL: Accidents

The setting may be using the Accidents function to record and share any accidents that have occurred whilst your child/ren is in their care.

You can access this by clicking 'Accidents' in the top banner from the homepage, where you will see information about any accident's that have occurred during the select date (1).

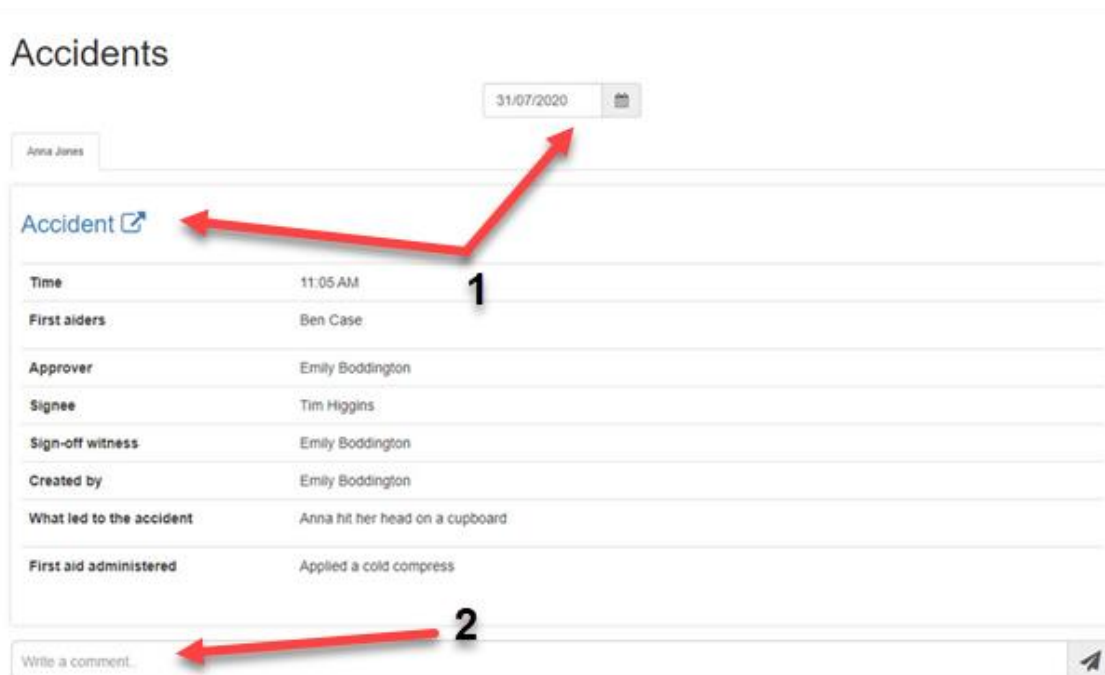There is also a comments tool which you can use to send messages back and forth between yourself and your child/ren's setting (2).
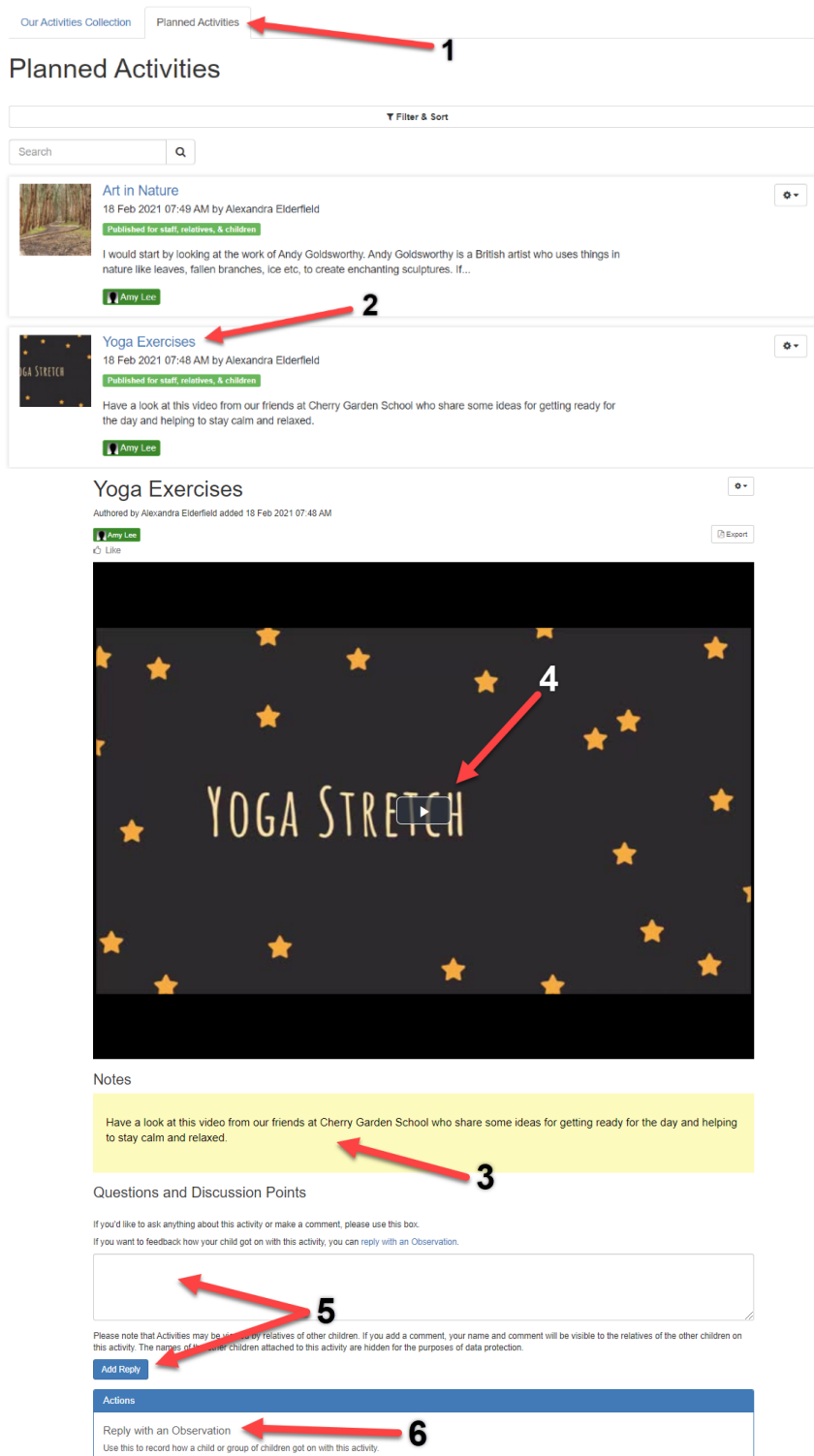
OPTIONAL: Activities

Your setting may use the Activities feature to set home learning activities. You can access these from 'Activities' on the top banner.

You can view set activities in the Planned Activities section (1). If you click on a title (2) you can view the notes for the activity (3), along with media your setting may include (4). You can add a comment if permitted (5), or once the activity has been completed by your child/ren, you can send it back to the setting through an observation (6).
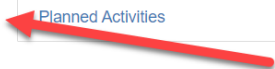
There is also Our Activities Collection (1) where you can view your setting's bank of activity ideas, you can look through there for inspiration.

Our Activities Collection   Planned Activities

Our Activities Collection

1

⏃ Filter & Sort Our Activities Collection

Search 🔍

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1 more than

This activity to help your child show what 1 more than a given number is, without having to count. Download the attached sheet and write an appropriate number in the circle for each of the ingredien...

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Addition Snowmen

This addition / art activity is a nice one for winter time and injects a bit of fun into practicing addition. The idea is that snowmen are made up of three paper circles. The top one is the smallest...

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### Living is Learning - Going for a Walk

Check the weather, what to wear, which direction to go, things to notice – there's so much to learn when you go for a walk (Understanding the World: The World, Physical Development: Health and Self-Ca...

OPTIONAL: Notifications

If permitted, you can change your own preferences to set whether and how you're notified about different account activity, such as a new observation comment.

To access these settings, click on your name at the top (1) and go to 'Edit Preferences' (2). Then 'Change Notification Preferences' (3).
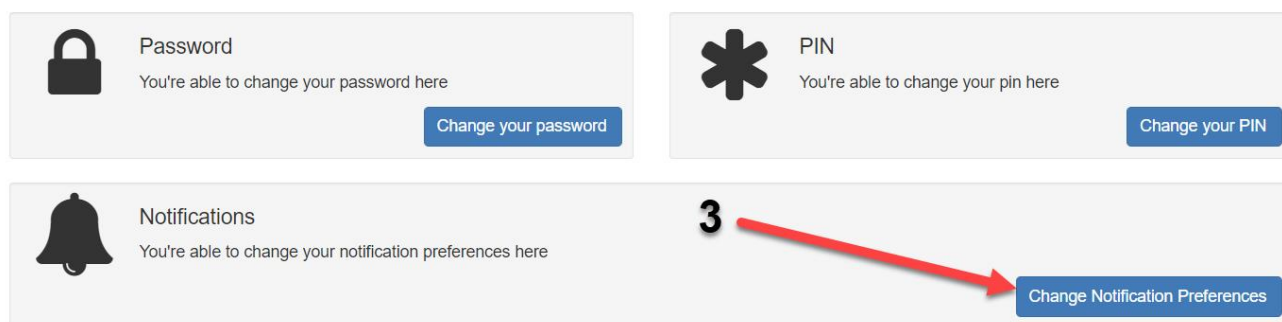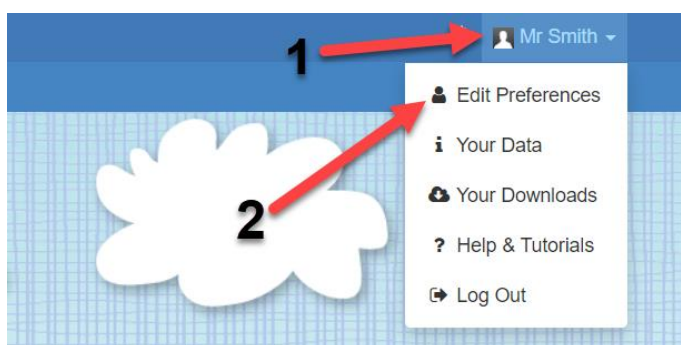
Just click on the notification you'd like to change and select a new preference (1). If you'd like to be notified only on Tapestry, then you can choose 'Internal'. Or to be notified also by email then select '*x* Email' to receive email notifications either immediately, daily or weekly if there are new entries for you to view.
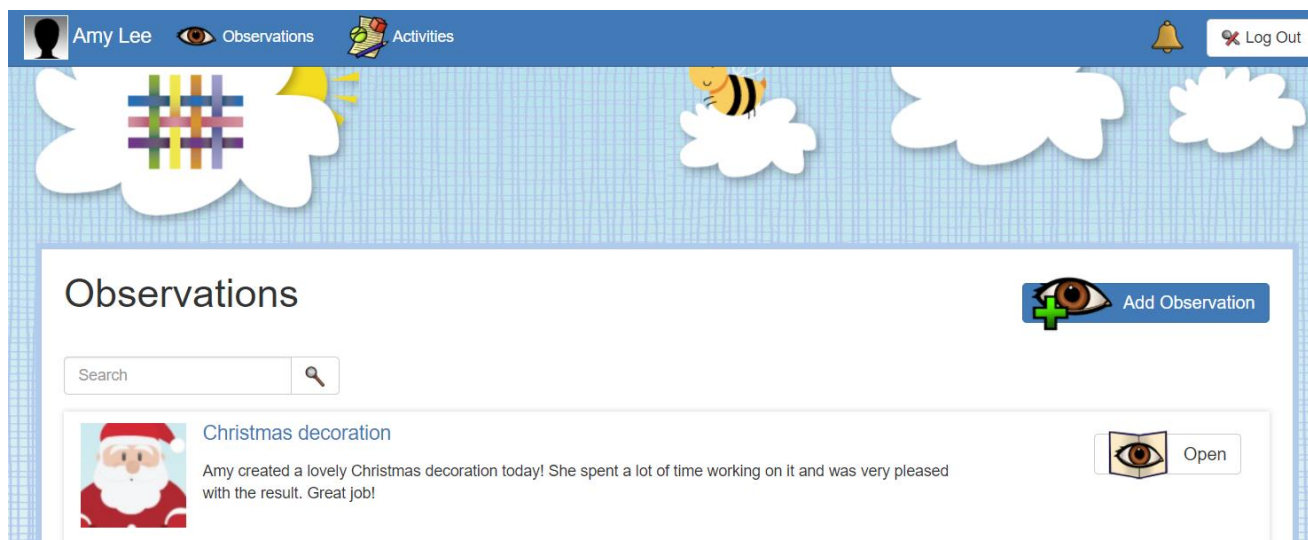
OPTIONAL: Child Login

Your child/ren will be able to login to their own Tapestry account at the location of their setting. Here they can respond directly to the observations and activities set for them, and create their own entries.

If permitted, you can also log your child/ren into their account/s through your own login at home. To do this, after you've logged into your own account, click 'Child Login' on the top bar (1), and select 'Log out & switch to child' (2).

Select your child (1), and they may need to enter their own password to login (2).