

# 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](http://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](mailto: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.

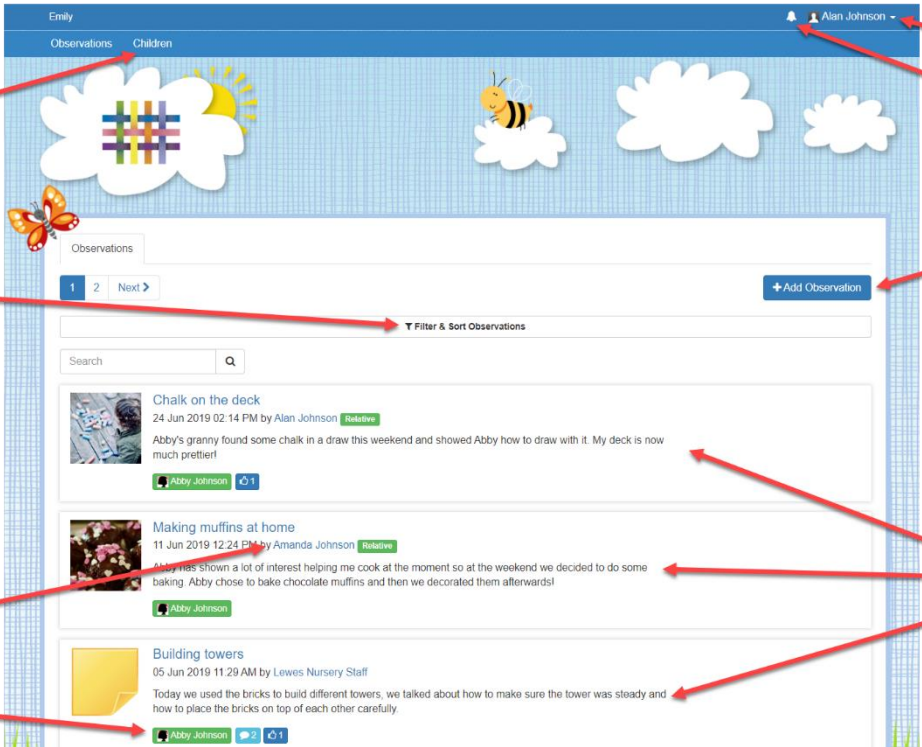


The screenshot shows the Tapestry login interface. At the top is the Tapestry logo and the text 'TAPESTRY ONLINE LEARNING JOURNAL'. Below this are two input fields: 'Email address' and 'Password', both with masked characters. A blue 'Log-in' button is positioned below the password field. Underneath the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



The screenshot shows the 'Set your new password' page. It features the Tapestry logo and the text 'TAPESTRY 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 masked characters and a PIN icon. A blue 'Submit' button is located at the bottom left of the form.

## Tapestry Browser Version Interface: Observations Screen



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

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

**Author of the Observation**

**Child's Name**

**Your Username**

**Notifications**

**Add Observation:** Use this button to add an observation

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

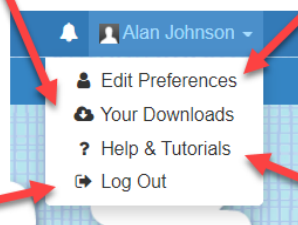
### Your Username

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**



Observations / Gloop!

← Previous Obs      Next Obs →

**Gloop!**

Authored by Lewes Nursery Staff added 12 Apr 2019 11:10 AM  
Approved by Lewes Nursery Staff on 12 Apr 2019 11:24 AM

Abby Johnson

0 Like 1 Like

Export

Notes

Floxy, Elisabeth, Eva and Jackson all really enjoyed playing with the 'gloop' today, we made different shapes and they all took it in turns to explain what they were making.

Comments

Alan Johnson **Member** - 15 Oct 2019 04:38 PM      Like      0

I must try this at home! Do you have the recipe?

Add a comment

Add Reply

## 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

Options  
**Created \***  
 05 Nov 2019 11:43 AM

Observation

Children

[Select Children](#)

Title \*

Notes

Media

Drag and drop files here or use the [Add Files](#) button below

[Add Files](#) [Start Upload](#) [Delete Selected Media](#)

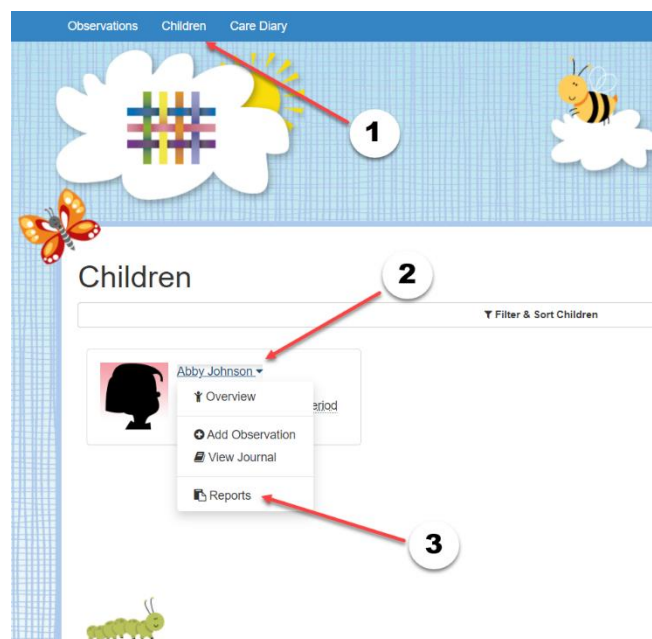
Click "Save" to save your observation and view it.  
Click "Save & Add Another" to save this observation and immediately start adding another.

[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).



Children / Abby Johnson / Reports

### Abby Johnson: Reports Summary

Parents' evening Upload Documents  
created by Lewes Nursery Staff


REPORT FEB Report title 4  
created by Lewes Nursery Staff

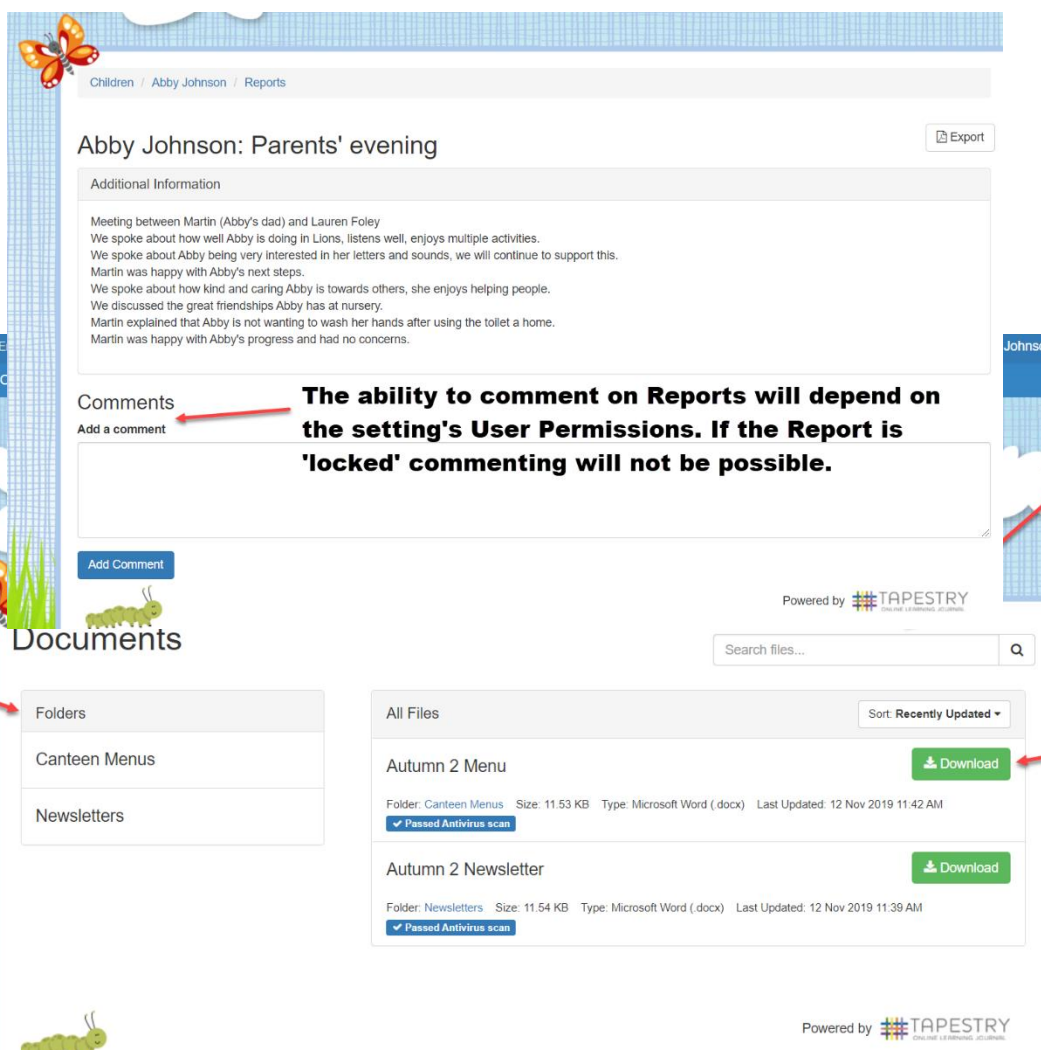
Report Report author  
created by Lewes Nursery Staff

End of year report for Abby Status: locked / not locked  
created by Lewes Nursery Staff

End of year report Status: locked / not locked  
created by Lewes Nursery Staff

End of year report Status: locked / not locked  
created by Lewes Nursery Staff

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ONLINE LEARNING JOURNAL



Children / Abby Johnson / Reports

### 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 at home.  
 Martin was happy with Abby's progress and had no concerns.

Comments

Add a comment

Add Comment

Documents

Search files...

Download

Download

Folder: Canteen Menus Size: 11.53 KB Type: Microsoft Word (.docx) Last Updated: 12 Nov 2019 11:42 AM  
 Passed Antivirus scan

Folder: Newsletters Size: 11.54 KB Type: Microsoft Word (.docx) Last Updated: 12 Nov 2019 11:39 AM  
 Passed Antivirus scan

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

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

**Search files:**  
Search for specific documents

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

## OPTIONAL: Documents

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

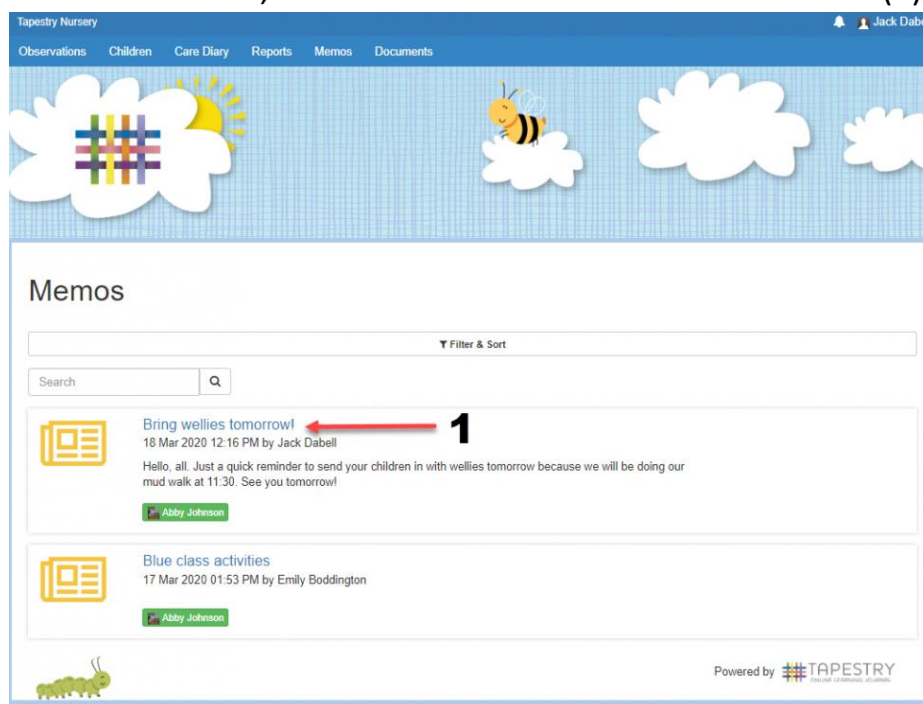
In order to do this, click the "Documents" tab on the homepage (1)



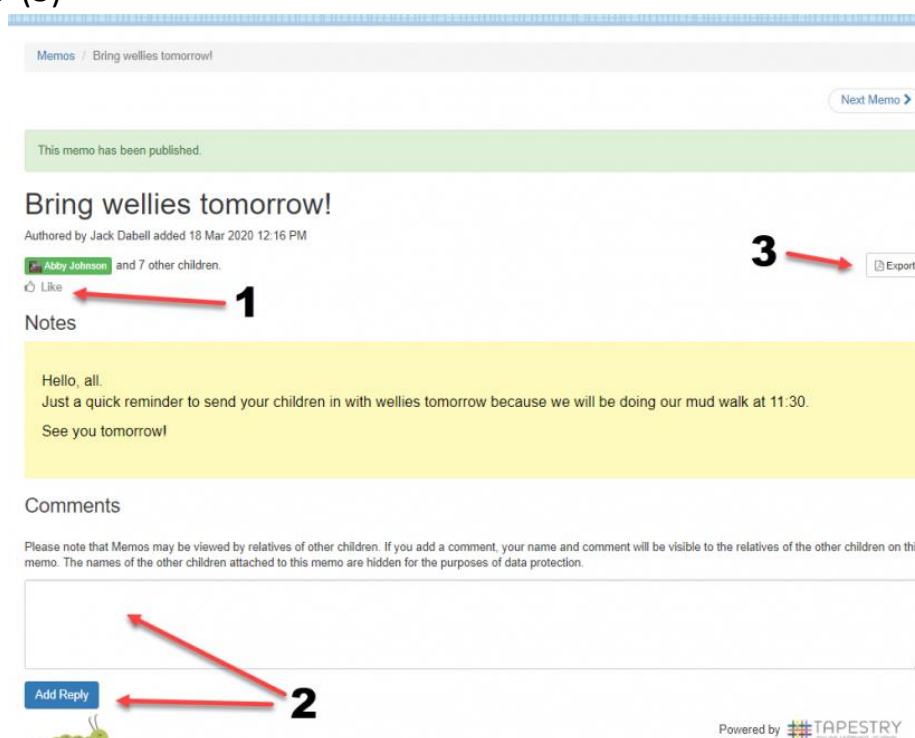
## OPTIONAL: Memos

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)



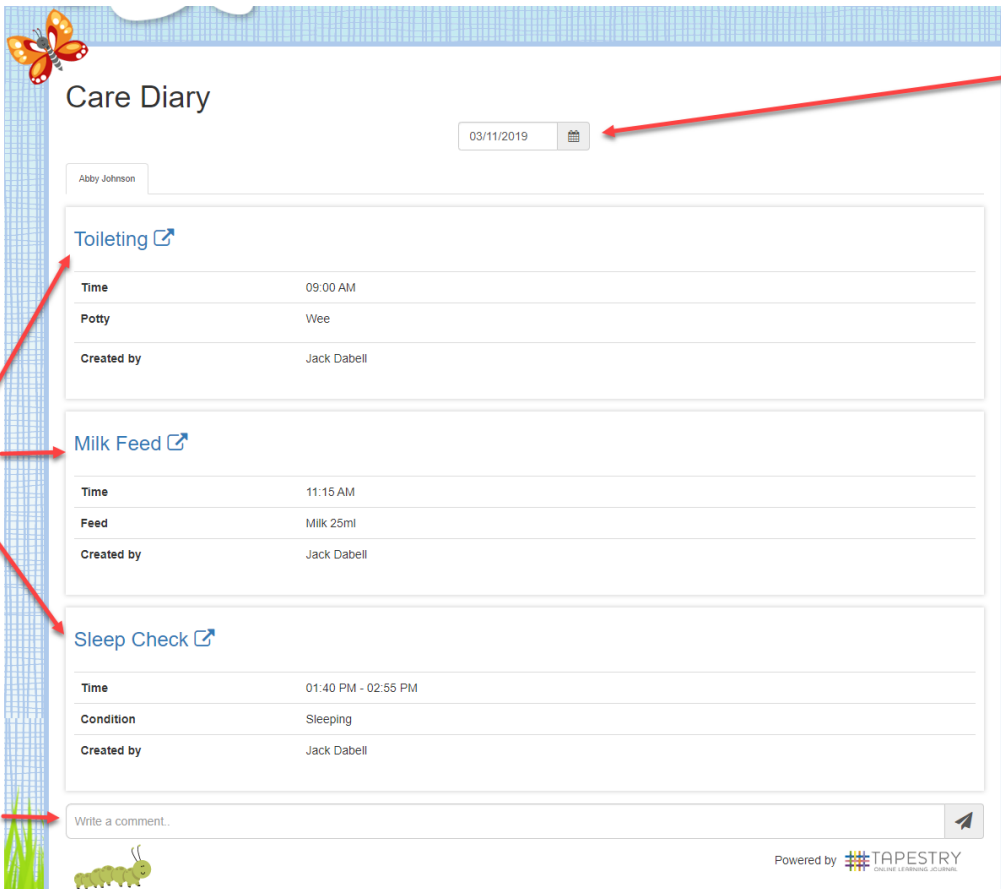
If you've been permitted, you can then like (1) and comment (2) on the Memo, and also export it to PDF (3)



## 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:



**Date: Use this to select the date you would like to see entries for**

**Entries made that day**

**Comment box**

Care Diary

03/11/2019

Abby Johnson

**Toileting**

Time	09:00 AM
Potty	Wee
Created by	Jack Dabell

**Milk Feed**

Time	11:15 AM
Feed	Milk 25ml
Created by	Jack Dabell

**Sleep Check**

Time	01:40 PM - 02:55 PM
Condition	Sleeping
Created by	Jack Dabell

Write a comment.

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## 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).

Accidents

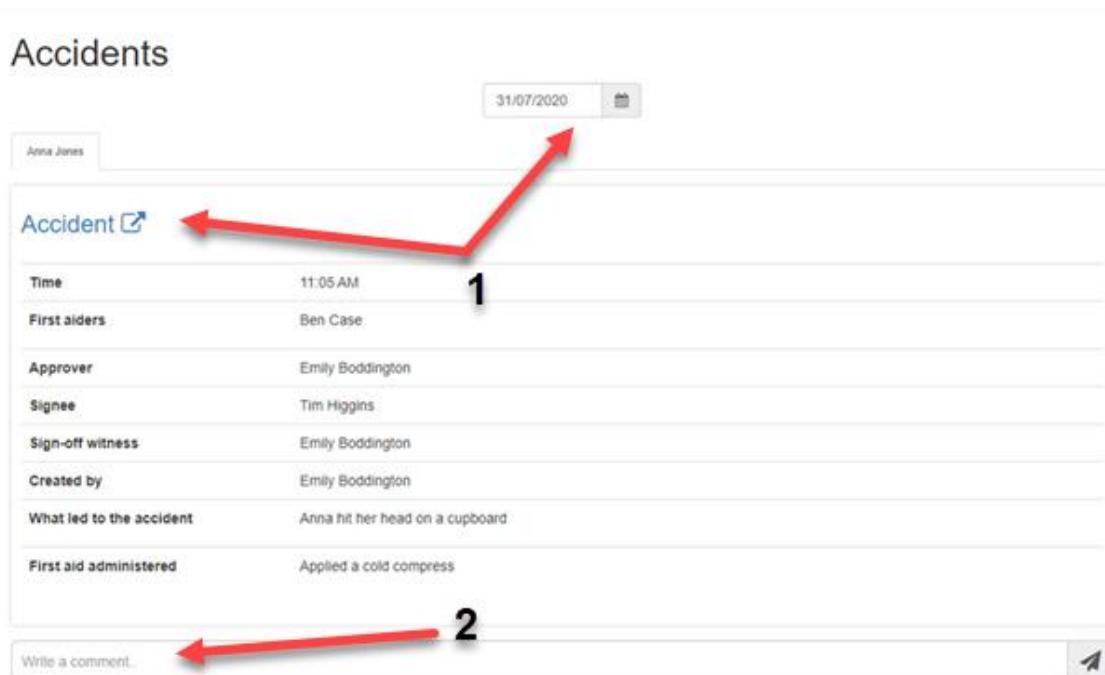
31/07/2020

Anna Jones

[Accident](#)

Time	11:05 AM
First aiders	Ben Case
Approver	Emily Boddington
Signee	Tim Higgins
Sign-off witness	Emily Boddington
Created by	Emily Boddington
What led to the accident	Anna hit her head on a cupboard
First aid administered	Applied a cold compress

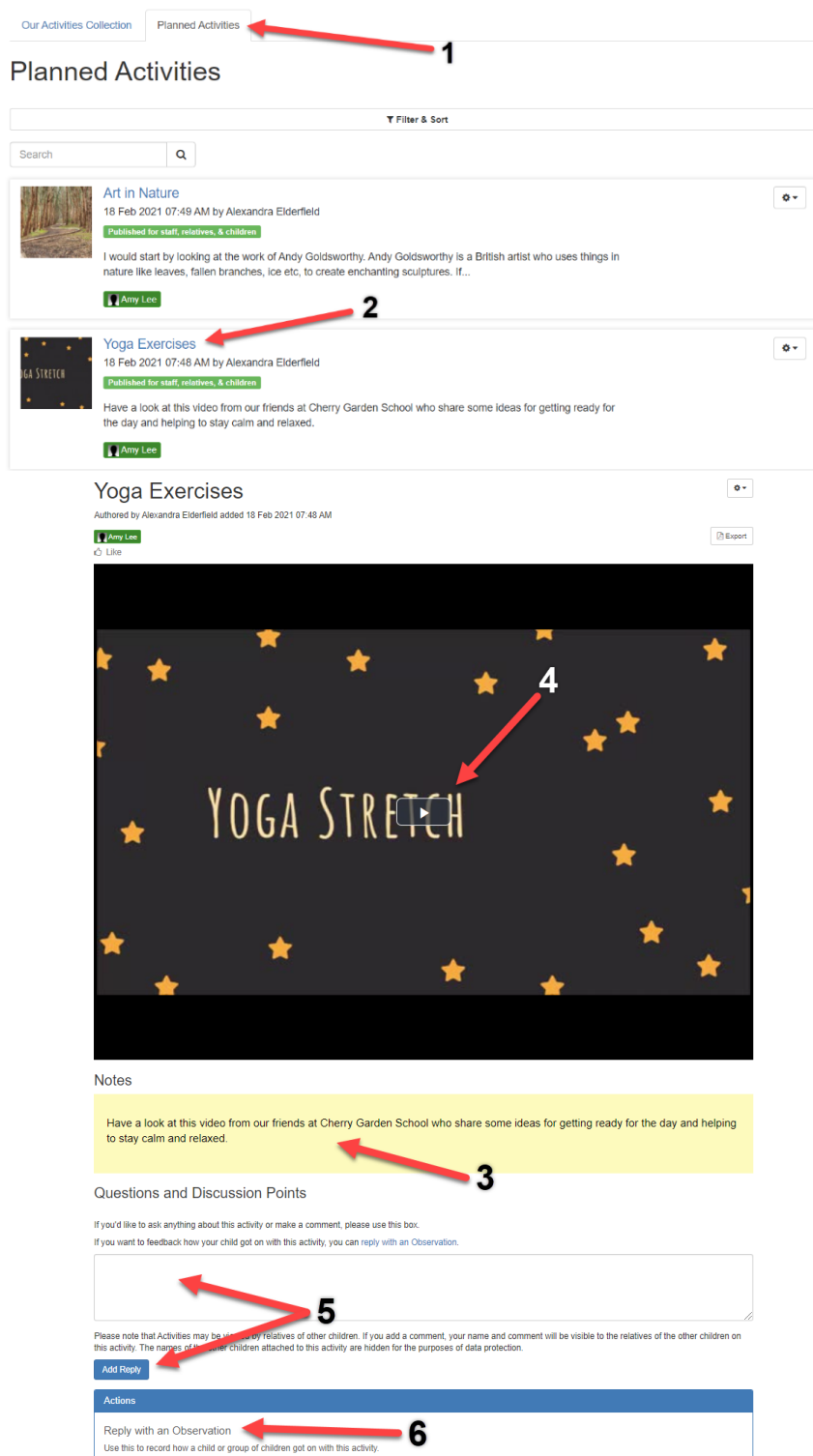
Write a comment.



## 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).



The screenshot shows the 'Planned Activities' section of the Tapestry interface. At the top, there are two tabs: 'Our Activities Collection' and 'Planned Activities'. A red arrow labeled '1' points to the 'Planned Activities' tab. Below the tabs, there is a search bar and a 'Filter & Sort' button. The main content area displays a list of activities. The first activity is 'Art in Nature', published on 18 Feb 2021 07:49 AM by Alexandra Elderfield. A red arrow labeled '2' points to the title 'Art in Nature'. The second activity is 'Yoga Exercises', published on 18 Feb 2021 07:48 AM by Alexandra Elderfield. A red arrow labeled '2' points to the title 'Yoga Exercises'. Below the list, the 'Yoga Exercises' activity is expanded. It shows the author 'Alexandra Elderfield added 18 Feb 2021 07:48 AM' and a video player. A red arrow labeled '4' points to the video player, which has a play button and the text 'YOGA STRETCH' on a dark background with yellow stars. Below the video player is a 'Notes' section with a yellow background. A red arrow labeled '3' points to the text in the notes: 'Have a look at this video from our friends at Cherry Garden School who share some ideas for getting ready for the day and helping to stay calm and relaxed.' Below the notes is a 'Questions and Discussion Points' section. A red arrow labeled '5' points to a text input box. Below the input box is a blue button labeled 'Add Reply'. At the bottom, there is an 'Actions' section with a blue background. A red arrow labeled '6' points to a button labeled 'Reply with an Observation'.

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...

Published for staff & relatives

Living is Learning - Going for a Walk

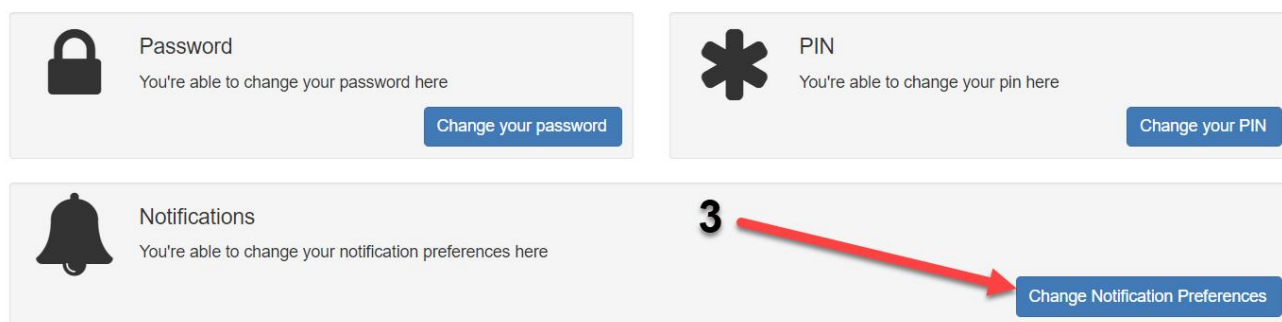
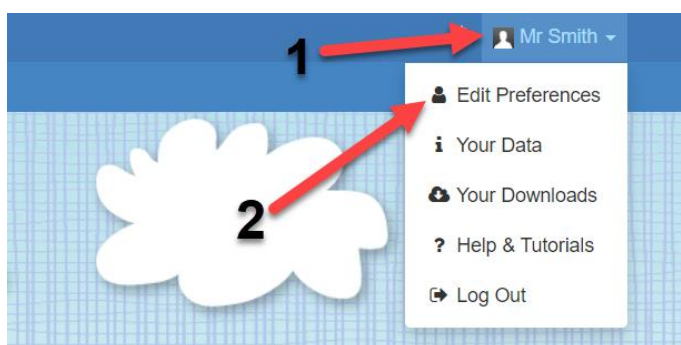


Check the weather, what to wear, which direction to go, things to notice – there's so much to learn when you go for a walk (Understanding the World: The World, Physical Development: Health and Self-Ca...

## 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.

**New Observation**

Immediate Email

**Observation Reply**

Internal  
Disabled  
Internal  
Immediate Email  
Daily Email  
Weekly Email

**Accident section attention requested**

Daily Email

**Memo Published**

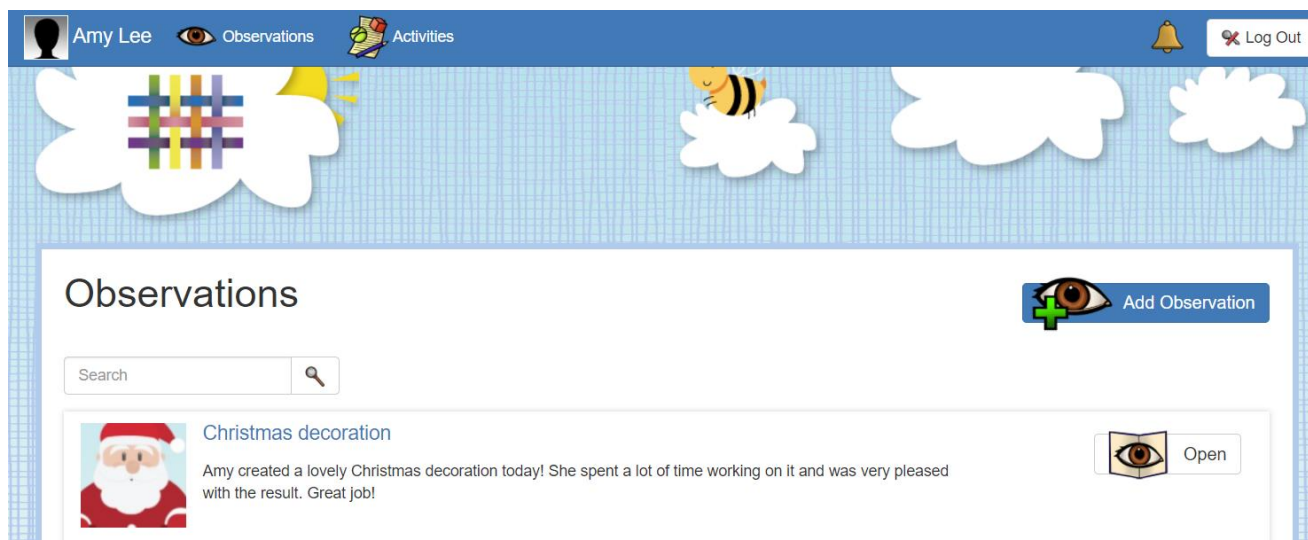
Internal

**Memo Comment Added**

Disabled

## 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).



### Child Login

Your children are able to log into Tapestry via your logged in account. By clicking below, child mode will be started and your children will be able to log-in.

Log out & switch to child

2

#### What can children do when logged in?


Depending on the permissions set by staff, children will be able to view observations and other information posted by their teachers. They may also be able to contribute their own observations and add comments to the observations they are able to see.

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


First Parent's children

Click on your name or picture to log in

Search for your name  x

 Amy Lee **1**

Amy Lee



To log in to Tapestry:

1. Hint: favourite food
2. Type your password in this box.
3. Then press log in.

**2**

Password