

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. 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.




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 masked characters. A blue 'Log-in' button is positioned below the password field. A link for 'Having trouble logging in?' is located below the button. At the bottom, there are two green buttons: 'Need help? Tapestry Tutorials' and 'New to Tapestry? What is Tapestry?'.

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

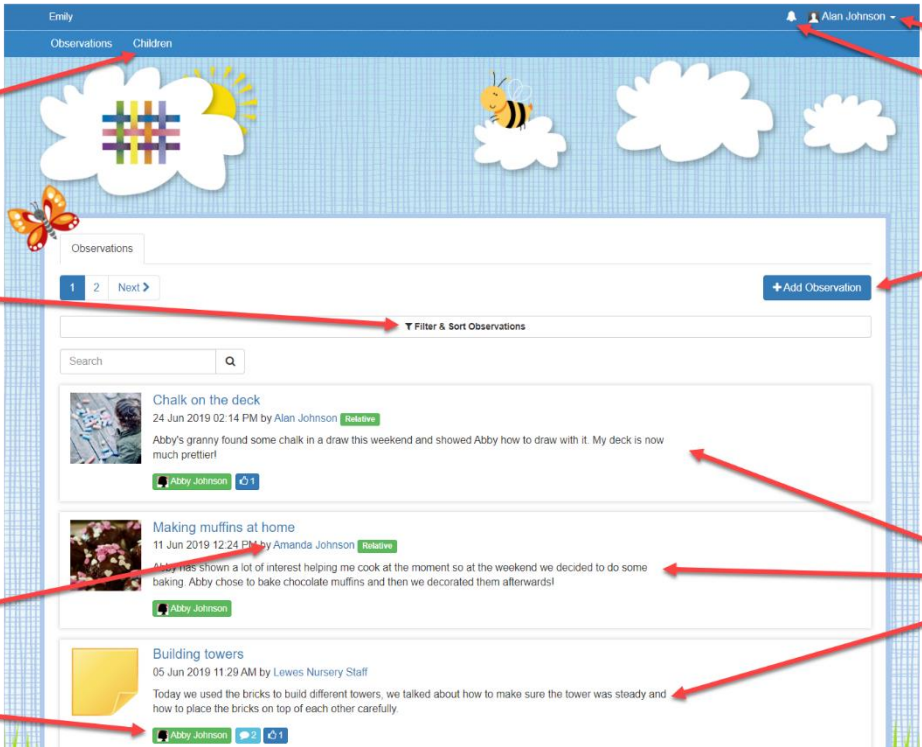
Your Password: You will get your password in one of several ways:

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



The screenshot shows the 'Set your new password' page. It features the Tapestry logo and the text 'ONLINE LEARNING JOURNAL'. Below the logo are two green success 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

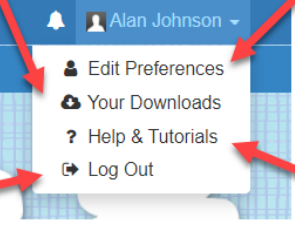
Observations: These are the observations made for your child. Click the title or picture to view the observation in full

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



The screenshot shows the observation page for 'Gloop!'. At the top, there are navigation buttons for 'Previous Obs' and 'Next Obs'. The title 'Gloop!' is displayed, followed by the author 'Lewes Nursery Staff' and the date '12 Apr 2019 11:10 AM'. Below this is the author's name 'Abby Johnson' and a 'Like' button. A large photograph shows a teacher and three children sitting around a table, playing with a white powdery substance (gloop) and red dough. Below the photo is a 'Notes' section with a yellow background containing the text: 'Fobby, 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.' Underneath is a 'Comments' section with a comment from 'Alan Johnson' dated '15 Oct 2019 04:38 PM' that says 'I must try this at home! Do you have the recipe?'. At the bottom, there is a text input field for 'Add a comment' and an 'Add Reply' button.

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

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

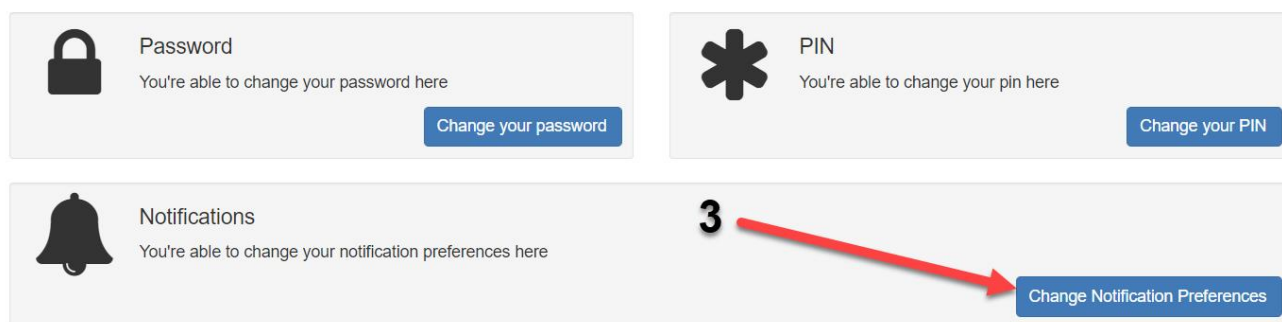
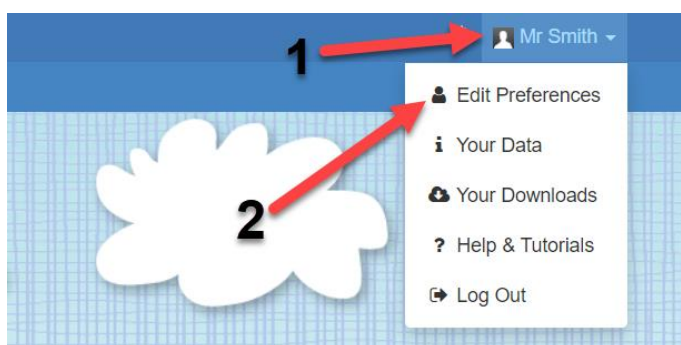
Click "Save" to save your observation and view it.
Click "Save & Add Another" to save this observation and immediately start adding another.

Save & Add Another Save

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