

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.



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 'Having trouble logging in?' is located below the login button. At the bottom, there are two 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.

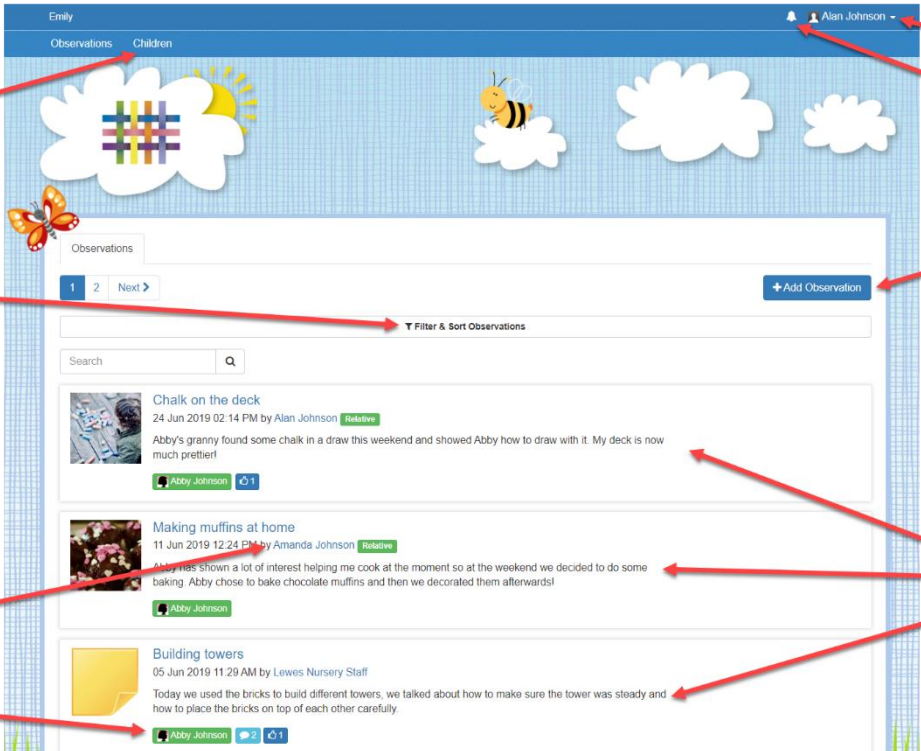
Your Password: You will get your password in one of several ways:

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. 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 'Set your new password' page. It features two green success messages: 'The password must be at least 10 characters long' and 'New Password and Confirm Password must match.' Below these are two input fields: 'New Password' and 'Repeat New Password', both with masked characters. A blue 'Submit' button is at the bottom.

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

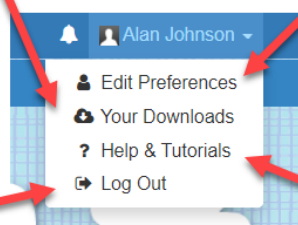
Your Username

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



The screenshot shows the 'Observations / Gloop!' page. At the top, there's a navigation bar with 'Previous Obs' and 'Next Obs' buttons. The title 'Gloop!' is prominently displayed. Below the title, it says 'Authored by Lewes Nursery Staff added 12 Apr 2019 11:19 AM' and 'Approved by Lewes Nursery Staff on 12 Apr 2019 11:24 AM'. There's an 'Export' button in the top right corner. The main content area features a large photograph of three children and an adult playing with gloop on a table. Below the photo, there's a 'Notes' section with a yellow background containing text about the children's play. Underneath the notes is a 'Comments' section showing a comment from 'Alan Johnson' dated '15 Oct 2019 04:38 PM'. At the bottom, there's a text box for 'Add a comment' and an 'Add Reply' button.

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

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

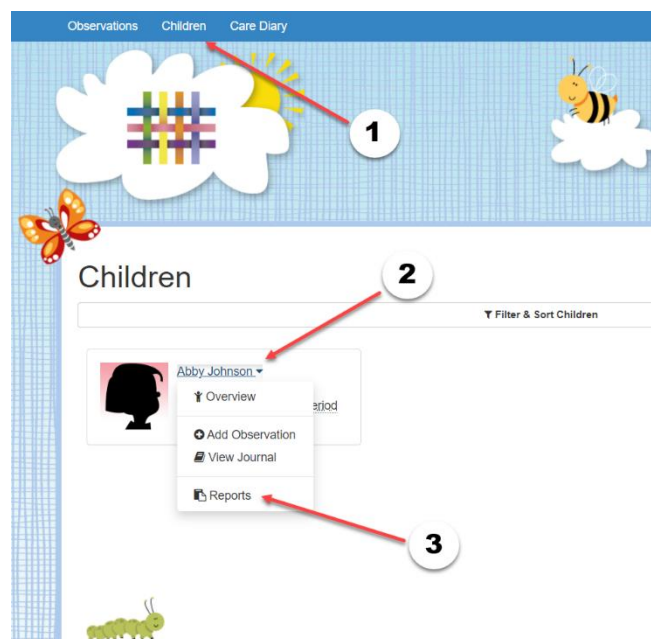
Click "Save" to save your observation and view it.
Click "Save & Add Another" to save this observation and immediately start adding another.

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).



Children / Abby Johnson / Reports

Abby Johnson: Reports Summary

Parents' evening

created by Lewes Nursery Staff

Upload Documents

REPORT FEB

created by Lewes Nursery Staff

Report title

Report

created by Lewes Nursery Staff

Report author

End of year report for Abby

created by Lewes Nursery Staff

Status: locked / not locked

End of year report

created by Lewes Nursery Staff

End of year report

created by Lewes Nursery Staff



Children / Abby Johnson / Reports

Abby Johnson: Parents' evening

Export

Additional Information

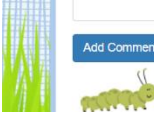
Meeting between Martin (Abby's dad) and Lauren Foley
We spoke about how well Abby is doing in Lions, listens well, enjoys multiple activities.
We spoke about Abby being very interested in her letters and sounds, we will continue to support this.
Martin was happy with Abby's next steps.
We spoke about 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

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

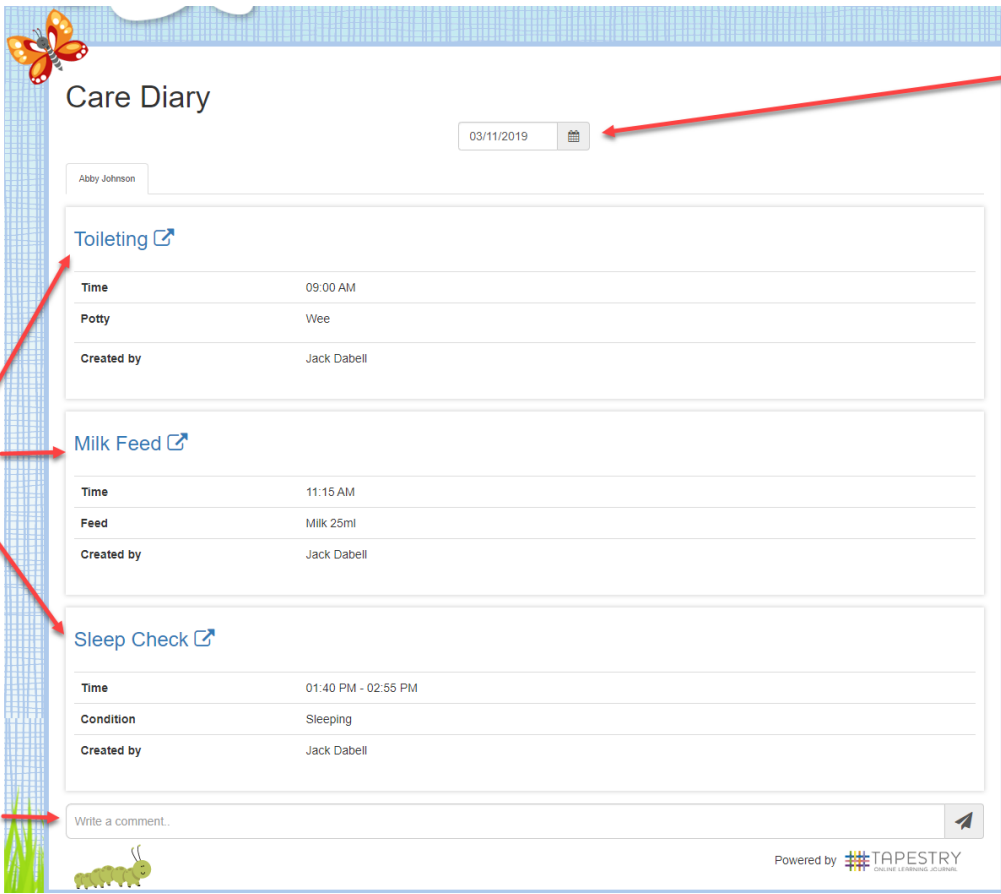
Add Comment



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:



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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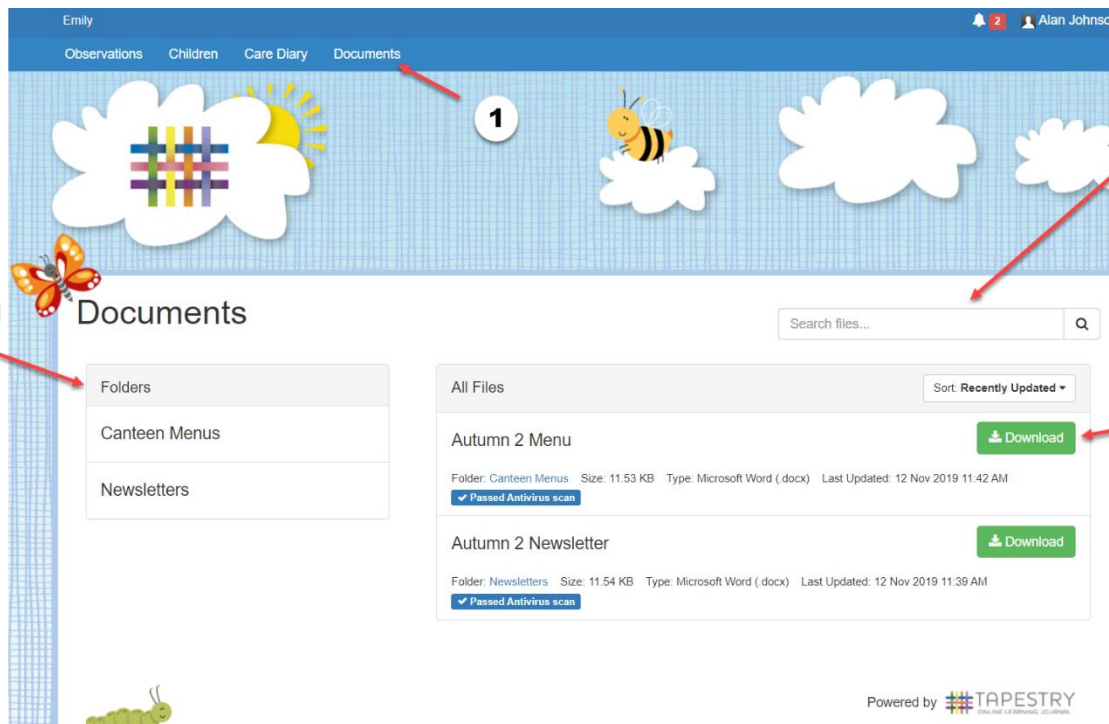
Annotations:

- Date:** Use this to select the date you would like to see entries for
- Entries made that day:** Points to the list of entries (Toileting, Milk Feed, Sleep Check).
- Comment box:** Points to the text input field at the bottom.

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)



The screenshot shows the 'Documents' tab selected in the top navigation bar. A red arrow labeled '1' points to this tab. On the left, a sidebar titled 'Documents' lists folders: 'Canteen Menus' and 'Newsletters'. A red arrow points to this sidebar with the text 'Folders: The setting will organise documents into certain folders'. In the center, there is a list of files. Two files are shown: 'Autumn 2 Menu' and 'Autumn 2 Newsletter'. Each file entry includes its folder, size, type, last updated date, and a 'Download' button. A red arrow points to the 'Download' button for 'Autumn 2 Menu' with the text 'Download: Download a copy of the document to your device'. At the top right of the document area, there is a search bar labeled 'Search files...'. A red arrow points to this search bar with the text 'Search files: Search for specific documents'. The page is decorated with a blue grid background, a sun, clouds, a bee, and a caterpillar.