

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.

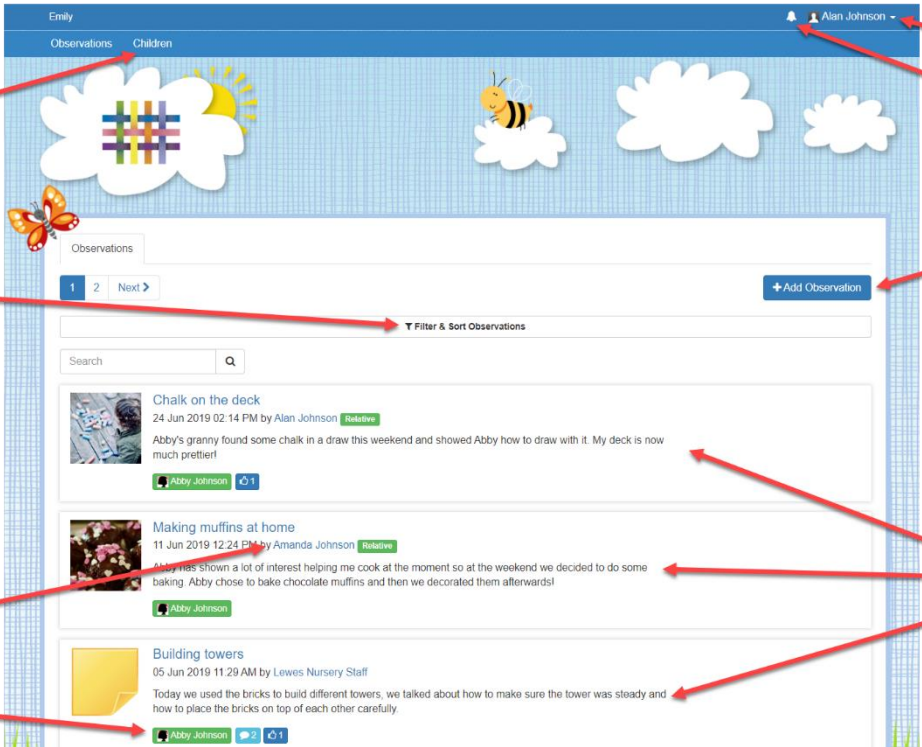


The screenshot shows the Tapestry login interface. At the top left is the Tapestry logo. To its right, the text reads 'TAPESTRY ONLINE LEARNING JOURNAL'. Below this, there are two input fields: 'Email address' and 'Password', both with masked characters (dots). A blue 'Log-in' button is positioned below 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. At the top left is the Tapestry logo. To its right, the text reads 'TAPESTRY ONLINE LEARNING JOURNAL'. Below this, the heading 'Set your new password' is followed by 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

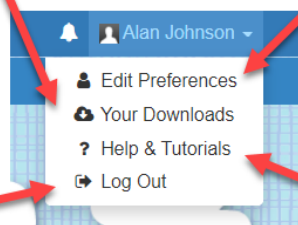
Your Username

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

Roby, 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

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](#)



TAPESTRY
ONLINE LEARNING
JOURNAL