

## Parent Guide to Tapestry

Hello! Welcome to Tapestry! This is a quick walk through guide to the browser version.

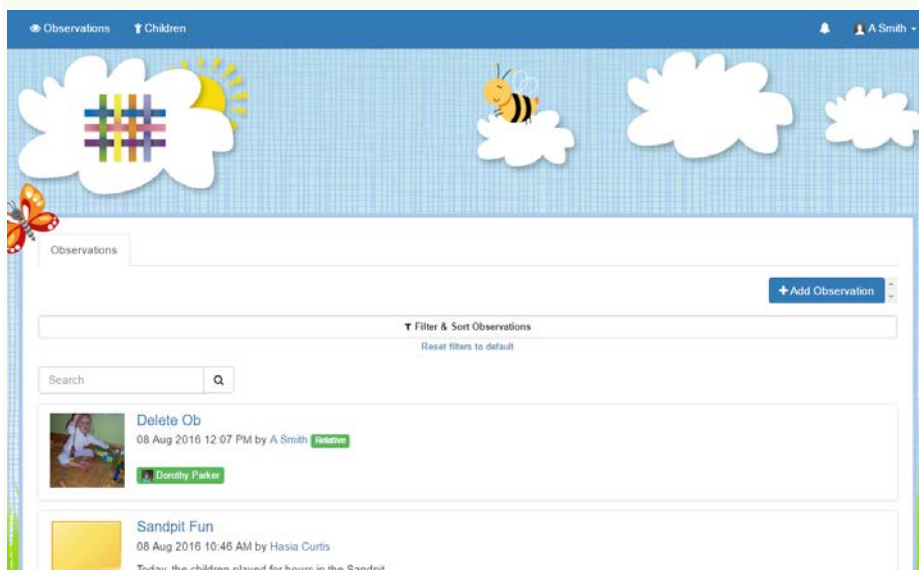
Okay so first of all; logging in. If you were sent an email activation by your child's setting (which is practitioner speak for a nursery/childminder/school), you can just use that link to log in for the first time. However, for future times, or if you were assigned a password, you will need to go to this URL to log in: <https://tapestryjournal.com/>. Alternatively you can search for Tapestry through Google.

This is what the log in page will look like. For the purposes of this tutorial, I will be A Smith, relative of Dorothy Parker.



The login page for Tapestry Online Learning Journal. It features a blue header with the Tapestry logo (a colorful grid) and the text "TAPESTRY ONLINE LEARNING JOURNAL". Below the header, there is a form with two input fields: "Email address" and "Password". The email address field contains the text "a.smith@12345678910.co.uk". Below the password field is a blue "Log-in" button. At the bottom of the form, there is a link that says "Having trouble logging in?".

Once you have successfully logged in you will be taken to the home page. Here you will be able to see your child's observations in chronological order. It is likely that the first time you log in there won't be very many, but this list will grow throughout your child's time at their setting.



The home page of the Tapestry Online Learning Journal. It features a blue header with navigation links for "Observations" and "Children", and a user profile for "A Smith". The main content area has a decorative header with a sun, clouds, and a bee. Below this, there is a section for "Observations" with a search bar, a filter and sort button, and a list of observations. The first observation is titled "Delete Ob" and was created on 08 Aug 2016 12:07 PM by A Smith. The second observation is titled "Sandpit Fun" and was created on 08 Aug 2016 10:46 AM by Hasia Curtis. The page also includes a "Add Observation" button and a "Reset filters to default" link.

If you want to narrow down the sort of observations you are seeing, you can use the 'Filter & Sort Children'.

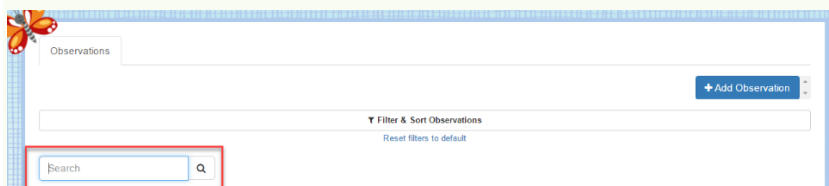
To get them to drop down, click on the black 'Filter & Sort Children' button Under the 'Add Observation' button.



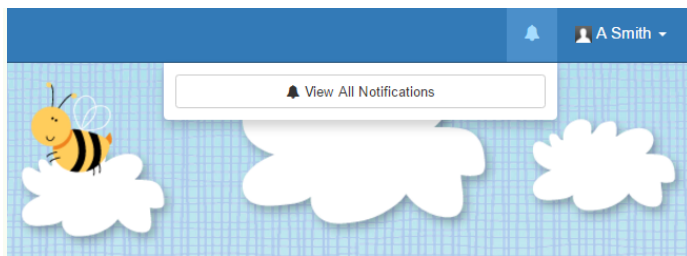
Once you click on it, it will expand to give you a variety of filter options (see below). Select as many as you like, then 'Submit' to apply them.

A screenshot of the expanded 'Filters' panel. It has a title bar 'Filters' with a close button. The panel is divided into several sections: 'Observations' with 'Observation Status' (dropdown: 'In Journal & Not In Journal') and 'Added' (dropdown: 'All'); 'Media' (dropdown: 'Any') and 'Comments' (dropdown: 'Any'); 'Author' (dropdown: 'Any'); 'Children' with 'Child' (dropdown: 'All Children'); and 'Sorting' with 'Order' (dropdown: 'Newest'). At the bottom is a blue 'Submit' button.

If there is a specific observation that you are looking for, you can search for a code word in the search bar.

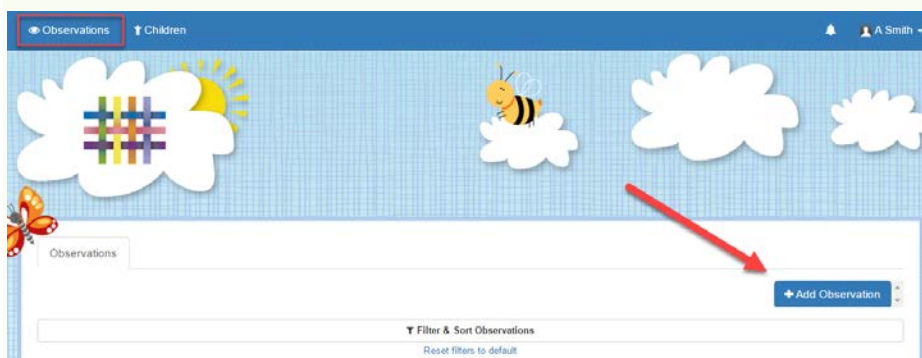


At the top of the screen, next to your name, you will find your notification bell. If any observations/comments have been added since the last time you logged into Tapestry, they will show up there. You can see past notifications by clicking on 'View All Notifications'.



There will be times when you want to add observations to Tapestry. These can then be seen by your child's key person at their Setting and used to make assessments, or just as a contribution to the journal.

In order to add an observation, you first need to click on the blue 'Add Observation' button. This can be found on the home 'Observations' tab.



Once you have clicked on it, you will be taken to the page shown below. Here you will need to pick your child/children from the drop down list, add a title, and then you can add some notes and media.

Don't forget to press 'Save' at the end!

Observations / Add Observation

### Add Observation

**Observation**

Children

Title \*

Notes

**Media**

Warning! When a relative is viewing an observation with multiple children, any photos will be disguised so they cannot be viewed by relatives.

**Options**

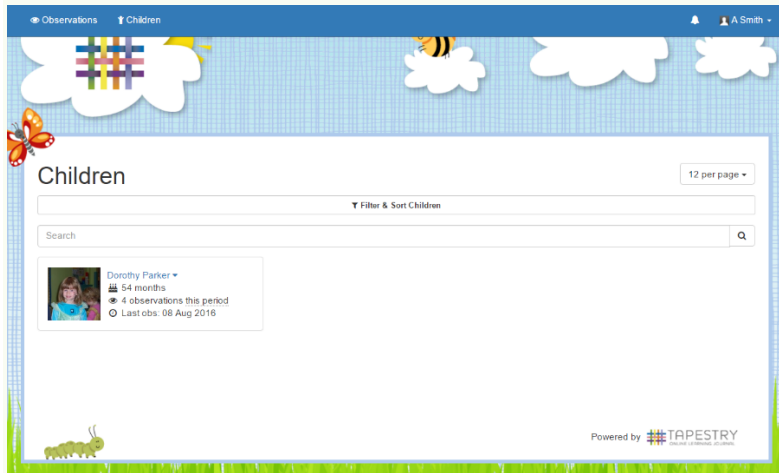
Created \*

08 Aug 2016 12:23 PM

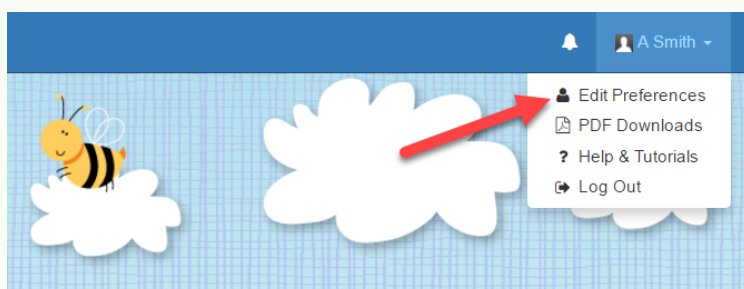
Click "Save" to save your observation and view it.  
 Click "Save & Add Another" to save this observation and immediately start adding another.

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There are a couple of other things you can do on Tapestry. The most obvious, is to look at the 'Children' tab. Here you will be able to find all the children that are linked to you from a particular Setting. Unfortunately, if you have two children on Tapestry, but from different Settings, you will need to have two parent accounts.



The other area on relative accounts is 'Edit Preferences'. You can find this by clicking on your name in the top right hand corner and choosing it from the drop down list. This drop down list is also where you log off from (though it will log you off automatically if you close the page or are inactive for an hour or more).



Clicking on 'Edit Preferences' will take you to this page. As you can see, it will show you which children you are connected to you, your notification preferences, and give you the option to change your email and password.



## A Smith Account Preferences



### Email

Currently your email address is set as a.smith@12345678910.co.uk

[Change Email Options](#)



### Password

You're able to change your password here

[Change your password](#)



### Notifications

When an observation is first added to the journal notifications will appear in the notification menu within Tapestry

When an observation is replied to notifications will appear in the notification menu within Tapestry

[Change Notification Preferences](#)



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And that's everything! Hope you enjoy Tapestry!