

Tapestry for Parents and Relatives: Web Browser Version Guide

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.

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 login interface for Tapestry. At the top is the 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 is the text 'Having trouble logging in?'. At the bottom of the page, 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. A blue 'Submit' button is located at the bottom left of the form.

Tapestry observation 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

The screenshot shows a user interface for 'Emily' with tabs for 'Observations' and 'Children'. The user 'Alan Johnson' is logged in. There are notification icons and a '+ Add Observation' button. A list of observations is shown, including 'Chalk on the deck', 'Making muffins at home', and 'Building towers', each with a title, date, author, and a small image or icon.

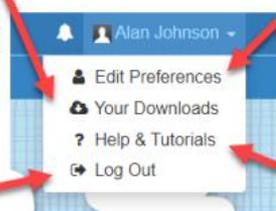
Your username

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 → Gloop!

Export: Download this observation as a PDF → [Download]

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) → [Add a comment]

Notes: This will be the main description of the observation

Notes: Ruby, Elizabeth, 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 - 15 Oct 2019 04:36 PM
I must try this at home! Do you have the recipe?

[Add Files] [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.

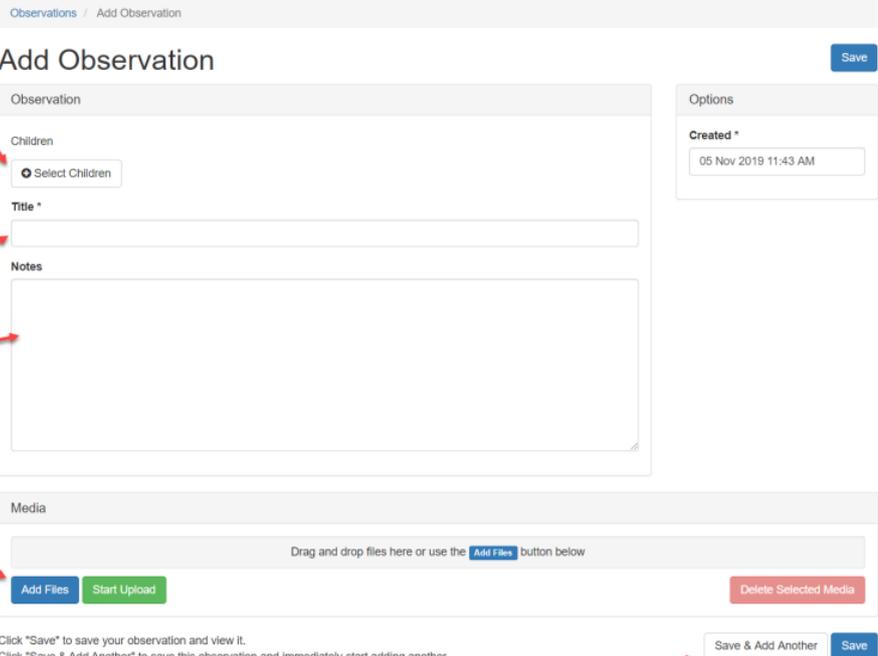
1) Select the child you are making the observation for. You will only see the children you are linked with here.

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 [Save]

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]

Options
Created *
05 Nov 2019 11:43 AM

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]