

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. Below the button is a link that says 'Having trouble logging in?'. 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. 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 the Tapestry logo and the text 'ONLINE LEARNING JOURNAL'. Below the logo, it says 'Set your new password'. There are two green checkmark 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.

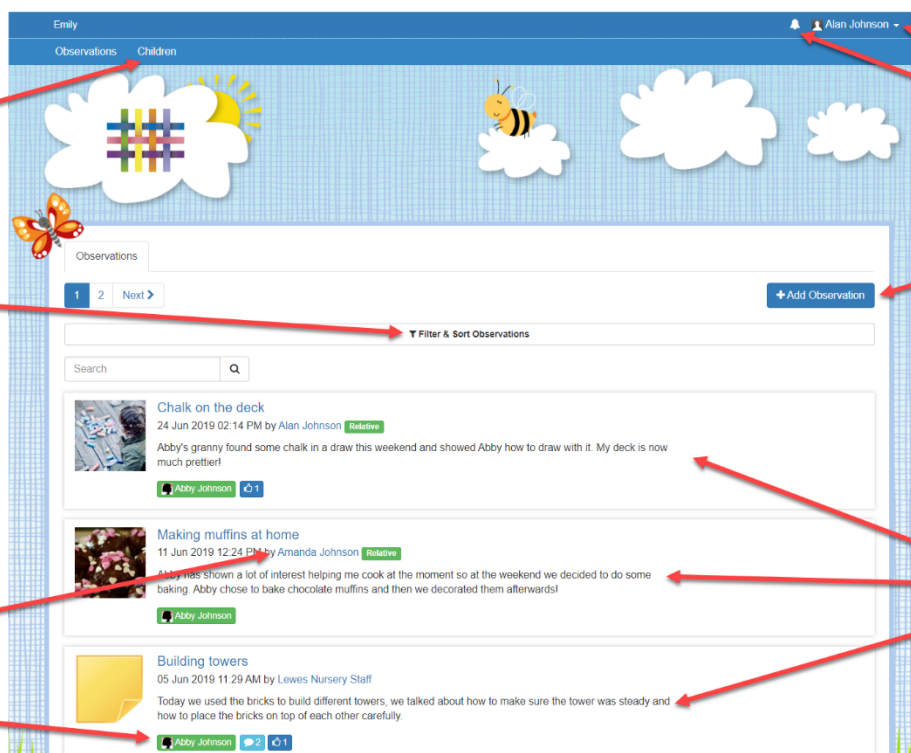
Tapestry Browser Version Interface: Observations Screen

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

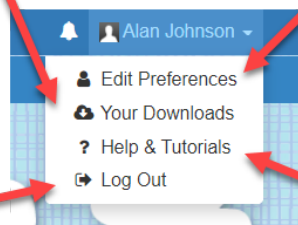
Your Username

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

Observations / Gloop!

< Previous Obs


Next Obs >

Gloop!

Authored by Lewes Nursery Staff added 12 Apr 2019 11:19 AM
Approved by Lewes Nursery Staff on 12 Apr 2019 11:24 AM

Like - 1 Like

Export



Notes

Play: Elizabeth, Eve 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 04:38 PM Like

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

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

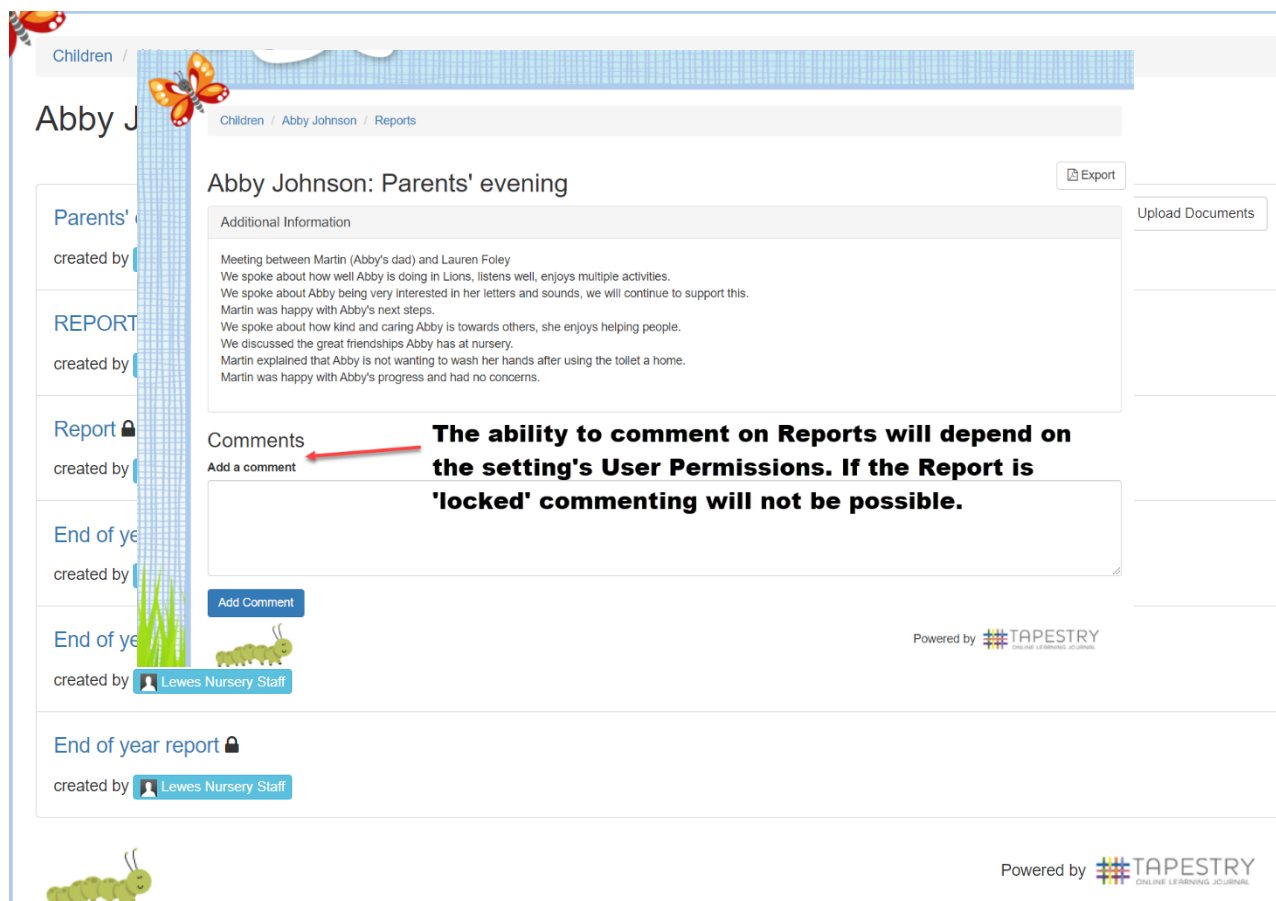
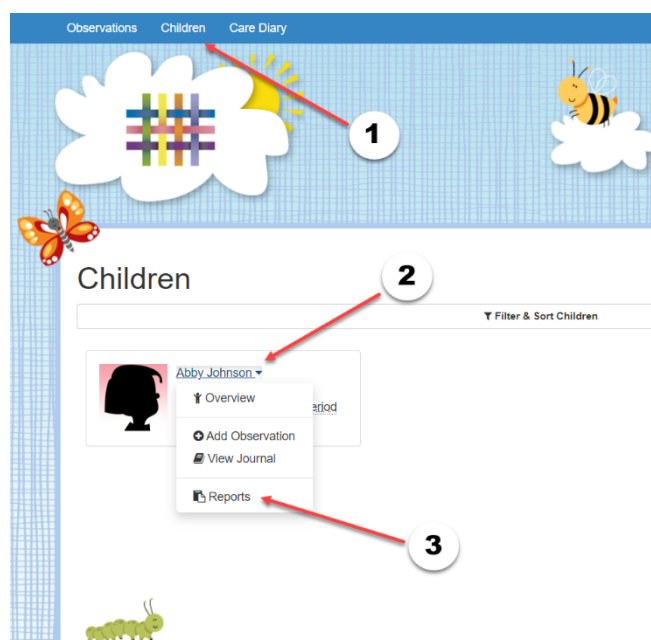
Click "Save" to save your observation and view it.
Click "Save & Add Another" to save this observation and immediately start adding another.

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.

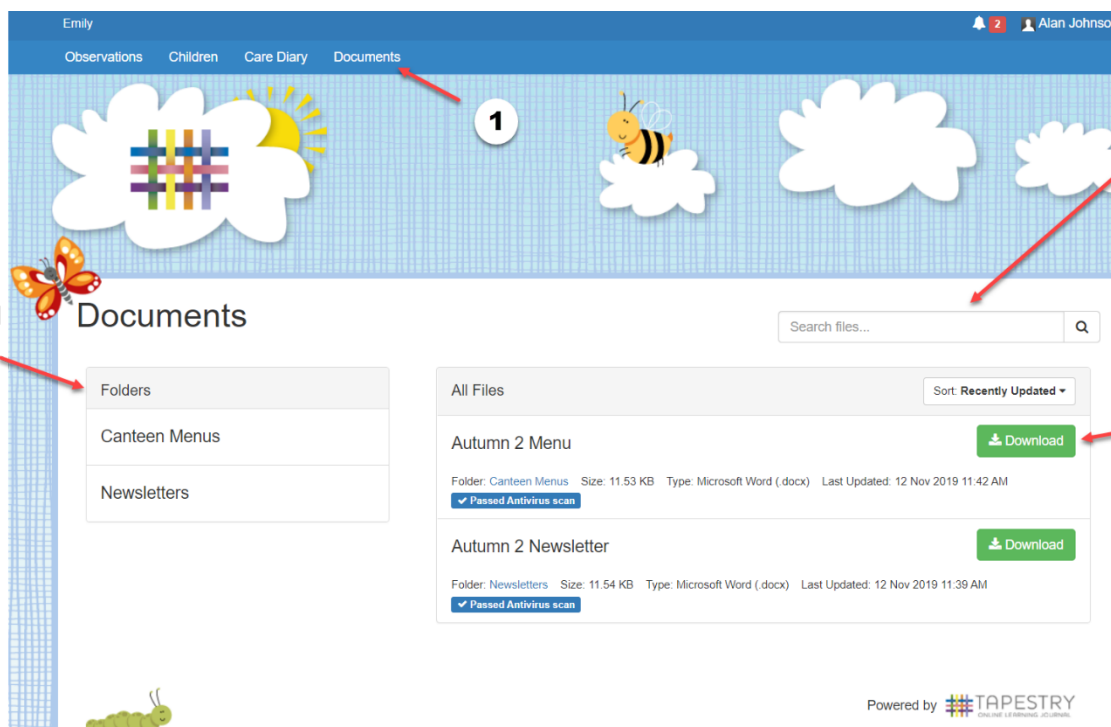
This will take you to this screen where you can view, comment and upload documents to reports (provided the report is not locked and you are permitted to do so).



OPTIONAL: Documents

The setting may upload documents to Tapestry and make them available for you to view and download.

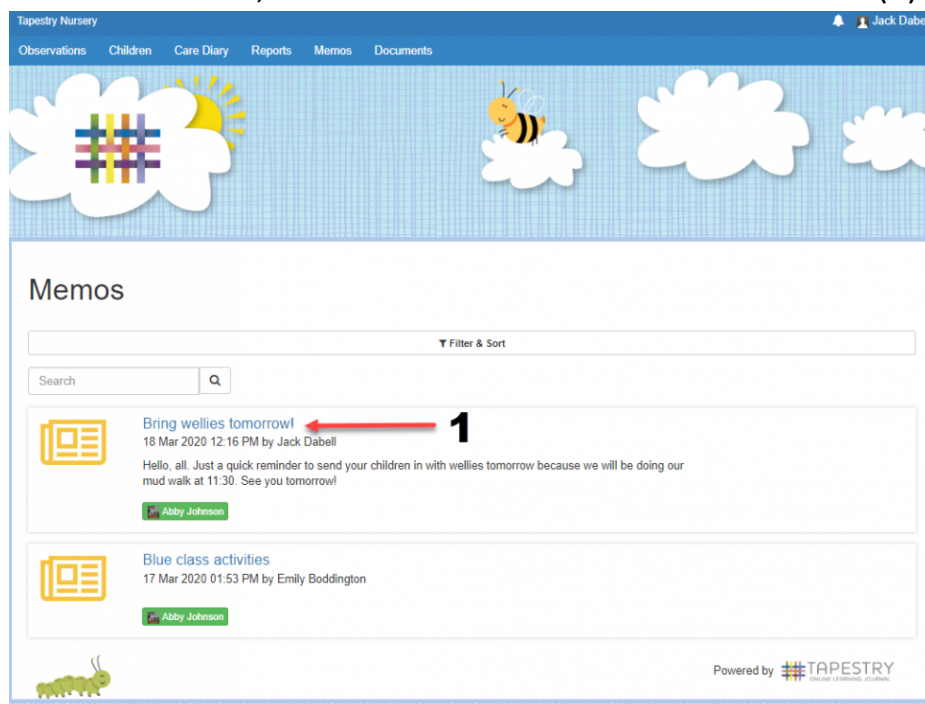
In order to do this, click the “Documents” tab on the homepage (1)



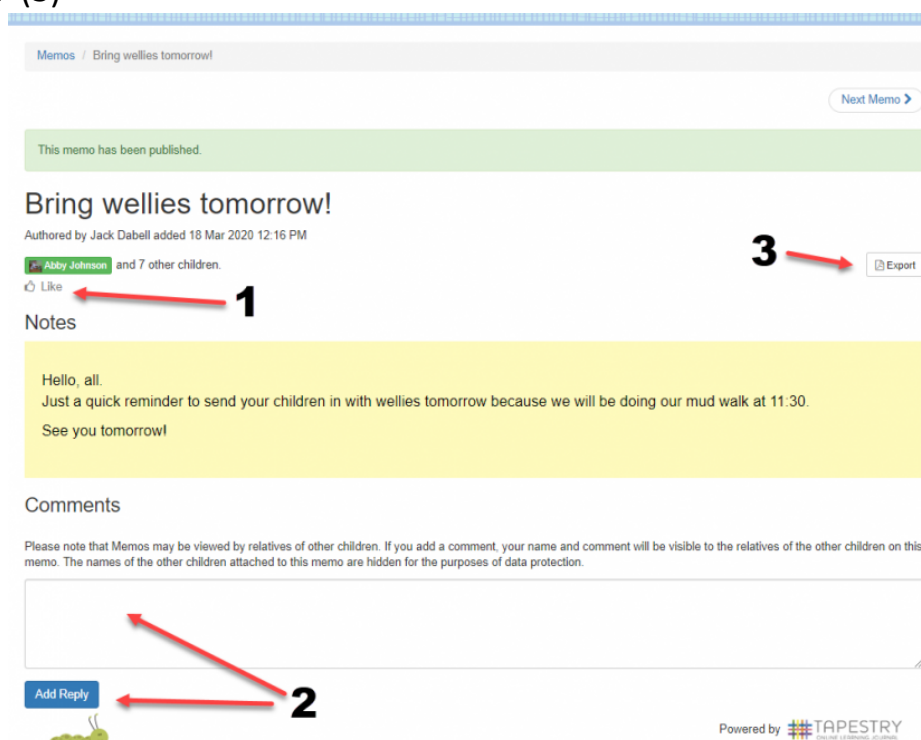
OPTIONAL: Memos

The setting may use the Memos feature to share news and updates about your child/ren with you. And some Memos may also have media attached. You can view your Memos by clicking 'Memos' on the top bar on the homepage.

You will see a list of the Memos, and can click on the title of one to view (1)



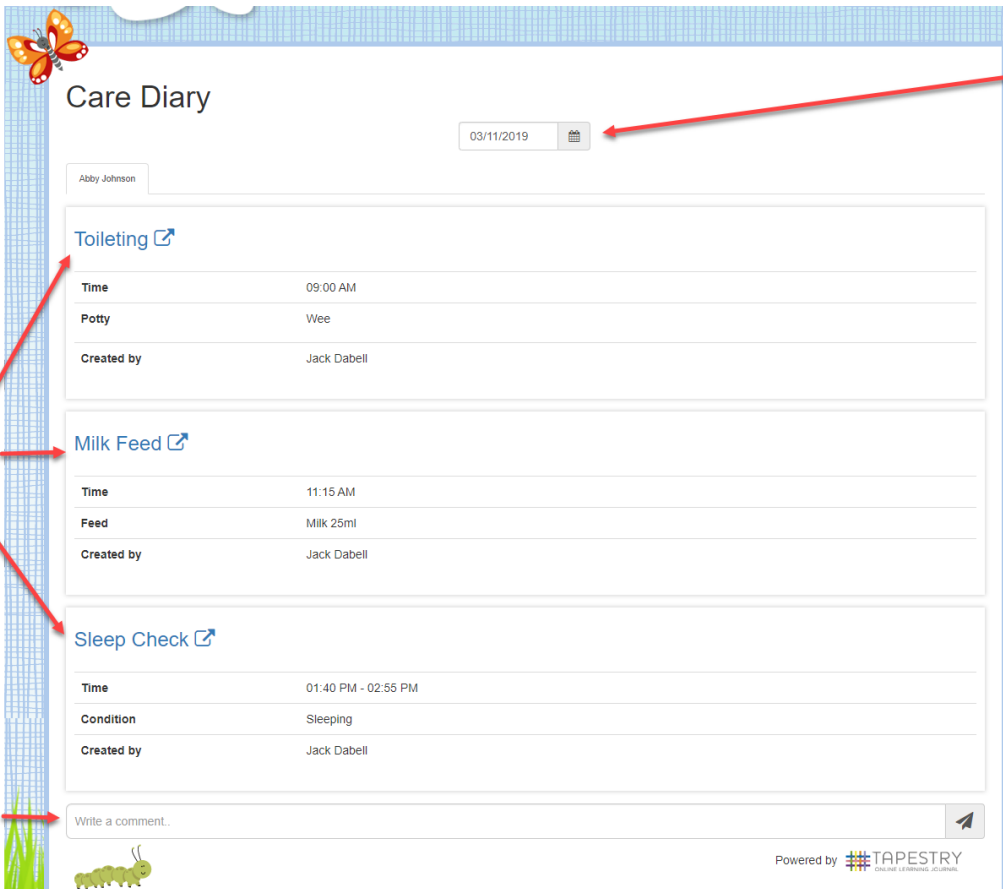
If you've been permitted, you can then like (1) and comment (2) on the Memo, and also export it to PDF (3)



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.

Powered by **TAPESTRY** ONLINE LEARNING JOURNAL

Annotations:

- Date:** Use this to select the date you would like to see entries for (points to the date selector).
- Entries made that day** (points to the list of entries).
- Comment box** (points to the comment input field).


OPTIONAL: Accidents


The setting may be using the Accidents function to record and share any accidents that have occurred whilst your child/ren is in their care.

You can access this by clicking 'Accidents' in the top banner from the homepage, where you will see information about any accident's that have occurred during the select date (1).


There is also a comments tool which you can use to send messages back and forth between yourself and your child/ren's setting (2).

Accidents

31/07/2020 

Anna Jones
[Accident](#) 

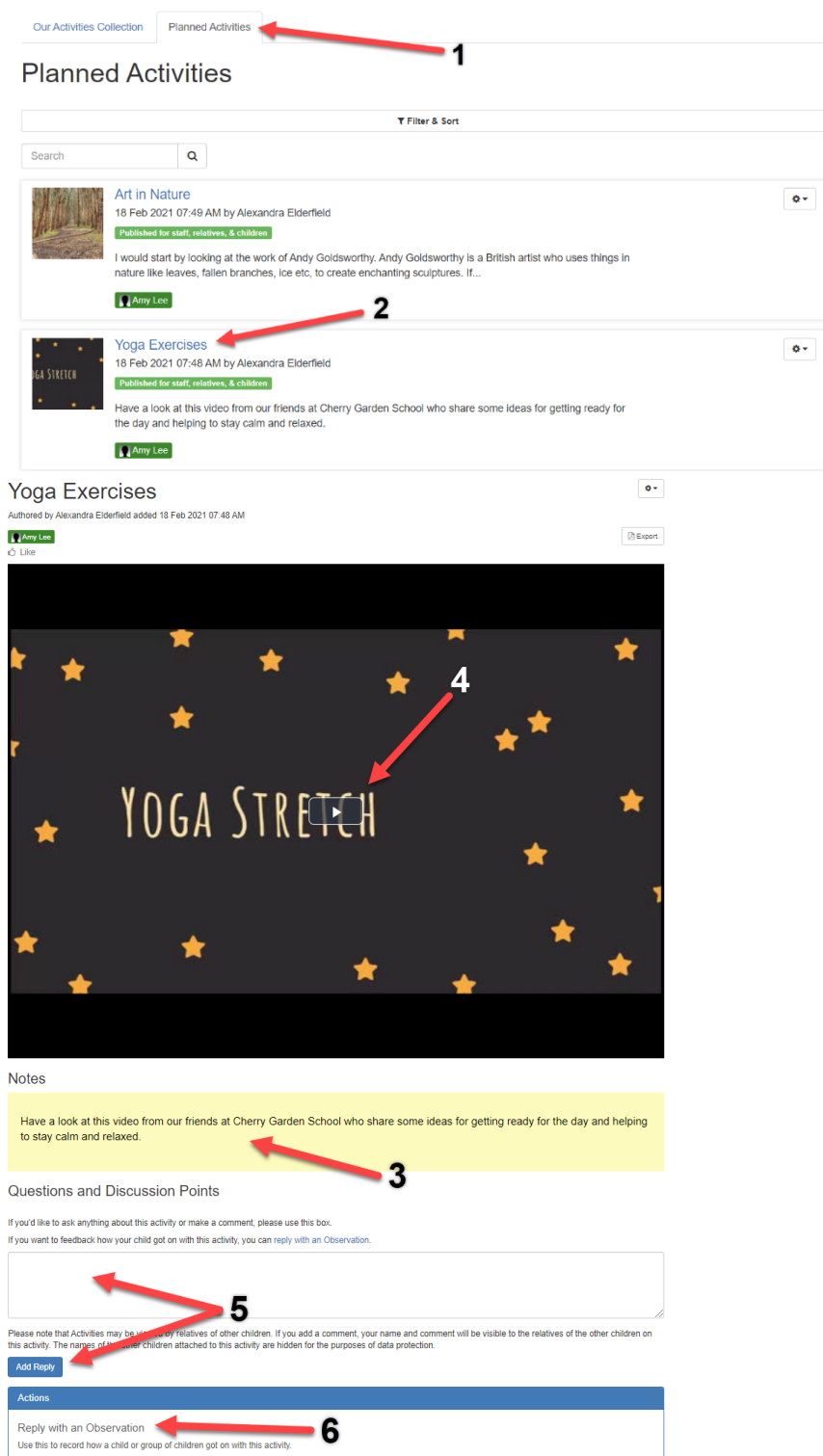
Time	11:05 AM
First aiders	Ben Case
Approver	Emily Boddington
Signee	Tim Higgins
Sign-off witness	Emily Boddington
Created by	Emily Boddington
What led to the accident	Anna hit her head on a cupboard
First aid administered	Applied a cold compress

Write a comment... 

OPTIONAL: Activities

Your setting may use the Activities feature to set home learning activities. You can access these from 'Activities' on the top banner.

You can view set activities in the Planned Activities section (1). If you click on a title (2) you can view the notes for the activity (3), along with media your setting may include (4). You can add a comment if permitted (5), or once the activity has been completed by your child/ren, you can send it back to the setting through an observation (6).



The screenshot shows the 'Planned Activities' section of the Tapestry interface. At the top, there are two tabs: 'Our Activities Collection' and 'Planned Activities'. A red arrow points to the 'Planned Activities' tab, labeled with a '1'. Below the tabs, the section is titled 'Planned Activities'. There is a search bar and a 'Filter & Sort' button. Two activity cards are visible. The first card is titled 'Art in Nature' and the second is titled 'Yoga Exercises'. A red arrow points to the 'Yoga Exercises' title, labeled with a '2'. Below the 'Yoga Exercises' card, there is a video player showing a 'YOGA STRETCH' video. A red arrow points to the video player, labeled with a '4'. Below the video player, there is a 'Notes' section. A red arrow points to the notes text, labeled with a '3'. Below the notes, there is a 'Questions and Discussion Points' section. A red arrow points to the text input box in this section, labeled with a '5'. At the bottom, there is an 'Actions' section. A red arrow points to the 'Reply with an Observation' button, labeled with a '6'.

Our Activities Collection Planned Activities **1**

Planned Activities

Filter & Sort

Search

Art in Nature
18 Feb 2021 07:49 AM by Alexandra Elderfield
Published for staff, relatives, & children
I would start by looking at the work of Andy Goldsworthy. Andy Goldsworthy is a British artist who uses things in nature like leaves, fallen branches, ice etc. to create enchanting sculptures. If...

Yoga Exercises
18 Feb 2021 07:48 AM by Alexandra Elderfield
Published for staff, relatives, & children
Have a look at this video from our friends at Cherry Garden School who share some ideas for getting ready for the day and helping to stay calm and relaxed.

Yoga Exercises
Authored by Alexandra Elderfield added 18 Feb 2021 07:48 AM
Like Export

YOGA STRETCH

Notes

Have a look at this video from our friends at Cherry Garden School who share some ideas for getting ready for the day and helping to stay calm and relaxed. **3**

Questions and Discussion Points

If you'd like to ask anything about this activity or make a comment, please use this box.
If you want to feedback how your child got on with this activity, you can reply with an Observation.

5

Please note that Activities may be viewed by relatives of other children. If you add a comment, your name and comment will be visible to the relatives of the other children on this activity. The names of the other children attached to this activity are hidden for the purposes of data protection.

Add Reply

Actions

Reply with an Observation **6**
Use this to record how a child or group of children got on with this activity.

There is also Our Activities Collection (1) where you can view your setting's bank of activity ideas, you can look through there for inspiration.

Our Activities Collection
Planned Activities


Our Activities Collection 1

Filter & Sort Our Activities Collection

Search
Q

Published for staff & relatives


1 more than



This activity to help your child show what 1 more than a given number is, without having to count. Download the attached sheet and write an appropriate number in the circle for each of the ingredien...

Published for staff & relatives


Addition Snowmen



This addition / art activity is a nice one for winter time and injects a bit of fun into practicing addition. The idea is that snowmen are made up of three paper circles. The top one is the smallest...

Published for staff & relatives

Living is Learning - Going for a Walk

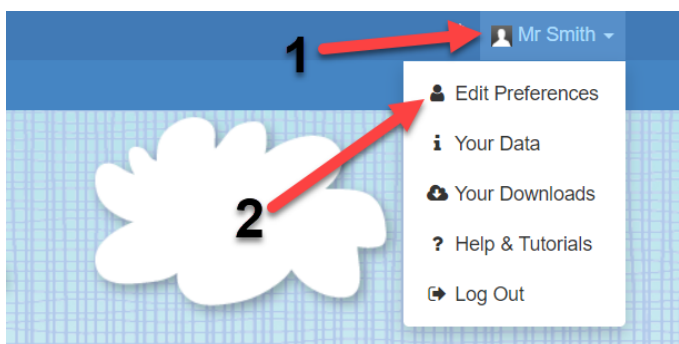



Check the weather, what to wear, which direction to go, things to notice – there's so much to learn when you go for a walk (Understanding the World: The World, Physical Development: Health and Self-Ca...

OPTIONAL: 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).





Password
 You're able to change your password here

Change your password



PIN
 You're able to change your pin here

Change your PIN

New Observation
 Immediate Email

Observation Reply
 Internal
 Disabled
 Internal
Immediate Email
 Daily Email
 Weekly Email

Accident section attention requested
 Daily Email

Memo Published
 Internal

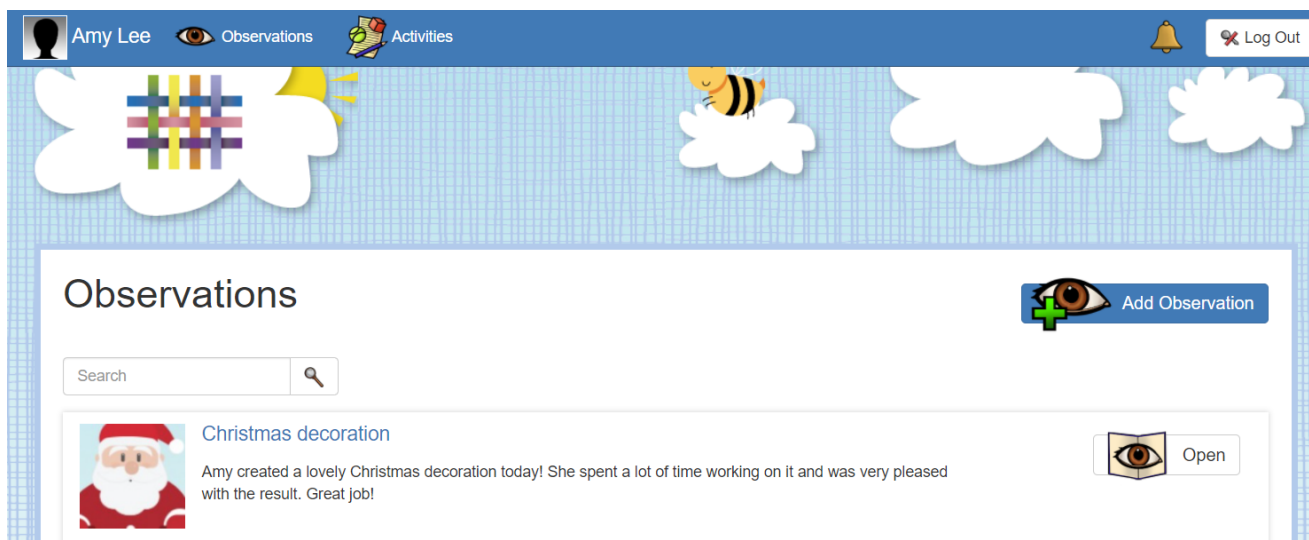
Memo Comment Added
 Disabled

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.

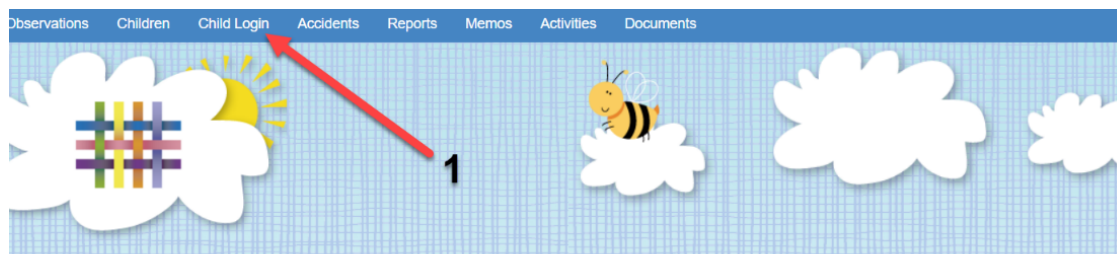
OPTIONAL: Child Login

Your child/ren will be able to login to their own Tapestry account at the location of their setting. Here they can respond directly to the observations and activities set for them, and create their own entries.

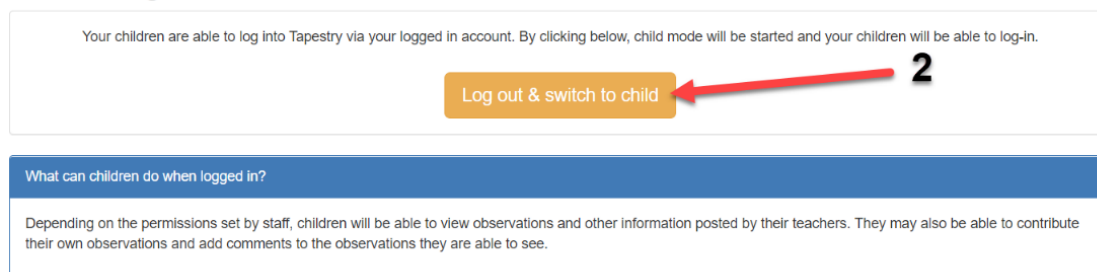


If

permitted, you can also log your child/ren into their account/s through your own login at home. To do this, after you've logged into your own account, click 'Child Login' on the top bar (1), and select 'Log out & switch to child' (2).



Child Login




Select your child (1), and they may need to enter their own password to login (2).

First Parent's children

Click on your name or picture to log in


Amy Lee



To log in to Tapestry:

1. Hint: favourite food
2. Type your password in this box.
3. Then press log in.

Password

 Show my password as I type

Cancel

Log in