

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.

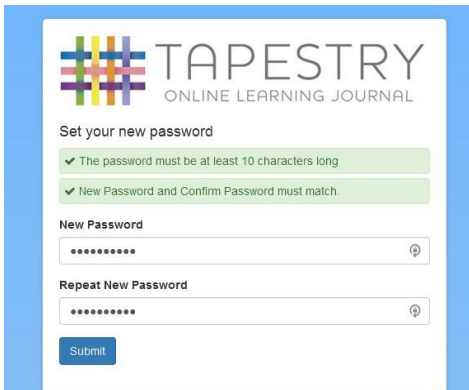
Your Username: This will be the email address your setting used to register you on Tapestry, for example jparent@example.co.uk.

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.

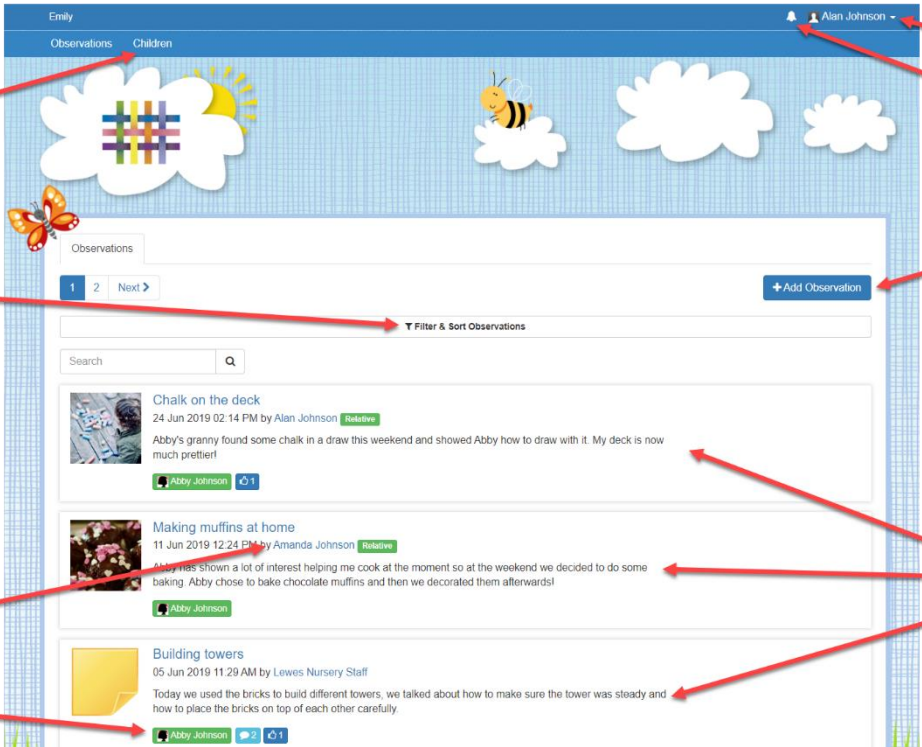


The screenshot shows the Tapestry login interface. At the top left is the Tapestry logo. To its right is the text 'TAPESTRY ONLINE LEARNING JOURNAL'. Below this are two input fields: 'Email address' and 'Password', both with masked characters. A blue 'Log-in' button is positioned below the password field. Underneath the button is the text 'Having trouble logging in?'. At the bottom of the form 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 is the text 'TAPESTRY ONLINE LEARNING JOURNAL'. Below this is the heading '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

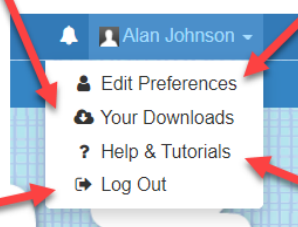
Your Username

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**



The screenshot shows the 'Observations / Gloop!' page. At the top, there are navigation buttons for 'Previous Obs' and 'Next Obs'. The title 'Gloop!' is prominently displayed, with a red arrow pointing to it from the 'Observation Title' label. Below the title, it says 'Authorized by Lewes Nursery Staff added 12 Apr 2019 11:10 AM' and 'Approved by Lewes Nursery Staff on 12 Apr 2019 11:24 AM'. There is an 'Export' button with a PDF icon, with a red arrow pointing to it from the 'Export: Download this observation as a PDF' label. Below the title is a photo of a teacher and three children playing with gloop on a table. Underneath the photo is a 'Notes' section with a yellow background, containing the text: 'Pobby, 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.' A red arrow points from the 'Notes:' label to this section. Below the notes is a 'Comments' section. It shows a comment from 'Alan Johnson' dated '15 Oct 2019 04:38 PM' with the text 'I must try this at home! Do you have the recipe?'. Below the comment is a text input field labeled 'Add a comment' and an 'Add Reply' button. A red arrow points from the 'Comments:' label to the comment area, and another red arrow points from the 'Add your own comments...' label to the input field.

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](#)

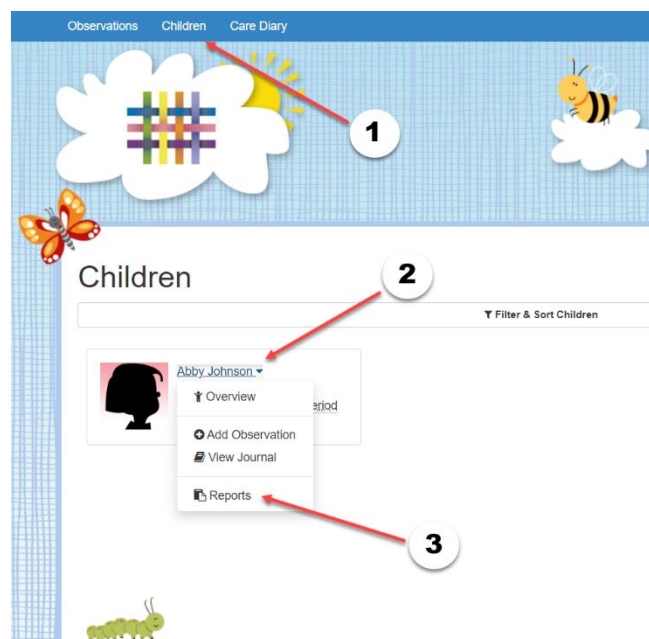
[Save & Add Another](#)
[Save](#)

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

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 Upload Documents
created by Lewes Nursery Staff


REPORT FEB Report title 4
created by Lewes Nursery Staff


Report Report author
created by Lewes Nursery Staff

End of year report for Abby Status: locked / not locked
created by Lewes Nursery Staff

End of year report Status: locked / not locked
created by Lewes Nursery Staff

End of year report Status: locked / not locked
created by Lewes Nursery Staff

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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

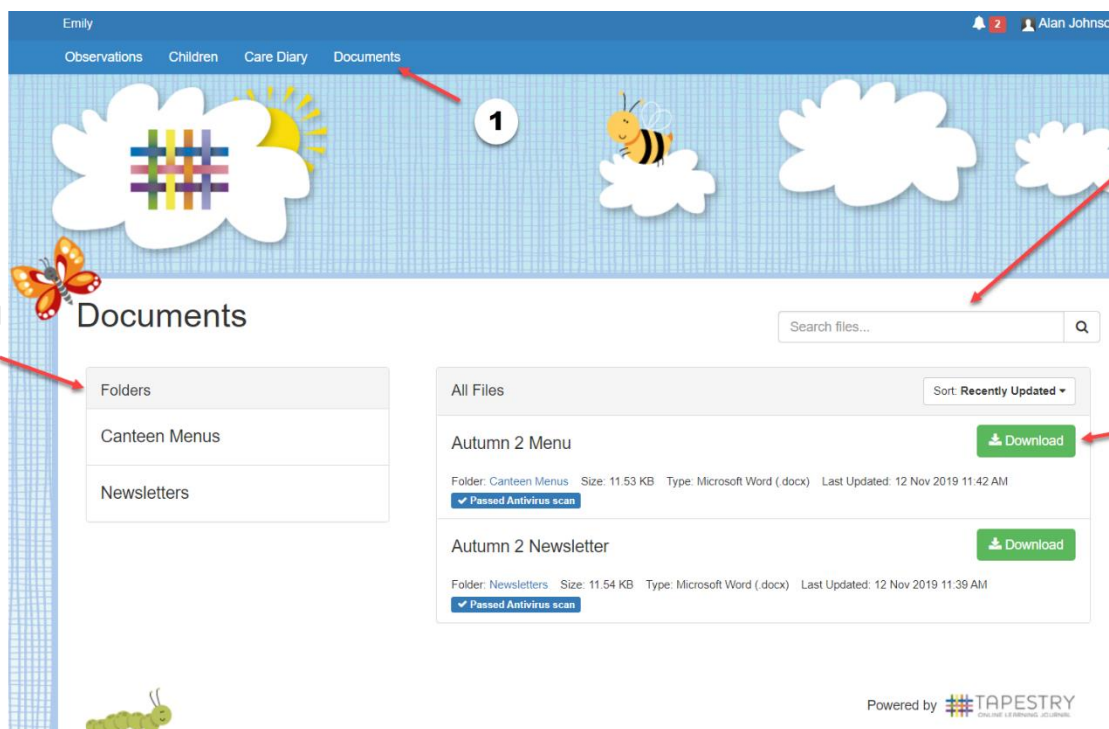


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OPTIONAL: Documents

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' page in the Tapestry interface. At the top, a navigation bar includes 'Observations', 'Children', 'Care Diary', and 'Documents'. A red arrow points to the 'Documents' tab, which is also marked with a circled '1'. Below the navigation bar is a decorative header with a grid pattern and illustrations of a sun, a bee, and clouds. A search bar labeled 'Search files...' is located in the top right of the main content area. On the left side, there is a 'Folders' sidebar with a list containing 'Canteen Menus' and 'Newsletters'. The main content area displays a list of files under the heading 'All Files'. Two files are listed: 'Autumn 2 Menu' and 'Autumn 2 Newsletter'. Each file entry includes its folder name, size, type, last updated date, and a 'Download' button. A 'Passed Antivirus scan' badge is visible below each file name. A red arrow points to one of the 'Download' buttons. At the bottom right, the text 'Powered by TAPESTRY ONLINE LEARNING JOURNAL' is visible.

Folders:
The setting will organise documents into certain folders

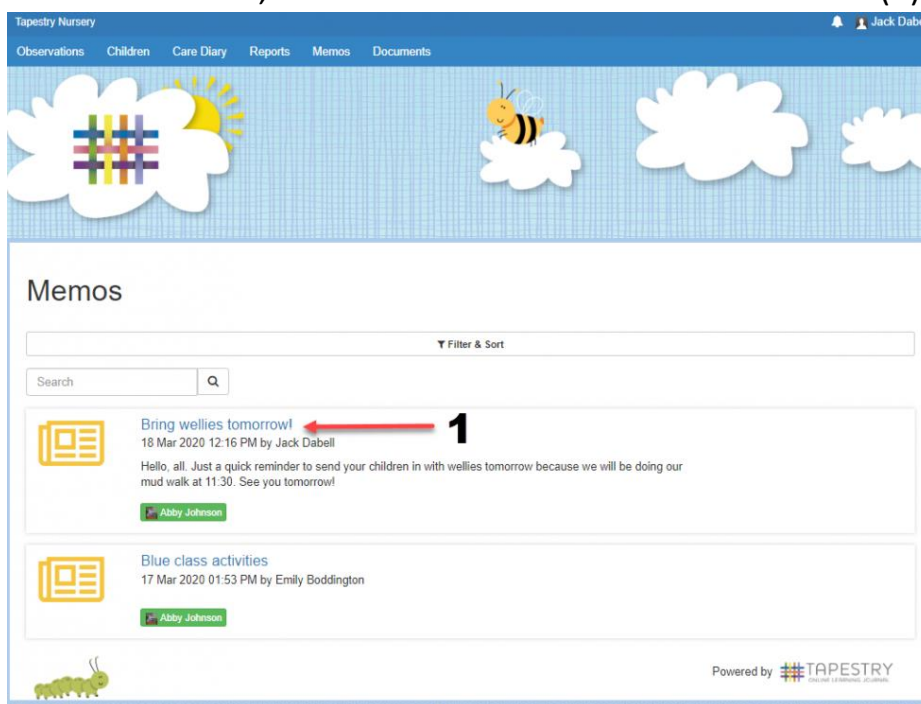
Search files:
Search for specific documents

Download:
Download a copy of the document to your device

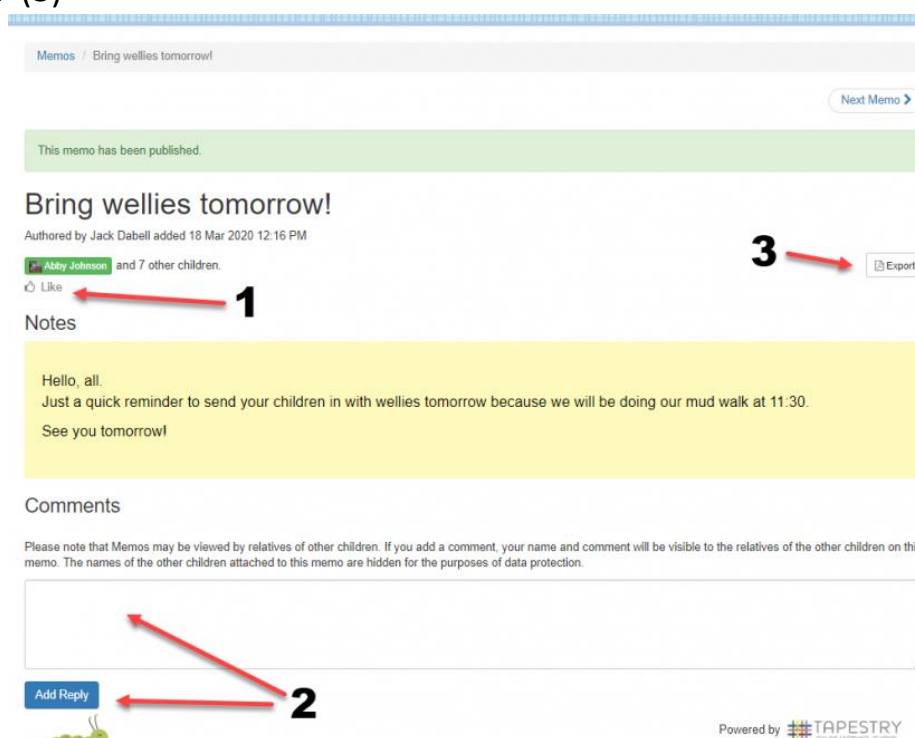
OPTIONAL: Memos

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)



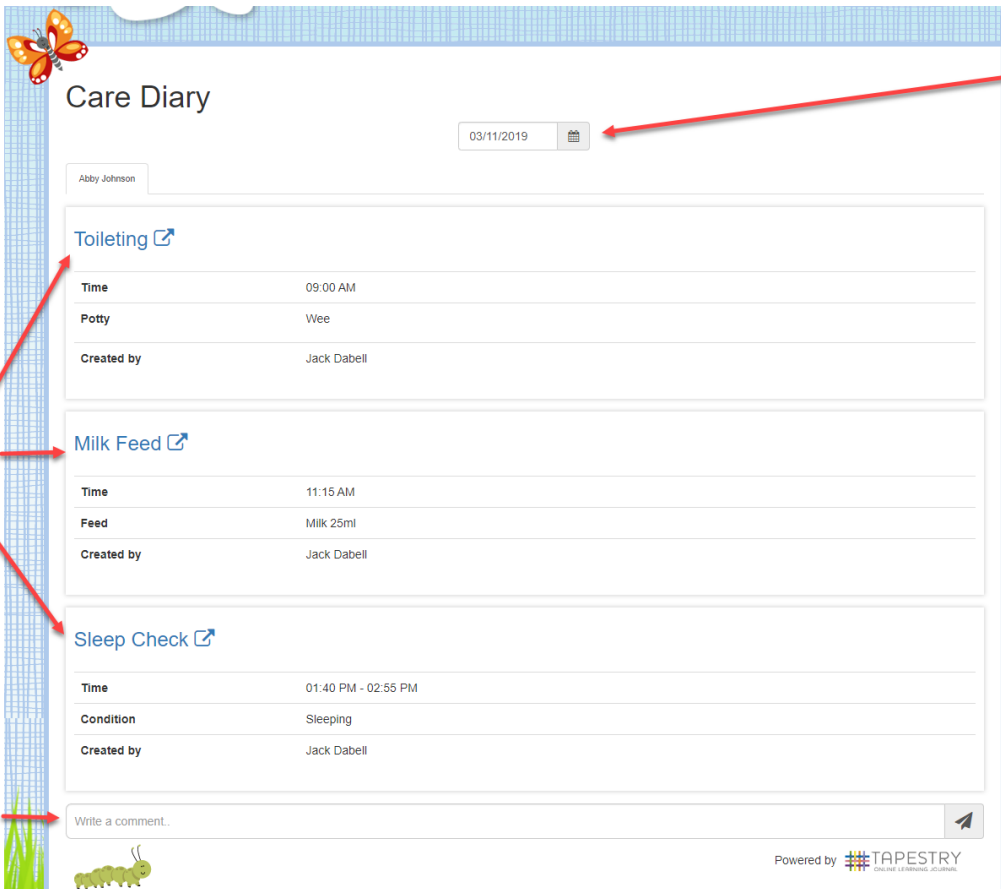
If you've been permitted, you can then like (1) and comment (2) on the Memo, and also export it to PDF (3)



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:



Date: Use this to select the date you would like to see entries for

Entries made that day

Comment box

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.

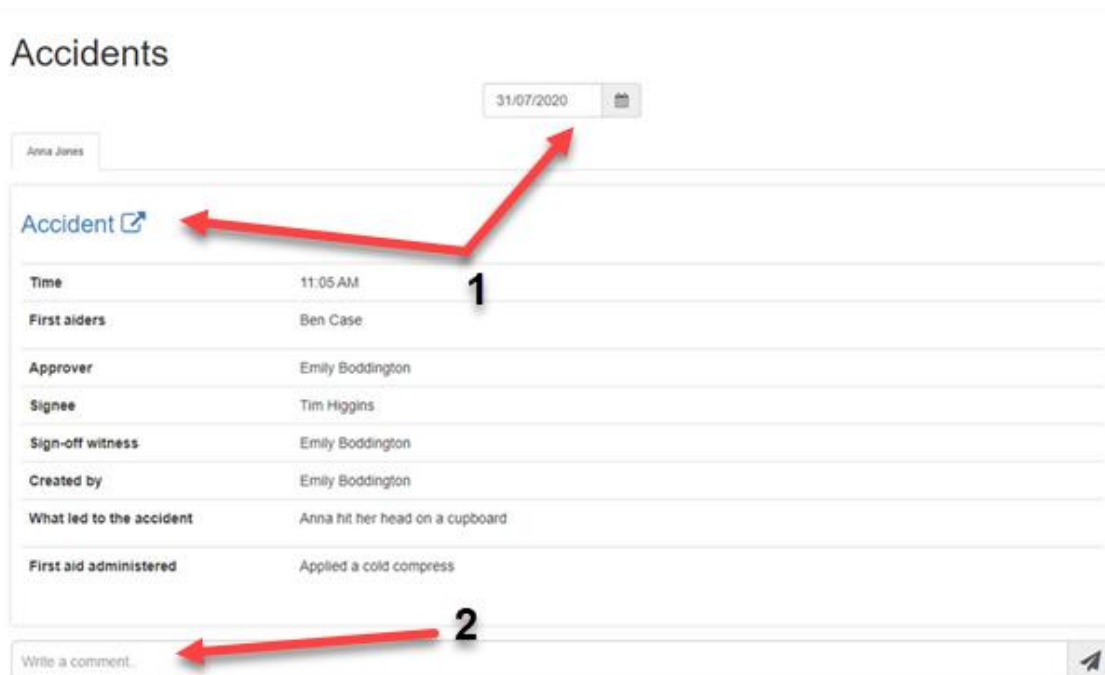
Powered by **TAPESTRY** ONLINE LEARNING JOURNAL

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 [↗](#)

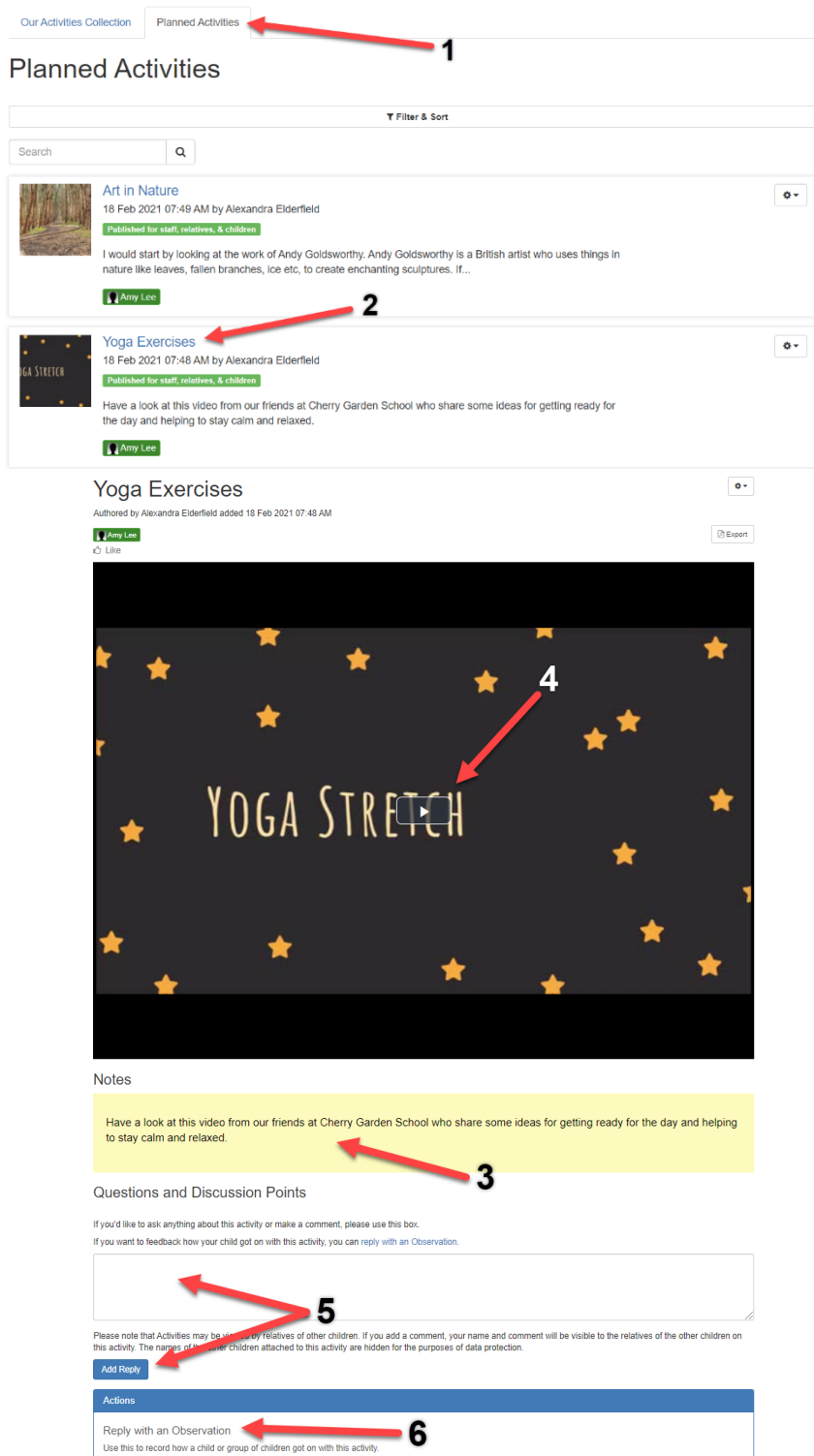
Time	11:05 AM
First aiders	Ben Case
Approver	Emily Boddington
Signee	Tim Higgins
Sign-off witness	Emily Boddington
Created by	Emily Boddington
What led to the accident	Anna hit her head on a cupboard
First aid administered	Applied a cold compress

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. A red arrow labeled '1' points to the 'Planned Activities' tab. Below it, a list of activities is shown. A red arrow labeled '2' points to the title 'Yoga Exercises'. Below the title, a red arrow labeled '3' points to the 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.' A red arrow labeled '4' points to a video player showing the text 'YOGA STRETCH' on a starry background. Below the video, a red arrow labeled '5' points to a text input box for comments. At the bottom, a red arrow labeled '6' points to the 'Reply with an Observation' button in the 'Actions' section.

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 2
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

4

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 visible to 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 other children attached to this activity are hidden for the purposes of data protection.

Add Reply

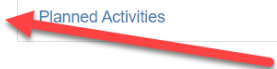
Actions

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



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

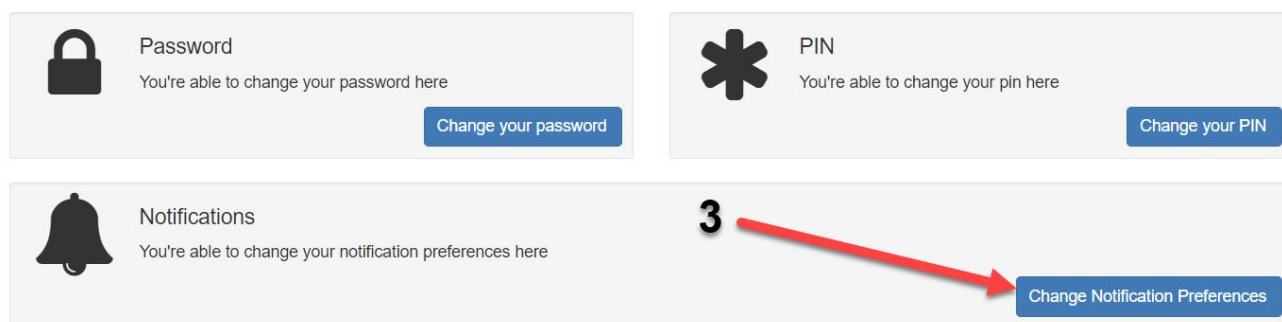
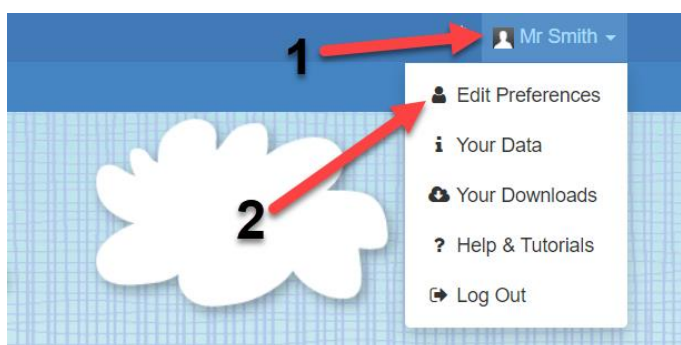


Check the weather, what to wear, which direction to go, things to notice – there's so much to learn when you go for a walk (Understanding the World: The World, Physical Development: Health and Self-Ca...

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).



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.

New Observation
 Immediate Email

Observation Reply
 Internal
 Disabled
 Internal
 Immediate Email
 Daily Email
 Weekly Email

Accident section attention requested
 Daily Email

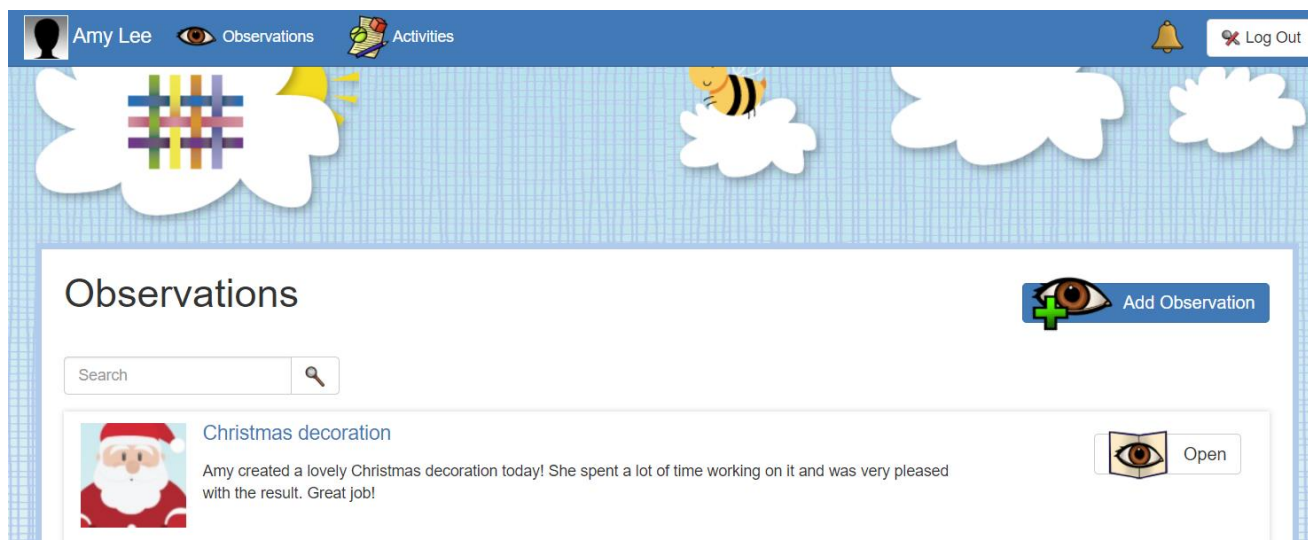
Memo Published
 Internal

Memo Comment Added
 Disabled

1

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

Your children are able to log into Tapestry via your logged in account. By clicking below, child mode will be started and your children will be able to log-in.

Log out & switch to child

2

What can children do when logged in?


Depending on the permissions set by staff, children will be able to view observations and other information posted by their teachers. They may also be able to contribute their own observations and add comments to the observations they are able to see.

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

Search for your name x

 Amy Lee **1**

Amy Lee



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

Password