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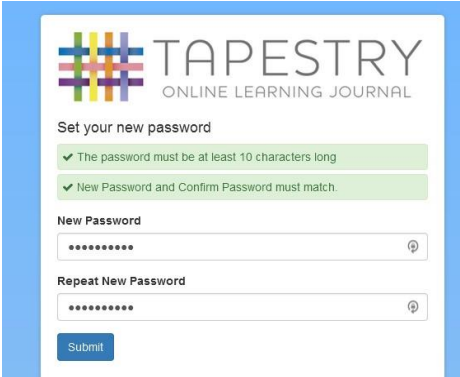
Your Username: This will be the email address your setting used to register you on Tapestry, for example jparent@example.co.uk.

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.
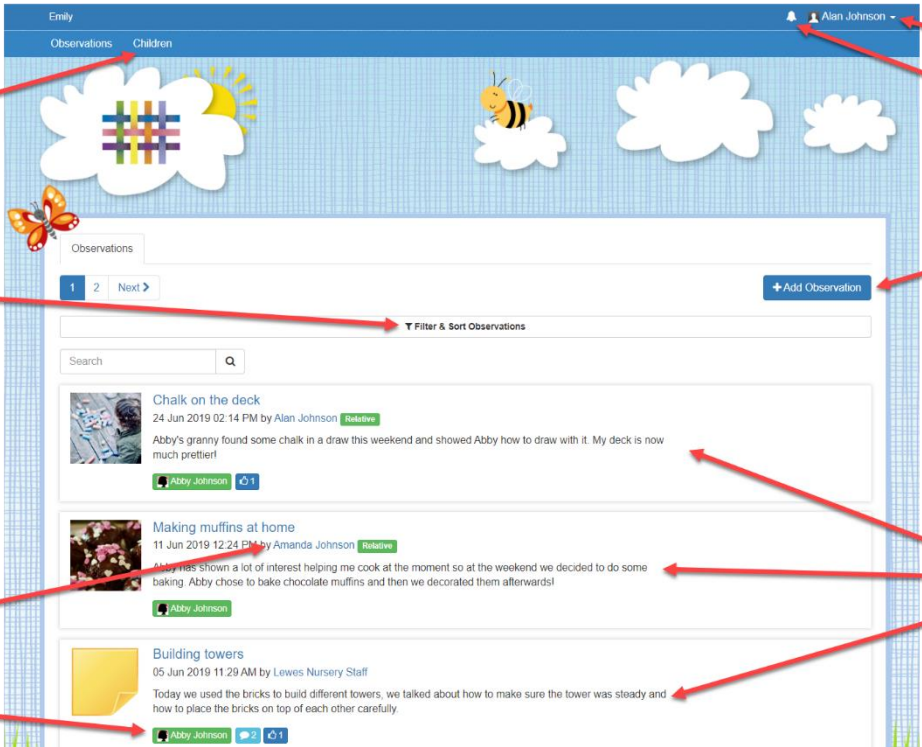
Tapestry Browser Version Interface: Observations Screen

Children Tab: This takes you to the profiles of the children you are linked with

Your Username

Notifications

Filters Use these to refine what appears on this list. E.g. Observations with pictures, including comments etc

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

Author of the Observation

Child's Name

Screenshot content:

Emily

Observations   Children   🔔 👤 Alan Johnson ▾

Observations

1 2 Next ❯   ＋ Add Observation

▼ Filter & Sort Observations

Search 🔍

Chalk on the deck
24 Jun 2019 02:14 PM by Alan Johnson [Relative]
Abby's granny found some chalk in a draw this weekend and showed Abby how to draw with it. My deck is now much prettier!
👤 Abby Johnson 👍1

Making muffins at home
11 Jun 2019 12:24 PM by Amanda Johnson [Relative]
Abby has shown a lot of interest helping me cook at the moment so at the weekend we decided to do some baking. Abby chose to bake chocolate muffins and then we decorated them afterwards!
👤 Abby Johnson

Building towers
05 Jun 2019 11:29 AM by Lewes Nursery Staff
Today we used the bricks to build different towers, we talked about how to make sure the tower was steady and how to place the bricks on top of each other carefully.
👤 Abby Johnson 💬2 👍1

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

Menu content:

🔔 👤 Alan Johnson ▾

👤 Edit Preferences
☁ Your Downloads
❓ Help & Tutorials
🕩 Log Out

Log out of your account
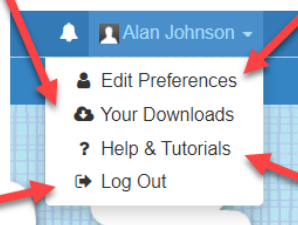
Help and Tutorials: Contains a link to Relative Tutorials and your setting's relative contact email address

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

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

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).
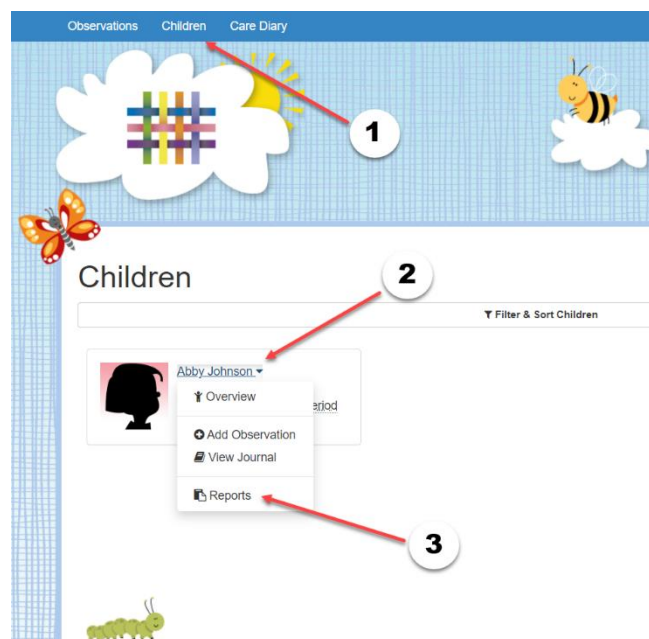
Children / Abby Johnson / Reports
Export

Abby Johnson: Parents' evening

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 a 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.

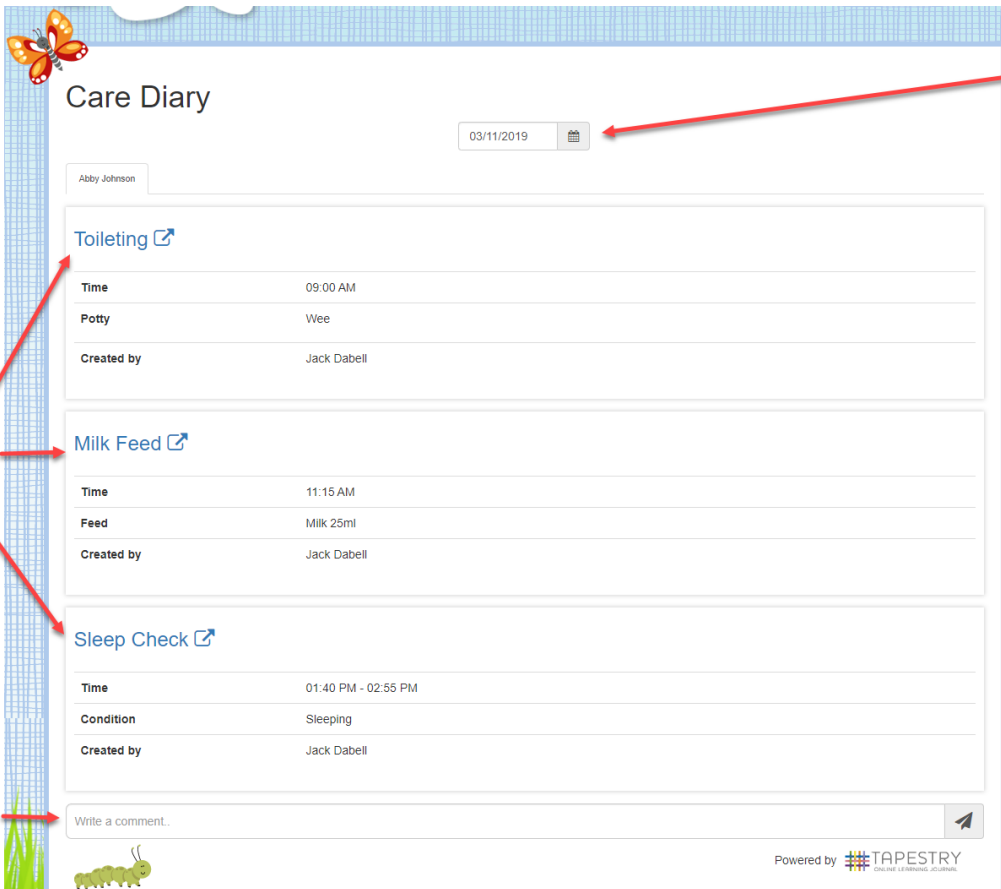

Add Comment
Powered by TAPESTRY

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:
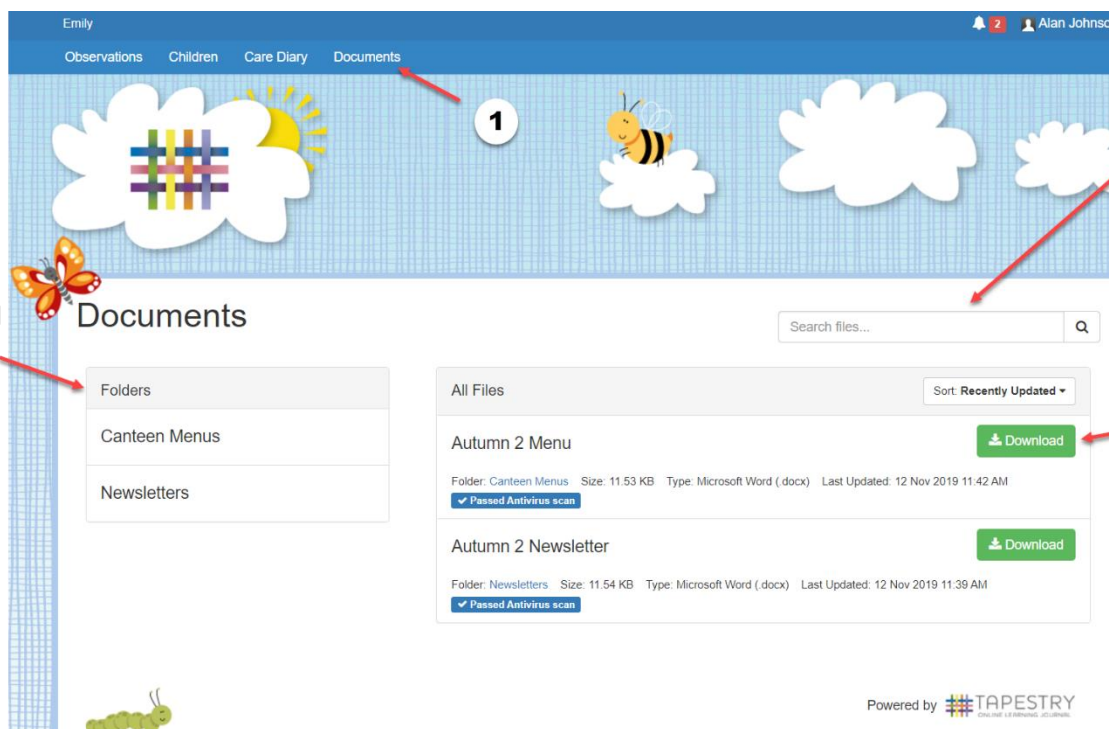
OPTIONAL: Documents

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)

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