

# 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](http://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.

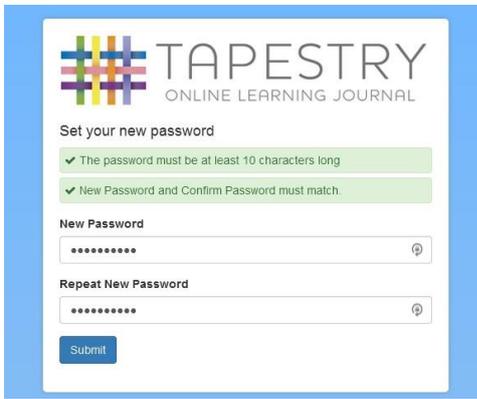
**Your Username:** This will be the email address your setting used to register you on Tapestry, for example [jparent@example.co.uk](mailto:jparent@example.co.uk).

**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.

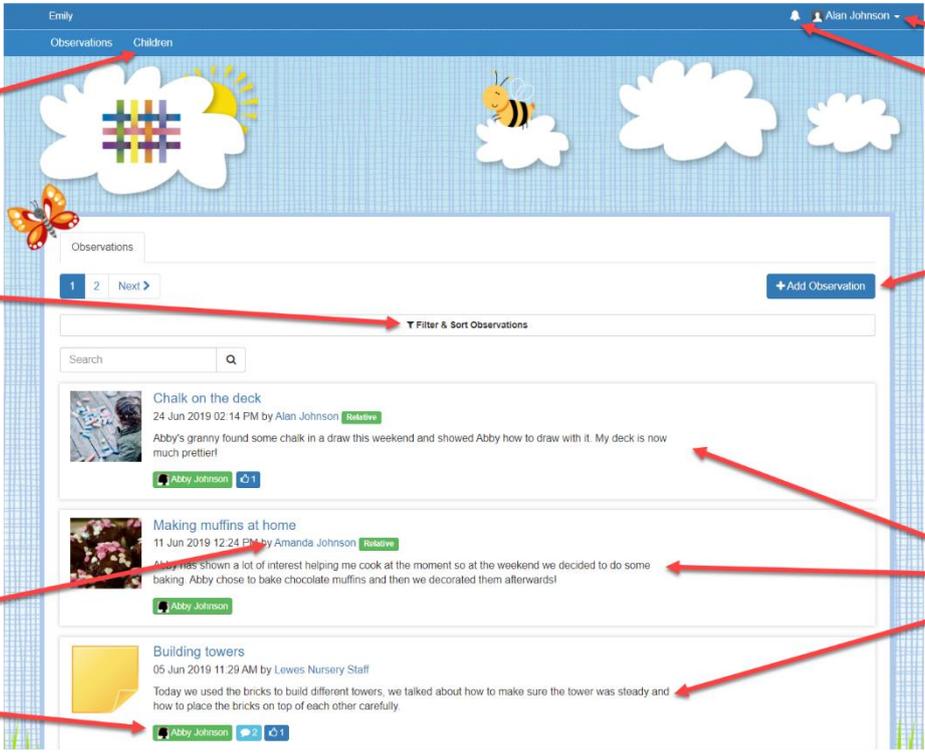


The screenshot shows the Tapestry login interface. At the top left is the Tapestry logo. To its right, the text reads 'TAPESTRY ONLINE LEARNING JOURNAL'. Below this, there are two input fields: 'Email address' and 'Password', both with masked characters. A blue 'Log-in' button is positioned below the password field. Underneath the button, there is a link that says 'Having trouble logging in?'. At the bottom of the form, there 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, the text reads 'TAPESTRY ONLINE LEARNING JOURNAL'. Below this, the heading 'Set your new password' is followed by 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 and a PIN icon. A blue 'Submit' button is located at the bottom left of the form.

## 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

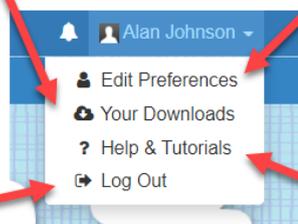
### Your Username

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'. The author 'Abby Johnson' is listed with a 'Like' button. An 'Export' button is located in the top right corner, with a red arrow pointing to it from the 'Export' label. The main content is a photograph of three children and an adult sitting around a table, playing with a white powdery substance (gloop) and red dough. Below the photo is a 'Notes' section with a yellow background, containing the text: 'Polly, 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?'. There is a 'Like' button and a dropdown menu next to the comment. Below the comment is a text input field labeled 'Add a comment' and a blue 'Add Reply' button. A red arrow points from the 'Add your own comments' label to this 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

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