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

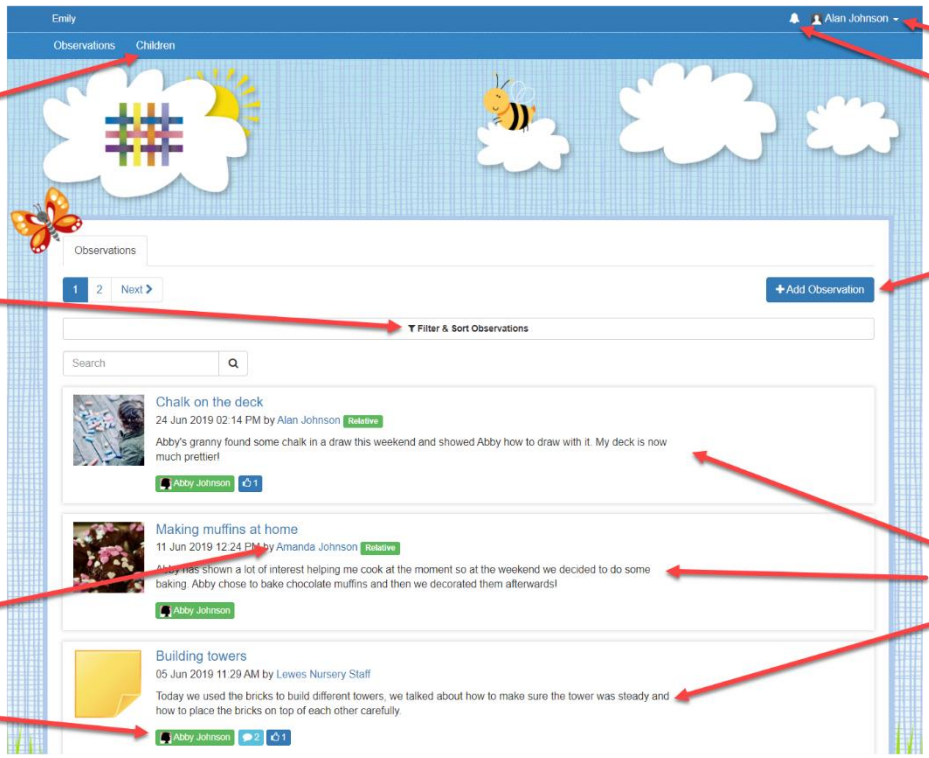
In order to use Tapestry, your setting will have to create a user account for you on the system.
Tapestry support (the customer services team) are unable to create or modify relative accounts; if you have an issue with your Tapestry account please contact your setting. Tapestry support can only directly 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

Add Observation: Use this button to add an observation

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

Observations: These are the observations made for your child. Click the title or picture to view the observation in full

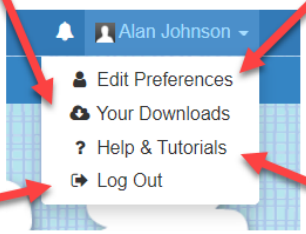
Author of the Observation

Child's Name

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

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

Log out of your account

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

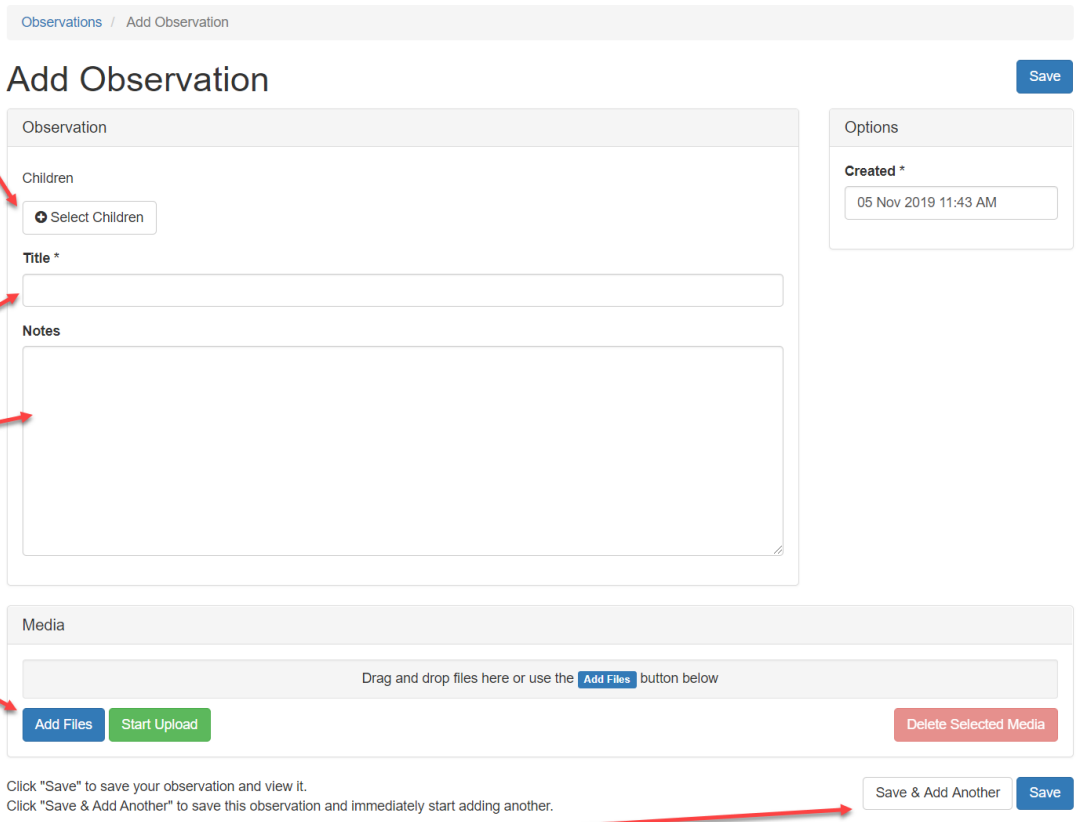
Making an Observation

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!