

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. A link 'Having trouble logging in?' is located below the login button. At the bottom, there are two 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.

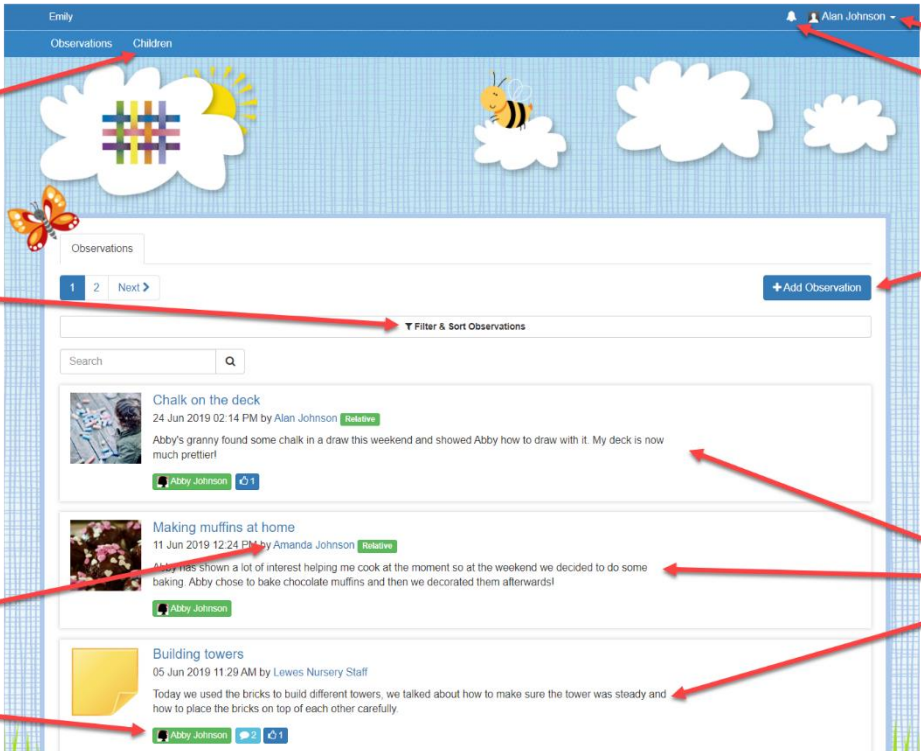
Your Password: You will get your password in one of several ways:

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 in Tapestry. It features two green success 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

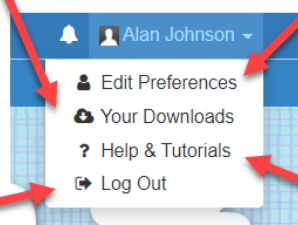
Your Username

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.

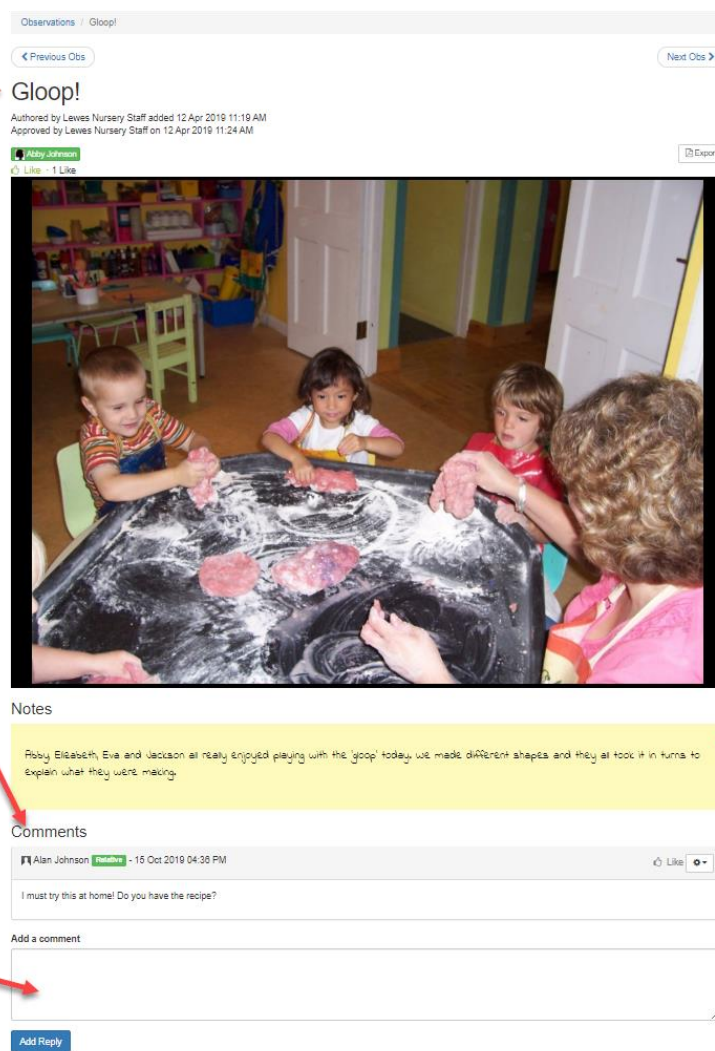
Observation Title

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 links for 'Previous Obs' and 'Next Obs'. The title 'Gloop!' is prominently displayed. Below the title, it states 'Authored by Lewes Nursery Staff added 12 Apr 2019 11:19 AM' and 'Approved by Lewes Nursery Staff on 12 Apr 2019 11:24 AM'. An 'Export' button is visible in the top right corner. The main content area features a large photograph of four children and an adult playing with a black tray filled with white powder and red gloop. Below the photo, there is a 'Notes' section with a yellow background containing text about the children's play. Underneath the notes is a 'Comments' section showing a comment from 'Alan Johnson' dated '15 Oct 2019 04:38 PM'. At the bottom, there is a text box for 'Add a comment' and an 'Add Reply' button.

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

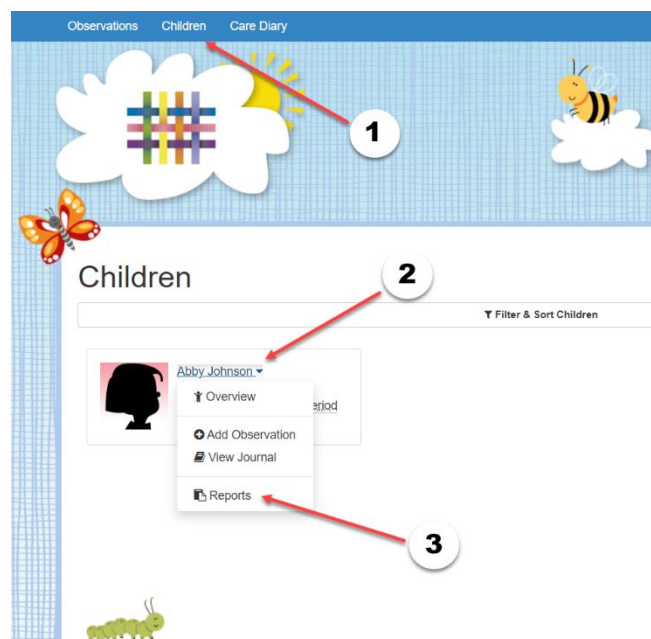
Click "Save" to save your observation and view it.
Click "Save & Add Another" to save this observation and immediately start adding another.

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).



Children / Abby Johnson / Reports

Abby Johnson: Reports Summary

Parents' evening Upload Documents

created by Lewes Nursery Staff

REPORT FEB 

created by Lewes Nursery Staff

Report title 4

Report 

created by Lewes Nursery Staff

Report author

End of year report for Abby 

created by Lewes Nursery Staff

Status: locked / not locked

End of year report 

created by Lewes Nursery Staff

End of year report 

created by Lewes Nursery Staff

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ONLINE LEARNING JOURNAL



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.

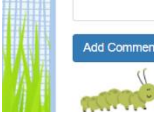
Martin was happy with Abby's progress and had no concerns.

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

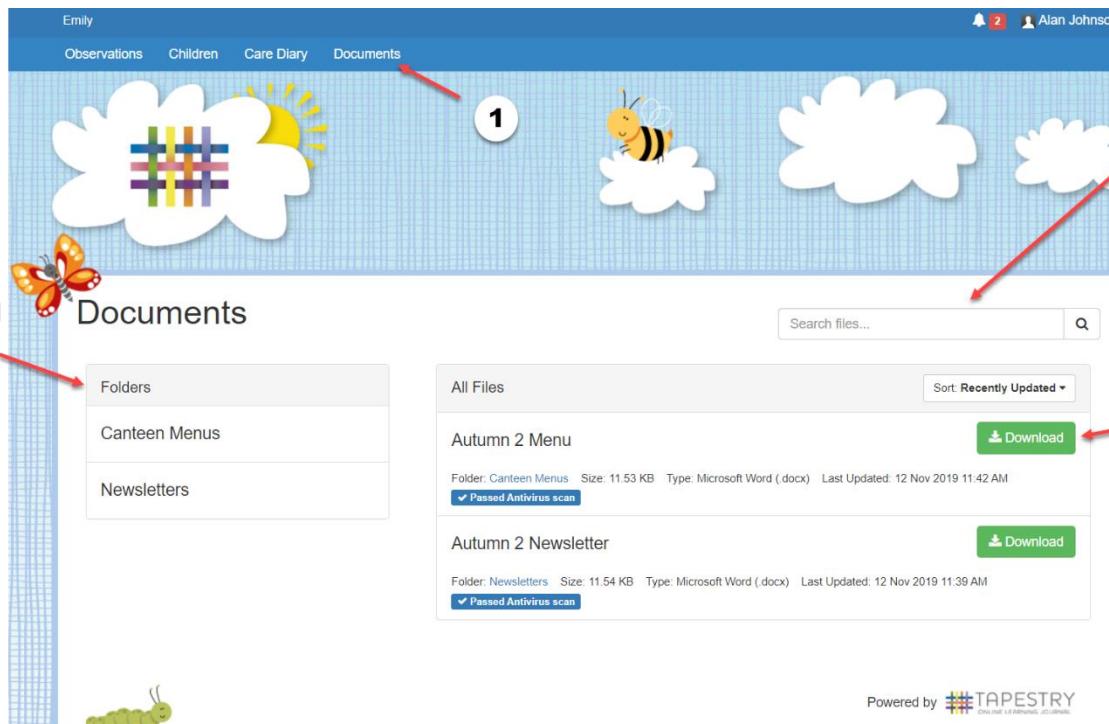


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OPTIONAL: Documents

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)

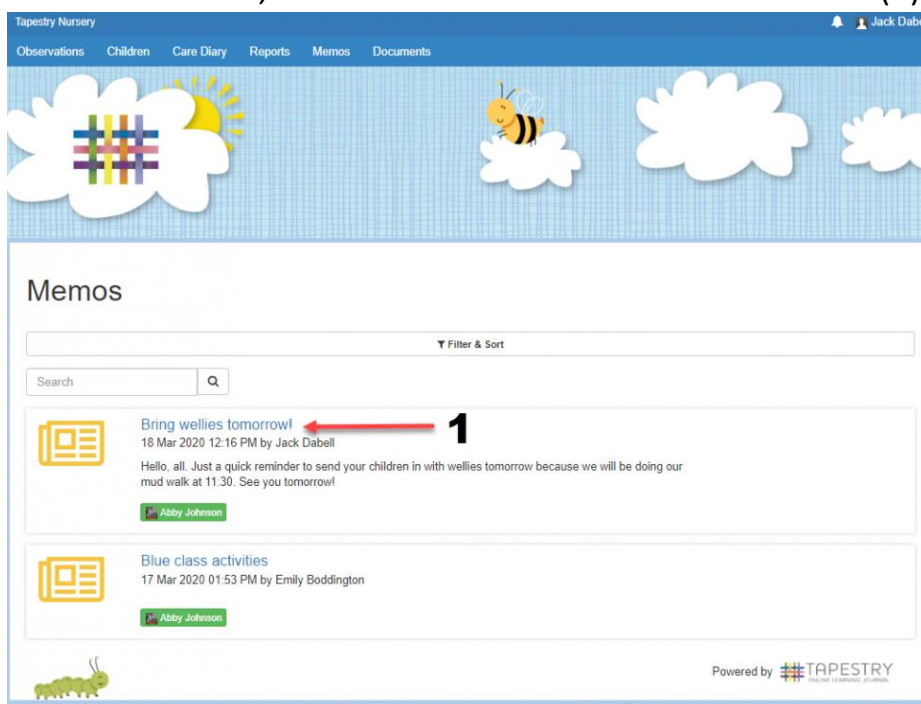


The screenshot shows the 'Documents' tab selected in the top navigation bar. A red arrow points to this tab with the number '1' in a circle. The page features a search bar labeled 'Search files...' and a list of documents under the heading 'All Files'. On the left, there is a 'Folders' section with 'Canteen Menus' and 'Newsletters'. Each document entry includes a 'Download' button. Annotations with red arrows point to these elements: 'Folders: The setting will organise documents into certain folders' points to the Folders list; 'Search files: Search for specific documents' points to the search bar; and 'Download: Download a copy of the document to your device' points to a 'Download' button.

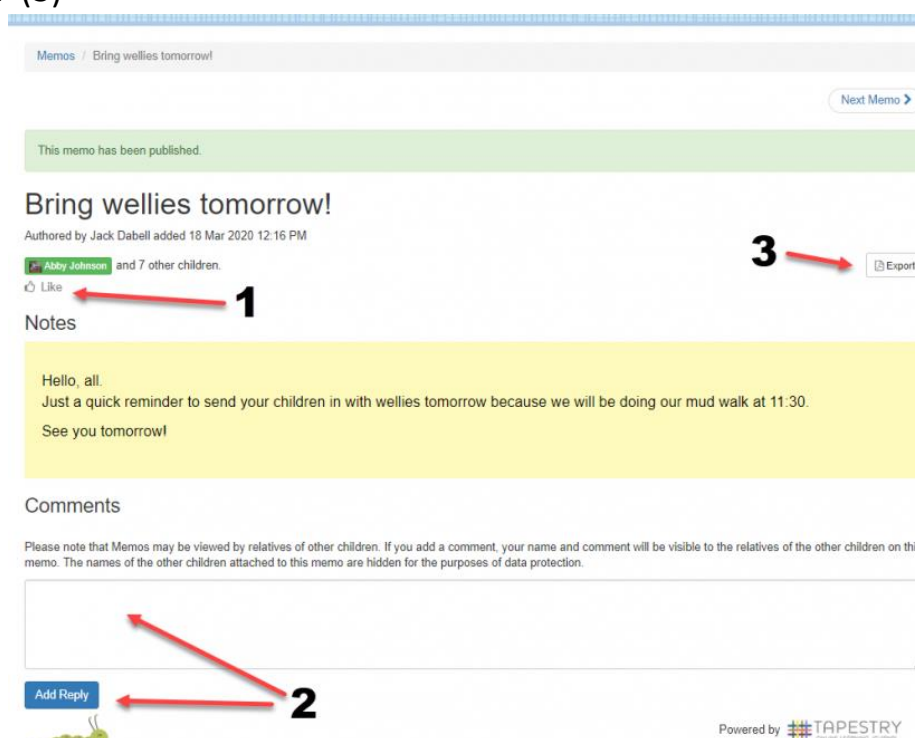
OPTIONAL: Memos

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)



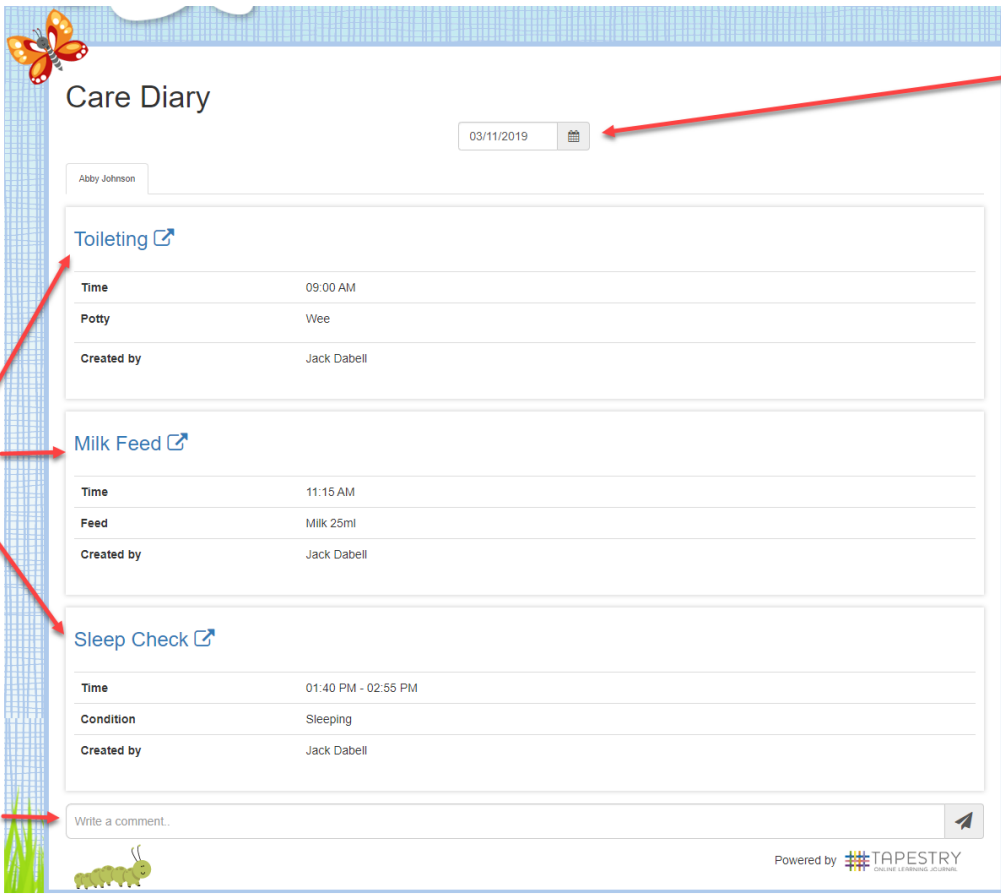
If you've been permitted, you can then like (1) and comment (2) on the Memo, and also export it to PDF (3)



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.

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Annotations:

- Date:** Use this to select the date you would like to see entries for
- Entries made that day:** Points to the list of entries (Toileting, Milk Feed, Sleep Check).
- Comment box:** Points to the text input field at the bottom.

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...

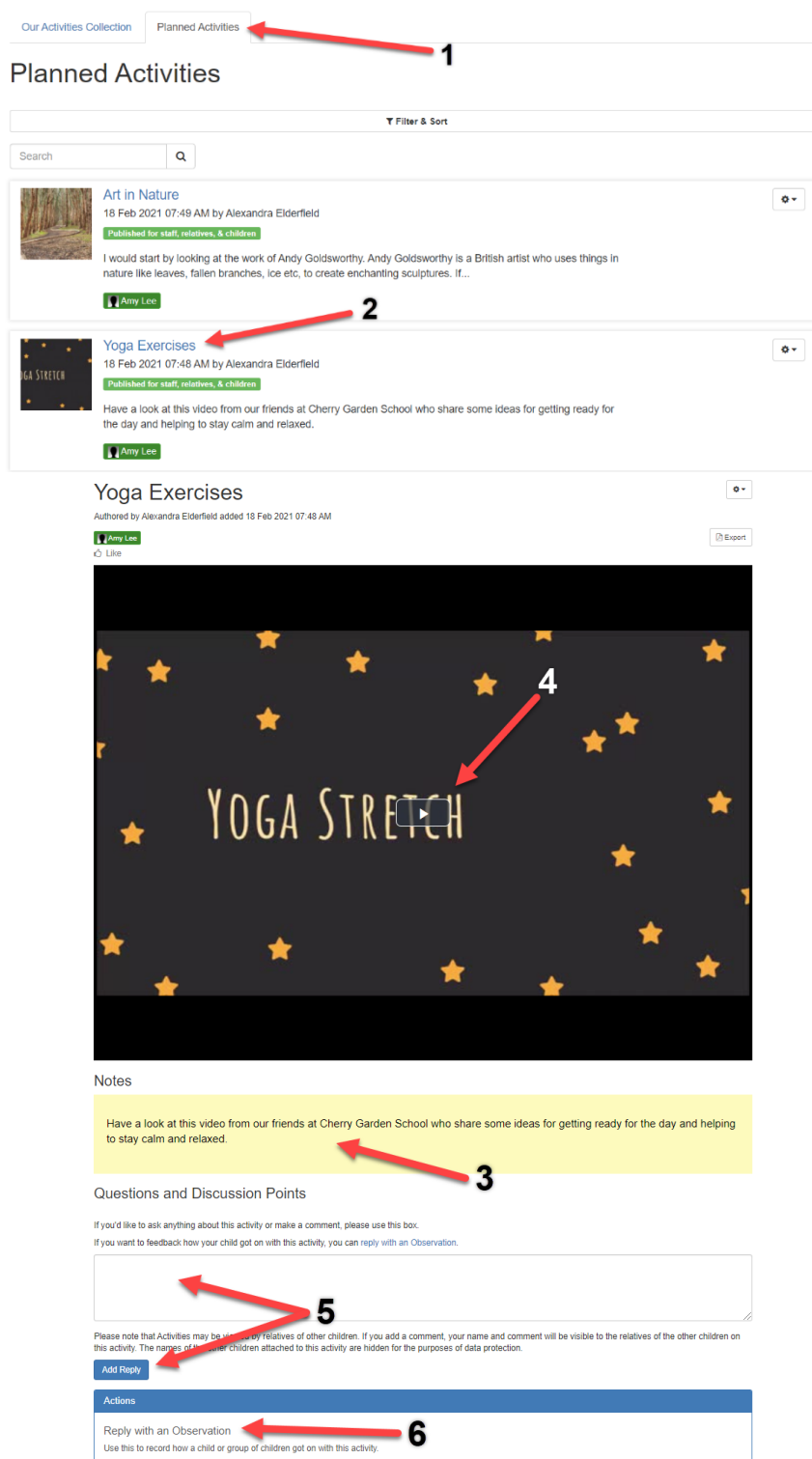
1

2

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 listed. The first card is titled 'Art in Nature' and includes a description of Andy Goldsworthy's work. A red arrow points to the title 'Art in Nature', labeled with a '2'. The second card is titled 'Yoga Exercises' and includes a description of a video from Cherry Garden School. A red arrow points to the title 'Yoga Exercises', 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 with a yellow background. 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, labeled with a '5'. Below the input box, there is a blue button labeled 'Add Reply'. Below the 'Add Reply' button, there is a blue bar labeled 'Actions'. A red arrow points to the 'Reply with an Observation' button, labeled with a '6'.

Our Activities Collection Planned Activities

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

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.

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.

Add Reply

Actions
Reply with an Observation
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

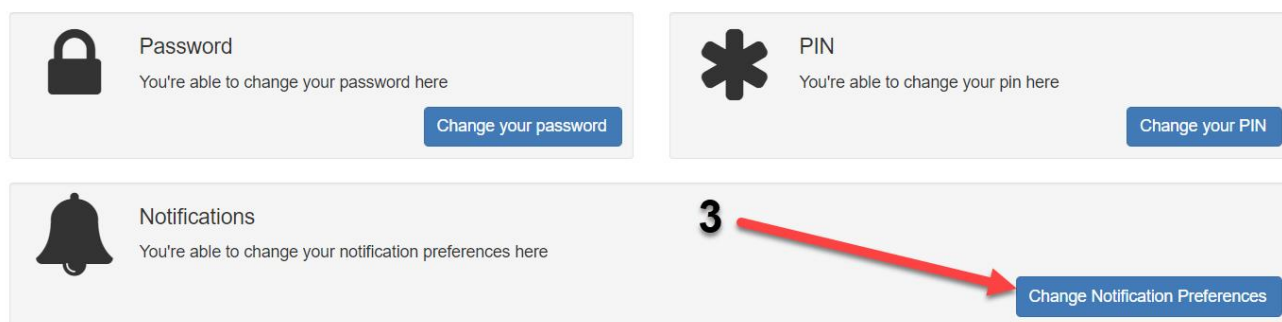
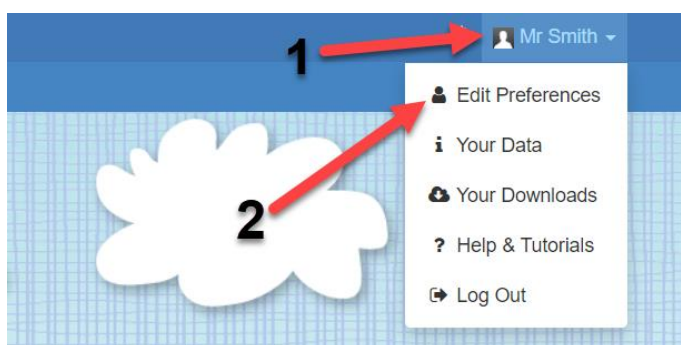


Check the weather, what to wear, which direction to go, things to notice – there's so much to learn when you go for a walk (Understanding the World: The World, Physical Development: Health and Self-Ca...

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

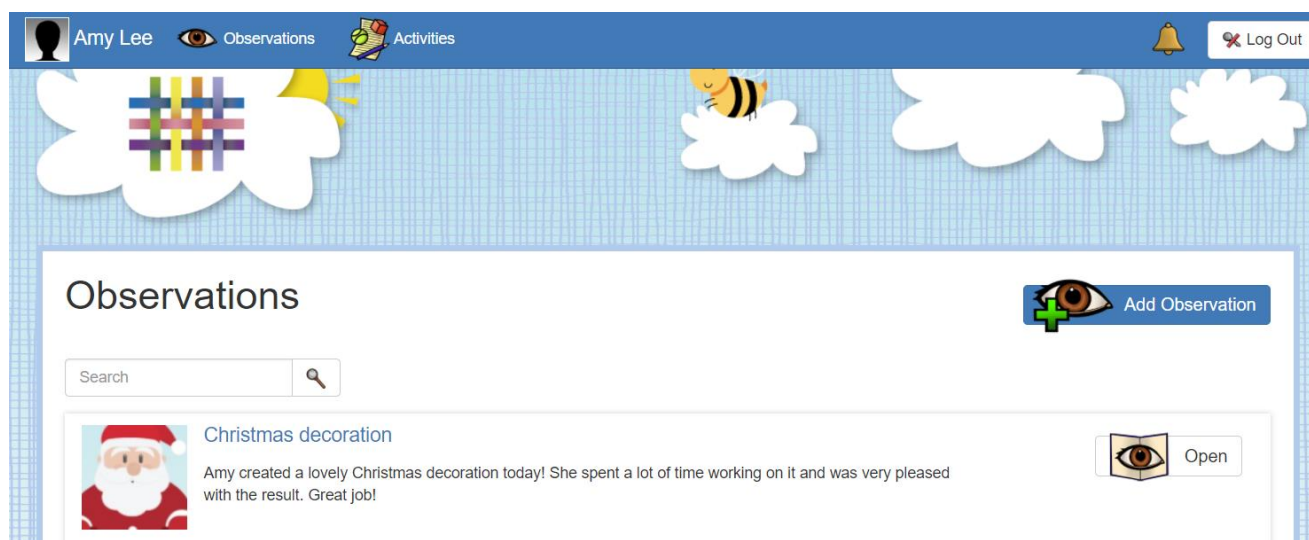
Accident section attention requested
 Daily Email

Memo Published
 Internal

Memo Comment Added
 Disabled

OPTIONAL: Child Login

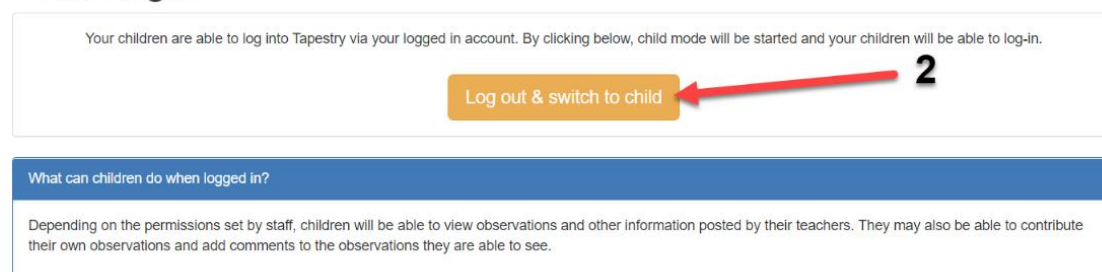
Your child/ren will be able to login to their own Tapestry account at the location of their setting. Here they can respond directly to the observations and activities set for them, and create their own entries.



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

Search for your name ✕

 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.

Password

2 Show my password as I type

Cancel Log in