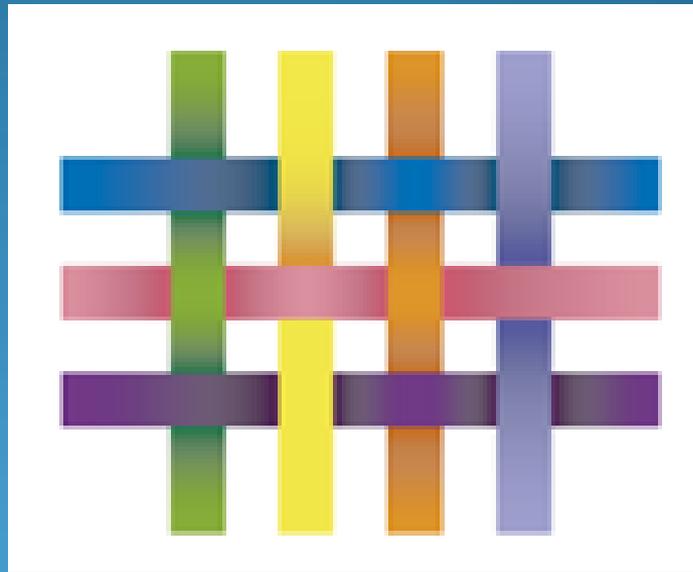


Tapestry workshop



Itinerary

These are the topics we will be focusing during this meeting:

- A walk through of the browser version
- How to change your email address/password
- How to set notification preferences
- Downloading your child's journal as a PDF

Browser version

This is a quick walk through guide to the browser version.

First of all we will talk about how to log into Tapestry.

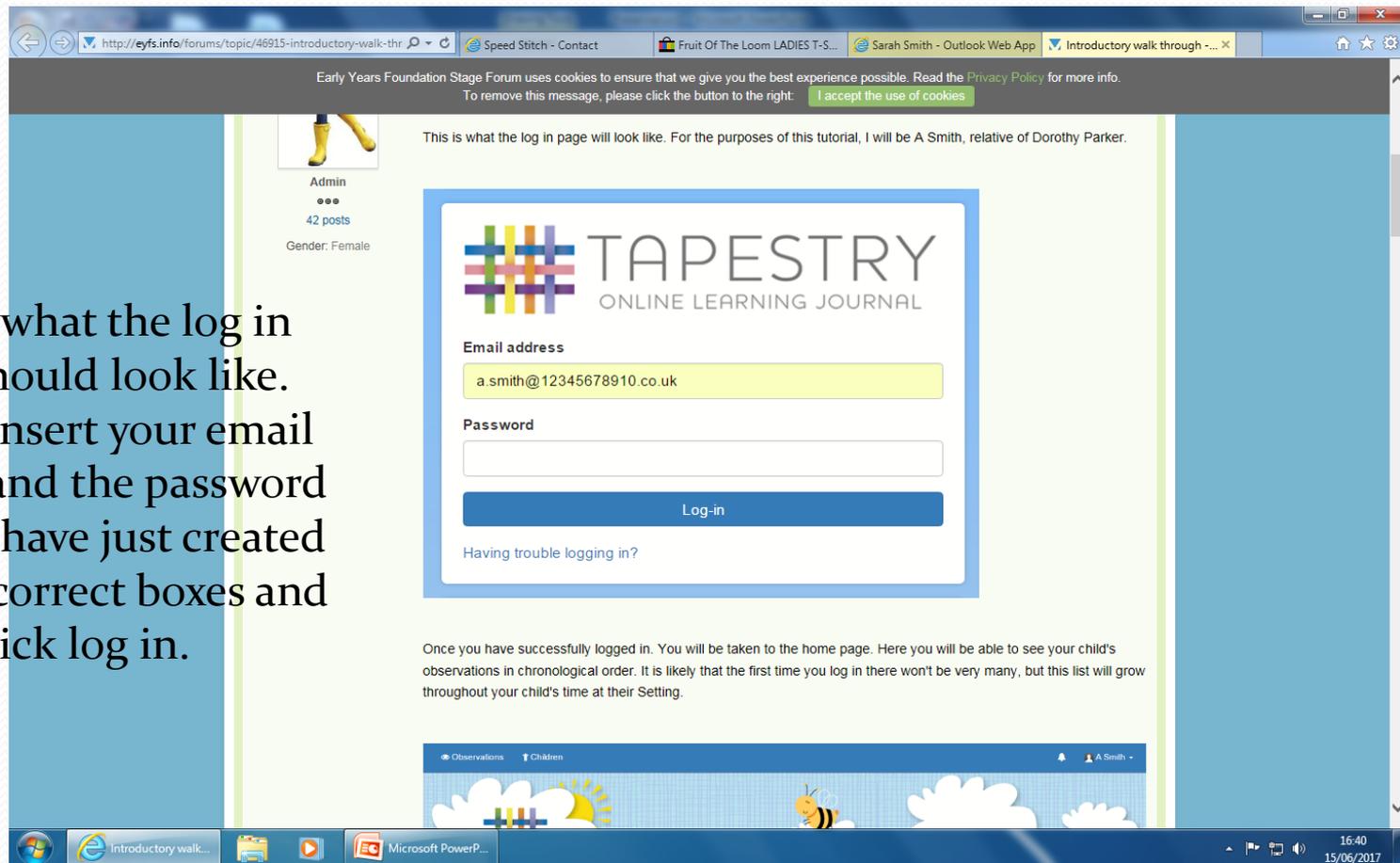
You should have been sent an email activation by your child's setting (If not, please let me know and we can re send you an email – but please not this only lasts for 24 hours). Once you have received the email, you can simply click on the link and follow the instructions.

However, after you have done this for the first time, you will need to go to this URL to log in

<https://tapestryjournal.com/>.

Alternatively you can search for Tapestry online learning journal through Google.

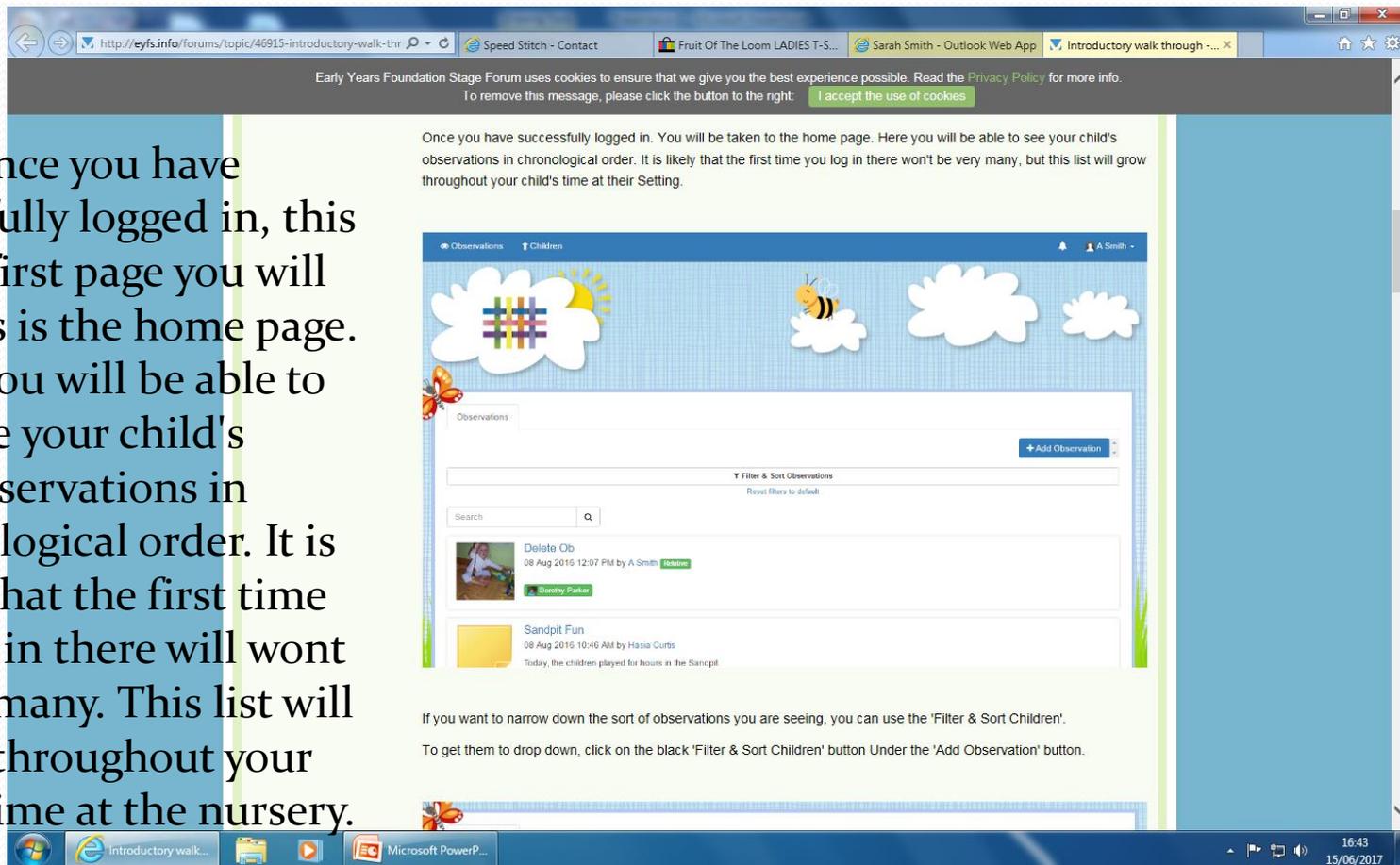
Browser version



This is what the log in page should look like. Simply insert your email address and the password that you have just created into the correct boxes and click log in.

Browser version

Once you have successfully logged in, this is the first page you will see. This is the home page. Here you will be able to see your child's observations in chronological order. It is likely that the first time you log in there will be very many. This list will grow throughout your child's time at the nursery.





You are also given the option to look for a specific observation. To do this you will need to click on the search bar and type a word to begin the search. For example, If you are looking for an observation of your child doing a painting activity you could simply search for the word 'painting'. Any observations associated with painting will then be displayed for you to see.

There will be times when you want to add observations to Tapestry. These can then be seen by your child's key person at their Setting and used to make assessments, or just as a contribution to the journal.

In order to add an observation, you first need to click on the blue 'Add Observation' button. This can be found on the home 'Observations' tab.

Once you have clicked on it, you will be taken to the page shown below. Here you will need to pick your child/children from the drop down list, add a title, and then you can add some notes and media.

Don't forget to press 'Save' at the end!

The screenshot shows a web browser window with several tabs. The active tab is titled "Introductory walk through...". The page content includes a blue header with "Observations" and "Children" tabs. Below the header is a decorative area with a grid pattern, a sun, a bee, and clouds. A red arrow points to a blue "Add Observation" button. Below this is a form with a "Filter & Sort Observations" section. The second screenshot shows the "Add Observation" form with a "Save" button.

Tapestry gives parents/carers the opportunity to get involved and start observing for themselves. There may be something fantastic your child has done and you want to add this picture/video observation to Tapestry for staff to see. For example you may want to show us pictures of your holiday or when you and your child visited the Gruffalo trail. These can then be seen by your child's key workers and used to make assessments, or just as a contribution to the journal. In order to add an observation, you first need to click on the Observation tab in the left hand corner. Then click on the 'Add Observation' button.

Once you have clicked on 'Add Observation', you will be taken to this page. Here you will need to pick your child from the drop down list, add a title, and then you can add some notes and media. Don't forget to press 'Save' at the end!

The screenshot shows a web browser window with the URL <http://eys.info/forums/topic/46915-introductory-walk-thr>. The page title is "Observations / Add Observation". The form is titled "Add Observation" and includes a "Save" button in the top right corner. The form is divided into several sections:

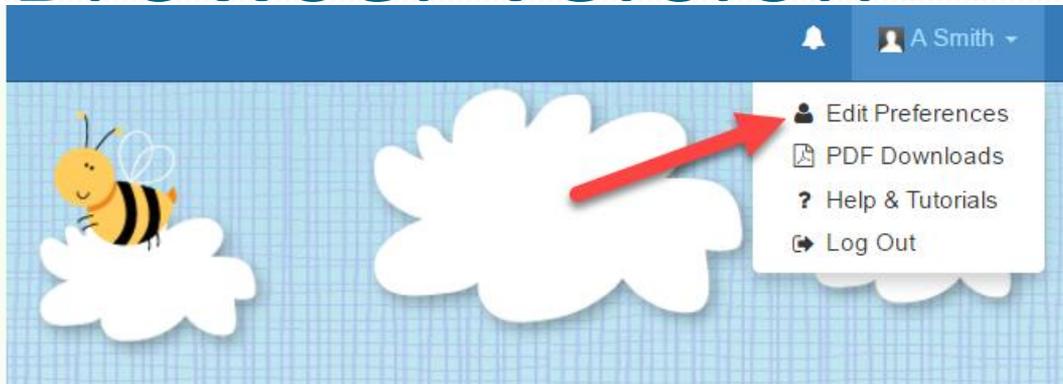
- Observation:** Contains a "Children" dropdown menu with a "Select Children" button, a "Title *" text input field, and a "Notes" text area.
- Options:** Contains a "Created *" field with the value "08 Aug 2016 12:23 PM".
- Media:** Contains a warning message: "Warning! When a relative is viewing an observation with multiple children, any photos will be disguised so they cannot be viewed by relatives." Below the warning are "Add Files" and "Start Upload" buttons.

At the bottom of the form, there are two buttons: "Save & Add Another" and "Save". Below the form, there is a small green caterpillar icon and the text "Powered by TAPESTRY".

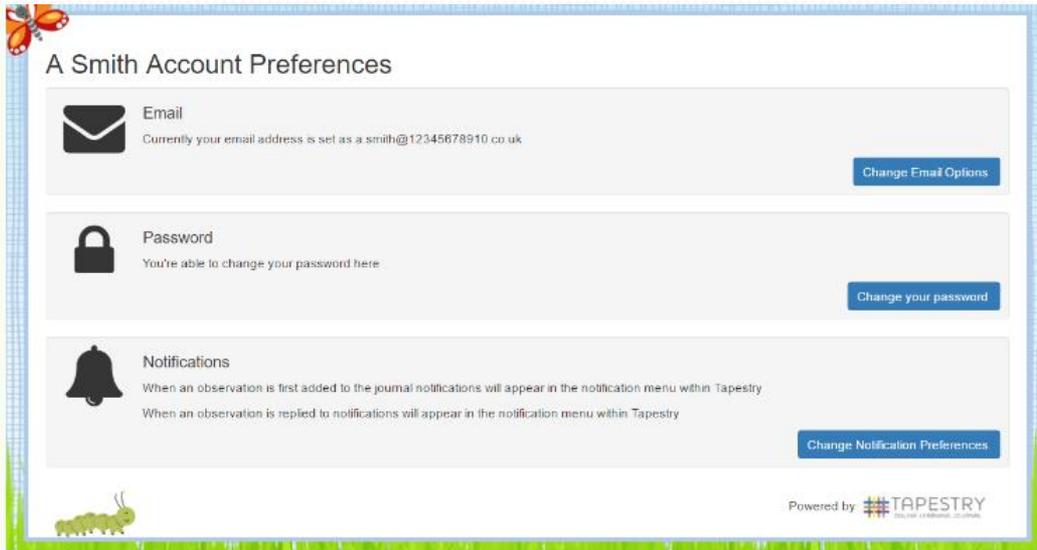
Below the form, there is a note: "There are a couple of other things you can do on Tapestry. The most obvious, is to look at the 'Children' tab. Here you will be able to find all the children that are linked to you from a particular Setting. Unfortunately, if you have two children

The Windows taskbar at the bottom shows the following applications: "Introductory walk...", "Microsoft PowerP...", and the system clock displays "16:59 15/06/2017".

Browser version

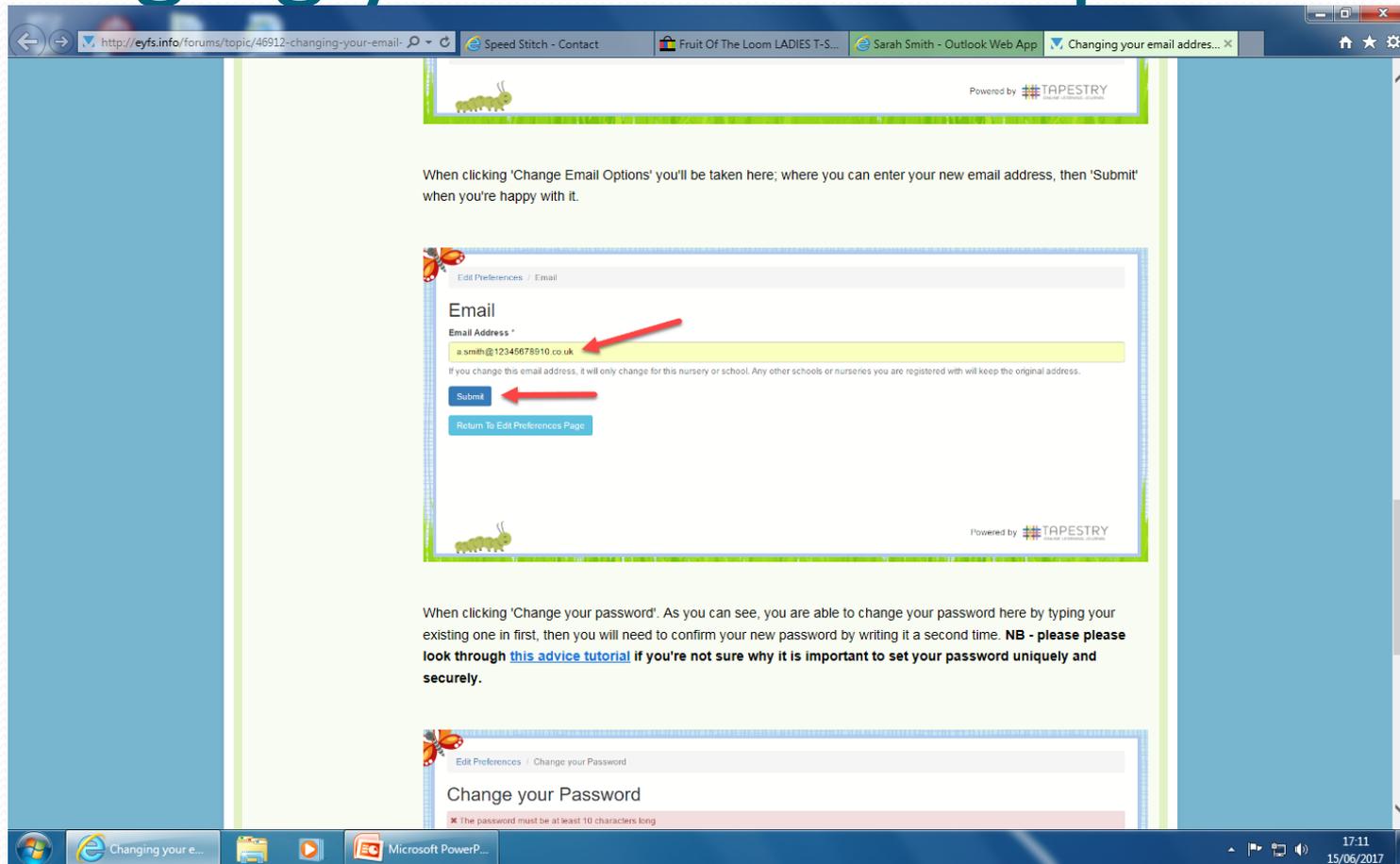


Another thing you are able to do from the home page is 'Edit preferences'. Just click on your name in the top right hand corner and it will bring down this list. Then click on Edit Preferences.



You will be taken to the page shown to the left. This is where you can edit your email address, password and notification settings.

Changing your email and password



When clicking 'Change Email Options' you'll be taken here; where you can enter your new email address, then 'Submit' when you're happy with it.

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When clicking 'Change Email Options' you'll be taken here; where you can enter your new email address, then 'Submit' when you're happy with it.

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When clicking 'Change your password'. As you can see, you are able to change your password here by typing your existing one in first, then you will need to confirm your new password by writing it a second time. **NB - please please look through [this advice tutorial](#) if you're not sure why it is important to set your password uniquely and securely.**

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When clicking 'Change your password'. As you can see, you are able to change your password here by typing your existing one in first, then you will need to confirm your new password by writing it a second time. **NB - please please look through [this advice tutorial](#) if you're not sure why it is important to set your password uniquely and securely.**

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When you click on change email options it will take you to this page where you are given the option to enter a new email address. Once you have changed this email address you will need to press submit.

Changing your email and password

Existing one in first, then you will need to confirm your new password by writing it a second time. **Please, please look through [this advice tutorial](#) if you're not sure why it is important to set your password uniquely and securely.**

Edit Preferences | Change your Password

Change your Password

✗ The password must be at least 10 characters long

✓ New Password and Confirm Password must match.

Existing Password

Your existing Password. If you do not remember your existing password please use the password reset form.

New Password

Enter a new password to change your password. The change will only apply to this nursery or school. If you have other Tapestry accounts, their passwords will not change.

Confirm Password

Re-enter your password to confirm it.

[Change Password](#)

[Return to Edit Preferences Page](#)

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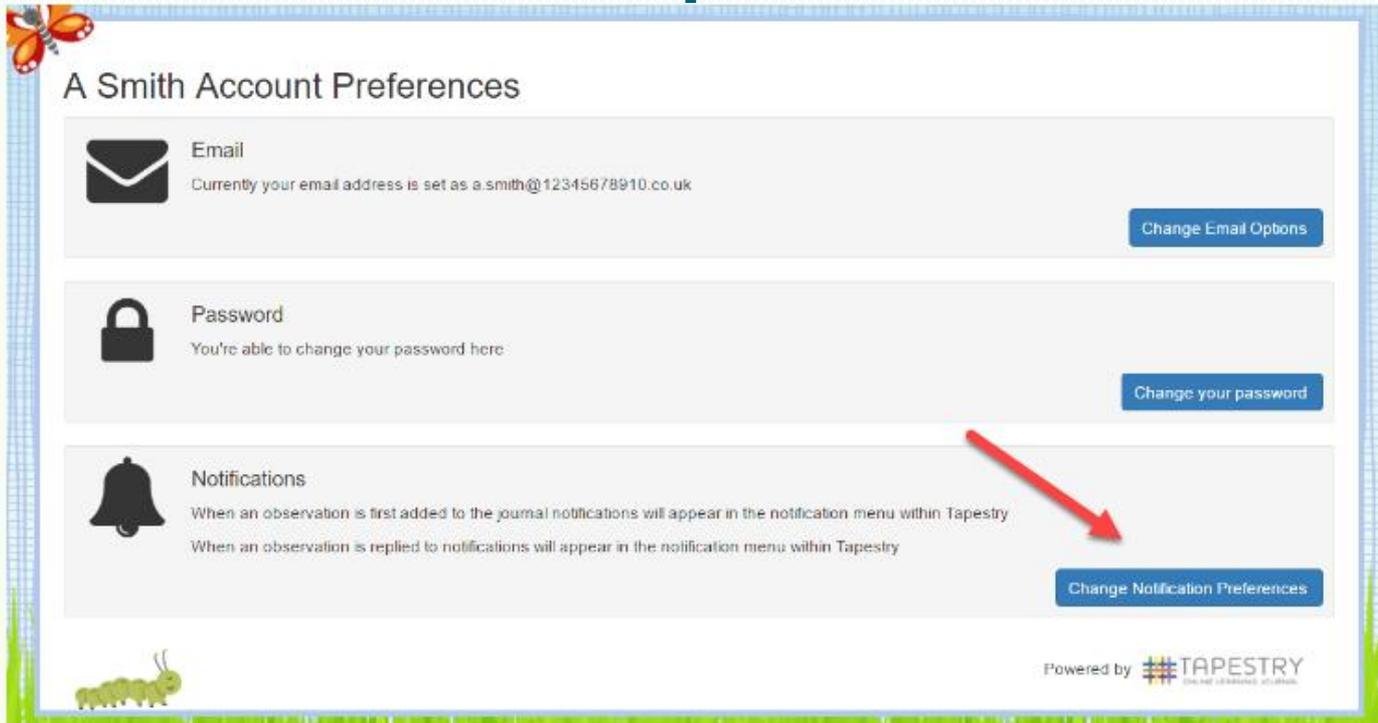
Once you are happy that your new details are accurate, press 'Change Password'. You can then leave the page.

If you have any problems with your Tapestry account, please contact your child's school or early years setting.

[Back to Tapestry tutorials](#)

When you click 'Change your password' you will be taken to a screen that looks like this. As you can see, you are able to change your password here by typing your existing one in first, then you will need to confirm your new password by writing it a second time. Once you are done click 'Change password'.

Notification preferences



The screenshot shows the 'A Smith Account Preferences' page. It has a decorative border with a butterfly in the top-left and a caterpillar in the bottom-left. The page is divided into three sections: 'Email', 'Password', and 'Notifications'. The 'Email' section shows the current email address 'a.smith@12345678910.co.uk' and a 'Change Email Options' button. The 'Password' section has a 'Change your password' button. The 'Notifications' section contains two lines of text and a 'Change Notification Preferences' button. A red arrow points to this button. At the bottom right, it says 'Powered by TAPESTRY' with a logo.

A Smith Account Preferences

Email
Currently your email address is set as a.smith@12345678910.co.uk
[Change Email Options](#)

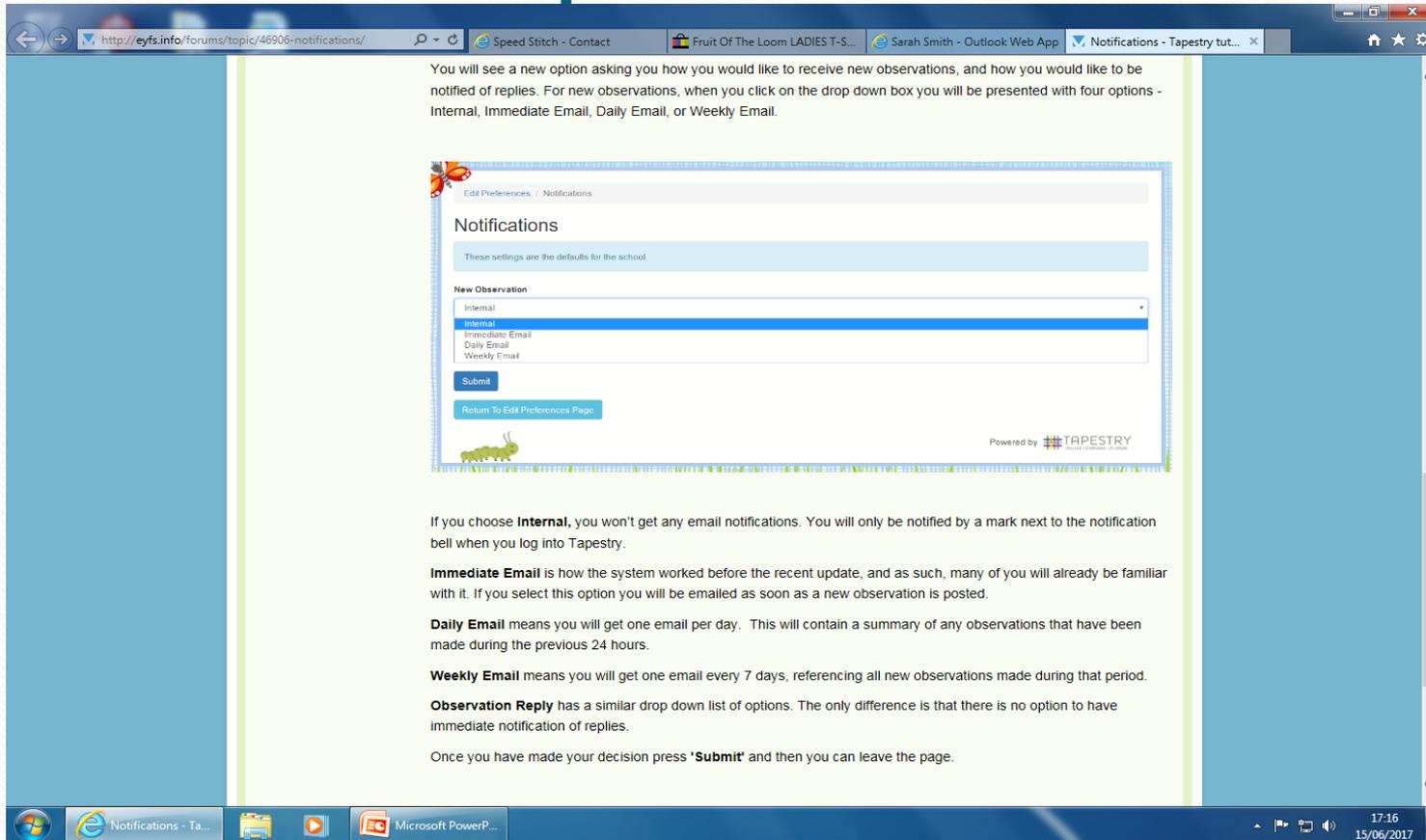
Password
You're able to change your password here
[Change your password](#)

Notifications
When an observation is first added to the journal notifications will appear in the notification menu within Tapestry
When an observation is replied to notifications will appear in the notification menu within Tapestry
[Change Notification Preferences](#)

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Digital Learning Solutions

Another option once you have clicked 'Edit preferences' is to change your notification preferences. To do this you will need to simply press the third button indicated by the red arrow.

Notification preferences



You will see a new option asking you how you would like to receive new observations, and how you would like to be notified of replies. For new observations, when you click on the drop down box you will be presented with four options - Internal, Immediate Email, Daily Email, or Weekly Email.

Notifications

These settings are the defaults for the school

New Observation

Internal

Internal
Immediate Email
Daily Email
Weekly Email

Submit

Return To Edit Preferences Page

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If you choose **Internal**, you won't get any email notifications. You will only be notified by a mark next to the notification bell when you log into Tapestry.

Immediate Email is how the system worked before the recent update, and as such, many of you will already be familiar with it. If you select this option you will be emailed as soon as a new observation is posted.

Daily Email means you will get one email per day. This will contain a summary of any observations that have been made during the previous 24 hours.

Weekly Email means you will get one email every 7 days, referencing all new observations made during that period.

Observation Reply has a similar drop down list of options. The only difference is that there is no option to have immediate notification of replies.

Once you have made your decision press '**Submit**' and then you can leave the page.

You will see an option asking you how you would like to receive new observations and how you would like to be notified of replies. For new observations, when you click on the drop down box you will be presented with four options - Internal, Immediate Email, Daily Email, or Weekly Email. I will explain these in the next slide.

Notification preferences

If you choose **Internal** - you won't get any email notifications. You will only be notified by a mark next to the notification bell when you log into Tapestry.

If you select **Immediate Email** - you will be emailed as soon as a new observation is posted.

Daily Email - means you will get one email per day. This will contain a summary of any observations that have been made during the previous 24 hours.

Weekly Email means you will get one email every 7 days, referencing all new observations made during that period.

Once you have made your decision press '**Submit**' and then you can leave the page.

That's Tapestry

Any questions?

