



## Getting Started on Tapestry for Parents

### Where to find Tapestry

To access the web browser version of Tapestry, you can go to go to: [www.tapestryjournal.com](http://www.tapestryjournal.com)

### Login Information

Tapestry is an online learning journey that records any observations (photographic or written) about your child.

You should have received an email to set up your Tapestry account. You can use your phone, iPad or any device to access the Tapestry Online Journal.

**iPhone/ iPad** - please go to your app store and search and download the **Tapestry Journal**.

**Any other Android/ Tablet device**- please go to google play and search and download the **Tapestry Journal**.

**Your Username:** This will be the email address that you gave us.

**Your Password:** \_\_\_\_\_

You can change your password at any time and we strongly recommend that you change your password on your first visit to something memorable.

### 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



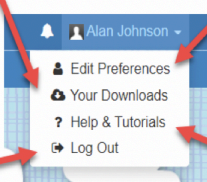
### Your Username

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** → Gloop!

**Export: Download this observation as a PDF** → PDF icon

**Comments: Any comments on the observation will show here** → Comments section

**Add your own comments using this box (the ability to add comments will depend on your setting's User Permissions)** → Add a comment box

**Notes: This will be the main description of the observation** → Notes section



## Making an Observation

Press the 'Add Observation' button on the observations page if you wish to add a new observation about your child. 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](#)

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](#)

When you have saved your observation, you may go back to the home screen at any time by choosing the 'Observation' tab or clicking on the Lanterns logo (on the cloud, top left corner.)

Please note: The online Learning Journey is to be used to record your child's learning and achievements. It is not to be used as a general communication tool between school and home. If you require an immediate response to an issue please speak directly to your child's key person or contact the main school office so that a message can be passed on.)