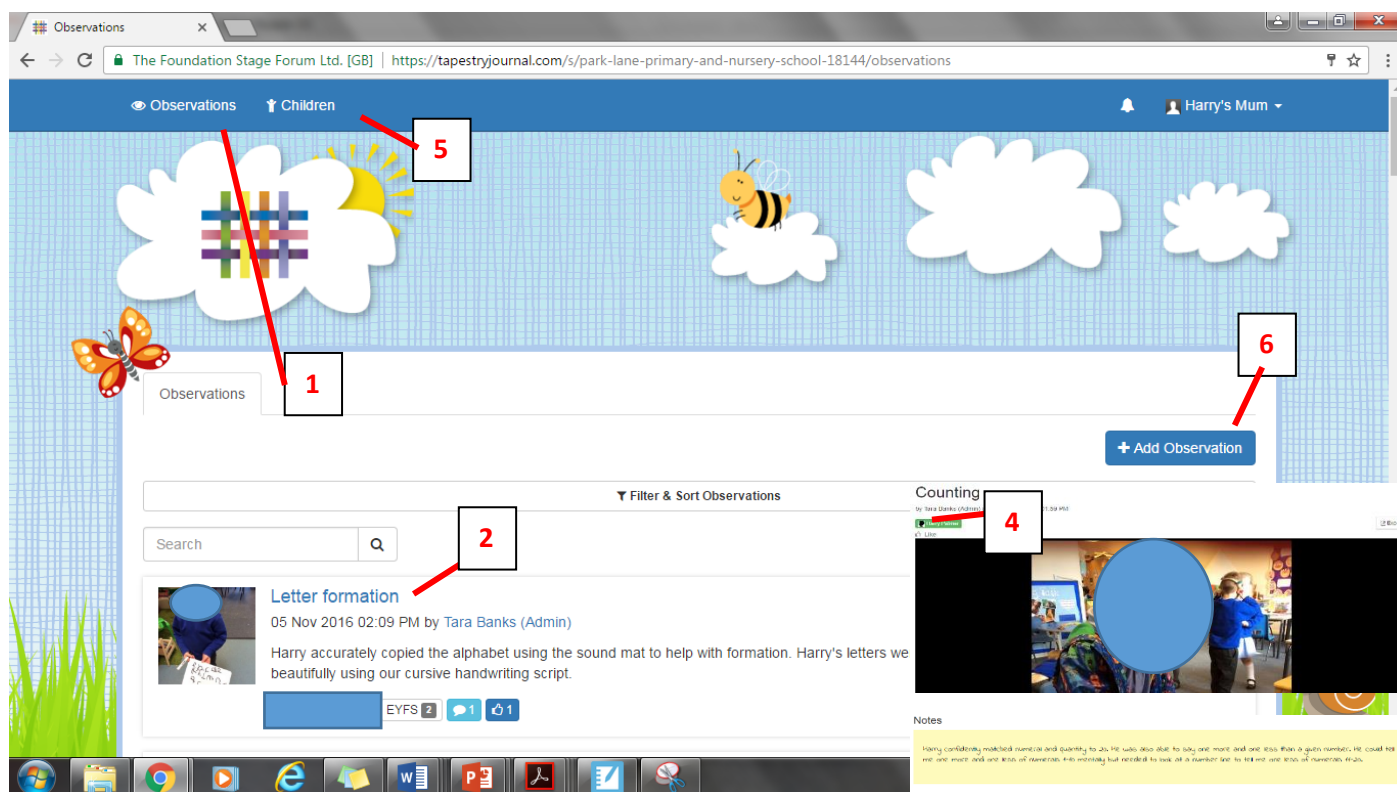


## Tapestry Information for Parents

This guidance booklet contains instructions on how to use your child's online Learning Journal. You will receive an email containing a link to Tapestry and information about how to access your account.

The Tapestry application can be accessed here - <https://tapestryjournal.com>



### The Home Screen

#### 'Observation' Tab - Viewing an Observation

- Observations are listed on the home screen under the **tab** 'Observation'. (1)
- You can view an observation by clicking on the title. (2)
- You will see the teacher's observation and/or photograph at the top. The teacher's assessments can be seen below the observation.
- You can leave a reply to an observation by scrolling down and typing a message into the text box (3) or like the observation by clicking the like button (4)
- If you have more than one child in the Early Years, click on the tab 'Children' (5) and you will see all of your children assigned to your email address. Select the child's journal you would like to view.

## Adding an observation

The screenshot shows the 'Add Observation' form in the Tapestry software. The form is titled 'Add Observation' and includes the following fields and buttons:

- Children:** A dropdown menu with a 'Select Children' button. A red box labeled '7' is positioned over this field.
- Title:** A text input field. A red box labeled '8' is positioned over this field.
- Notes:** A large text area for entering notes. A red box labeled '10' is positioned over this field.
- Options:** A section containing a 'Created' date field showing '08 Nov 2016 10:01 AM'. A red box labeled '9' is positioned over this field.
- Media:** A section with 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 is a 'Drag and drop files here or use the Add Files button below' area. There are 'Add Files' and 'Start Upload' buttons. A red box labeled '11' is positioned over the 'Add Files' button, and a red box labeled '12' is positioned over the 'Start Upload' button.
- Buttons:** A 'Save' button is located at the top right. At the bottom right, there are 'Save & Add Another' and 'Save' buttons.

- Click on the 'Add Observation' button found on the Home Screen (6)
- Select your child's name from the drop down box (7)
- Add a title to your observation (8)
- Click on the date 'Created' and then choose the appropriate date from the calendar menu if you are adding an observation from a previous day (9)
- Add any notes to describe what happened during your observation (10)
- Upload any photos or videos of the observation: a. by clicking 'Add Files' (11) b. select the relevant file(s) from your personal folder. c. click 'Start Upload' (12)
- Click 'Save' to record the observation - your observation will now be available on the Home Screen under the 'Obs' tab.

*Note: Observations added by parents will only be made visible on the Learning Journal once the relevant teacher has approved it. Parent observations will however be available immediately in the 'Obs' tab.*

We hope you enjoy reading about all of the wonderful experiences your children have been having in the Early Years. We look forward to reading about their wonderful experiences at home.

If you would like further help using the Tapestry Learning Journal, please feel free to ask your child's class teacher.

**Thank you in advance for your contribution to this exciting online learning journal!**