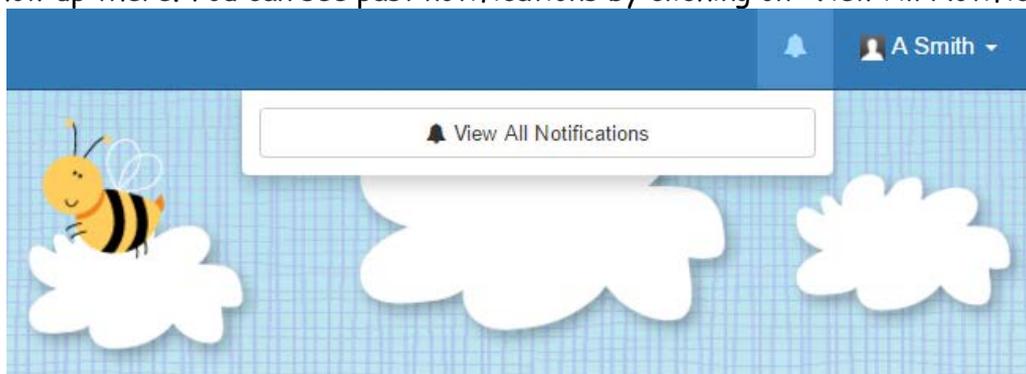


Introduction to Tapestry Parent Information Notes

- Google 'Tapestry' and choose either <https://tapestryjournal.com> or <https://eylj.org/login/>
- Once you have successfully logged in. You will be taken to the home page. Here you will be able to see your child's observations in chronological order.
- If there is a specific observation that you are looking for, you can search for a code word in the search bar.

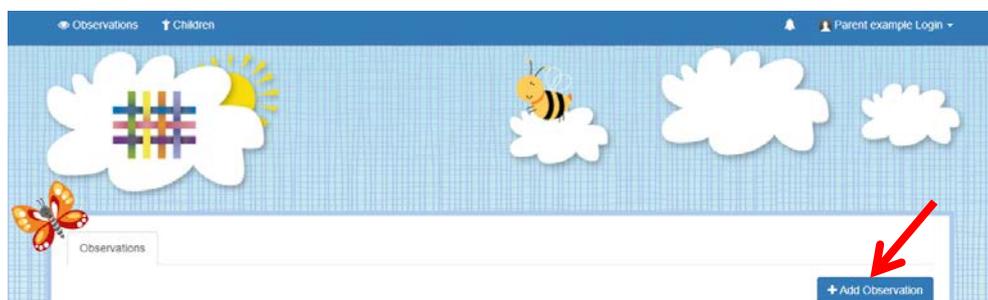


- At the top of the screen, next to your name, you will find your notification bell. If any observations/comments have been added since the last time you logged into Tapestry, they will show up there. You can see past notifications by clicking on 'View All Notifications'.



Adding Observations:

- There will be times when you want to add observations to Tapestry. These can then be seen by the Foundation Stage staff and used to make assessments, or just as a contribution to your child's 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.



Introduction to Tapestry Parent Information Notes

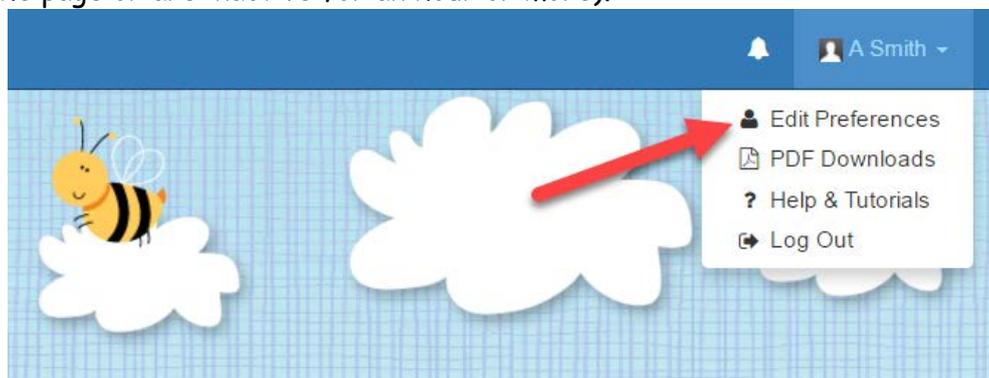
- Here you will need to **pick your child/children from the drop down list**, **add a title**, and then you can **add some notes** and **media**. Don't forget to press **'Save'** at the end!

Adding comments to observations:

- If you click on an observation and scroll down to the bottom there is a comments box.
- Type in the comment you would like to add and then click 'add reply'

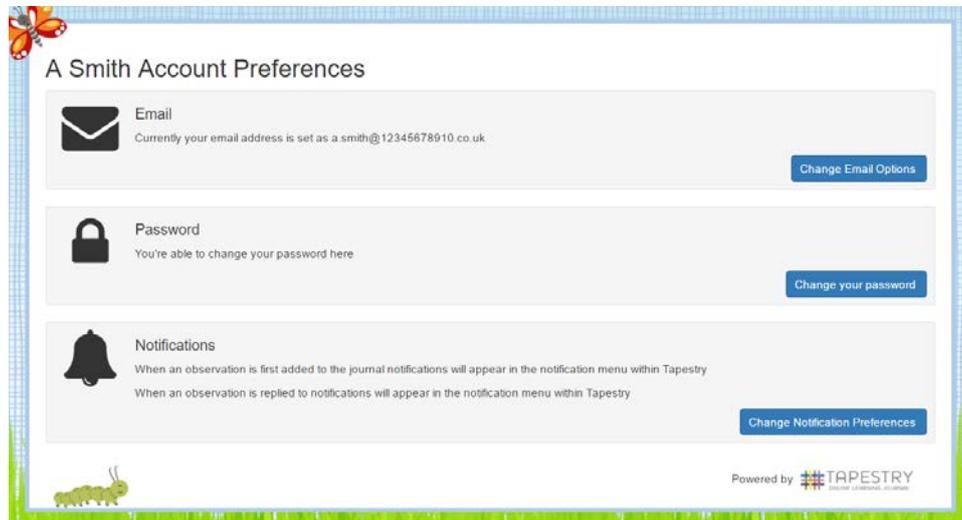
Changing your details:

- Click on your name in the top right hand corner and choosing it from the drop down list. This drop down list is also where you log off from (though it will log you off automatically if you close the page or are inactive for an hour or more).

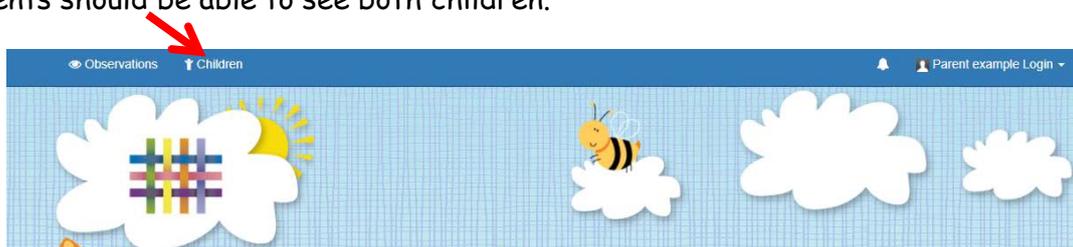


Introduction to Tapestry Parent Information Notes

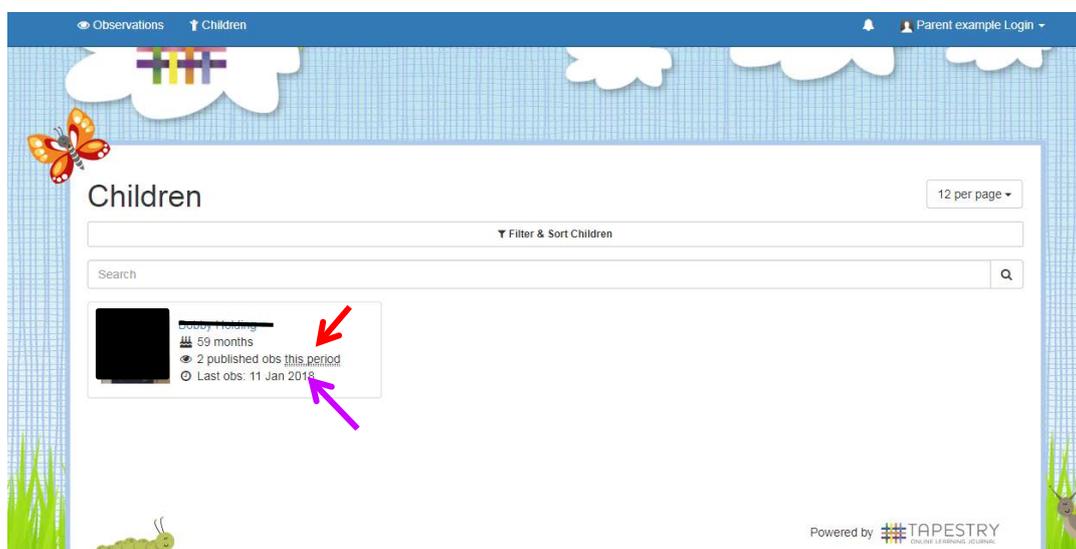
- Clicking on 'Edit Preferences' will take you to this page. As you can see, it will show you which children you are connected to you, your notification preferences, and give you the option to change your email and password.



- At the top of your login page you will see a section which says 'Children' if you click here it will take you to a page which will show you the children you have access to e.g. siblings - parents should be able to see both children.

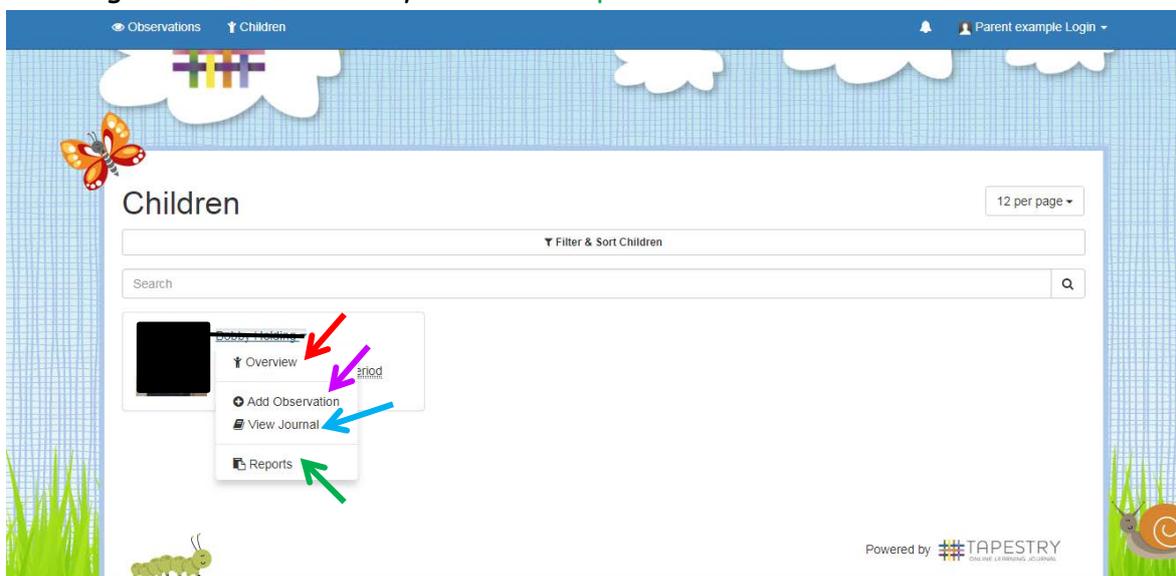


- In this section it will show you **how many observations of your child has been published each period (each half term)** and **when your child was last observed**.

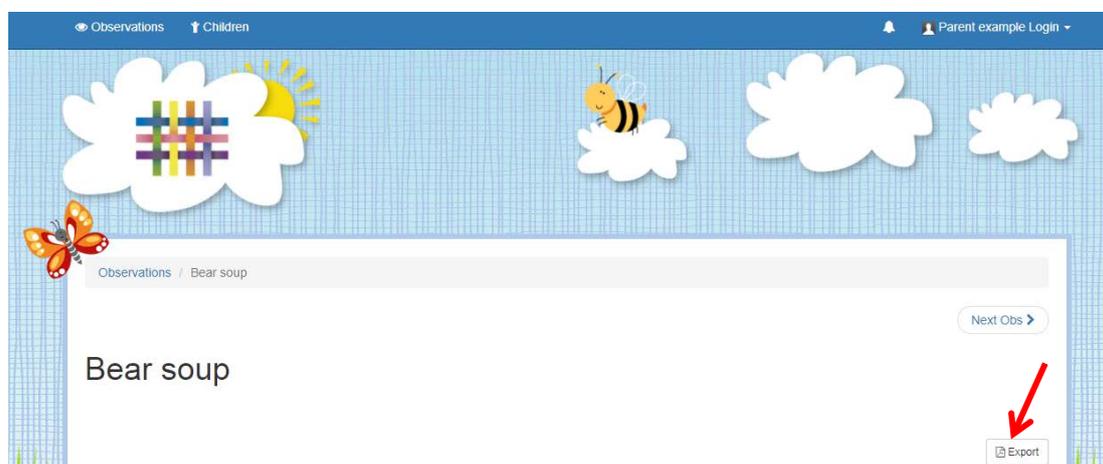


Introduction to Tapestry Parent Information Notes

- Next to your child's name there is an arrow which will show you a drop down menu. Within this menu you can choose to view your child's **overview**, add an **observation**, view your child's Learning **Journal** and look at your child's **reports**.



- You will be notified of any reports which have been produced for your child as the Foundation Stage currently use the schools reporting formats and procedures.
- You can export individual observations onto a PDF by opening the observation and then selecting the export option.



- **Question asked last year:** Can parents download their child's Learning Journal as a PDF? E.g. At the end of the year.
Answer: Parents can download individual observations within their child's learning journey. The administrator/ FS leader can generate a Learning Journey download for parent's to access from their login. The download will appear in the relatives PDF downloads area for 7 days. To access your child's PDF downloads you will need to log into Tapestry using a web browser, click on your name (in the top right hand corner of the Tapestry screen) and then click on the `PDF downloads' option. In addition to this the children receive a copy of their child's Learning Journey on a CD at the end of the year.