

Hello!

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

Web link: <https://tapestryjournal.com/>

There is a phone app for tapestry:

Iphone users can find this on Itunes. Android phone users can find this on Google play.

Email:

Password:

PIN:

The above are your email, password and PIN for logging on to tapestry.

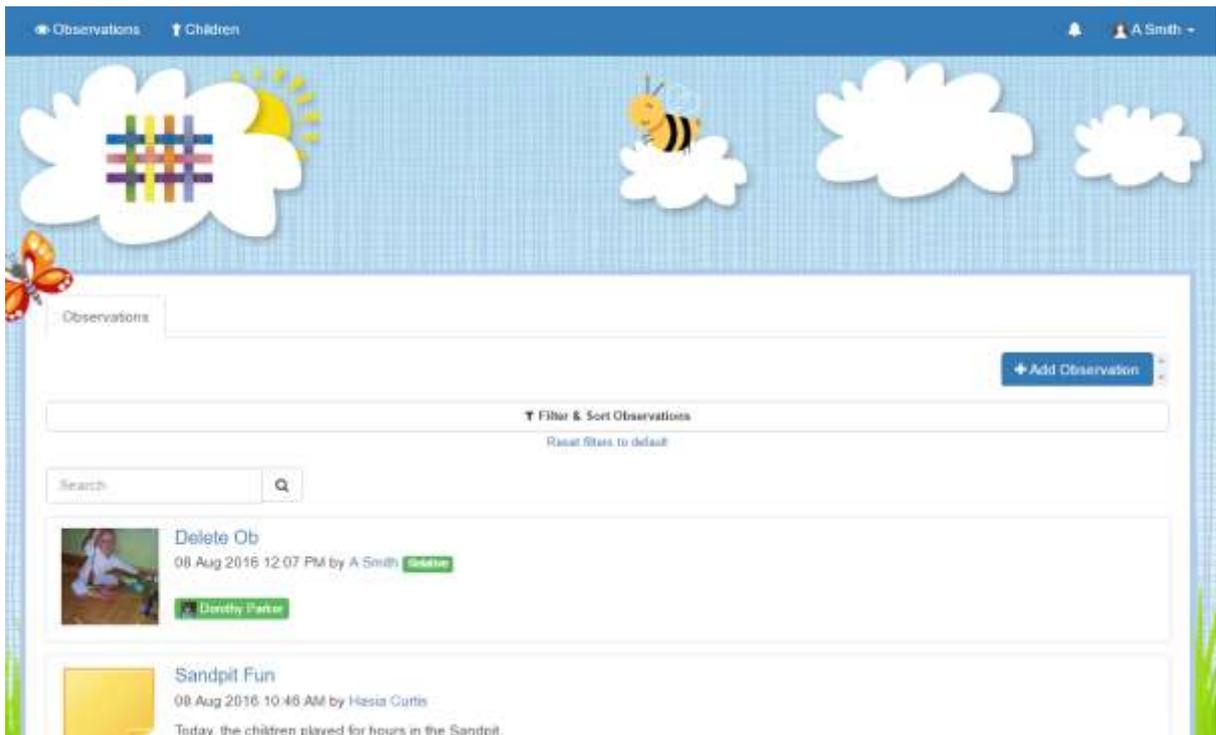
**Enjoy seeing your child's photos and progress whilst they are with us at
Yaxley & Mellis Pre-School**

The log in page will look like this. For the purposes of this tutorial,
we will be A Smith, relative of Dorothy Parker.



The screenshot shows the login interface for Tapestry Online Learning Journal. At the top left is a logo consisting of a grid of colored lines (green, yellow, orange, purple, blue, pink). To the right of the logo, the word "TAPESTRY" is written in large, grey, sans-serif capital letters, with "ONLINE LEARNING JOURNAL" in smaller, grey, sans-serif capital letters below it. Below the logo and text, there are three input fields: "Email address" with the text "a.smith@12345678910.co.uk", "Password" (empty), and a blue "Log-in" button. At the bottom left, there is a link that says "Having trouble logging in?".

This is the page displayed when you enter the above web link into your browser. 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. It is likely that the first time you log in there won't be very many, but this list will grow throughout your child's time with us.

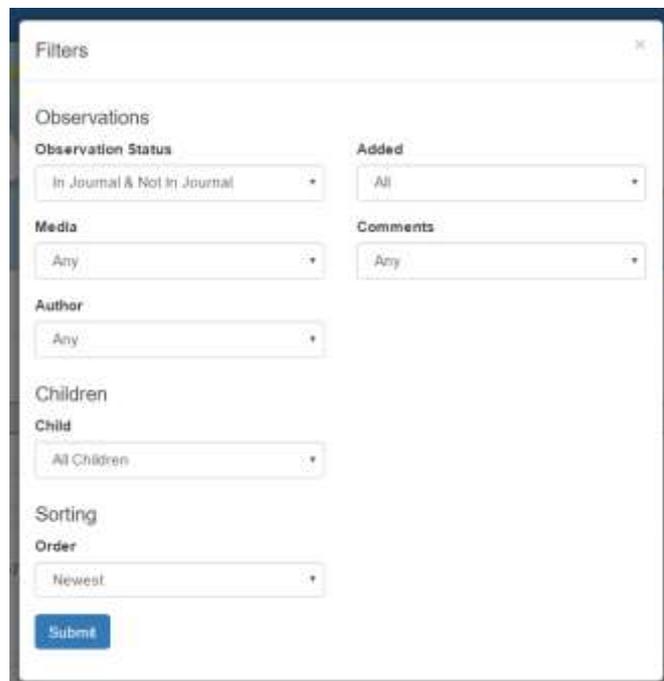


If you want to narrow down the sort of observations you are seeing, you can use the 'Filter & Sort Children'.

To get them to drop down, click on the black 'Filter & Sort Children' button under the 'Add Observation' button.



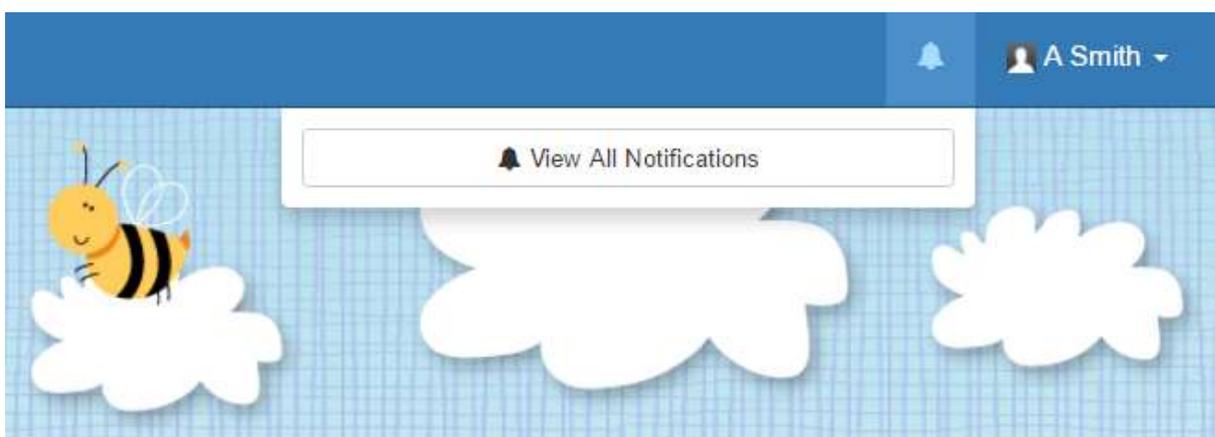
Once you click on it, it will expand to give you a variety of filter options (see below). Select as many as you like, then 'Submit' to apply them.



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'.



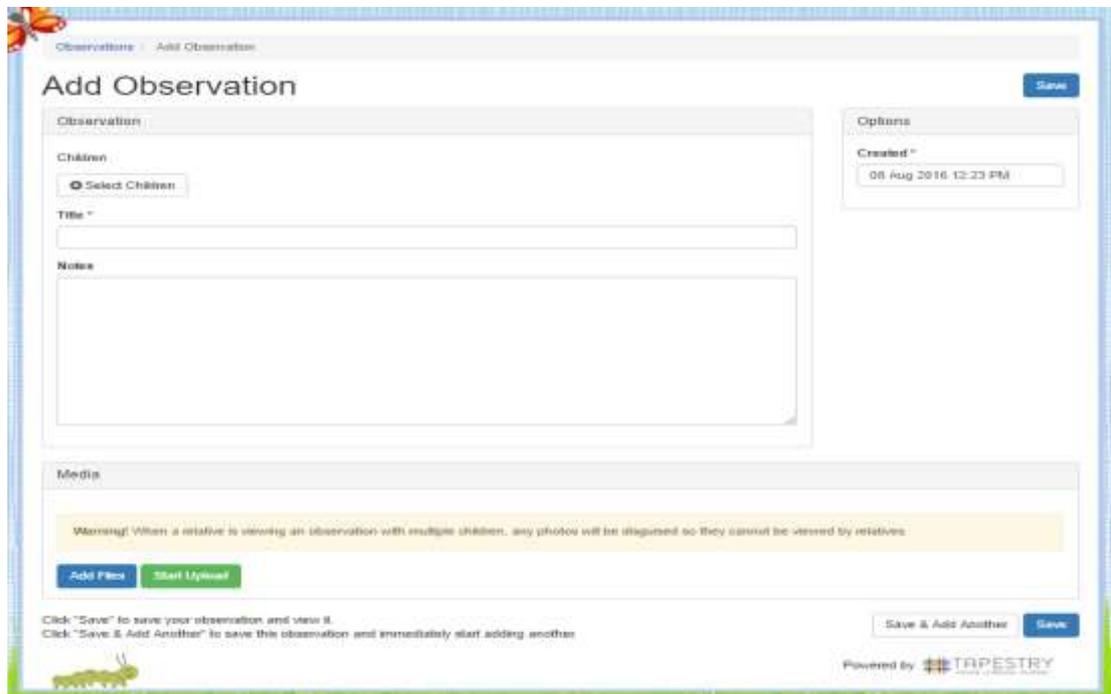
There will be times when you want to add observations to Tapestry. These can then be seen by your child's key person at pre-school and used to make assessments, or just as a contribution to the journal.

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 other area on relative accounts is 'Edit Preferences'. You can find this by clicking 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).



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.



And that's everything! We hope you enjoy Tapestry!

If you experience any problems please contact Allie: ympreschool1@gmail.com