

Tapestry for Parents and Relatives

Web Browser Version Guide

Note on Terminology: 'Setting' is a generic term for an educational establishment or education setting, such as a school, nursery, day-care or childminders. Unless a distinction is made it does not refer to computer settings or options.

Where to find Tapestry

To access the web browser version of Tapestry go to www.eylj.org or follow [this link](#) if reading a digital version of this guide. You can also use a setting specific link that staff at your child's setting may have given you. Tapestry does not have high system requirements, but please make sure you update your web browser to the latest version available for the best user experience.



Login Information

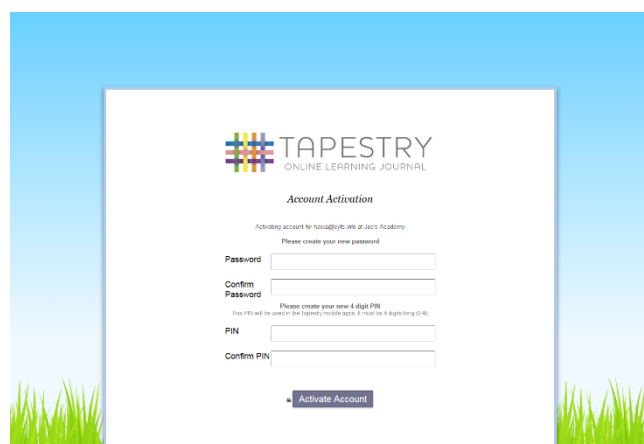
In order to use Tapestry, your setting will have to create a user account for you on the system. Tapestry support (the customer services team) are unable to create or modify relative accounts; if you have an issue with your Tapestry account please contact your setting. Tapestry support can only directly provide parents and relatives with basic advice on how to use the system.

Your Username: This will be the email address your setting used to register you on Tapestry, for example jparent@example.co.uk.

Your Password: You will get your password in one of several ways:

1) You will receive an email generated by your setting that contains a link you can follow to set up your own password and PIN number for Tapestry. This link will expire one week after it has been sent. If your link has expired or won't work for another reason, please contact your setting manager for assistance.

2) Your password will already have been set by your setting. You will receive it in written form, or in an email sent by setting staff. If the setting are printing this tutorial off for you, it may also be written here:



You can change both your email and password through the browser version of Tapestry whenever you like.

Tapestry Browser Version Interface: Observations Screen

Setting Specific Logo. This will vary depending on what your setting has chosen as its logo.

Page Filters. Use this to filter which observations you can see by various parameters

'Obs' Screen (current Tab)

Children Tab. This displays all the children you are linked with on Tapestry

Search function

List of Observations. Click the title or thumbnail image to view that observation. Scroll down on the page to see older observations

Add Observation button. Click on this to add a new observation

Notification Alert Icon. Click this to view new Tapestry notifications

Click Your Username at any time in Tapestry to open this drop down menu

Edit Preferences. Clicking this opens the Preferences page. You can change your password and Tapestry email notifications settings.

Help and Tutorials Link. Please see this for further assistance with Tapestry

Log Out Button

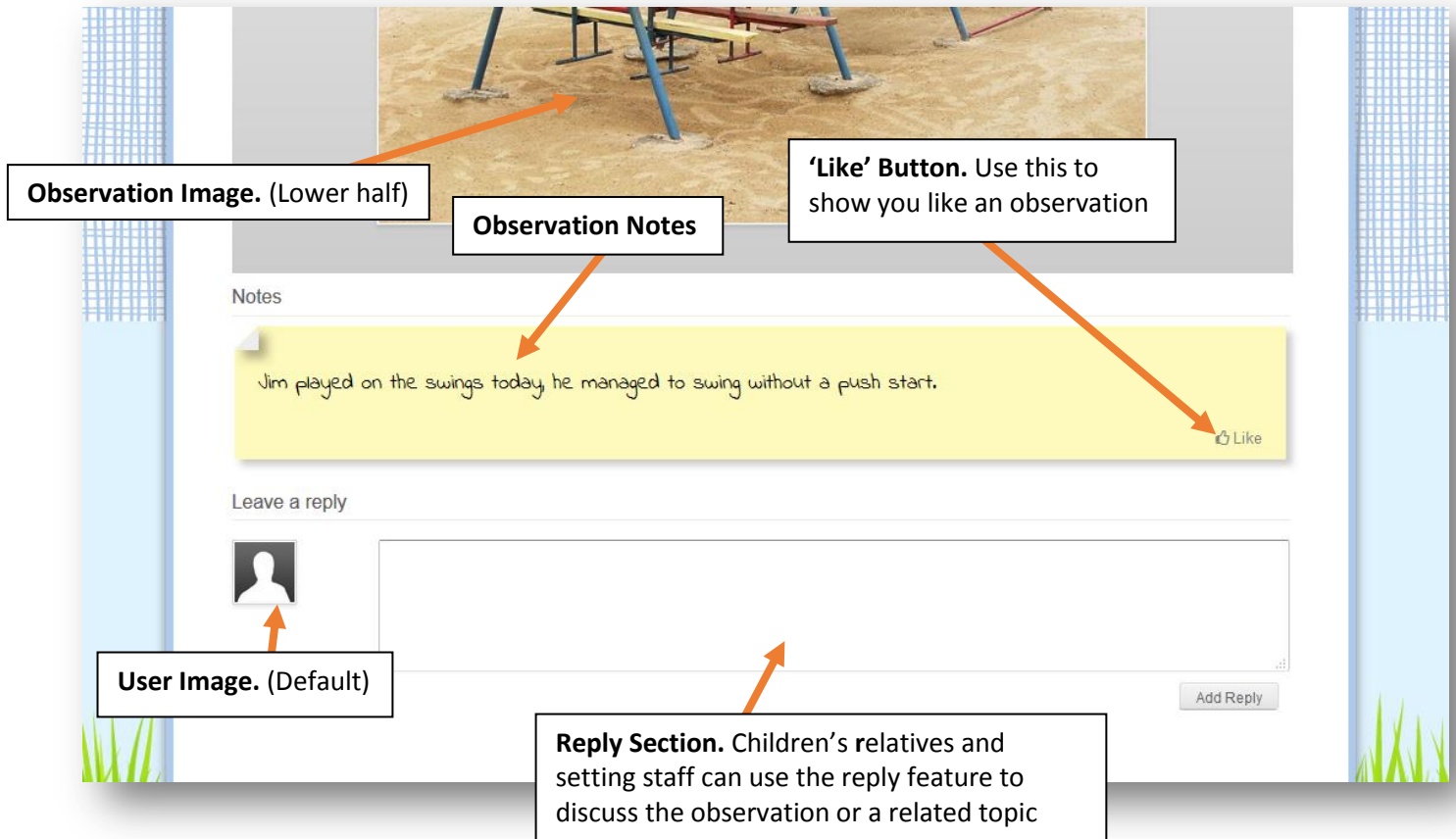
The screenshot shows the Tapestry Observations screen for 'Joe Blogs'. The header includes a welcome message, a 'Page Filters' dropdown, and a user profile icon. The main content area displays a list of observations with thumbnails, titles, dates, and authors. A 'Search' dropdown is visible in the top right. A 'Log Out Button' is located at the bottom. The 'Preferences' page is also shown, detailing email address, password, and notification settings.

Annotations include:

- Setting Specific Logo.** Points to the logo area in the header.
- Page Filters.** Points to the 'Page Filters' dropdown.
- 'Obs' Screen** (current Tab). Points to the 'Obs' tab in the bottom navigation bar.
- Children Tab.** Points to the 'Children' tab in the bottom navigation bar.
- Search function.** Points to the 'Search' dropdown in the top right.
- List of Observations.** Points to the list of observations in the main content area.
- Add Observation button.** Points to the 'Add Observation' button in the top right.
- Notification Alert Icon.** Points to the bell icon in the top right.
- Click Your Username at any time in Tapestry to open this drop down menu.** Points to the user profile icon in the top right.
- Edit Preferences.** Points to the 'Edit Preferences' link in the dropdown menu.
- Help and Tutorials Link.** Points to the 'Help & Tutorials' link in the dropdown menu.
- Log Out Button.** Points to the 'Log Out' link in the dropdown menu.

Viewing an Observation

To view an observation, click on the observation title or thumbnail image of an observation on the 'Obs' page



Adding an Observation

Press the 'Add Observation' button on the observations page to add a new observation yourself.

Welcome to Joe's Academy

Joe's Academy - Add Observation

Child Jim Bloggs Add Child

Title

Created Thursday 31, December 2015 10 41

Notes

Add Media

Filename	Size	Status
Drag files here.		
Add Files Start Upload		

Save

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First select which child you want to make an observation for. You will only be able to select your own children who you have been linked with on this Tapestry account. If you have two children on your Tapestry account you can include them both in the observation

Give your observation an appropriate title

Select the date. You can choose today's date or a date in the past if the observation actually happened on a different date

In the notes section, write as much as you like to describe what your child has done, and explain any pictures you have attached

You can include photos and videos with your observation. Click and drag the files into the blue area or press the 'add files' button. Once you have selected all the files press the 'start upload' button to upload them.

Once you are happy with your observation and all the media you want has been uploaded press 'save' to finish. Depending on the settings preferences you may have to wait for a member of staff to approve your observation before it is published to the Journal