Tapestry Online Learning Journal

What is Tapestry?

► Tapestry is an online learning journal system

► There is an app and browser version available

► We can use it to record children's learning and development using tablet devices and PCs

► We can set you up as parents with your own secure logins so you can view, comment on and add your own observations to their child's journal

Why are we using Tapestry?

▶ It creates a two way communication between us (the staff), and you

▶ We can upload media, meaning you can see pictures and videos of what your child is really up to whilst they are with us

▶ There are greater opportunities to extend your child's learning at home – you can view next steps, add your own observations and communicate with us whenever you like

▶ Unlike a physical, hard copy book, it's easy to share with groups of relatives, such as extended families, separated parents and relatives living overseas

How is the data kept safe?

- ► A password is required to access Tapestry, remember the stronger the password you set, the more secure your account is

- ► You are linked manually to your child/children so you can only view observations for them

- ► We don't need to store any of the data entered onto Tapestry, they store it for us on secure cloud servers within the EU

- ► Data is stored separately for each school

- ► Tapestry's developers and support personnel require our permission to access our Tapestry account

- ► For more information about Tapestry security you can go on their website https://tapestry.info/security.html
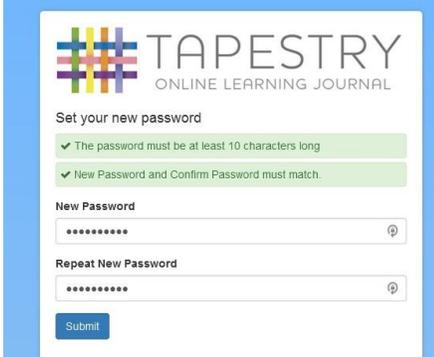
Activating

➤ **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 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 30 days after it has been sent. If your link has expired or won't work for another reason, please contact us via earlyyears@civitasacademy.co.uk

Logging in

➤ **Web**
To access the web browser version of Tapestry go to www.tapestryjournal.com 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.

➤ **Android App**
To get started, download the Tapestry app via the Google Play store on your Android smartphone or tablet. If you have the new app already, feel free to skip this section. Either search for 'Tapestry Mobile' in Google Play or download it directly via the store link here. If you search 'Tapestry Mobile' you should see two app options shown below. Tapestry Mobile is the newer version of the Tapestry app and has the most up to date features..

If you have an Amazon Kindle device please search the Amazon app store instead or download via the Amazon website and sync to your device:
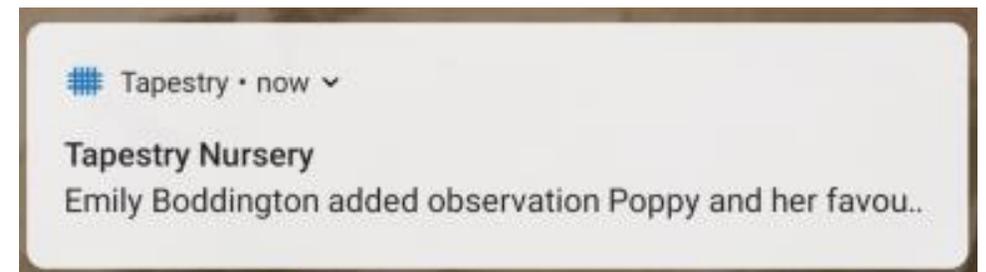
➤ **IOS App**
Open the iOS App Store and search for 'Tapestry Journal'. Or on your device, tap this link. The 'Tapestry Classic' app is also available but is not recommend for new users.

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Set your new password

✔ The password must be at least 10 characters long
✔ New Password and Confirm Password must match.

New Password

●●●●●●●●●●

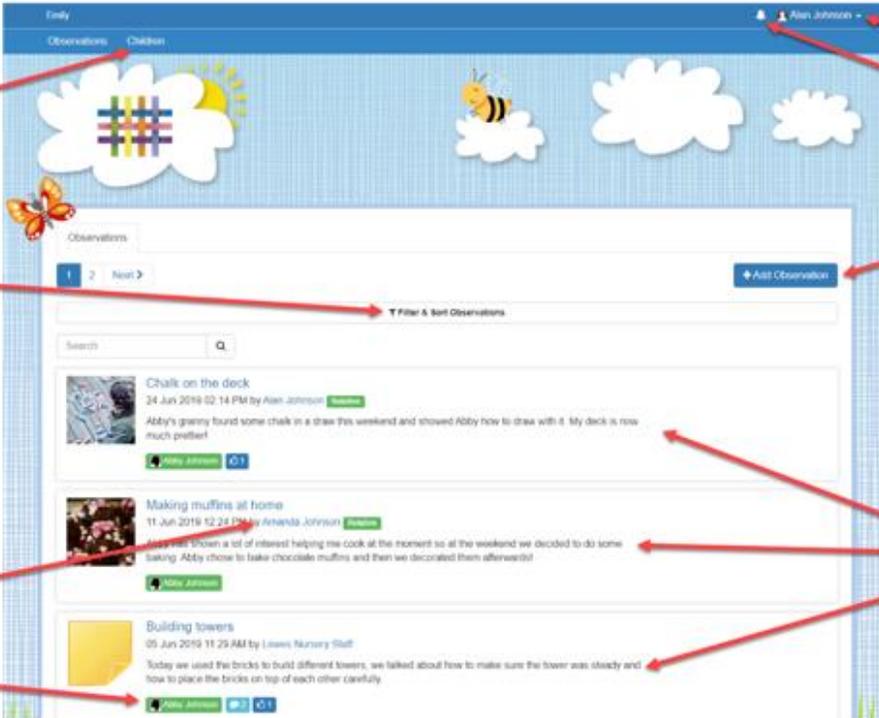**Repeat New Password**

●●●●●●●●●●

Submit

Notifications

▶ If you would like to receive notifications it's possible to receive email notifications immediately, daily or weekly

▶ There are different notifications for things like new observations and observation comments

Observations Interface

Tapestry Browser Version Interface: Observations Screen

Children Tab: This takes you to the profiles of the children you are linked with

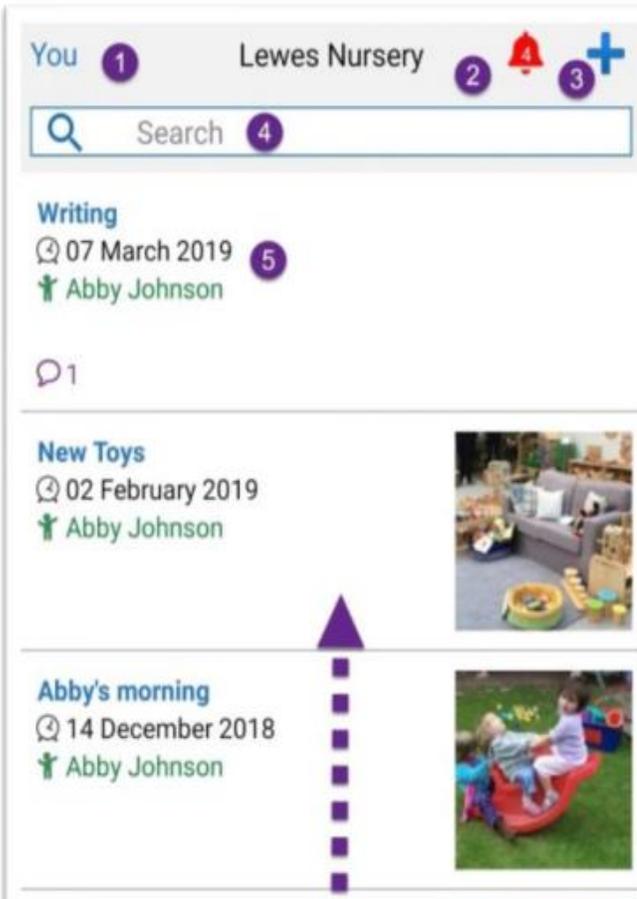**Filters** Use these to refine what appears on this list. E.g. Observations with pictures, including comments etc

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

Tapestry App Version Interface: Observation

Observations

► You will be able to see any photos/videos/audio files/documents attached to the observation, though if it's a group one, this will depend on whether all of you giving your consent for other relatives to see photos/videos including your child

► Underneath the media you will see the notes, so the actual observation

► You will also be able to add comments and like the observation

► You can also add your own observations

Joint Observations

➤ **What are they?**

Joint observations have multiple children in them.

They may be in the form of a photo, video or written statement

➤ **Why do we need them?**

Many of the assessments that we carry out in early years require joint observations such as making relationships.

➤ **What does it means for you?**

That other parents in the EYFS setting will see pictures of your child and their child learning together.

That other parents will see your child's name if their child shares an observation.

That your child may be in the background of other children's observations.

How you can Contribute at Home

➢ You can include experiences at home that your child has accomplished on by themselves or a shared experience e.g. a day out.

➢ You can write what your child has done and it is also useful to write down what your child has said.

➢ These experiences may connect to learning in school e.g. phonics, or achievements such as swimming.

➢ Get your child to talk about a favourite objects. This can then be shared with the class during show and tell.

➢ Record a video of you reading a story so that we can share in class.

➢ Share memories such as days out or family occasions

Adding an Observations on the App

When you add an observation you'll use the screen on the right.

1) **Cancel observation:** This cancels the creation of a new observation. If you tap this by mistake, you can also undo the cancel.

2) **Save observation:** Saves your observation to the Tapestry server. Usually it requires approval from your child's setting before it is 'published'. You must add a title (3) and attach a child (6) to save the observation. If you haven't done this, you will be able to save a draft on your device or keep editing.
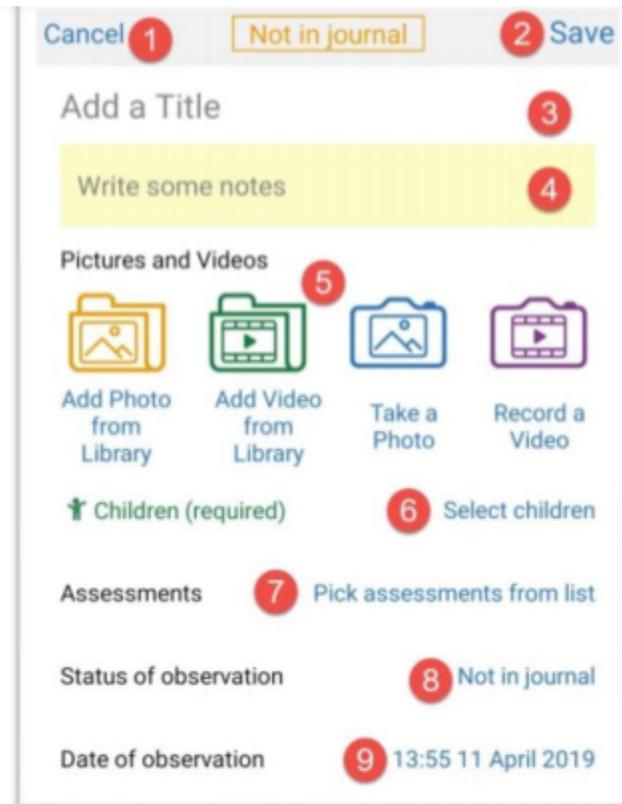
3) **Add title:** You need to write a title for your observation before you save it.

4) **Notes:** You can add text to the observation. The section will expand as you add text so you have plenty of space Some users may see an 'Additional information' box. Whether this appears depends on your child's setting, so don't worry if you can't see it.

5) **Add pictures and videos:** You can add pictures and videos already saved on your device, or record them through the app.
The file limit for photos and videos is 100MB or a few minutes of HD video. If you record a video through the app you will be limited to 100 seconds of recording per video. If you need to upload a longer video or a larger file size, try editing it into parts or reducing the video quality before upload.

6) **Select Children:** You will only be able to choose your own children. You need to add a child before saving the observation.

Cancel 1	Not in journal	2 Save

Add a Title   3

Write some notes   4

Pictures and Videos   5

Add Photo from Library   Add Video from Library   Take a Photo   Record a Video

Children (required)   6   Select children

Assessments   7   Pick assessments from list

Status of observation   8   Not in journal

Date of observation   9   13:55 11 April 2019

Adding an Observations on the Web

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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

Options

Created *

05 Nov 2019 11:43 AM

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

Links to Demonstration Videos

- **[Setting up your account](#)**

- **[Adding an Observation](#)**