

Tapestry for Parents – User Guide

PLEASE KEEP THIS GUIDE SAFE TO HELP YOU SET UP AND USE THE TAPESTRY ONLINE JOURNAL.

Tapestry is the online Learning Journal we use to record observations of your child's learning while they are at Cirencester Opportunity Group.

We would like you to be able to see it and to post pictures and comments to it online.

How does it work?

Home PCs/Internet-enabled devices: The Tapestry website can be accessed at - www.tapestryjournal.com

For Android or Apple iOS devices: You can download and install the Tapestry app like any other app by searching 'Tapestry EYFS' in the *Google Play Store* or the *Apple iOS App Store*.

- You will be able to sign into the app as soon as it has downloaded and you **know your login details**.
- Please make sure you have 'updates' switched on.
- **We recommend installing the app on your phone, if possible, as you may have access to specific functions that are not as easy to use or available on the website.**

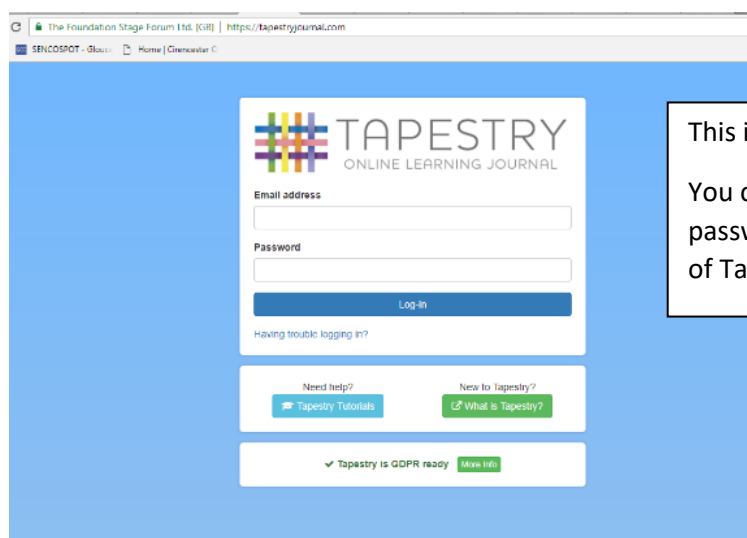
If you would like a paper copy of this booklet, please ask your child's key person.

Login Information

Once we have received your consent form, we will create a user account for you. You will then receive an automatic email with your login instructions. If you have any problems or questions please speak to a member of staff here. Please do not contact Tapestry as they can only directly provide parents and relatives with basic advice on how to use the system.

Your Username: This will be the email address that we used to register you on Tapestry, for example jparent@example.co.uk. It will be the address you gave when you registered your child at COG.

Your Password: You will receive an email generated by us 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 COG for assistance or call into the office.



This is the Tapestry website Login page.

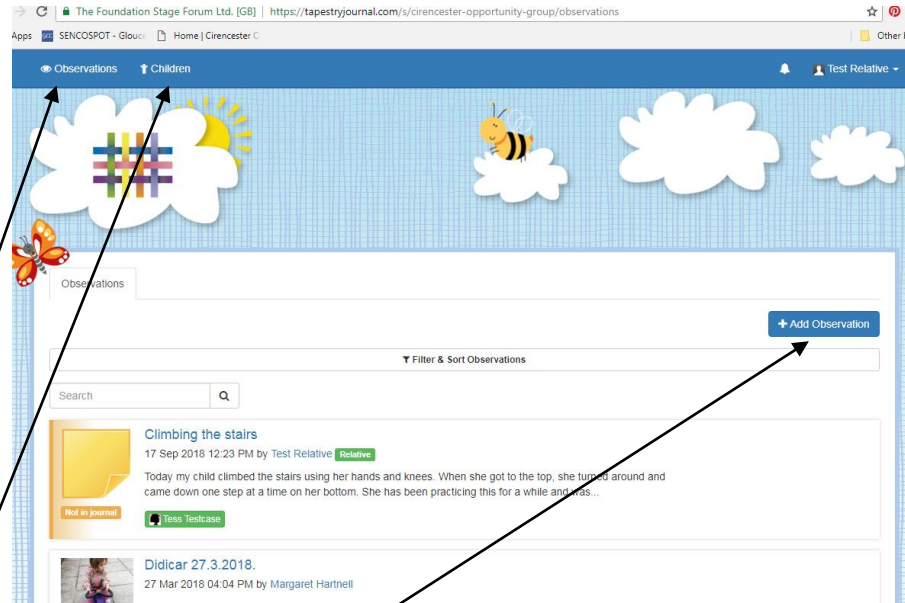
You can change your email and password through the browser version of Tapestry whenever you like.

Note: the following screenshots come from the web-based version of Tapestry, not the App, although the App will follow the same basic principles.

Home Page:

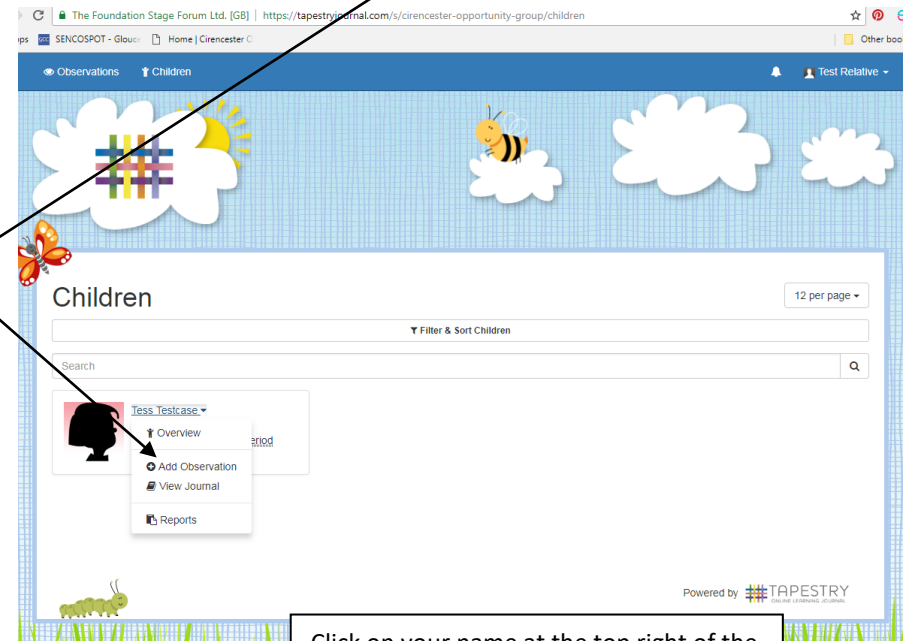
Observations tab –

- You will see this when you sign in.
- It shows all your child's observations; made by parents and staff.



Children tab –

- Shows the children set up on your account.
- You can only access your own child's profile.
- Click on your child's name to access 4 options.
- You can **add an observation** here or from the blue button on the Observations page.



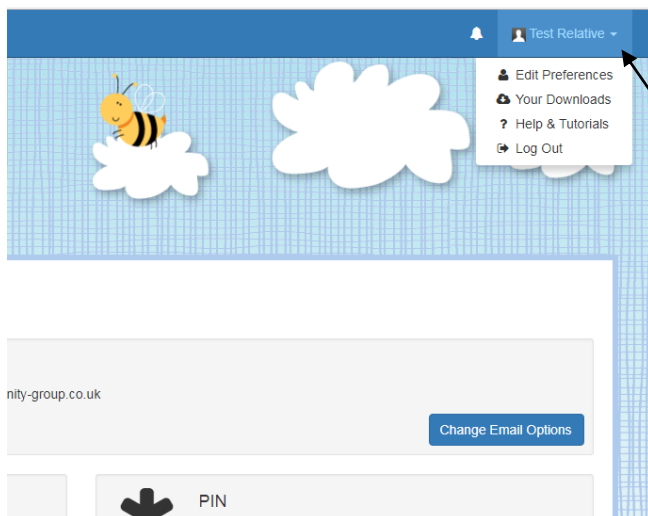
Click on your name at the top right of the Tapestry screen to be able to:

Edit preferences – change your password, pin, email address.

Access any **downloads** such as your child's journal or reports,

Access **help and tutorials**

Log Out.



Adding an Observation

Click 'add observation' - **blue button** from the home screen.

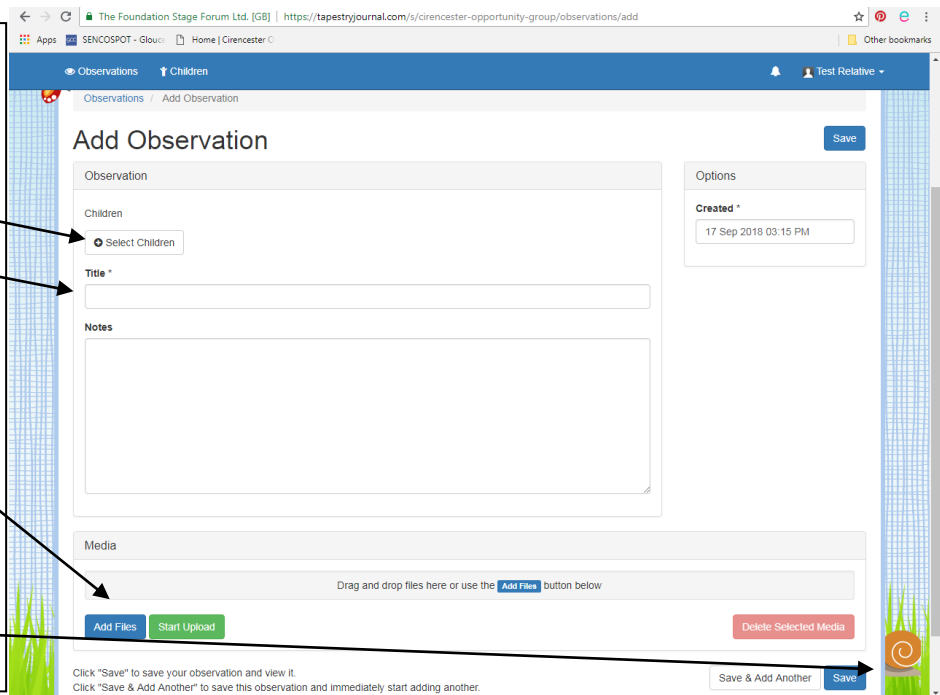
Click 'Select Children' button to add your child.

You must add a title so that the observation can be saved.

Read the notes in 'observations by parents' for a quick guide on what to write.

Click the blue '**Add files**' button to add photos or videos – please keep any videos to less than 30 seconds. Upload them by clicking the green '**Start upload**' button.

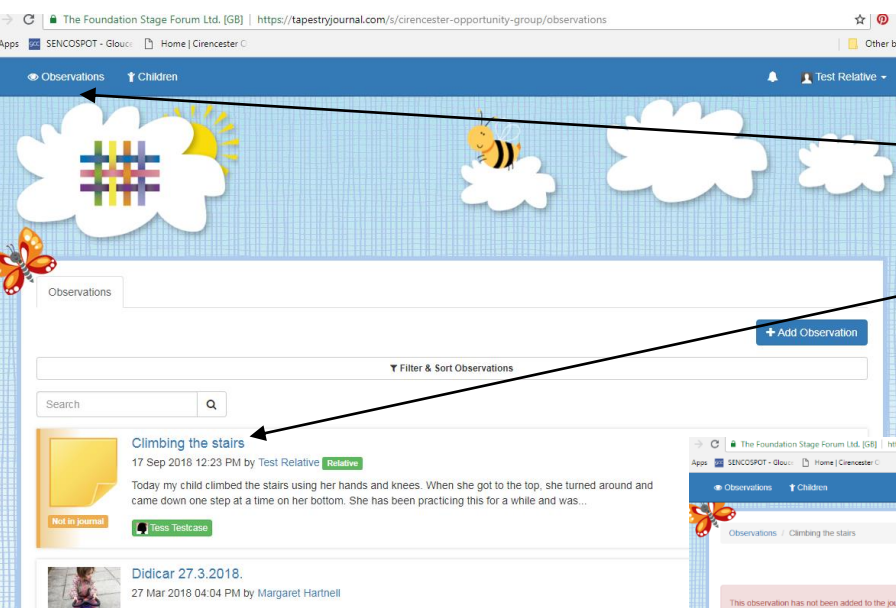
When you have finished, click the blue '**Save**' button.



Viewing an Observation and Adding a Comment

Click 'Observations' - **blue button** from the home screen.

Click the title of the observation you want to see eg. 'Climbing the Stairs'.



You can add a comment to a staff observation or comment on one of your own if there is something to add.

Click '**Add Reply**' to save it.

