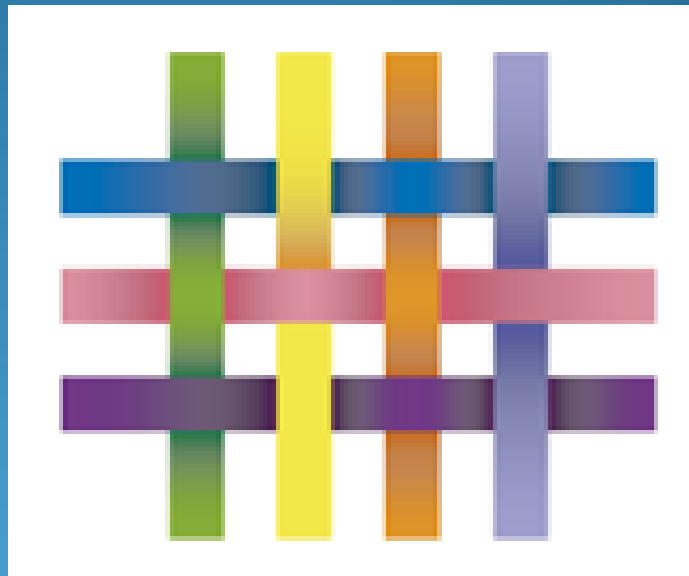# Tapestry workshop

Itinerary

These are the topics we will be focusing during this meeting:

- A walk through of the browser version
- How to change your email address/password
- How to set notification preferences
- Downloading your child's journal as a PDF

Browser version

This is a quick walk through guide to the browser version. First of all we will talk about how to log into Tapestry.

You should have been sent an email activation by your child's setting (If not, please let me know and we can re send you an email – but please not this only lasts for 24 hours). Once you have received the email, you can simply click on the link and follow the instructions.

However, after you have done this for the first time, you will need to go to this URL to log in

https://tapestryjournal.com/.

Alternatively you can search for Tapestry online lourning journal through Google.

Browser version
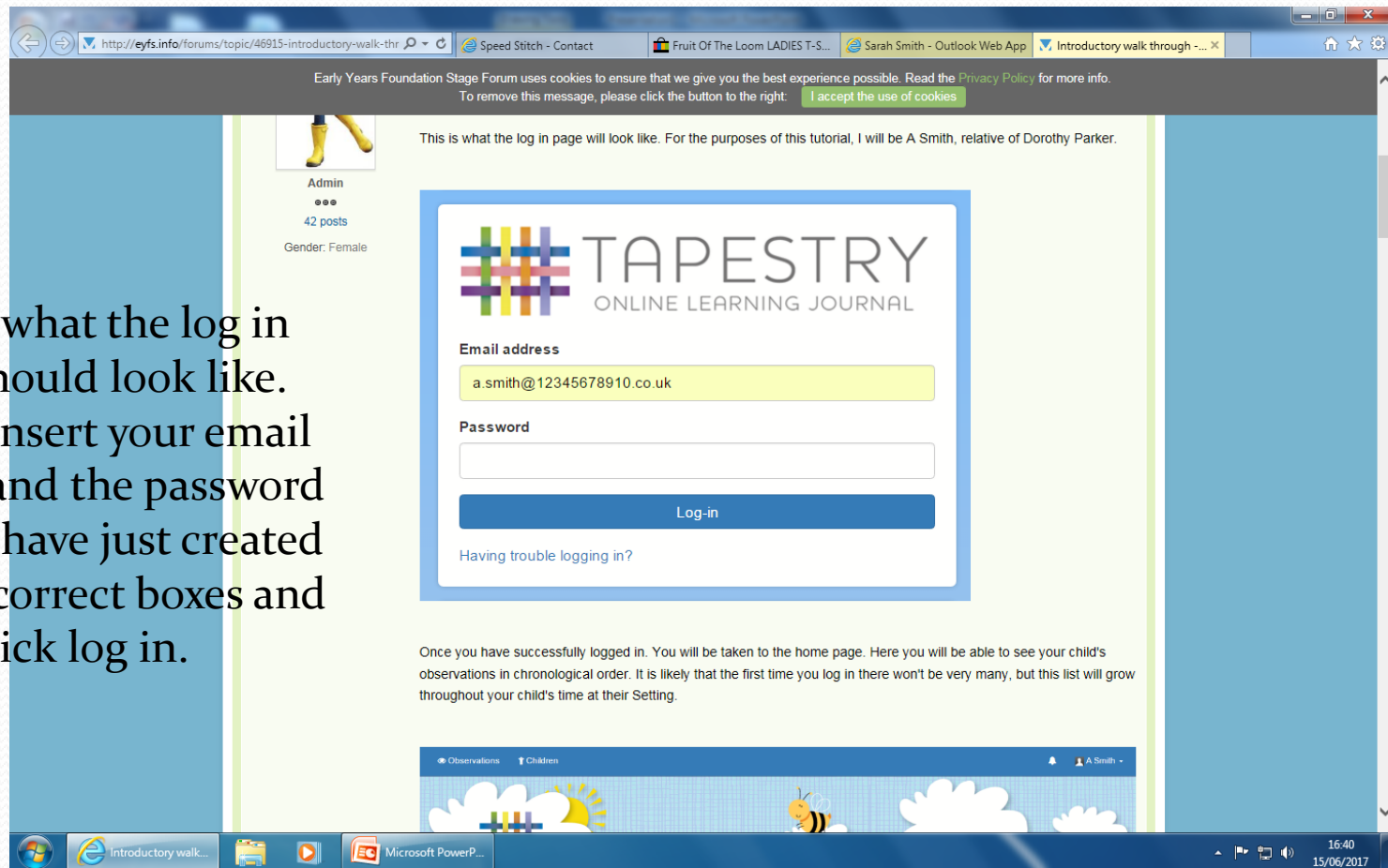
This is what the log in page should look like. Simply insert your email address and the password that you have just created into the correct boxes and click log in.

Browser version

Once you have successfully logged in, this is the first page you will see. This is 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 will wont be very many. This list will grow throughout your child's time at the nursery.
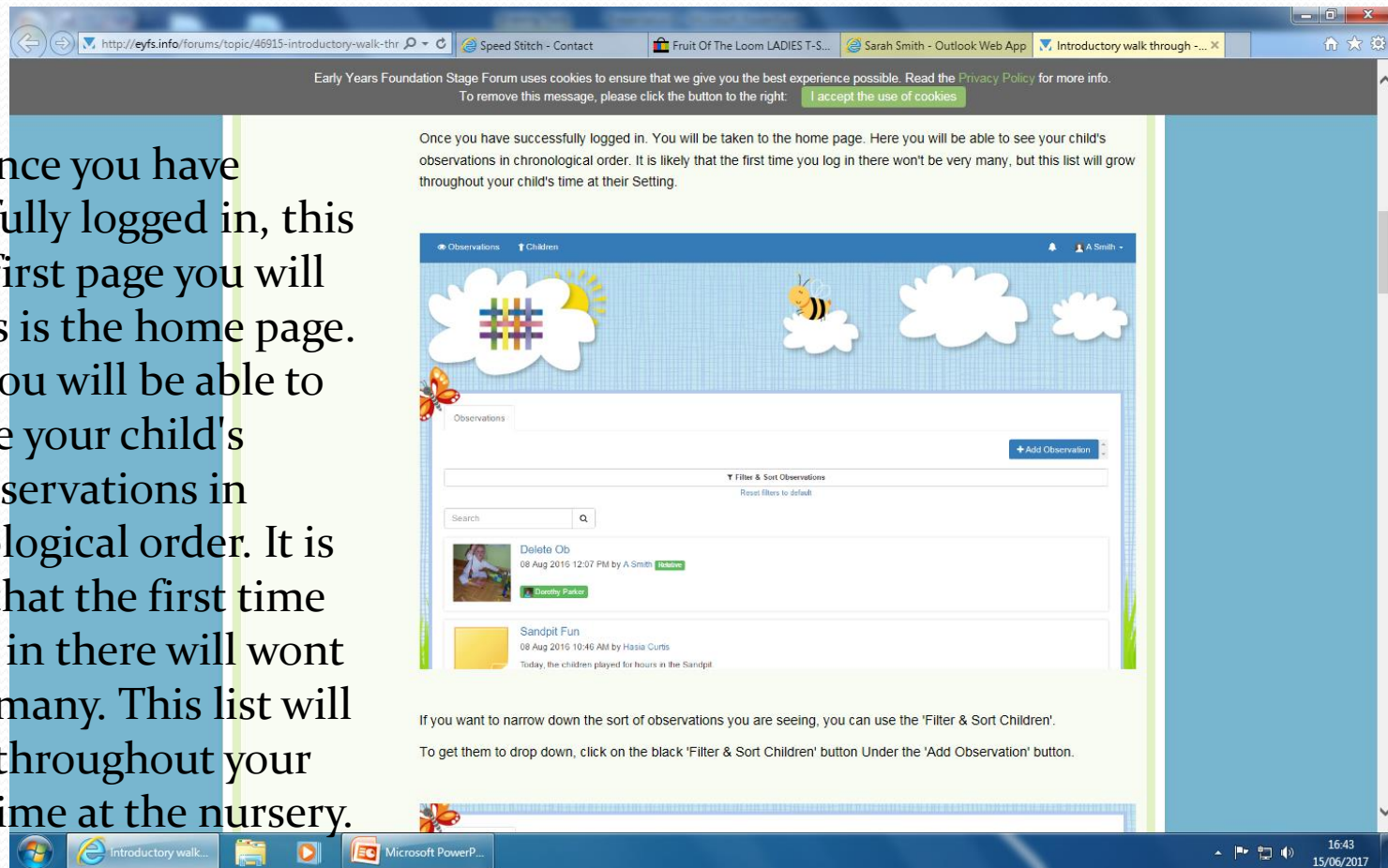
You are also given the option to look for a specific observation. To do this you will need to click on the search bar and type a word to begin the search. For example, If you are looking for an observation of your child doing a painting activity you could simply search for the word 'painting'. Any observations associated with painting will then be displayed for you to see.
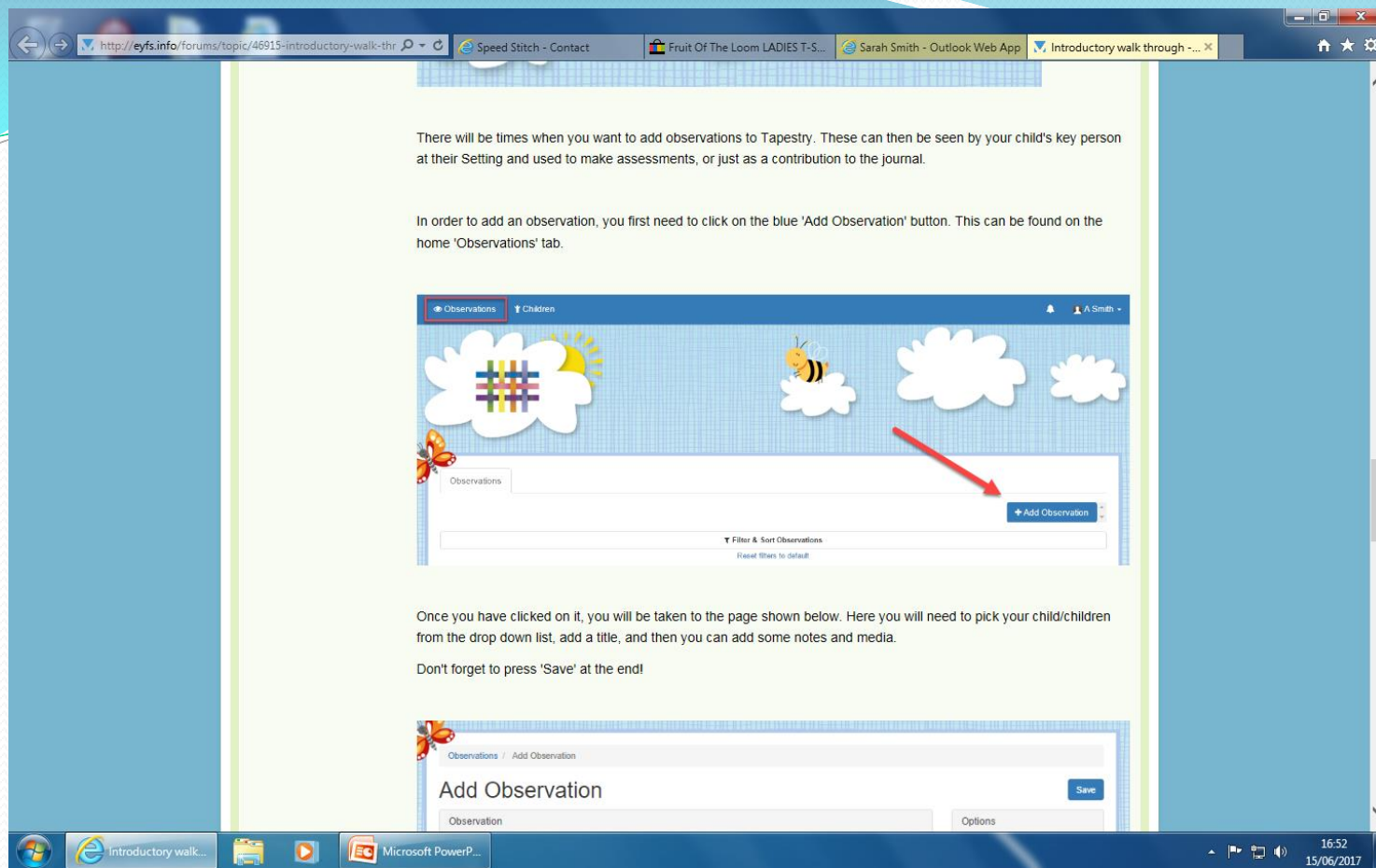
Tapestry gives parents/carers the opportunity to get involved and start observing for themselves. There may be something fantastic your child has done and you want to add this picture/video observation to Tapestry for staff to see. For example you may want to show us pictures of your holiday or when you and your child visited the Gruffalo trail. These can then be seen by your child's key workers 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 Observation tab in the left hand corner. Then click on the 'Add Observation' button.

Once you have clicked on 'Add Observation', you will be taken to this page. Here you will need to pick your child from the drop down list, add a title, and then you can add some notes and media.
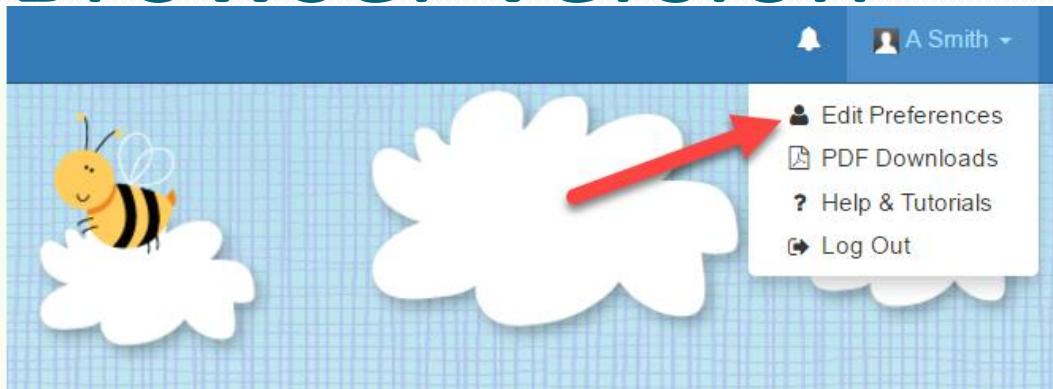Don't forget to press 'Save' at the end!

Browser version

Another thing your able to do from the home page is 'Edit preferences'. Just click on your name in the top right hand corner and it will bring down this list. Then click on Edit Preferences.
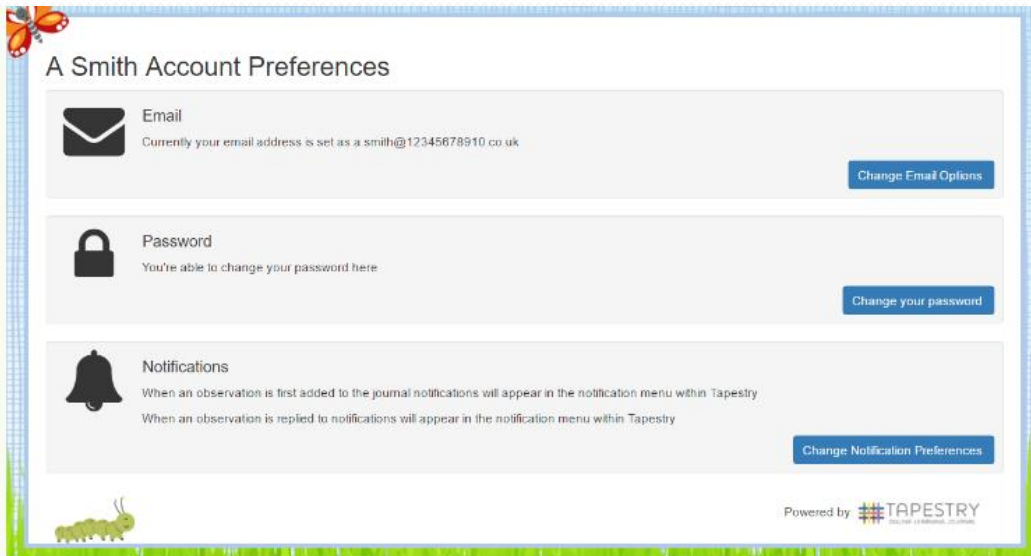
You will be taken to the page shown to the left. This is where you can edit your email address, password and notification settings.

Changing your email and password
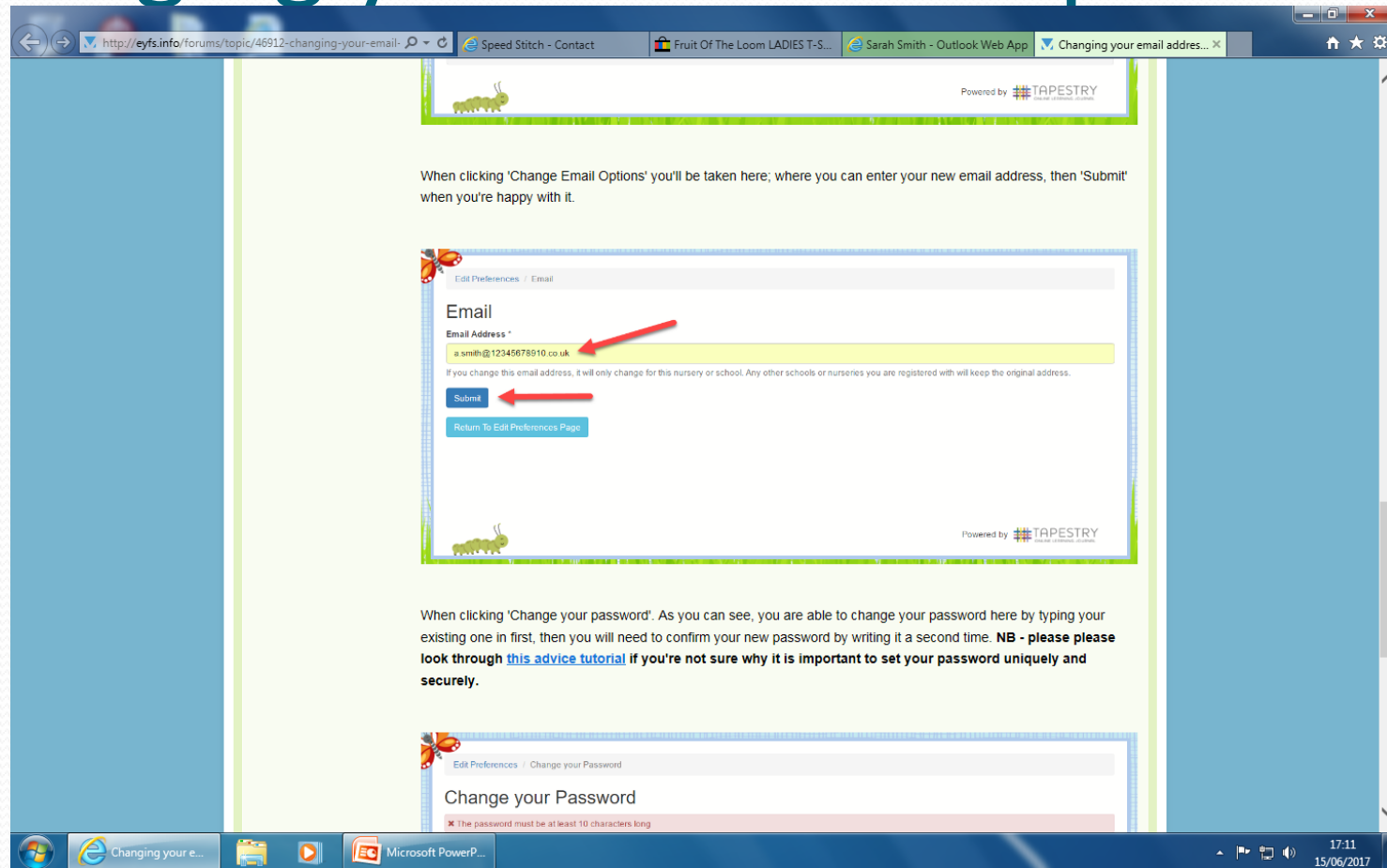
When you click on change email options it will take you to this page where you are given the option to enter a new email address. Once you have changed this email address you will need to press submit.

Changing your email and password

When you click 'Change your password' you will be taken to a screen that looks like this. As you can see, you are able to change your password here by typing your existing one in first, then you will need to confirm your new password by writing it a second time. Once you are done click 'Change password'.

Notification preferences

A Smith Account Preferences

Email
Currently your email address is set as a.smith@12345678910.co.uk

Change Email Options

Password
You're able to change your password here

Change your password

Notifications
When an observation is first added to the journal notifications will appear in the notification menu within Tapestry
When an observation is replied to notifications will appear in the notification menu within Tapestry

Change Notification Preferences

Powered by TAPESTRY

Another option once you have clicked 'Edit preferences' is to change your notification preferences. To do this you will need to simply press the third button indicated by the red arrow.

Notification preferences
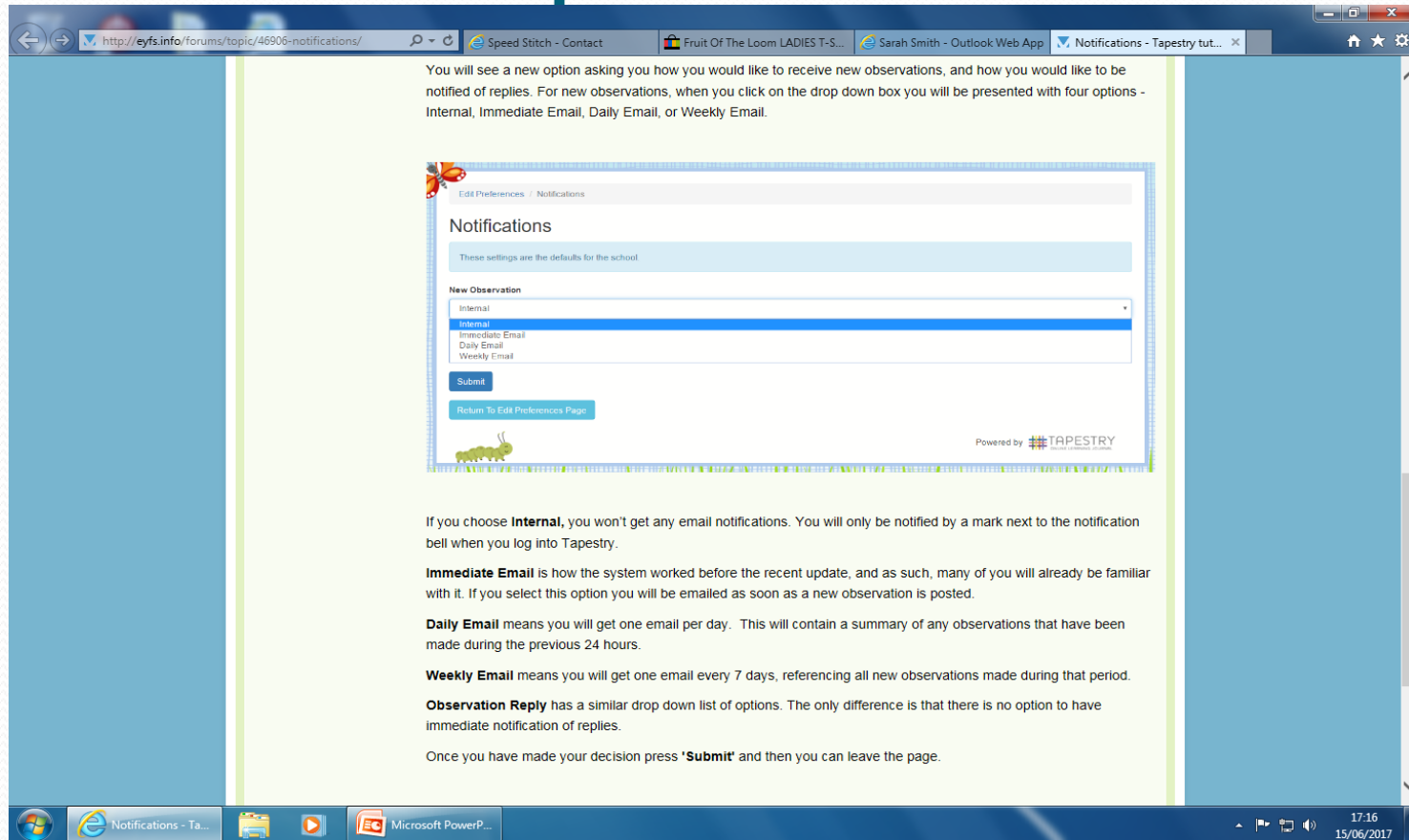
You will see an option asking you how you would like to receive new observations and how you would like to be notified of replies. For new observations, when you click on the drop down box you will be presented with four options - Internal, Immediate Email, Daily Email, or Weekly Email. I will explain these in the next slide.

Notification preferences

If you choose **Internal** - you won't get any email notifications. You will only be notified by a mark next to the notification bell when you log into Tapestry.

If you select **Immediate Email** - you will be emailed as soon as a new observation is posted.

Daily Email - means you will get one email per day. This will contain a summary of any observations that have been made during the previous 24 hours.

Weekly Email means you will get one email every 7 days, referencing all new observations made during that period.

Once you have made your decision press '**Submit**' and then you can leave the page.

That's Tapestry

Any questions?