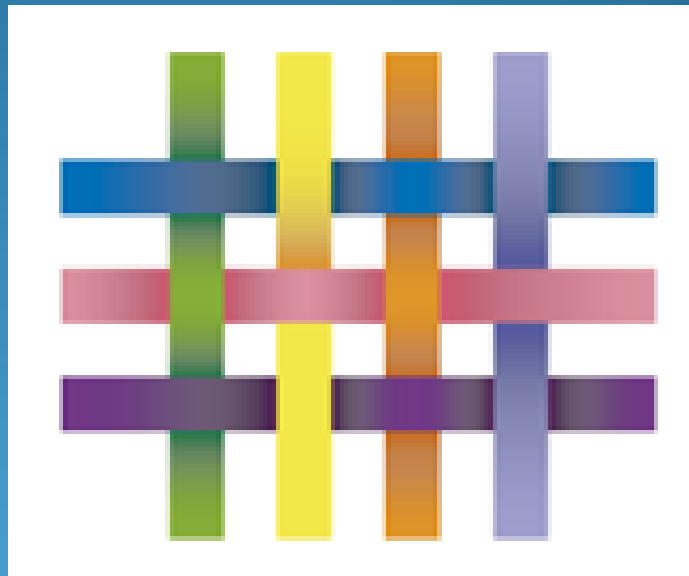


Tapestry workshop



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.

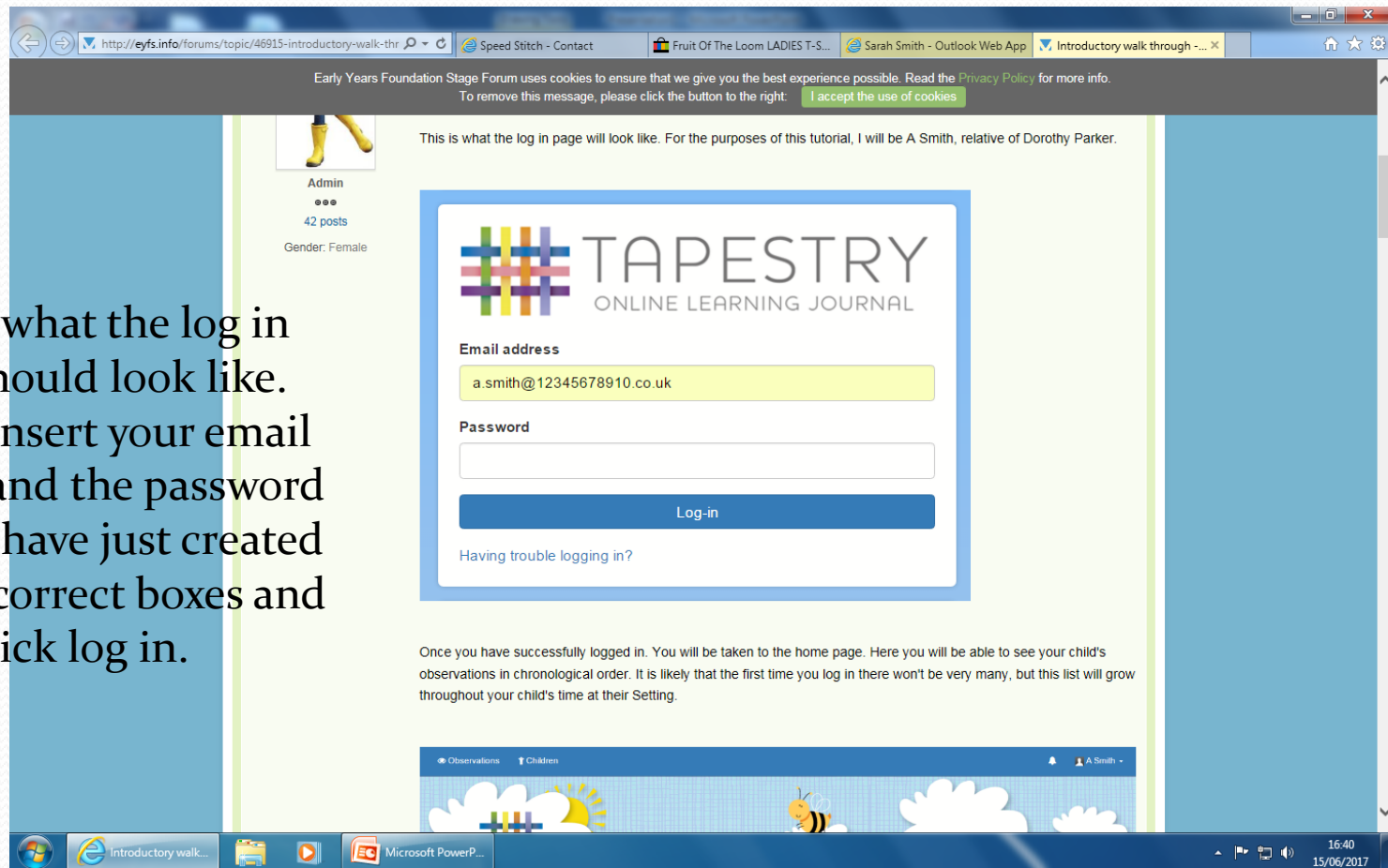
You should have been sent an email activation by your child's setting (If not, please let me know and we can re send you an email – but please not this only lasts for 24 hours). Once you have received the email, you can simply click on the link and follow the instructions.

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 learning journal through Google.

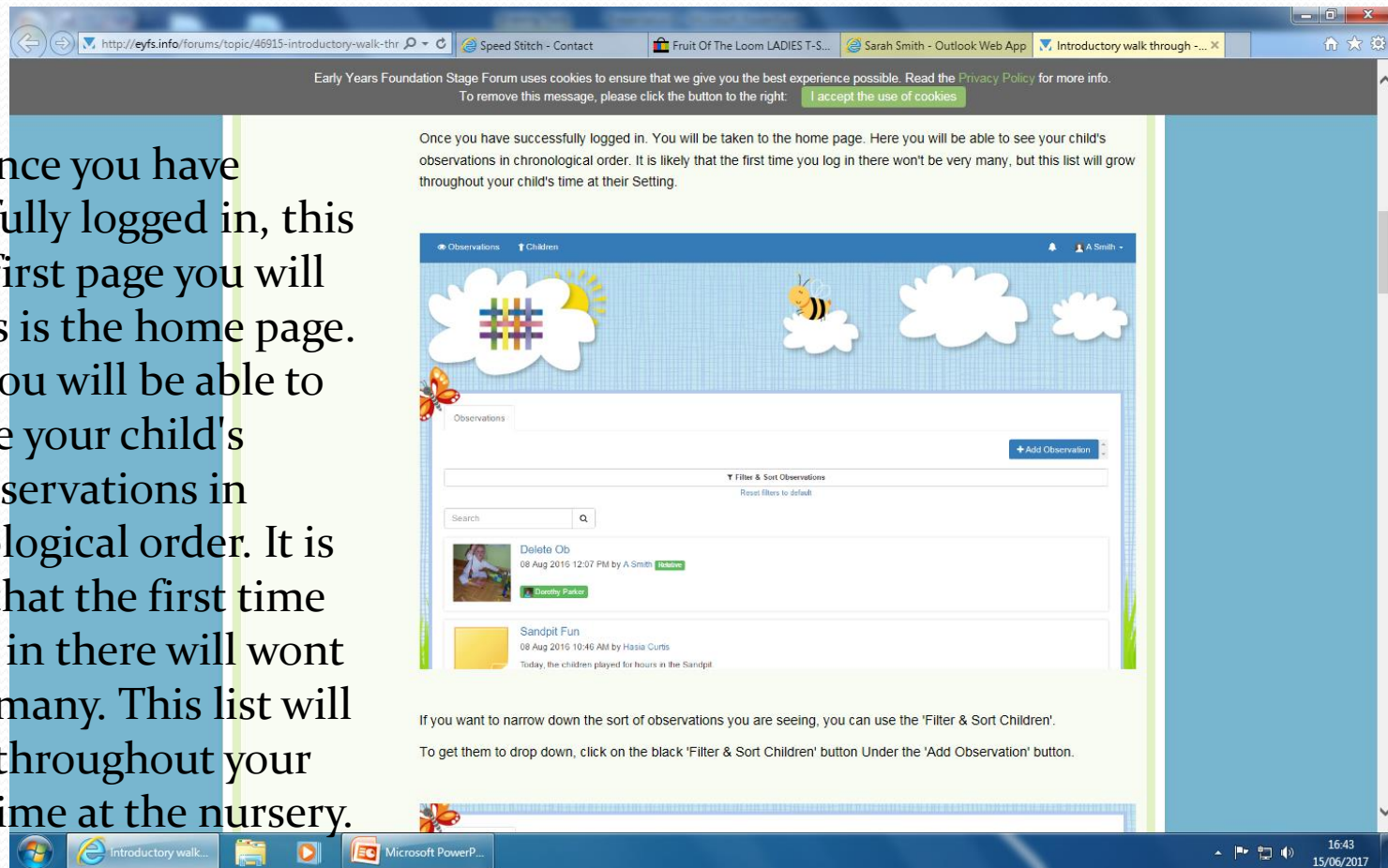
Browser version



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.

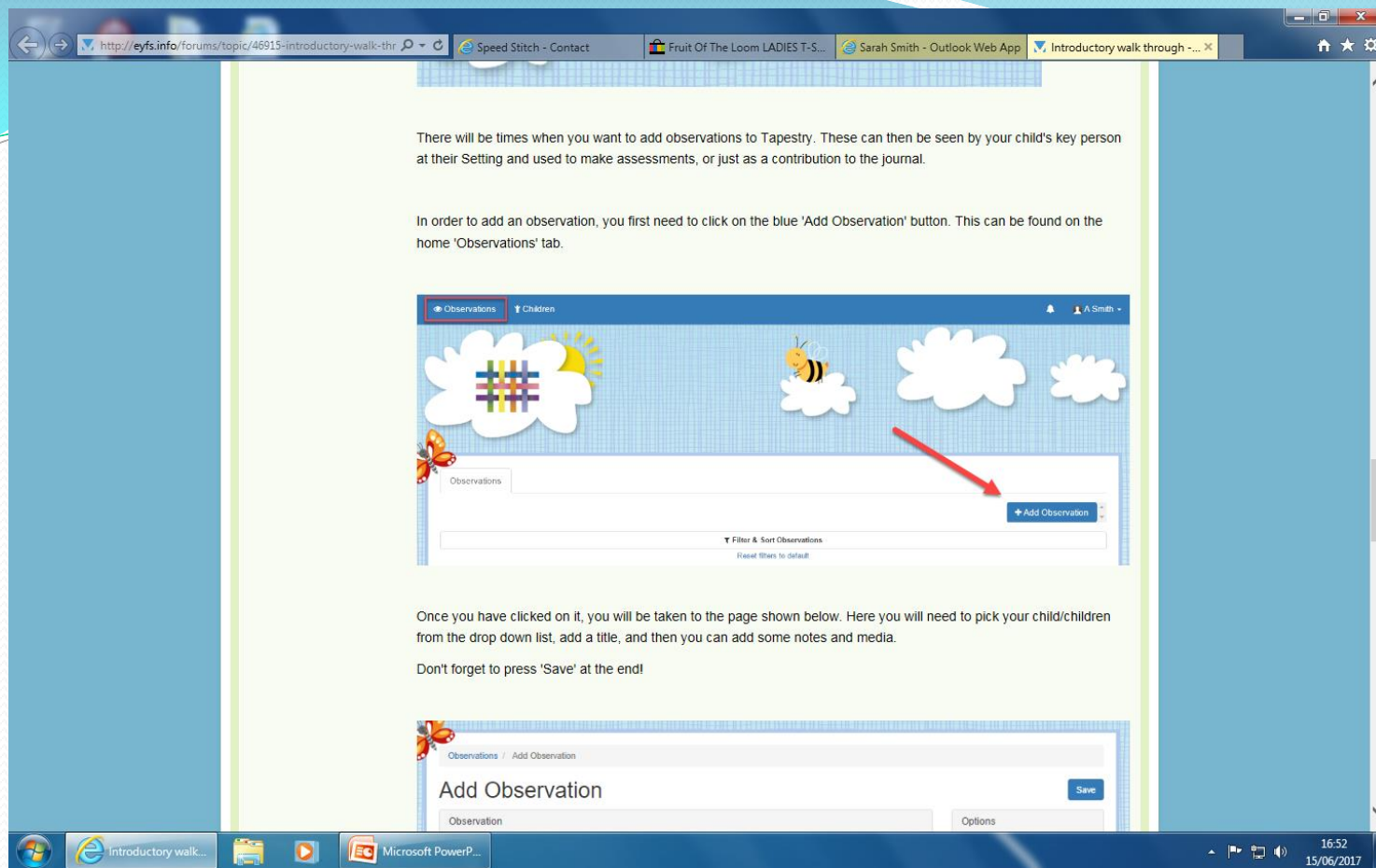
Browser version

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 not 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!

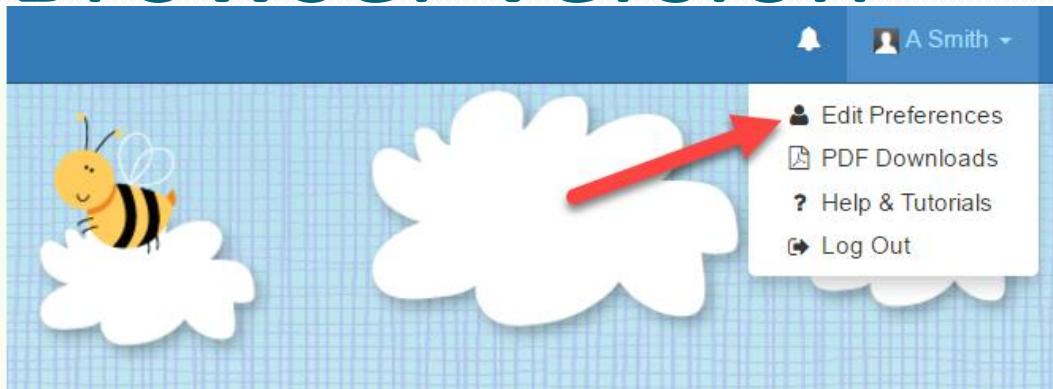
The screenshot shows a web browser window with the URL <http://eys.info/forums/topic/46915-introductory-walk-thr>. The browser tabs include 'Speed Stitch - Contact', 'Fruit Of The Loom LADIES T-S...', 'Sarah Smith - Outlook Web App', and 'Introductory walk through - ...'. The page content includes a header with the text 'Don't forget to press 'Save' at the end!', a main form titled 'Add Observation', and a footer with the text 'There are a couple of other things you can do on Tapestry. The most obvious, is to look at the 'Children' tab. Here you will be able to find all the children that are linked to you from a particular Setting. Unfortunately, if you have two children'.

The 'Add Observation' form is divided into several sections:

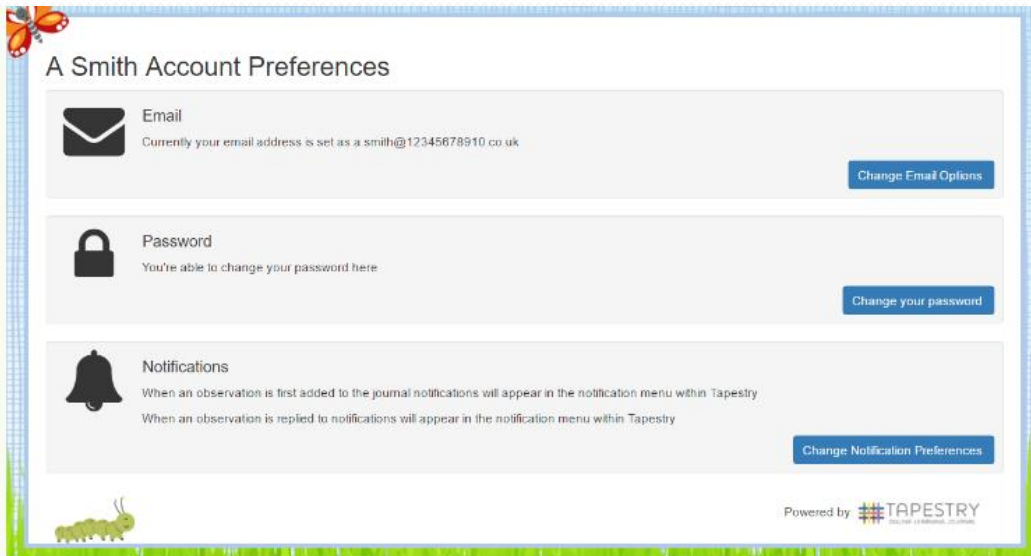
- Observation**: Contains a 'Children' dropdown menu with a 'Select Children' button, a 'Title *' text field, and a 'Notes' text area.
- Options**: Contains a 'Created *' field showing '08 Aug 2016 12:23 PM' and a 'Save' button.
- Media**: Contains a warning message: 'Warning! When a relative is viewing an observation with multiple children, any photos will be disguised so they cannot be viewed by relatives.' Below this are 'Add Files' and 'Start Upload' buttons.
- Footer**: Contains a 'Save & Add Another' button, a 'Save' button, and a 'Powered by TAPESTRY' logo.

The Windows taskbar at the bottom shows the 'Introductory walk...' application, a folder icon, a play button icon, and the 'Microsoft PowerP...' application. The system clock shows '16:59 15/06/2017'.

Browser version

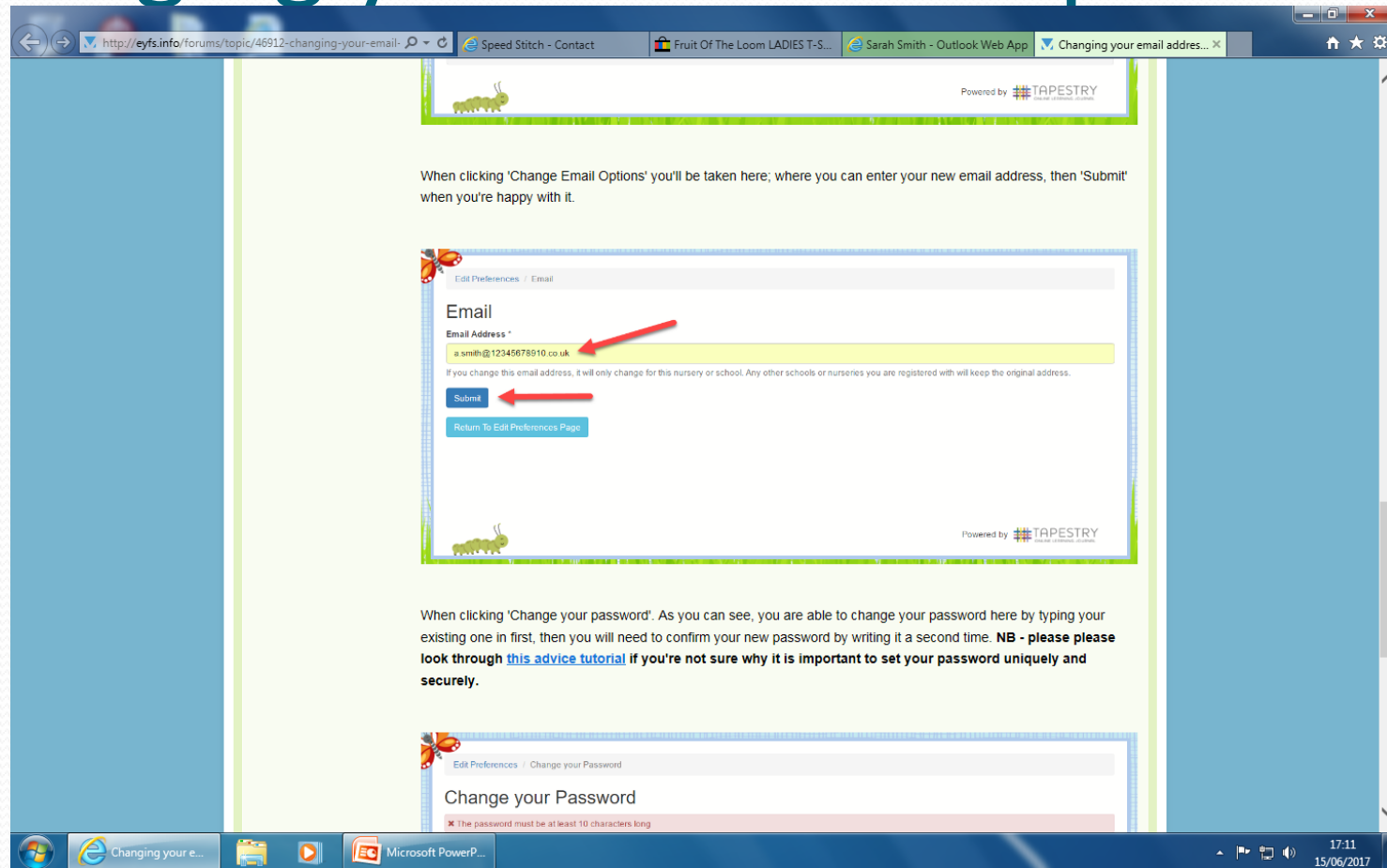


Another thing you are able to do from the home page is 'Edit preferences'. Just click on your name in the top right hand corner and it will bring down this list. Then click on Edit Preferences.



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

Changing one in first, then you will need to confirm your new password by writing it a second time. ~~Now please please~~ look through [this advice tutorial](#) if you're not sure why it is important to set your password uniquely and securely.

Edit Preferences Change your Password

Change your Password

✗ The password must be at least 10 characters long

✓ New Password and Confirm Password must match.

Existing Password

Your existing Password. If you do not remember your existing password please use the password reset form.

New Password

Enter a new password to change your password. The change will only apply to this nursery or school. If you have other Tapestry accounts, their passwords will not change.

Confirm Password

Re-enter your password to confirm it.

Change Password

Return to Edit Preferences Page

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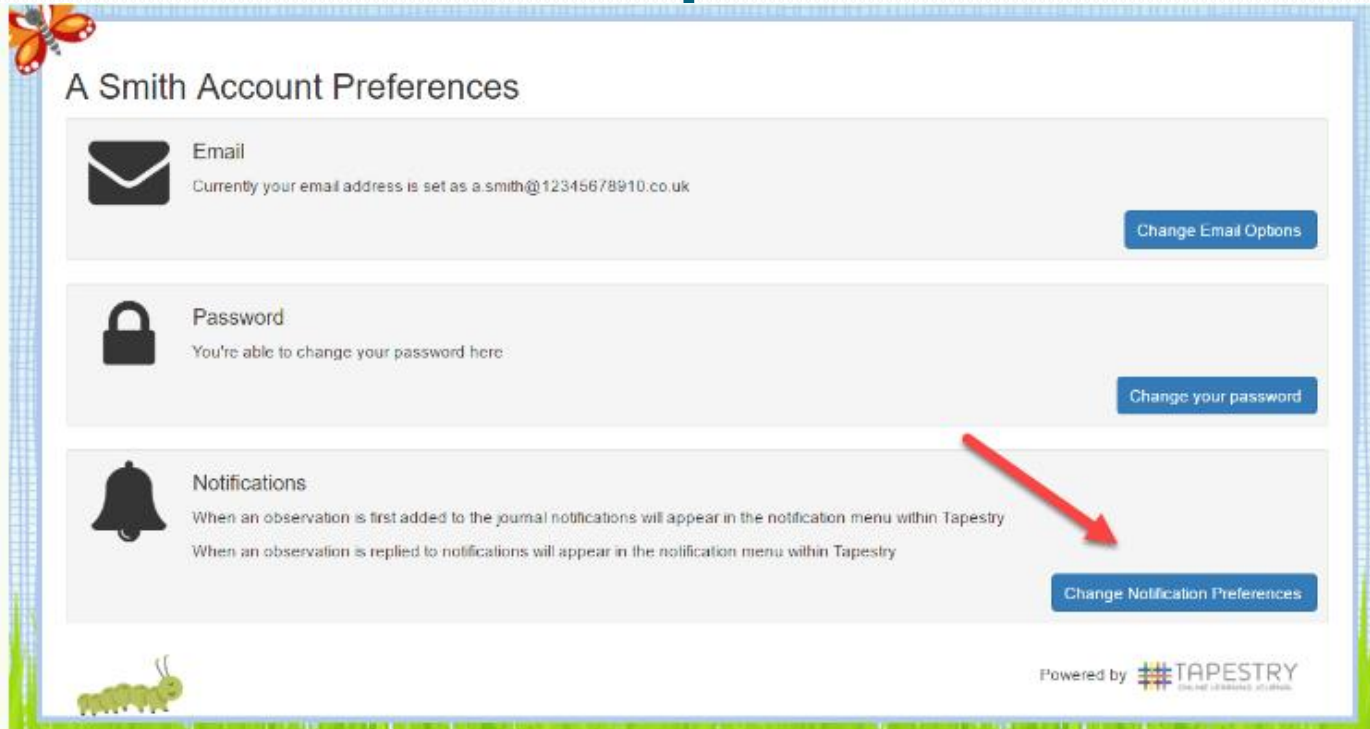
Once you are happy that your new details are accurate, press 'Change Password'. You can then leave the page.

If you have any problems with your Tapestry account, please contact your child's school or early years setting.

Back to Tapestry tutorials

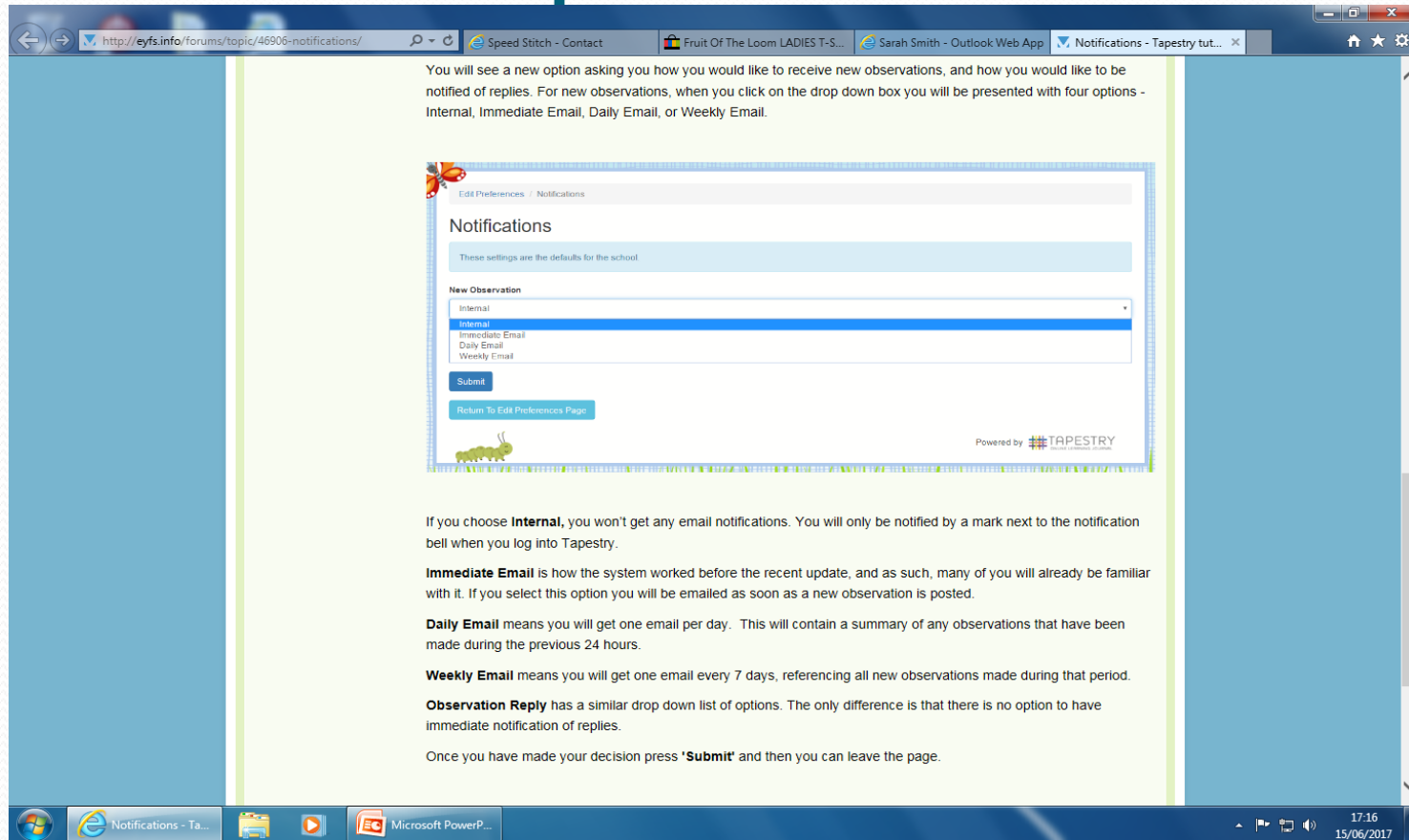
When you click 'Change your password' you will be taken to a screen that looks like this. As you can see, you are able to change your password here by typing your existing one in first, then you will need to confirm your new password by writing it a second time. Once you are done click 'Change password'.

Notification preferences



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?

