



Tapestry Guide for Parents

Dear Parents/Carers,

You will have recently received your username and password to access your child's learning journey on Tapestry.

This guidance booklet contains instructions on how to use your child's online Learning Journal.

The Tapestry application can be accessed on <https://eylj.org>

The Home Screen

The screenshot shows the Tapestry Home Screen. At the top, there is a black navigation bar with a 'Page Filters' dropdown menu (callout 4) and a user profile 'Example Mum'. Below this is a green maintenance banner. The main content area has a decorative header with a bee and clouds. A navigation bar contains 'Obs' (callout 1), 'Children', and 'Search'. Below this is an 'Add Observation' button. A message states: 'Results on this page can be filtered and sorted by clicking the Page Filters icon at the top of the page.' An observation card is shown with the title 'Welcome to Tapestry' (callout 2), dated '21 Mar 2016 04:37 PM by Miss Fenton', and includes a '1 assessment' button. A red circle highlights the 'Obs' tab and the observation card.

'Obs' Tab – Viewing an Observation

- Observations are listed on the home screen under the tab 'Obs'. (1)
- You can view an observation by clicking on the title. (2)
- You will see the teacher's observation and/or photograph/videos at the top. The teacher's assessments can be seen below the observation.
- You can leave a reply to an observation by scrolling down and typing a message into the text box. (3)

This screenshot shows the details of an observation. It includes a 'Notes' section with the text 'Example child had a lovely day at Endsleigh.' and a 'Like' button. Below is an 'Assessments' section with a blue header 'Personal, Social and Emotional Development - Making Relationships - ELO' and a description: 'Children cooperatively taking turns with others. They take account of one another's ideas about how to organise their activity. They identify to others' needs and feelings, and form positive relationships with adults and other children.' At the bottom, there is a 'Leave a reply' section with a text input field and an 'Add Reply' button (callout 3).

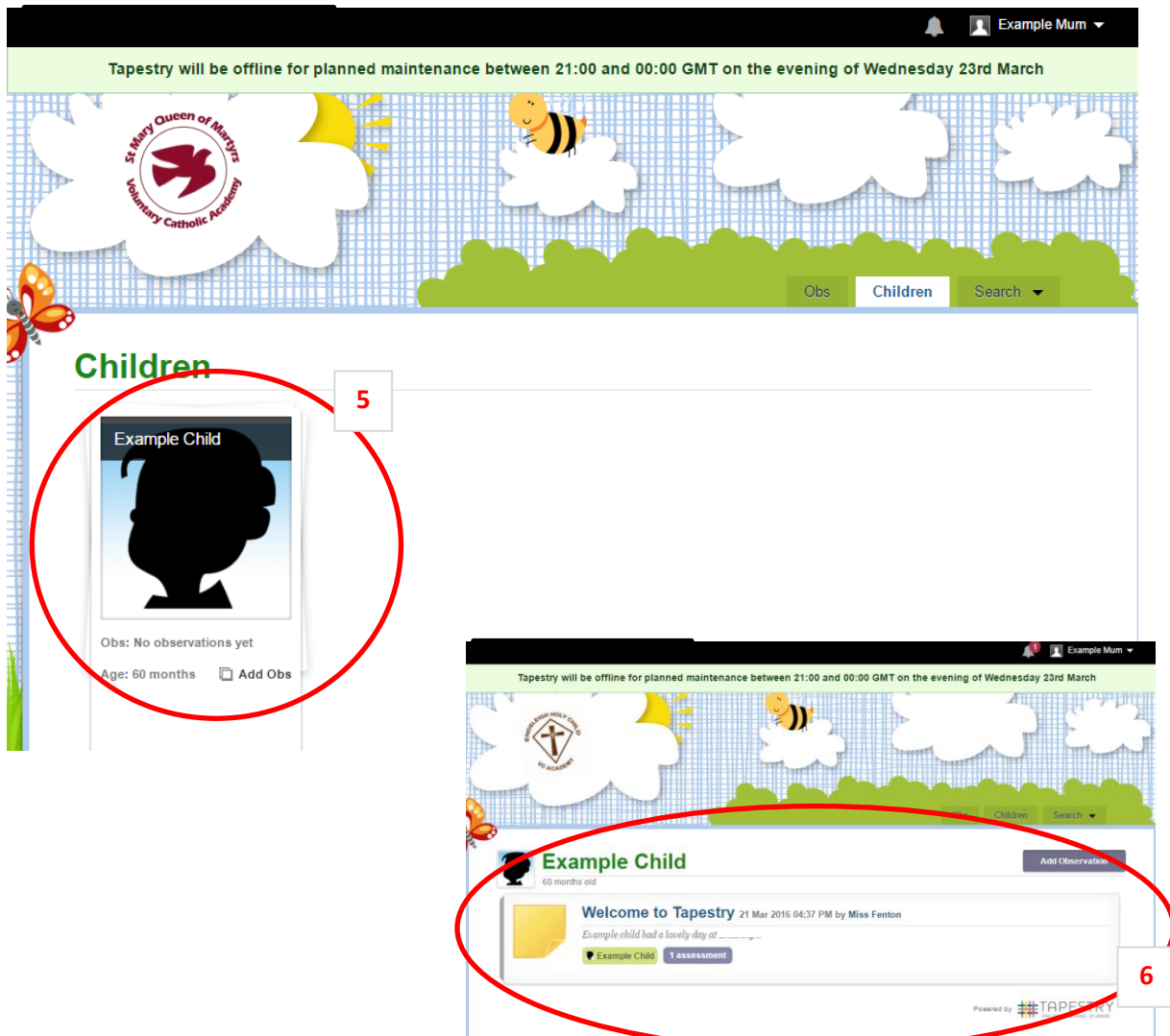
Page Filters

- You can select and filter observations using the Page Filters section in the black bar on the Home Screen. (4)



- If you have more than one child in the Early Years, you can use the different filters to select which child's observations you want to see in the 'Obs' tab.
- Press the green button 'Apply' to make your refinements.
- Press the red 'Reset' button to return all filters to the default options.

The 'Children' Tab

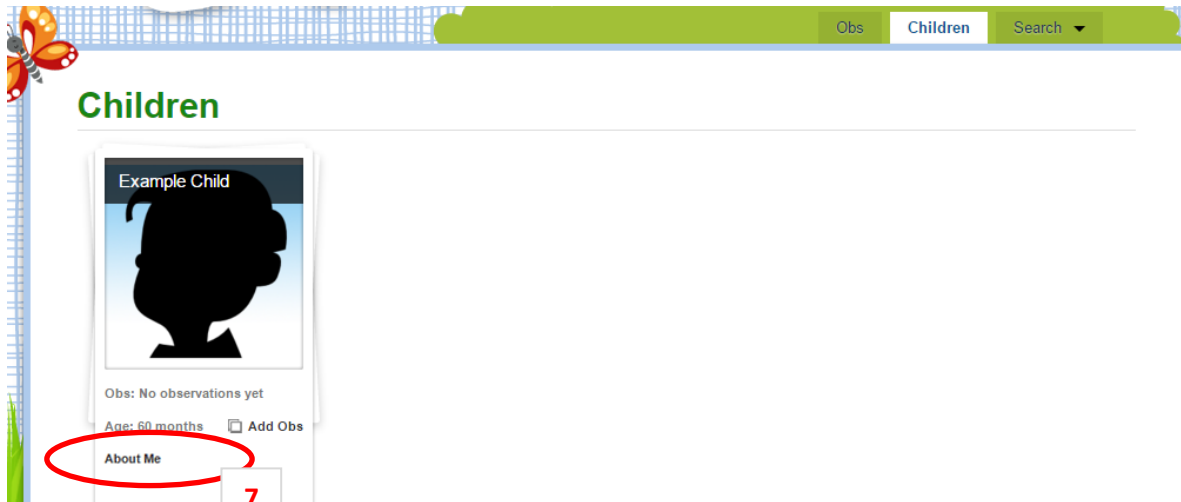


- You will find a silhouette of your child/children on this tab (5).
- Clicking on this will enable you to view their Learning Journal (6).
- All observations can also be found in the 'Obs' tab on the Home Screen.

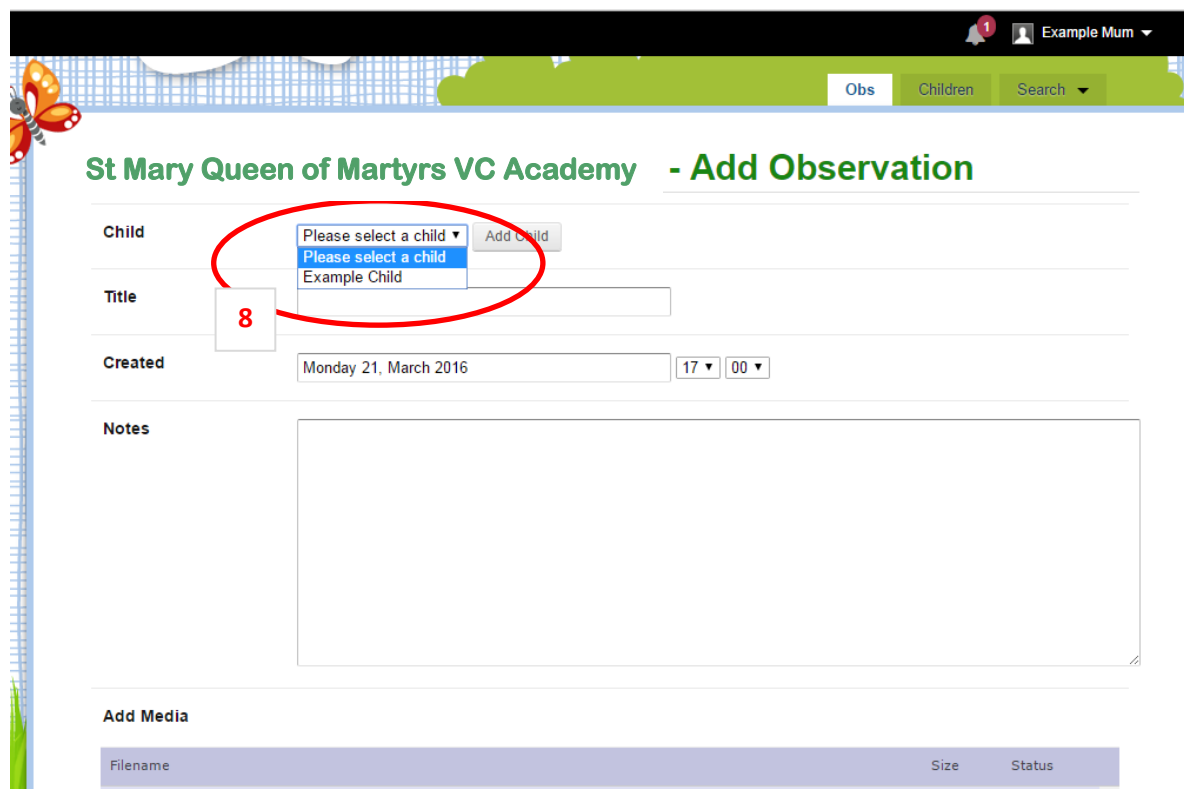


About me

- On your child's silhouette you will also find their 'About me' form which you can add details to and your child's teacher will be able to view these. (7)



Adding an observation



1. Click on the 'Add Observation' button found on the Home Screen.
2. Select your child's name from the drop down box (8) and then follow the onscreen instructions (also captured below).
3. Add a title to your observation.



5. Add any notes to describe what happened during your observation.

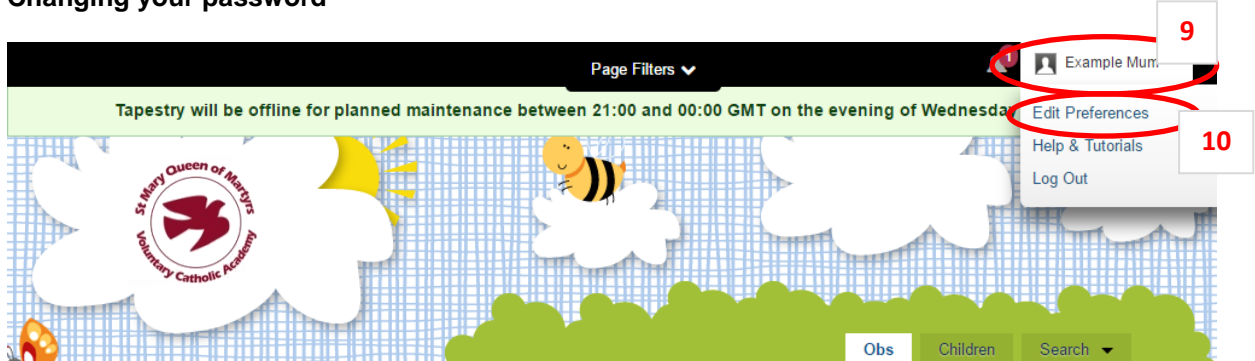
6. Upload any photos or videos of the observation:

- a. by clicking 'Add Files'.
- b. select the relevant file(s) from your personal folder.
- c. click 'Start Upload'.

7. Click 'Save' to record the observation – your observation will now be available on the Home Screen under the 'Obs' tab.

Note: Observations added by parents will only be made visible on the Learning Journal once the relevant teacher has approved it. Parent observations will however be available immediately in the 'Obs' tab.

Changing your password



- We recommend that you change your password when you log in for the first time.
- Click on your account name at the top right of the screen (9)
- Click on 'Edit Preferences' (10)
- Your email address will now be displayed
- You can now enter a new password in the 'Password' section (11)



Example Mum

Obs Children Search

Preferences

Email Your current email address is fsshowandtell@endsleigh.hull.sch.uk [Change these options](#)

Password [Change your password](#) **11**

PIN [Change your PIN](#)

Notifications When an observation is first added to the journal an internal (no email) notification will be sent immediately [Change these options](#)

When an observation is replied to an internal (no email) notification will be sent immediately

Note: Please ignore the 'Notifications' section.

We hope you enjoy reading about all of the wonderful experiences your children have been having in the Early Years.

If you would like further help using the Tapestry Learning Journal, please feel free to ask your child's class teacher/key worker.

Thank you in advance for your contribution to this exciting new tool!