

### Frequently Asked Questions

#### **Why have an online system?**

Writing observations of the children's learning is key to their overall assessment in the Early Years Foundation Stage. Previously, we have handwritten all observations, printed out photos and sticking them all into their learning journals which is very time consuming. By taking photos and videos that can be instantly uploaded, we are increasing the amount of time that staff can spend with the children supporting their learning. Parents are then able to instantly see what their child has been up to during the school day as well as upload their own observations from home.

#### **How do I access Tapestry from home?**

We will set you up with an account using the email you have provided and supply you with a temporary password which you will need to change the first time you access your child's journal. You will be the only people able to see your child's journal by using these login details.

Tapestry can be accessed online at: <https://tapestryjournal.com/login/>

It is also available as a free app from the Apple Store for iPhones/iPads and from the App Store for any Android devices.

#### **I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?**

If you are unable to access the internet on any devices at home, then you will still be able to access your child's journal by arranging a mutually convenient time with your child's teacher to come and view it in school. You will be provided with access to your account and support if needed.

#### **I am not very confident with technology. Will I find it difficult to use?**

One of the reasons for choosing Tapestry as an online learning platform is the ease of use. We have produced a step by step guide of how to use it but please come and ask us if you have any problems and we will be happy to help.

#### **What sort of thing do I need to post from home?**

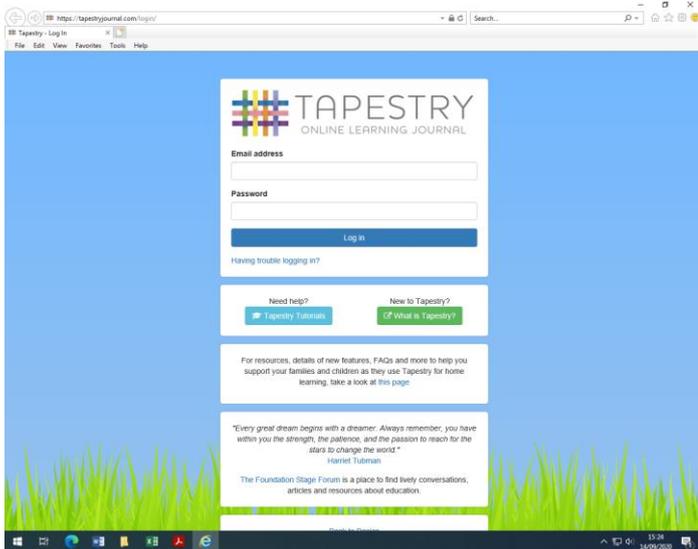
Attached is a list of statements that we will be working towards during the year. If your child demonstrates any of these at home, please share it with us! It is important for our observations to come from a variety of settings and not just be from school. Please see our guide of "Home Observations" to support you with this.

# How to Use - Desktop



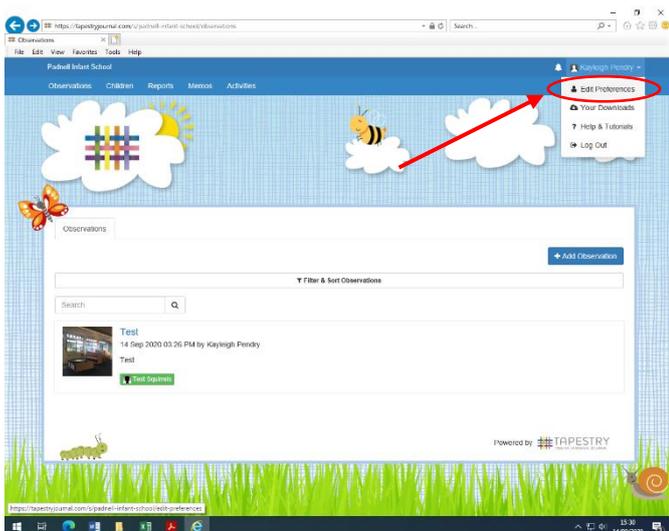
## Step 1 – Logging in

Login to <https://tapestryjournal.com/login/> using the email address and password sent to you by the school.

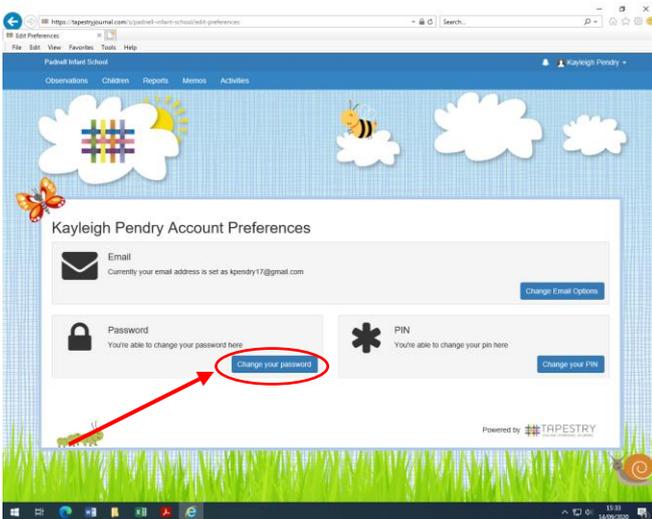


## Step 2 – Changing your password

The first time you log in you will need to change your password so your child's learning journal is secure.



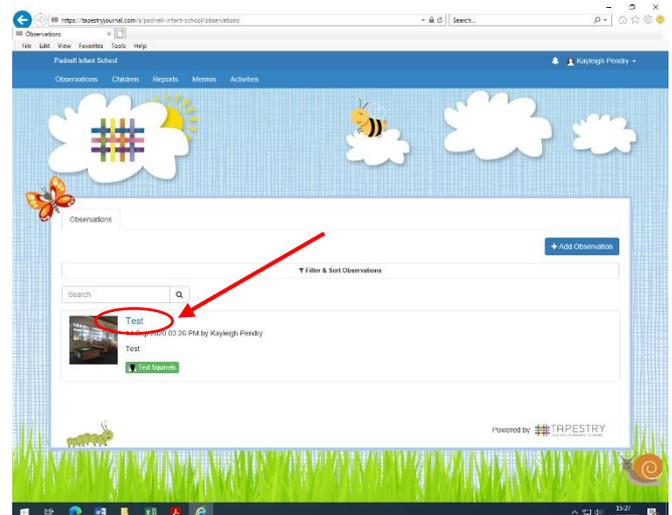
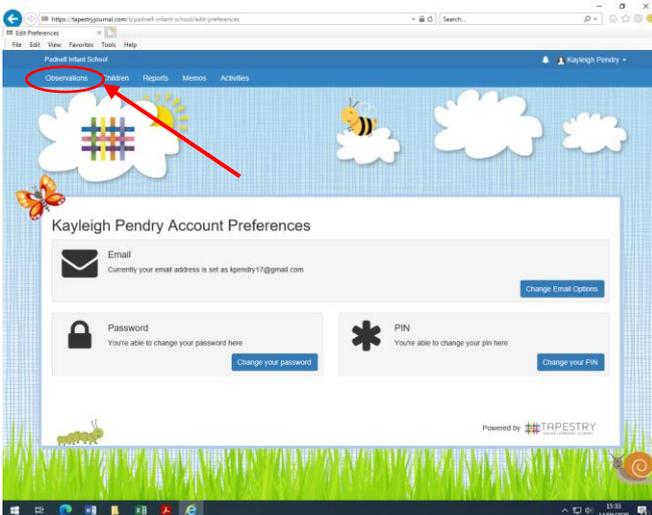
Click on your name at the top right hand corner and select *Edit Preferences*.



Select the option to *Change Your Password*. You will need to enter your existing password (provided by the school) and change it to a new one that only you know. Your new password must contain at least 12 characters and not be something that is easily guessed by others.

### Step 3 – Looking at observations

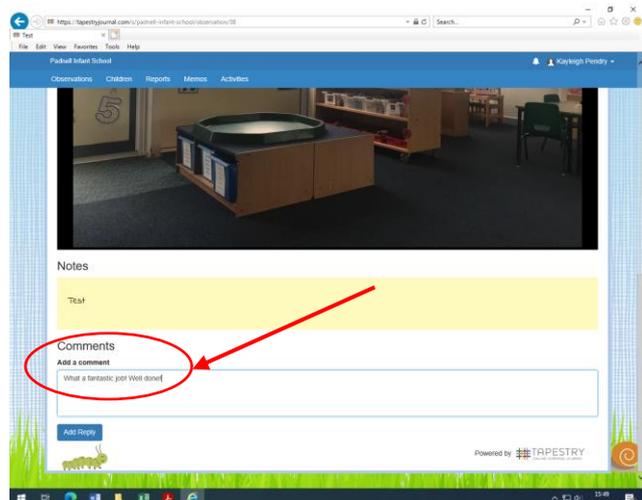
Once your password is changed you are now able to access your child's learning journal. Select the observations tab at the top left hand side of the screen.



Any observations will show up on this page. Click on the title of the observation to view your child's learning.

## Step 5 – Commenting on observations

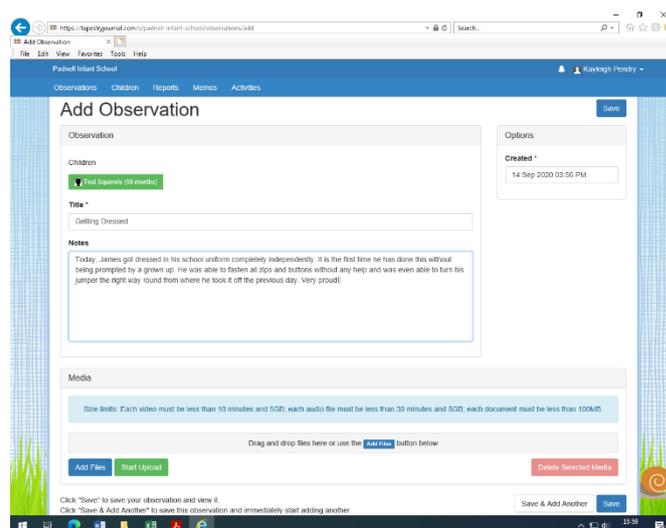
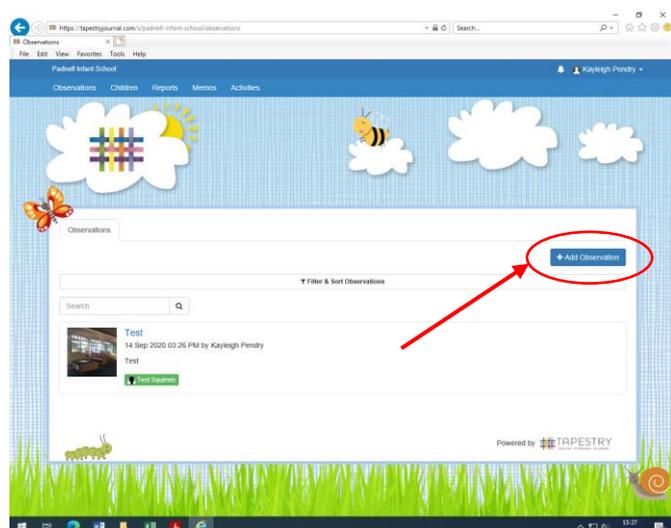
Look through the photos and read the comments attached to the observation.



If you wish to leave a comment, scroll down to the bottom of the observation and type a message in the box. This comment can be viewed by your child's teacher as well as any other families of children also in the observation.

## Step 6 – Writing your own observation

It is really helpful to us if you can upload your own observations from home so that we can get a full picture of your child's development. We are looking for evidence of the children's learning across all seven areas of their curriculum. Please have a read through of the children's Early Learning Goals that they are working towards this year for inspiration of what to look for. We have also included some ideas of how to write an observation to help.



Click on the *Add Observation* button. Add a title to your observation and write some notes about what your child did or said. From here you are also able to add in photos or videos from your computer by selecting the *Add Files* button. Press Save at the bottom left to send your observation to your child's teacher. Only you and the teacher will see what you have posted.

# How to Use – Phone/Tablet



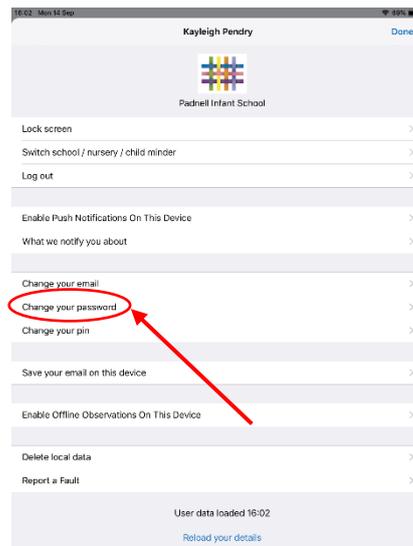
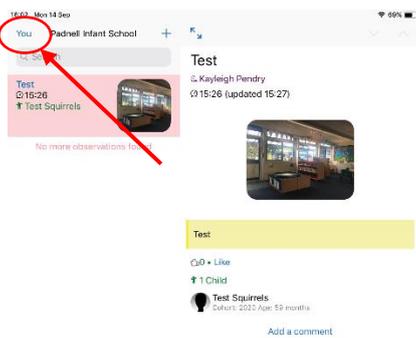
## Step 1 – Logging in

Download the Tapestry app. The icon will look like this -



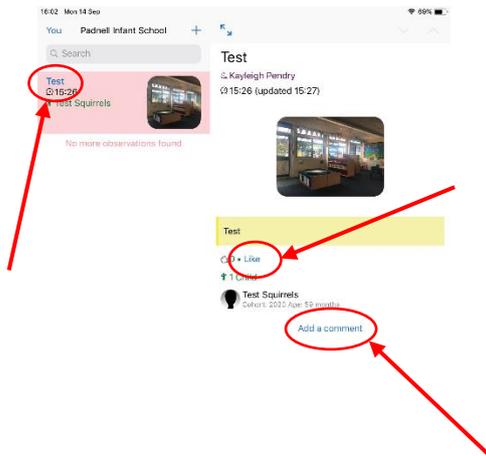
When you open the app, login using the email address and password sent to you by the school.

## Step 2 – Changing your password



Select the *You* icon in the top left hand corner. Next, click on *Change your password*. You will need to enter your existing password (provided by the school) and change it to a new one that only you know. Your new password must contain at least 12 characters and not be something that is easily guessed by others.

### Step 3 – Looking at and commenting on observations

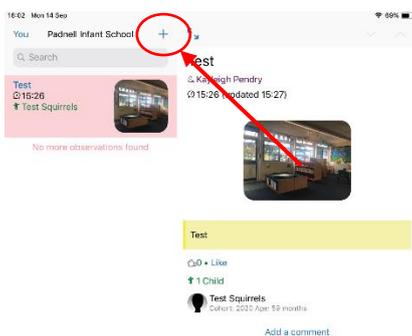


All observations can be viewed from this screen. Select the title of the observation you wish to look at and it will automatically show on the right hand side of the screen or take you to a new screen (on a phone). Look through the photos and read the comments attached to the observation.

If you wish to leave a comment, click on the *Add a comment* button at the bottom. You can also 'Like' a comment to show you have seen it.

### Step 4 – Writing your own observation

It is really helpful to us if you can upload your own observations from home so that we can get a full picture of your child's development. We are looking for evidence of the children's learning across all seven areas of their curriculum. Please have a read through of the children's Early Learning Goals that they are working towards this year for inspiration of what to look for. We have also included some ideas of how to write an observation to help.



Click the "+" icon which is either in the top middle or top right hand corner. This will open a new page.



16:02 Mon 14 Sep 88% 

Cancel Upload

Add a Title

Write some notes

Pictures and Videos  
Videos must be less than 10 minutes long

Take Picture Record Video Add From Library

1 child Pick children

 **Test Squirrels**  
Content: 2020 Ages: 99 months

Date of observation 14/09/2020, 16:02

Add a title to your observation and write some notes about what your child did or said. From here you are also able to add in photos or videos from your library by selecting the *Add From Library* button. You can also take a picture or record a video using the app by selecting the Take Picture and Record Video icons. Press Upload at the top once you have finished to send your observation to your child's teacher. Only you and the teacher will see what you have posted.