



Delta Primary School
206A Nightingale Road. London N9 8PT
Tel: 020 8351 1784
Headteacher: Kate Stevens
Deputy Headteacher: Bindya Chapaneri



13th March 2022

Dear Parents/ Carers,



Getting Started on Tapestry for Parents **(Web Browser Version Guide)**

Today you should have received an Activation Email to set up your Tapestry account. I sincerely hope that you find using Tapestry a liberating way to access knowledge of your child's achievements and progress. We hope that you will also embrace the opportunity to upload and contribute evidence of your child's learning at home too.

Please read the following information guide on how to access and use Tapestry at home. If you have any further questions, then please do speak to either myself or the class teacher Emine Volkan.

Kind regards,

Bindya Chapaneri
Deputy Headteacher

Where to find Tapestry

To access the web browser version of Tapestry, you can go to go to: www.tapestryjournal.com

Login Information

In order to use Tapestry, Cedar Daycare will create a user account for you on the system and you will be sent a link from Tapestry so that you can create your password yourself.

Tapestry support (the customer services team) are unable to create or modify relative accounts. Tapestry support 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 you gave us.

Your Password: _____

You can change your password at any time and we strongly recommend that you change your password on your first visit to something memorable.

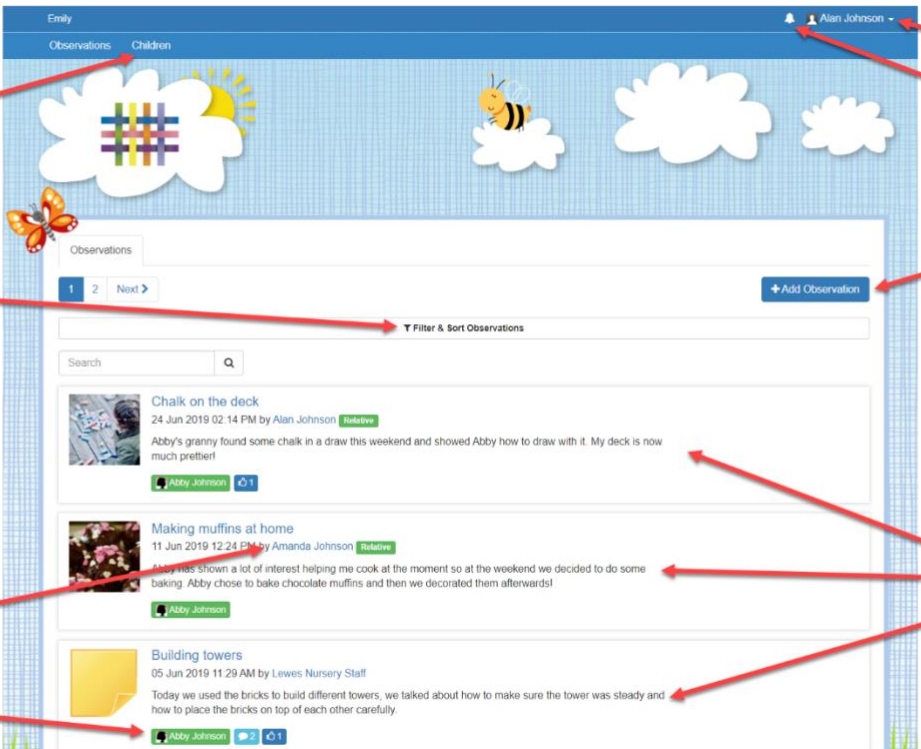


The screenshot shows the Tapestry login interface. At the top left is the Tapestry logo, a colorful grid of squares. To its right is the text "TAPESTRY ONLINE LEARNING JOURNAL". Below the logo are two input fields: "Email address" and "Password", both with "****" as a placeholder. A blue "Log-in" button is positioned below the password field. Underneath the button is the text "Having trouble logging in?". At the bottom of the page, there are two buttons: "Need help? Tapestry Tutorials" and "New to Tapestry? What is Tapestry?".



The screenshot shows the Tapestry password creation interface. At the top left is the Tapestry logo, a colorful grid of squares. To its right is the text "TAPESTRY ONLINE LEARNING JOURNAL". Below the logo is the heading "Set your new password". There are two green checkmark messages: "✓ The password must be at least 10 characters long" and "✓ New Password and Confirm Password must match." Below these are two input fields: "New Password" and "Repeat New Password", both with "*****" as a placeholder. A blue "Submit" button is located at the bottom left of the form.

Tapestry Browser Version Interface: Observations Screen



Children Tab: This takes you to the profiles of the children you are linked with

Filters Use these to refine what appears on this list. E.g. Observations with pictures, including comments etc

Author of the Observation

Child's Name

Your Username

Notifications

Add Observation: Use this button to add an observation

Observations: These are the observations made for your child. Click the title or picture to view the observation in full

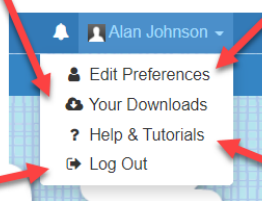
Your Username

Access this drop-down menu by clicking on your username in the top right of the screen

Your Downloads: Here you can access observations/pictures/videos if the setting have made them available to download

Edit Preferences: From here you can change your email, password, PIN and notification settings

Log out of your account



Help and Tutorials: Contains a link to Relative Tutorials and your setting's relative contact email address

Viewing an Observation

To view an observation, click on the observation title or thumbnail image of an observation on the 'Observation' page.

Observation Title

The screenshot shows a web interface for viewing an observation. At the top, the title 'Gloop!' is displayed, with a red arrow pointing to it from the text 'Observation Title'. Below the title, there is a photo of three children and an adult playing with a white, gooey substance (gloop) on a table. To the right of the photo, there is an 'Export' button with a red arrow pointing to it from the text 'Export: Download this observation as a PDF'. Below the photo is a 'Notes' section with a yellow background, containing the text: 'Polly, Elisabeth, Eva and Jackson all really enjoyed playing with the 'gloop' today, we made different shapes and they all took it in turns to explain what they were making.' A red arrow points from the text 'Notes: This will be the main description of the observation' to this section. Below the notes is a 'Comments' section with a comment from Alan Johnson dated 15 Oct 2019 04:36 PM: 'I must try this at home! Do you have the recipe?'. Below the comments is a text input field for adding a comment, with a red arrow pointing to it from the text 'Add your own comments using this box (the ability to add comments will depend on your setting's User Permissions)'. At the bottom of the comments section is an 'Add Reply' button.

**Export:
Download
this
observation
as a PDF**

**Comments:
Any comments
on the
observation will
show here**

**Add your own
comments using
this box (the
ability to add
comments will
depend on your
setting's User
Permissions)**

**Notes:
This will be
the main
description
of the
observation**

Making an Observation

Press the 'Add Observation' button on the observations page, if you wish to add a new observation about your child. Please note, you must add a *title* and *select a child* in order to save the observation.

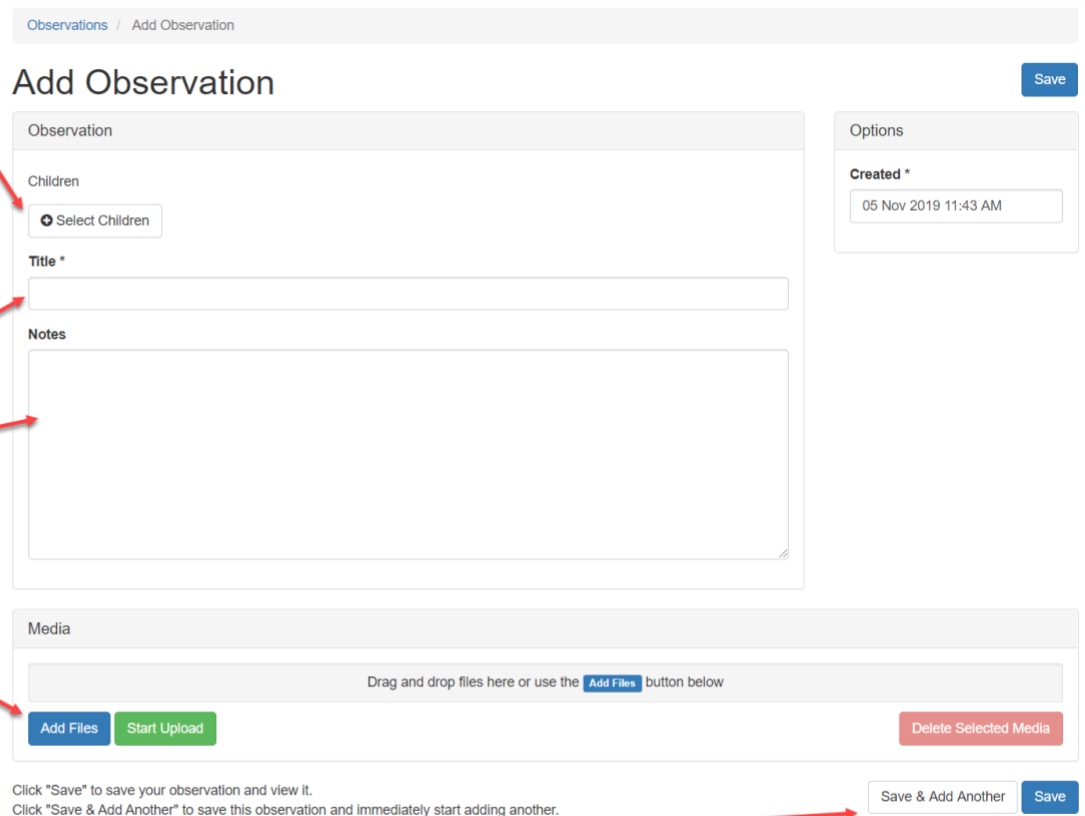
1) Select the child you are making the observation for. You will only see the children you are linked with here.

2) Give the observation a title.

3) (optional) In the 'Notes' section, write about what is happening.

4) (optional) Upload any photos or videos you would like to add. 'Add Files' and then 'Start Upload'

5) Click save!



Observations / Add Observation

Add Observation

Save

Observation

Children

Select Children

Title *

Notes

Media

Drag and drop files here or use the [Add Files](#) button below

Add Files Start Upload Delete Selected Media

Options

Created *

05 Nov 2019 11:43 AM

Click "Save" to save your observation and view it.
Click "Save & Add Another" to save this observation and immediately start adding another.

Save & Add Another Save

When you have saved your observation, you may go back to the home screen at any time by choosing the 'Observation' tab or clicking on the Lanterns logo (on the cloud, top left corner.)

(Please note: The online Learning Journey is to be used to record your child's learning and achievements. It is not to be used as a general communication tool between Sunflower class and home. If you require an immediate response to an issue please speak directly to the class teacher, Emine Volkan.