

# How parents can download learning journals as PDFs.

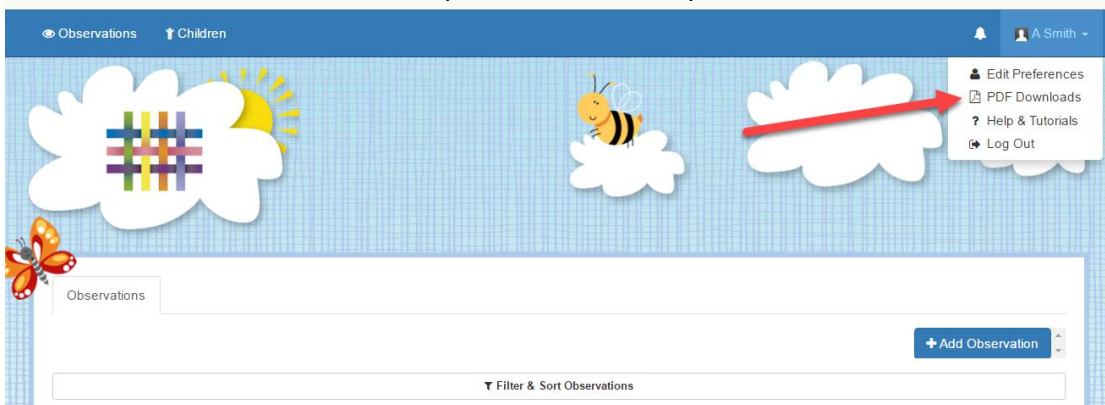
It is possible for parents to keep a copy of the Tapestry learning journal at the end of Reception.

This guide explains how you can download your child's learning journal as a PDF through Tapestry. Please note that this can only be done when the staff at school have allowed it. These downloads will be available from Friday 13th July 2018 onwards. These downloads are only available for 7 days after being created, so don't delay downloading if it's possible. Let us know if you have difficulties.

**Step 1:** Log into Tapestry using the web browser version.

Please note that PDF downloads are not available on the app version of Tapestry.

**Step 2:** Click on your username at the top right of the screen and select 'PDF Downloads' from the drop down list. If the PDF Downloads option is not visible please contact the staff at school for assistance.



**Step 3:** on the PDF downloads page you should see all downloads you have available. Click the red **Download** button to download your PDF. Make sure you save it somewhere safe, and if possible save it to permanent media off your PC, marking it so you will be able to find it in the future. Remember, Tapestry records will not be available once children are in Year 1.

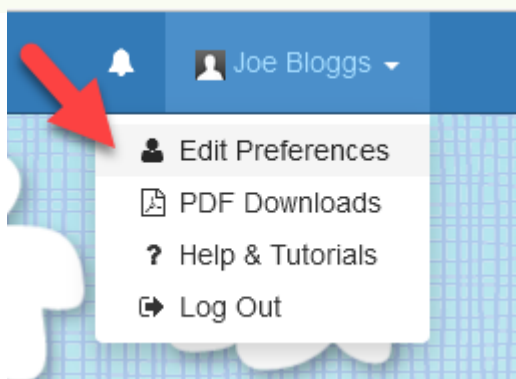
## Notifications

If you would like to be notified by email when your PDF downloads are ready please take the following steps:

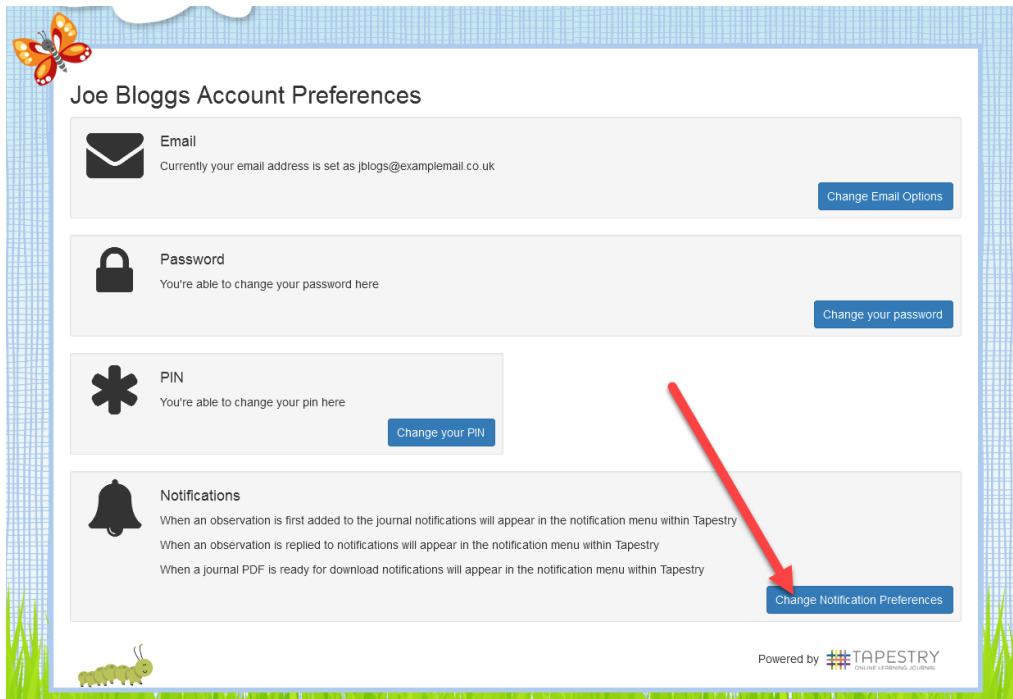
Add 'noreply@tapestryjournal.com' to your email contacts or approved senders list to prevent the message ending up in spam.

Log into Tapestry using the web browser version through our login page at <https://tapestryjournal.com/>

Click your username near the top of the screen and select 'Edit Preferences'.

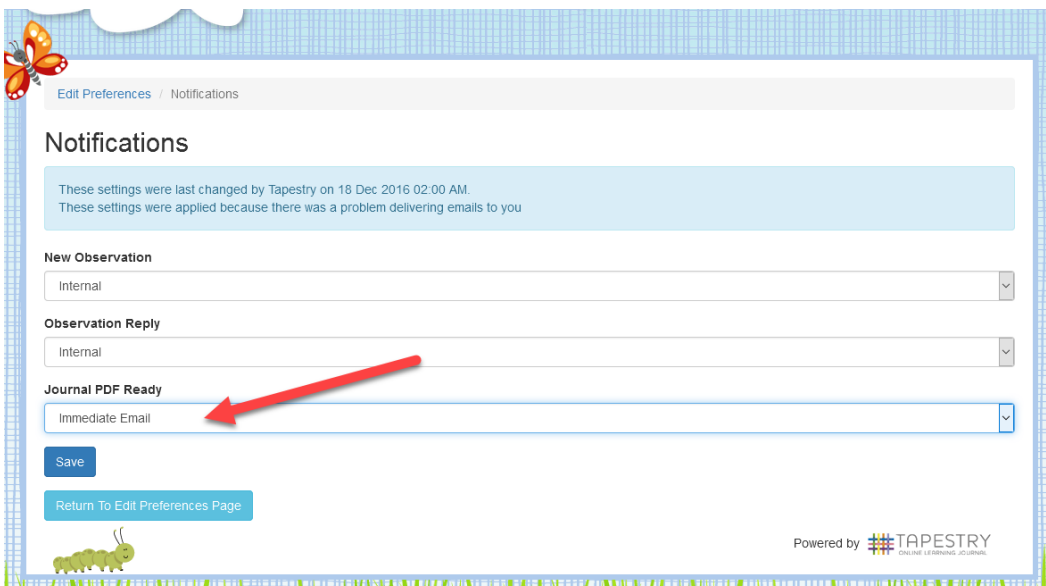


Select 'Change Notification Preferences' from the list of options.



The screenshot shows the 'Joe Bloggs Account Preferences' page. It features four main sections: 'Email' (with a 'Change Email Options' button), 'Password' (with a 'Change your password' button), 'PIN' (with a 'Change your PIN' button), and 'Notifications' (with a 'Change Notification Preferences' button). A red arrow points to the 'Change Notification Preferences' button. The page is decorated with a butterfly in the top left and a caterpillar in the bottom left. The footer includes the 'Powered by TAPESTRY ONLINE LEARNING JOURNAL' logo.

Set the type of notification you want and press save



The screenshot shows the 'Notifications' settings page. It includes a breadcrumb 'Edit Preferences / Notifications' and a title 'Notifications'. A blue message box states: 'These settings were last changed by Tapestry on 18 Dec 2016 02:00 AM. These settings were applied because there was a problem delivering emails to you'. There are three dropdown menus: 'New Observation' (set to 'Internal'), 'Observation Reply' (set to 'Internal'), and 'Journal PDF Ready' (set to 'Immediate Email', with a red arrow pointing to it). Below the dropdowns are 'Save' and 'Return To Edit Preferences Page' buttons. The footer includes the 'Powered by TAPESTRY ONLINE LEARNING JOURNAL' logo.

If you have any problems with your Tapestry account, please contact Mr Reid.