

Adding an Observation

Press the 'Add Observation' button on the observations page to add a new observation yourself.

The screenshot shows the 'Joe's Academy - Add Observation' form. It includes a 'Child' dropdown menu with 'Jim Bloggs' selected and an 'Add Child' button. There is a 'Title' text input field, a 'Created' date selector set to 'Thursday 31, December 2015' with time '10:41', and a large 'Notes' text area. Below the notes is an 'Add Media' section with a 'Drag files here' area, 'Add Files' and 'Start Upload' buttons, and a 'Save' button at the bottom. Callout boxes provide instructions: 'First select which child you want to make an observation for...', 'Give your observation an appropriate title', 'Select the date...', 'In the notes section, write as much as you like to describe what your child has done...', and 'You can include photos and videos with your observation...'. A final callout box at the bottom explains the 'Save' button.

Once you are happy with your observation and all the media you want has been uploaded press 'save' to finish. Depending on the settings preferences you may have to wait for a member of staff to approve your observation before it is published to the Journal



Tapestry for Parents and Relatives Web Browser Version Guide

Note on Terminology: 'Setting' is a generic term for an educational establishment or education setting, such as a school, nursery, day-care or childminders. Unless a distinction is made it does not refer to computer settings or options.

Where to find Tapestry

To access the web browser version of Tapestry go to www.eylj.org or follow [this link](#) if reading a digital version of this guide. You can also use a setting specific link that staff at your child's setting may have given you. Tapestry does not have high system requirements, but please make sure you update your web browser to the latest version available for the best user experience.



Login Information

In order to use Tapestry, your setting will have to create a user account for you on the system. Tapestry support (the customer services team) are unable to create or modify relative accounts; if you have an issue with your Tapestry account please contact your setting. 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 your setting used to register you on Tapestry, for example jparent@example.co.uk.

Your Password: You will get your password in one of several ways:

- 1) You will receive an email generated by your setting that contains a link you can follow to set up your own password and PIN number for Tapestry. This link will expire one week after it has been sent. If your link has expired or won't work for another reason, please contact your setting manager for assistance.
- 2) Your password will already have been set by your setting. You will receive it in written form, or in an email sent by setting staff. If the setting are printing this tutorial off for you, it may also be written here:



You can change both your email and password through the browser version of Tapestry whenever you like.

Tapestry Browser Version Interface: Observations Screen

Setting Specific Logo. This will vary depending on what your setting has chosen as its logo.

Page Filters. Use this to filter which observations you can see by various parameters

'Obs' Screen (current Tab)

Children Tab. This displays all the children you are linked with on Tapestry

Search function

List of Observations. Click the title or thumbnail image to view that observation. Scroll down on the page to see older observations

Add Observation button. Click on this to add a new observation

Observations:

- Jim saw some ponies** 15 Dec 2015 12:25 PM by Joe Geeh
Jim fed the ponies some carrots, he knew what colour each pony was.
- Lesson about the world map** 15 Dec 2015 12:19 PM by Joe Geeh
Tim learned about the world map, his favourite flag was the flag of Japan
- Jim had a go in the car** 15 Dec 2015 12:13 PM by Joe Geeh
Jim loves to play in the toy car

Notification Alert Icon. Click this to view new Tapestry notifications

Click Your Username at any time in Tapestry to open this drop down menu

Edit Preferences. Clicking this opens the Preferences page. You can change your password and Tapestry email notifications settings.

Help and Tutorials Link. Please see this for further assistance with Tapestry

Log Out Button

Preferences:

- Email Address:** Current Email Address: Enter a new email address to change your registered email address.
- Password:** New Password: Enter a new password to change your password. Confirm Password:
- Notifications:** How you would like to receive different types of notification.
 - New Observation: **Immediate Email** (When an observation is first added to the journal)
 - New Reply: **Daily Email** (When an observation is replied to)

Viewing an Observation

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

Observation Image. (Lower half)

Observation Notes

'Like' Button. Use this to show you like an observation

User Image. (Default)

Reply Section. Children's relatives and setting staff can use the reply feature to discuss the observation or a related topic

Notes: Jim played on the swings today he managed to swing without a push start.

Leave a reply:

View Printer Friendly Page. This does not actually print the page, you need to use ctrl+p to do that, or the default for your web browser

Use these arrows to see the next or previous observation

Observation Image. (Top half)

Observation: **Jim played on the swings** by Joe Geeh added 15 Dec 2015 12:02 PM