



Tapestry for Parents on the Web

Where to find Tapestry

The Tapestry application is accessed by pointing a web browser at:

<https://tapestryjournal.com>

Login Information

In order to use Tapestry, your setting will have to register a user account for you on their system.

Your username: This will be the email address that your setting has registered you with (can be changed later)

Your password*:

*please change your password to something unique and secure when you log in to Tapestry for the first time.

The Home Screen

The Home Screen displays two side-by-side panels, each titled "Observations" with a dropdown menu set to "all" and "Whole Group". Each panel shows a list of observations:

- Observation 1:** "Opening the sandpit" (Oct 30 2013 06:06 PM) by Xander Smith. Description: "We haven't been able to use the sandpit for two weeks, so it's Jamie were especially pleased, and helped to get it ready."
- Observation 2:** "People who help us" (Jun 17 2013 07:48 PM) by Xander Smith. Description: "Xander pretended to be a fireman and had to go put out a fire in his fire engine and came back to wait for the next..."

Red arrows point to the following elements:

- "Observations screen" (twice, pointing to the top of each panel)
- "List of observat" (twice, pointing to the bottom of each panel)
- "1 assessment" (twice, pointing to the assessment button on the second observation in each panel)

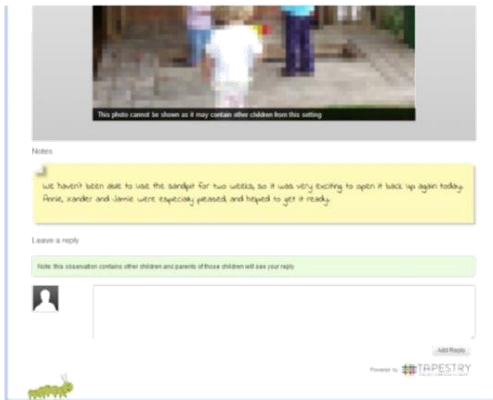
The Preferences Screen

The Preferences screen includes the following sections:

- Connected Children:** Shows "Xander Smith". A red arrow points to it with the label "List of your children".
- Email Notifications:** A checkbox is unchecked. A red arrow points to it with the label "Opt in/Out of emails".
- Email Address:** Shows "Current Email Address mb@test.com". A red arrow points to it with the label "Change email address".
- Password:** Fields for "New Password" and "Confirm Password". A red arrow points to the "New Password" field with the label "Set new password".

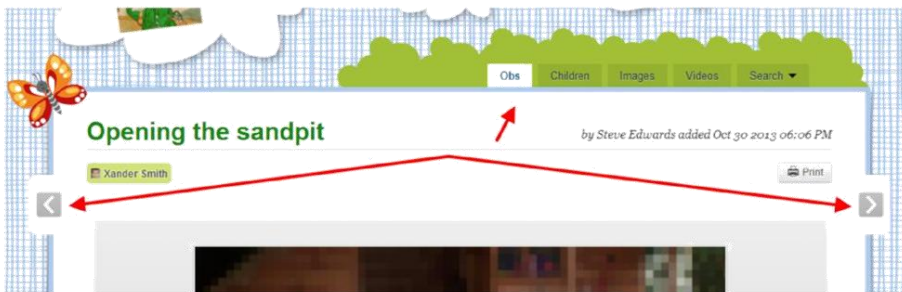
A "Save" button is at the bottom, with a red arrow pointing to it and the label "Save preferences".

Viewing Observations



To view an observation click on the title of any observation in the obs, images or video tab. You can scroll up and down to view all of the content in the observation.

At the top of the screen you have access to the navigation tabs, and can jump backwards and forwards through observations using the arrows to the right and left side of the screen.



Adding an Observation



Click on the "Obs" tab and then on the "Add Observation" button.

Adding an Observation cont'd..

sunrise - Add Observation

A screenshot of the "Add Observation" form. The form has several fields and buttons. Red arrows with numbers 1 through 6 point to specific elements: 1 points to the "Child" dropdown menu and "Add Child" button; 2 points to the "Title" text input field; 3 points to the "Created" date and time dropdown menus; 4 points to the "Notes" text area; 5 points to the "Add files" button in the "Add Media" section; 6 points to the "Save" button at the bottom of the form. The "Add Media" section includes a table with columns "Filename", "Size", and "Status", and buttons "Add files" and "Start upload".

- 1) **Adding child/children to an observation:** select children you wish to add to the observation, by selecting them from the drop-down list and clicking the "Add Child" button.
- 2) **Add a title to the observation**
- 3) **Set date and time:** this will be set automatically, however you can change this if you need to
- 4) **Add notes about the observation**
- 5) **Upload media such as photos or video:** click on the "Add Files" button to open a file chooser window. Select you file(s), then click the "Start Upload" button to attach them to the observation.
- 6) **Save:** Click the "Save" button to record the observation