

## Adding an Observation

Click on the + in the header bar to add an observation.

You can start an observation by taking a picture or some video by tapping on the camera icon, or you can select a child or children and then add content.



### Adding Child/Children to an Observation

Tap on the person icon in the orange menu bar, then tap on any children you wish to include in the current observation. The total number of selected children will be displayed.

### Adding a Title and Content to the Observation

Tap on the pencil icon in the orange menu bar, then tap on the title and observation areas to enter content.



### Adding Media to an Observation

Tap on the camera icon in the orange menu bar. You then have the option of taking a picture/video, or selecting some media from your device's gallery. Once you have taken or selected your media, you will be returned to the observation screen.



**Note:** You will need to create a title and select a child if you are uploading media without any descriptive text.

When you are ready to submit your observation, tap on Save -> Publish, and you will receive a confirmation notification once it has been uploaded to the learning journal.



## Getting Started with Tapestry

All children in our Reception class (EYFS) have a personal on-line Learning Journey which records photos, observations and comments, in line with the EYFS stage, to build up a record of each child's achievements during their time with us.

We use the Tapestry system, which is hosted on secure, dedicated servers based in the UK.

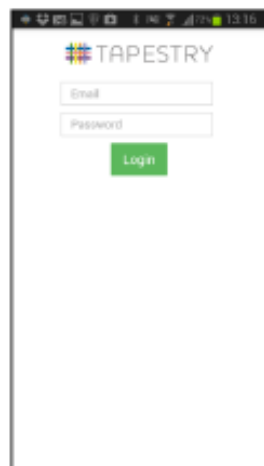
### Where Do I Start?

At the top of this letter, you will find a password and PIN number. Please go to <https://tapestryjournal.co.uk> on your computer, or you can search Tapestry Mobile in itunes store or the google play store. Please use the email address (that you provided us with) and password above to gain entry to your child's Learning Journey. You may be asked to set a new PIN or to use the default PIN number above. We strongly recommend that you change your password/PIN on your first visit (in the settings screen).

Please follow the instructions included in this booklet for accessing Tapestry on the app for the first time.

Please do not hesitate to contact us if you have any questions.

## Starting Tapestry for the First Time

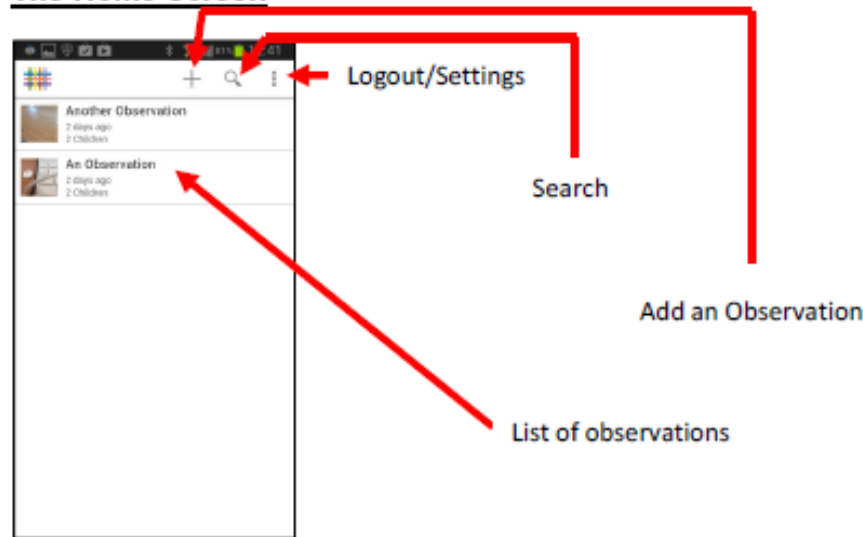


You will be presented with a login screen. Enter the email address and password that you were registered with.

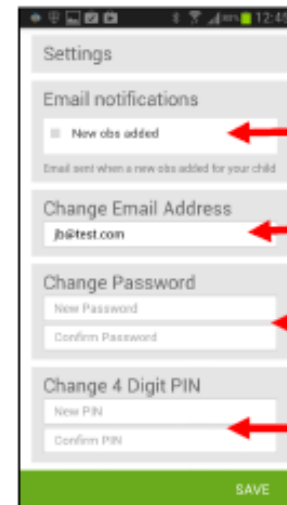


You will be prompted to create a 4 digit pin number. This will be required to get back into tapestry whenever the application times out, e.g. when you swap to other apps or lock the screen.

## The Home Screen



## The Settings Screen



Opt in/out of email notifications when observation is posted

Change registered e-mail address

Change password

Change PIN

## Viewing Observations



To view the details of an observation, tap on one of the observations in the list on the home page. You can scroll up and down to view all of the content, then tap on the Tapestry logo in the header bar to return to the home screen.