



Foundation Stage Tapestry



October 2017

Online Learning Journey – Parents' Guide

Introduction

All children have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage. This builds up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

Where do I start?

This week we will set up an account for you, you just need to create a new password by following the instructions on the activation email. The activation email does not last very long so do it as soon as you receive it. If you do not receive one let us know. Please let us know if you have changed your email.

To log on go to <https://tapestryjournal.com> on your computer. Here you will find helpful tutorials in the parents section to guide you through Tapestry. You can also download the Tapestry app. The Tapestry app is free of charge and available from iTunes and Google Play for both iPhones and android phones. Specific user guides can be found on our website.

Changing your settings

On the computer

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or untick the relevant box if you would like to change this setting.

On the App

To change your settings on the App, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing my child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your App) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

Let us know how you get on!