

# Tapestry for Parents: Web Browser Version Guide

## Where to find Tapestry

To access the web browser version of Tapestry go to [www.tapestryjournal.com](http://www.tapestryjournal.com) or follow [this link](#) if reading a digital version of this guide. You can also use a setting-specific link that staff at Banister 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, Banister Primary 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 Banister Primary. 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 Banister Primary used to register you on Tapestry, for example [jparent@example.co.uk](mailto:jparent@example.co.uk).

### **Your Password:**

1. You will receive an email generated by Banister Primary that contains a link you can follow to set up your own password and PIN number for Tapestry. This link will expire 30 days after it has been sent. If your link has expired or won't work for another reason, please contact your class teacher for assistance.
2. You can change both your email and password through the browser version of Tapestry whenever you like.

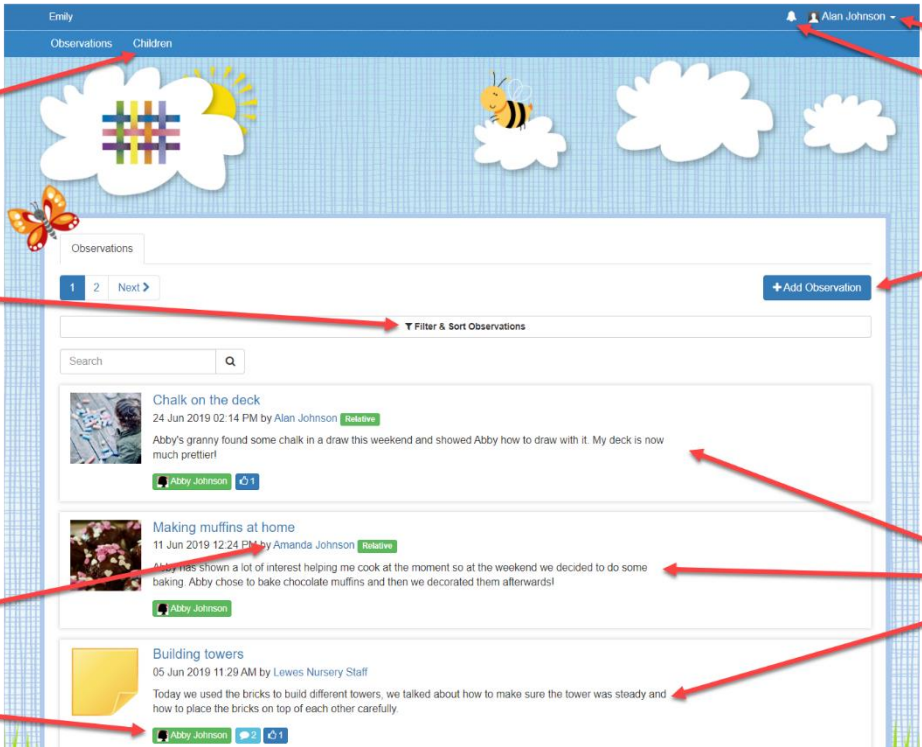


The screenshot shows the Tapestry login interface. At the top left is the Tapestry logo. To its right, the text reads "TAPESTRY ONLINE LEARNING JOURNAL". Below this, there are two input fields: "Email address" and "Password", both with "\*\*\*\*" as a placeholder. A blue "Log-in" button is positioned below the password field. Underneath the button, there is a link that says "Having trouble logging in?". At the bottom of the form, there are two buttons: a blue one labeled "Need help? Tapestry Tutorials" and a green one labeled "New to Tapestry? What is Tapestry?".



The screenshot shows the Tapestry password creation page. At the top left is the Tapestry logo. To its right, the text reads "TAPESTRY ONLINE LEARNING JOURNAL". Below this, the heading "Set your new password" is followed by two green checkmark messages: "The password must be at least 10 characters long" and "New Password and Confirm Password must match". There are two input fields: "New Password" and "Repeat New Password", both with "\*\*\*\*\*" as a placeholder and a PIN icon on the right. A blue "Submit" button is located at the bottom left of the form.

## Tapestry Browser Version Interface: Observations Screen



**Children Tab:** This takes you to the profiles of the children you are linked with

**Filters** Use these to refine what appears on this list. E.g. Observations with pictures, including comments etc

**Author of the Observation**

**Child's Name**

**Your Username**

**Notifications**

**Add Observation:** Use this button to add an observation

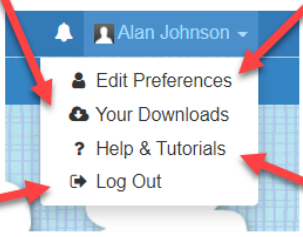
**Observations:** These are the observations made for your child. Click the title or picture to view the observation in full

### Your Username

Access this drop-down menu by clicking on your username in the top right of the screen

**Your Downloads:** Here you can access observations/pictures/videos if the setting have made them available to download

**Edit Preferences:** From here you can change your email, password, PIN and notification settings



**Log out of your account**

**Help and Tutorials:** Contains a link to Relative Tutorials and your setting's relative contact email address

## Viewing an Observation

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

**Observation Title**

**Export:  
Download  
this  
observation  
as a PDF**

**Comments:  
Any comments  
on the  
observation will  
show here**

**Add your own  
comments using  
this box (the  
ability to add  
comments will  
depend on your  
setting's User  
Permissions)**

**Notes:  
This will be  
the main  
description  
of the  
observation**



Observations / Gloop!

← Previous Obs      Next Obs →

**Gloop!**

Authored by Lewes Nursery Staff added 12 Apr 2019 11:10 AM  
Approved by Lewes Nursery Staff on 12 Apr 2019 11:24 AM

Abby Johnson

0 Like 1 Like

Export

**Comments:**  
Any comments on the observation will show here

**Add your own comments using this box (the ability to add comments will depend on your setting's User Permissions)**

**Notes:**  
This will be the main description of the observation

Notes

Roby, Elisabeth, Eva and Jackson all really enjoyed playing with the 'gloop' today, we made different shapes and they all took it in turns to explain what they were making.

Comments

Alan Johnson **Member** - 15 Oct 2019 04:38 PM

I must try this at home! Do you have the recipe?

Add a comment

Add Reply

## Making an Observation

Press the 'Add Observation' button on the observations page to add a new observation yourself. Please note, you must add a *title* and *select a child* in order to save the observation.

**1) Select the child you are making the observation for. You will only see the children you are linked with here.**

**2) Give the observation a title.**

**3) (optional) In the 'Notes' section, write about what is happening.**

**4) (optional) Upload any photos or videos you would like to add. 'Add Files' and then 'Start Upload'**

**5) Click save!**

Observations / Add Observation

### Add Observation

Save

Observation

Children

Select Children

Title \*

Notes

Options  
 Created \*  
 05 Nov 2019 11:43 AM

Media

Drag and drop files here or use the [Add Files](#) button below

Add Files Start Upload Delete Selected Media

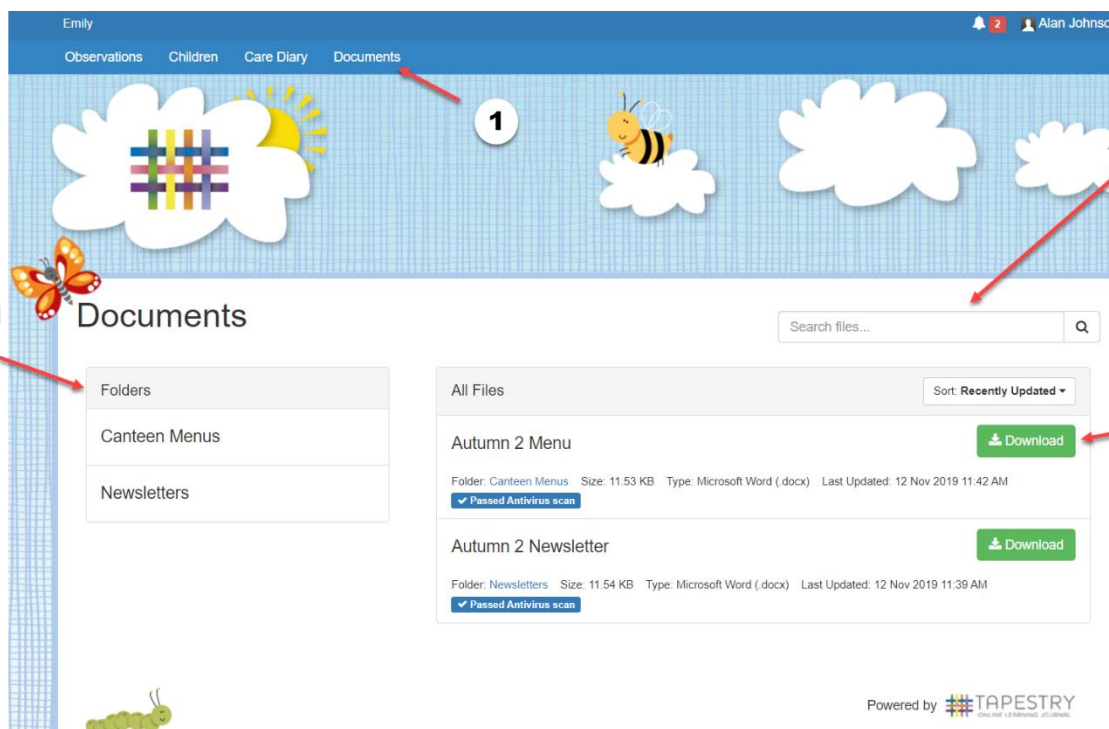
Click "Save" to save your observation and view it.  
 Click "Save & Add Another" to save this observation and immediately start adding another.

Save & Add Another Save

## Documents

Banister Primary may upload documents to Tapestry and make them available for you to view and download.

In order to do this, click the “Documents” tab on the homepage (1)



The screenshot shows the 'Documents' page in the Tapestry interface. At the top, a navigation bar includes 'Observations', 'Children', 'Care Diary', and 'Documents'. A red arrow points to the 'Documents' tab, which is labeled with a circled '1'. Below the navigation bar is a search bar with the placeholder text 'Search files...'. To the left of the main content area is a 'Folders' sidebar containing 'Canteen Menus' and 'Newsletters'. The main content area displays a list of files under the heading 'All Files'. Two files are listed: 'Autumn 2 Menu' and 'Autumn 2 Newsletter'. Each file entry includes its folder name, size, type, and last updated date, along with a 'Download' button and a 'Passed Antivirus scan' status. Red arrows point from text annotations to the search bar and the 'Download' buttons.

**Folders:**  
The setting will organise documents into certain folders

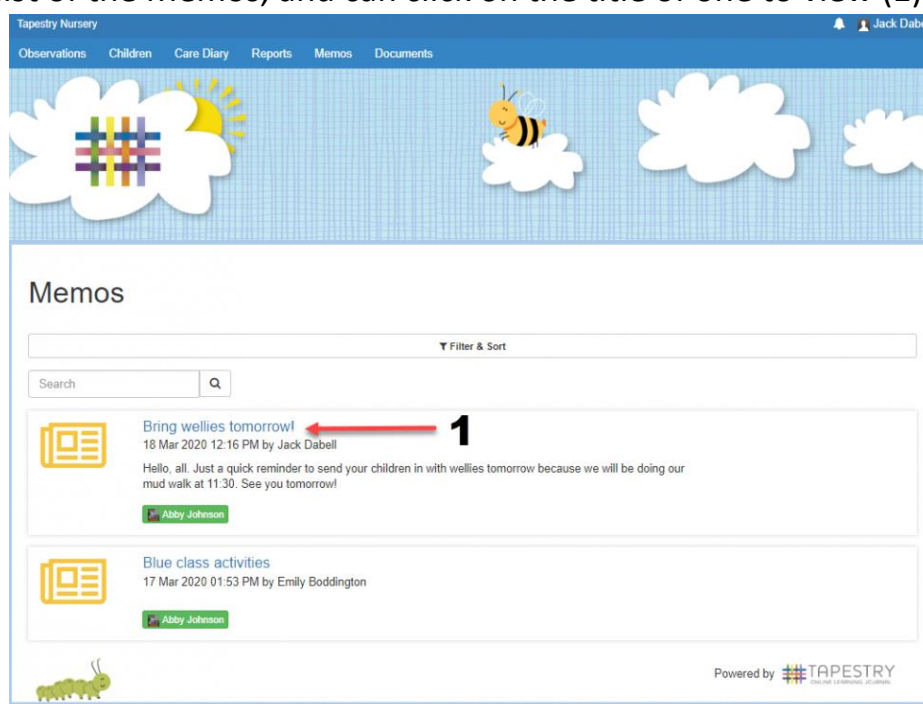
**Search files:**  
Search for specific documents

**Download:**  
Download a copy of the document to your device

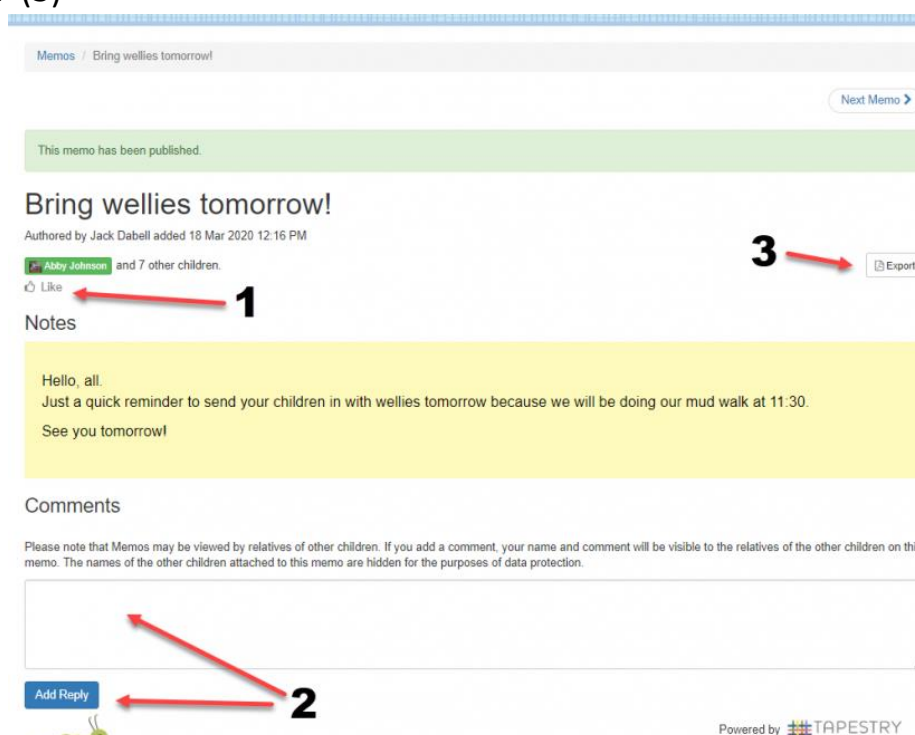
# Memos

Banister Primary may use the Memos feature to share news and updates about your child/ren with you. And some Memos may also have media attached. You can view your Memos by clicking 'Memos' on the top bar on the homepage.

You will see a list of the Memos, and can click on the title of one to view (1)



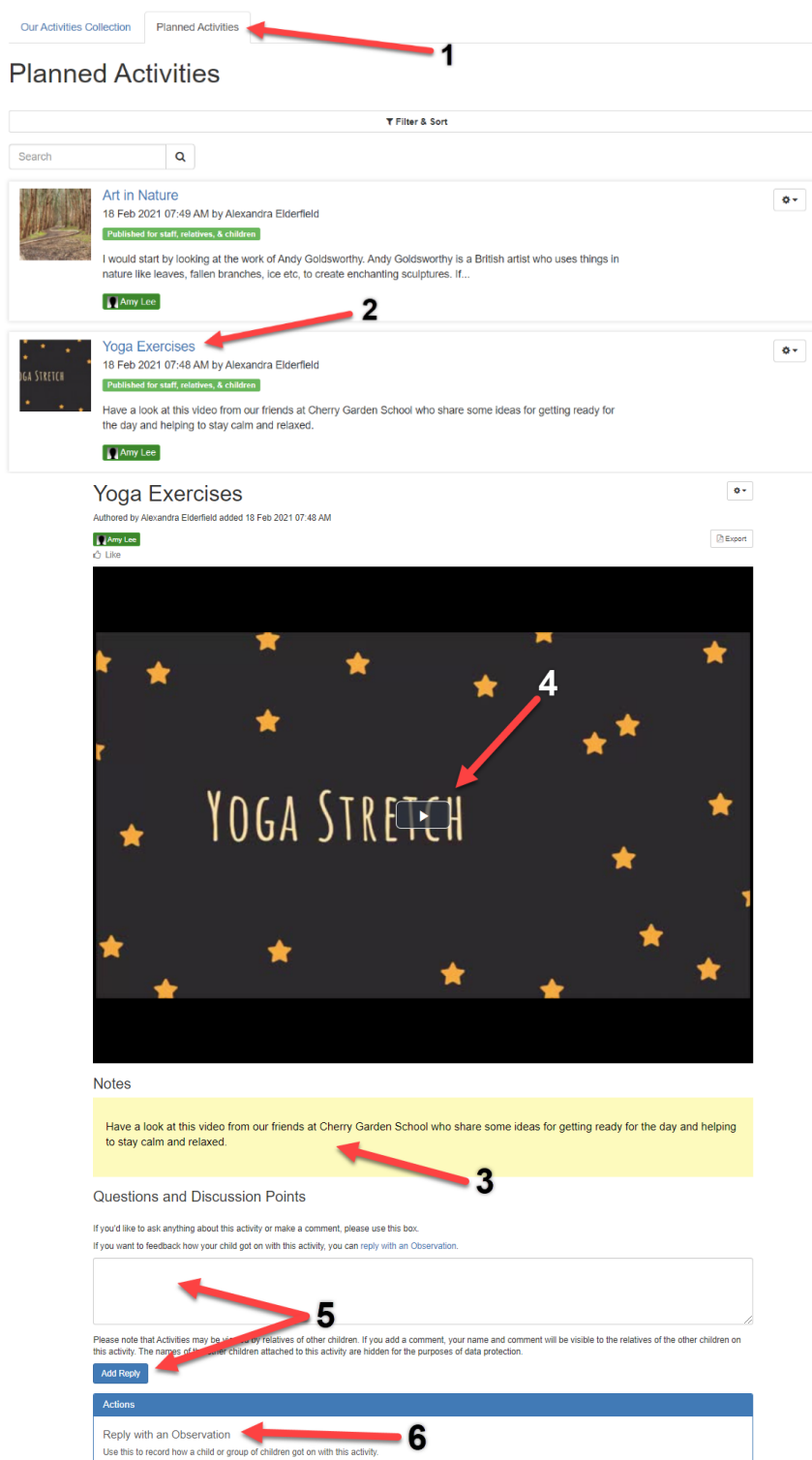
If you've been permitted, you can then like (1) and comment (2) on the Memo, and also export it to PDF (3)



# Activities

Banister Primary may use the Activities feature to set home learning activities. You can access these from 'Activities' on the top banner.

You can view set activities in the Planned Activities section (1). If you click on a title (2) you can view the notes for the activity (3), along with media your setting may include (4). You can add a comment if permitted (5), or once the activity has been completed by your child/ren, you can send it back to the setting through an observation (6).



The screenshot shows the 'Planned Activities' section of the Tapestry interface. At the top, there are two tabs: 'Our Activities Collection' and 'Planned Activities'. A red arrow labeled '1' points to the 'Planned Activities' tab. Below the tabs, there is a search bar and a 'Filter & Sort' dropdown. The main content area displays a list of activities. The first activity is 'Art in Nature' by Alexandra Elderfield, published on 18 Feb 2021. A red arrow labeled '2' points to the title 'Art in Nature'. The second activity is 'Yoga Exercises' by Alexandra Elderfield, also published on 18 Feb 2021. A red arrow labeled '2' points to the title 'Yoga Exercises'. Below the list, the 'Yoga Exercises' activity is expanded. It shows the author's name, a date, and a description: 'Have a look at this video from our friends at Cherry Garden School who share some ideas for getting ready for the day and helping to stay calm and relaxed.' A red arrow labeled '3' points to this text. Below the description is a video player. The video player shows a dark background with yellow stars and the text 'YOGA STRETCH'. A red arrow labeled '4' points to the video player. Below the video player is a 'Notes' section with a yellow background, containing the same description text as above. A red arrow labeled '3' points to this section. Below the notes is a 'Questions and Discussion Points' section. It contains a text input box with a red arrow labeled '5' pointing to it. Below the input box is a blue button labeled 'Add Reply'. Below the 'Add Reply' button is an 'Actions' section with a blue background. It contains a red arrow labeled '6' pointing to the 'Reply with an Observation' option.

There is also Our Activities Collection (1) where you can view your setting's bank of activity ideas, you can look through there for inspiration.

Our Activities Collection [Planned Activities](#)

## Our Activities Collection **1**

Filter & Sort Our Activities Collection

Search



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1 more than



This activity to help your child show what 1 more than a given number is, without having to count. Download the attached sheet and write an appropriate number in the circle for each of the ingredien...

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Addition Snowmen



This addition / art activity is a nice one for winter time and injects a bit of fun into practicing addition. The idea is that snowmen are made up of three paper circles. The top one is the smallest...

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Living is Learning - Going for a Walk



Check the weather, what to wear, which direction to go, things to notice – there's so much to learn when you go for a walk (Understanding the World: The World, Physical Development: Health and Self-Ca...