



## TAPESTRY FOR EARLY YEARS

### **How does Tapestry work?**

Tapestry provides an online Learning Journal for each child. It is accessed via the android/iOS app or the Tapestry website. Parents and carers are given their own secure login using their email and password (pre-set by us but can easily be changed to make it more secure). All our staff are given a secure login too. They can then upload observations, photos, comments or videos, recording children's achievements and assessing their learning in reference to the EYFS curriculum.

Parents/carers can change their Tapestry settings so that an email is then automatically generated informing them when an observation has been added so they can have a look and add any comments of their own.

### **Who can access Tapestry?**

As home contributions toward a child's learning are invaluable to us, Tapestry will allow us to incorporate home-school communication into each child's learning journal. Parents/carers can access Tapestry by providing us with an e-mail address to link with the system. Security is very important and thus Tapestry uses the same encryption as online banking. Data is stored separately for each school and Tapestry personnel require our permission to access the school's account.

### **Where do I start?**

Once you have given us an email address, we will set up an account for you.

Go to <https://evli.org/> on your computer.

Or if you have an iPhone/iPad please visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile).

If you have an Android/Tablet, search for Tapestry learning journal and download.

Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit. Inkersall staff will not have access to this information so please keep it safe!

### **What is the PIN setting up for?**

When you access Tapestry through a mobile phone or tablet, please set a unique PIN when you login for the first time. This will be required whenever you return to the application or after the screen has locked. Again, Inkersall staff will not have access to this information so please keep it safe!

### **How do I change my 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 Journal – just tick or untick the relevant box if you would like to change this setting.

### **How do I change my settings on iPhone/iPad/Android?**

To change your settings on the iPhone/iPad app, click the 'gear' button on the top right hand side of the application. This enables you to change password and/or email address.

### **How can I view my child's Learning Journal?**

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! Alternatively, you can 'like' observations.

### **How do I know that my child's Learning Journal has been updated?**

The system will automatically send you an email when an observation for your child has been added.

### **How do I add an entry to my child's Learning Journal?**

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad/Android) 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'.

### **Who can access my Child's Learning Journal?**

Inkersall EYFS staff have access to all of the children's Learning Journals. The only other people that can see your child's account will be yourselves and anyone that you share your login details with, such as Grandparents etc.

### **Will I receive a copy of my child's Learning Journal at the end of the year?**

Yes, we will save your child's Learning Journal for you to keep at the end of the year.

### **What if I don't have access to the internet at home?**

If you do not have access to the internet at home or do not have an email address, please speak to a member of staff.