



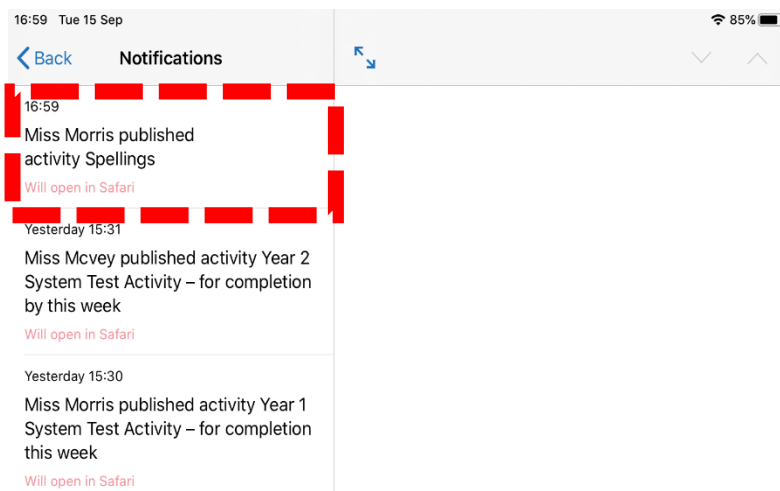
For any parent experiencing difficulty in downloading information/files directly from the Tapestry app on mobile devices, please be advised that in order to do this you must be logged into Tapestry in the internet browser on your device.

The app is used to upload/comment upon observations only.

Please find below a guide to viewing an uploaded activity, downloading files and uploading an observation.

### Guide to Viewing an Activity and Downloading Files

The Tapestry app will notify you on your mobile device that an activity has been published and this will show in your notifications on the left-hand side.



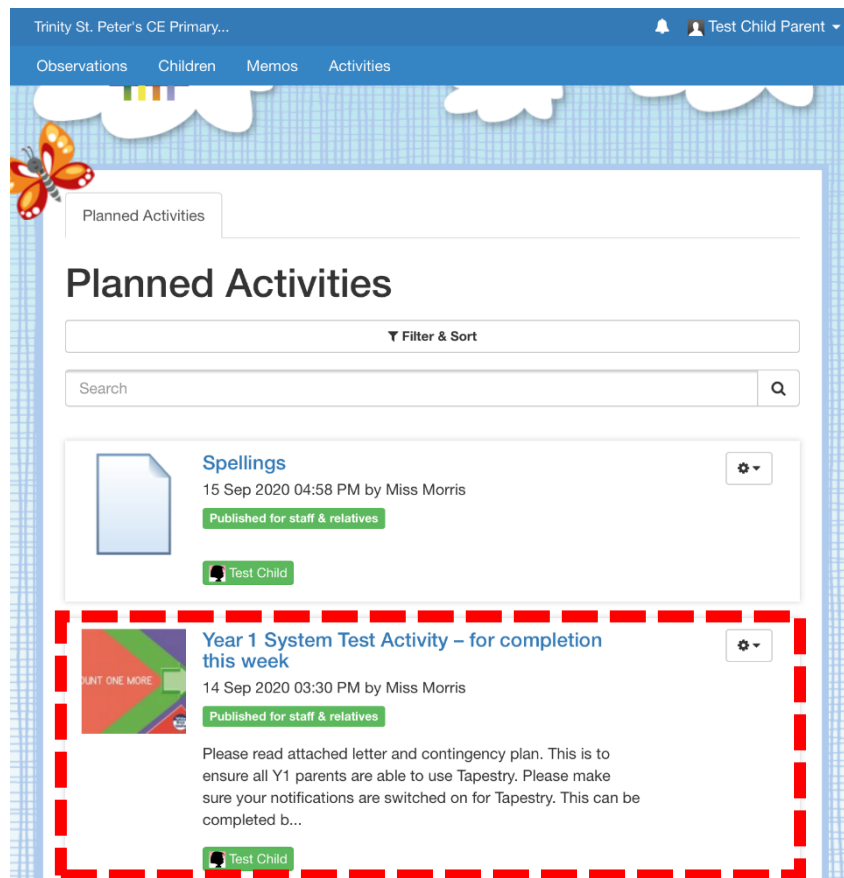
When you click on the notification in the app it will divert you to log into Tapestry in the internet browser on the same device.

The screenshot shows a mobile browser interface. The address bar displays 'tapestryjournal.com'. The page has a blue background with a white login box in the center. At the top of the box is a colorful logo consisting of a grid of colored squares. Below the logo is the school name 'Trinity St. Peter's CE Primary School'. There are two input fields: 'Email address' and 'Password'. Below these is a blue 'Log in' button. At the bottom of the box, it says 'Having trouble logging in?' and 'Powered by TAPESTRY ONLINE LEARNING JOURNAL'.

Once you have logged into Tapestry in the internet browser you will be able to select an uploaded memo or activity using the menu bar at the top.

The screenshot shows the Tapestry dashboard after login. The top navigation bar is blue and contains the school name 'Trinity St. Peter's CE Primary...', a notification bell, and a user profile 'Test Child Parent'. Below this is a menu bar with four items: 'Observations', 'Children', 'Memos', and 'Activities'. The 'Memos' and 'Activities' items are highlighted with red dashed boxes. The main area has a light blue background with a grid pattern and decorative elements like a sun, a bee, and a butterfly. There is a large white cloud shape on the left containing the school logo. Below the menu bar, there is a section for 'Observations' with a text input field, a blue '+ Add Observation' button, a 'Filter & Sort Observations' dropdown, and a search bar with a magnifying glass icon.

For example, after clicking the 'Activities' option, the Year 1 system test activity is listed.



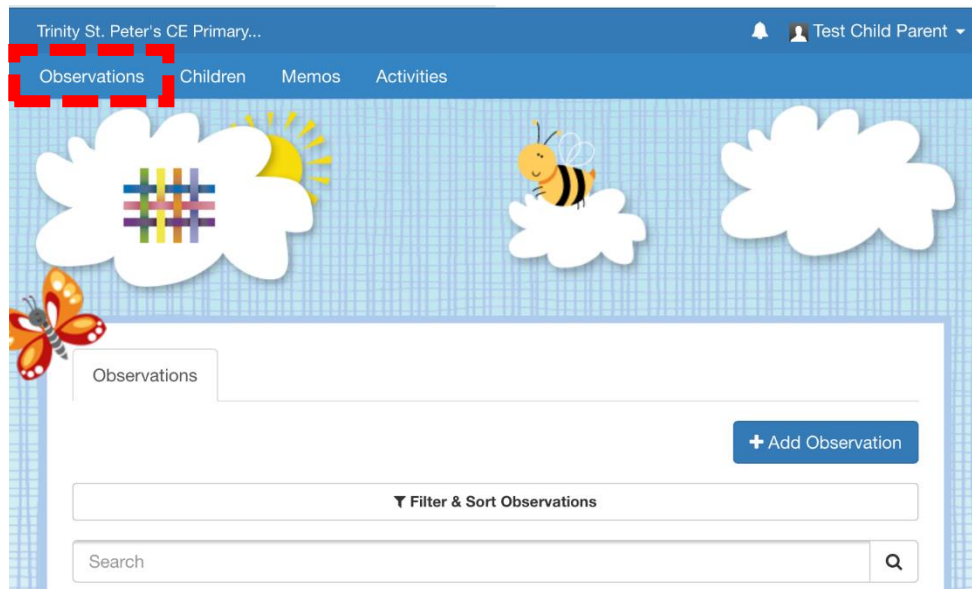
Once this activity is opened, the information and supporting downloadable resources can be accessed.



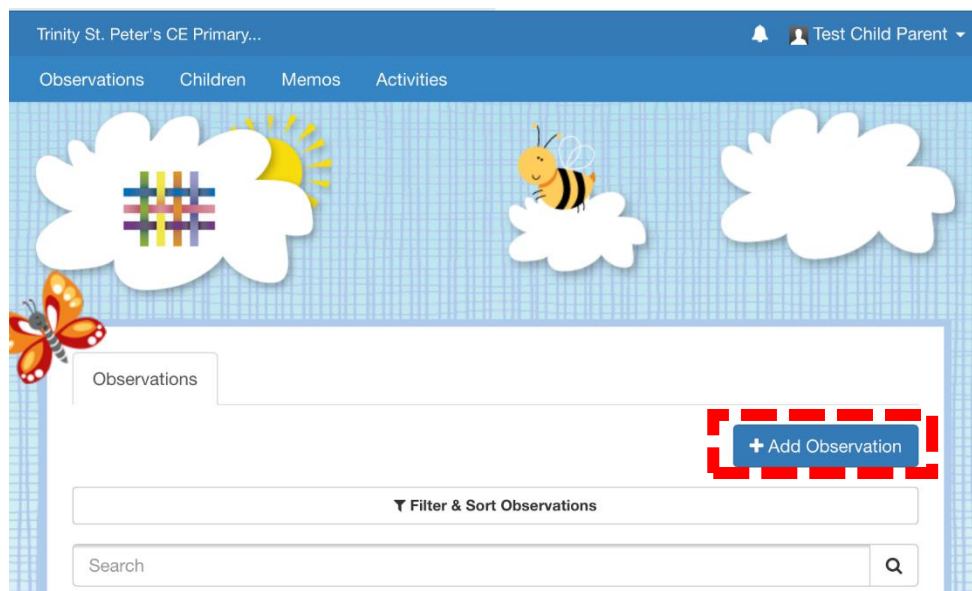
## Guide to Uploading an Observation in Internet Browser

When parents upload an observation onto Tapestry, this is private for only school staff to see. In the event of an observation being uploaded by teachers that has been linked to several children, comments from parents that are added in response to this observation are not private and can be seen by the relatives of the other children.

Select the 'Observations' tab on the menu bar.



Select '+ Add Observation'.



Complete the observation by adding a title and comment. To add a file to this observation, select 'Add files' and then click 'Start upload', to upload this file to the observation. Once you are happy with the completed observation, select 'Save'.

The screenshot shows a web interface for 'Trinity St. Peter's CE Primary...'. The top navigation bar includes 'Observations', 'Children', 'Memos', and 'Activities'. The 'Children' tab is active, showing a list with 'Test Child (6 years, 11 months)'. The main form area is titled 'Test Child' and contains several sections: 'Title \*' with a text input field, 'Notes' with a large text area, 'Options' with a 'Created \*' field showing '15 Sep 2020 05:32 PM', and 'Media' with size limits and a drag-and-drop area. The 'Add Files' and 'Start Upload' buttons are highlighted with a red dashed box. The 'Save' button is also highlighted with a red dashed box. Other buttons include 'Delete Selected Media' and 'Save & Add Another'.

Trinity St. Peter's CE Primary... Test Child Parent

Observations Children Memos Activities

Children

Test Child (6 years, 11 months)

Title \*

Notes

Options

Created \*

15 Sep 2020 05:32 PM

Media

Size limits: Each video must be less than 10 minutes and 5GB; each audio file must be less than 30 minutes and 5GB; each document must be less than 100MB.

Drag and drop files here or use the Add Files button below

Add Files Start Upload Delete Selected Media

Save & Add Another Save

In the event of an observation being a reply to a set activity, please follow the steps below.

By scrolling to the bottom of the activity you wish to upload an observation for, you are able to select 'Reply with an Observation'. For example, this may be an image of a completed worksheet or comments on the completion of an activity.

The screenshot displays the Tapestry online learning journal interface for Trinity St. Peter's CE Primary. The top navigation bar includes 'Observations', 'Children', 'Memos', and 'Activities'. A yellow box contains instructions for uploading observations and a contact email Y1@tsp.sefton.school. Below this is a 'Questions and Discussion Points' section with a text input box. A red dashed rectangle highlights the 'Actions' section, which includes a button for 'Add Reply' and a 'Reply with an Observation' form. The form has a sub-header and a text area for recording observations. The footer features a caterpillar icon and the Tapestry logo.

Trinity St. Peter's CE Primary...

Observations Children Memos Activities

that I am also able to feedback on their learning.

If you do not have access to a printer, children may write their answers on a separate piece of paper and a photograph of this can then be shared on Tapestry. Alternatively, children may type them electronically and upload the document onto Tapestry, by selecting 'Add file' on the Tapestry observation.

Please let me know if you encounter any problems or if you have any queries via Y1@tsp.sefton.school

### Questions and Discussion Points

If you'd like to ask anything about this activity or make a comment, please use this box.

If you want to feedback how your child got on with this activity, you can [reply with an Observation](#).

Please note that Activities may be viewed by relatives of other children. If you add a comment, your name and comment will be visible to the relatives of the other children on this activity. The names of the other children attached to this activity are hidden for the purposes of data protection.

Add Reply

#### Actions

##### Reply with an Observation

Use this to record how a child or group of children got on with this activity.

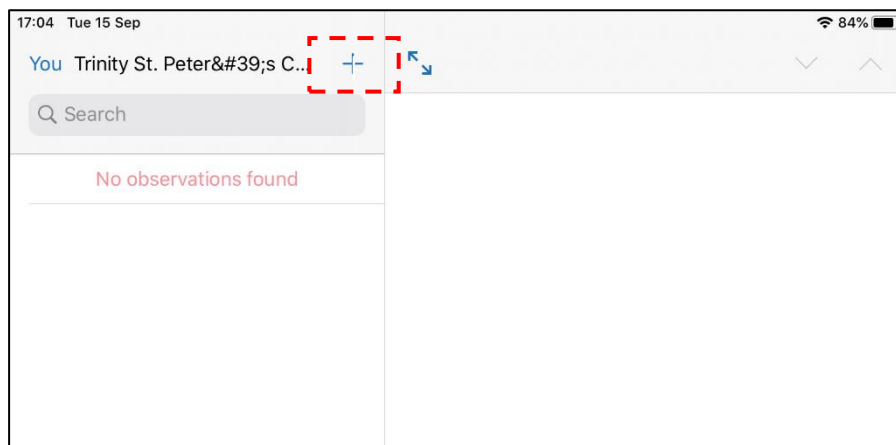
Powered by TAPESTRY  
ONLINE LEARNING JOURNAL

The observation form will be loaded and can be completed as above.

## Guide to Uploading an Observation in the App

Please note a file cannot be uploaded onto an observation using the app. Only an image or video saved on the mobile device can be uploaded. See guide above for uploading files.

Select '+' to add an observation.



Complete the observation by adding a title and comment. You can then either take a direct photograph or upload an image or video from your library.

You will then need to select the child you wish to link to the observation. This will be the case for relatives with siblings using Tapestry. Children without a sibling should automatically be linked to the observation.

