



Trinity St. Peter's
Church of England Primary School
where children shine

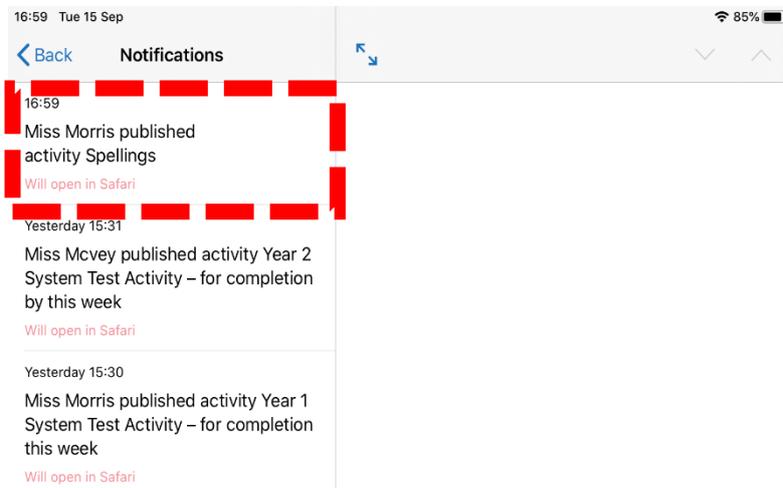
For any parent experiencing difficulty in downloading information/files directly from the Tapestry app on mobile devices, please be advised that in order to do this you must be logged into Tapestry in the internet browser on your device.

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

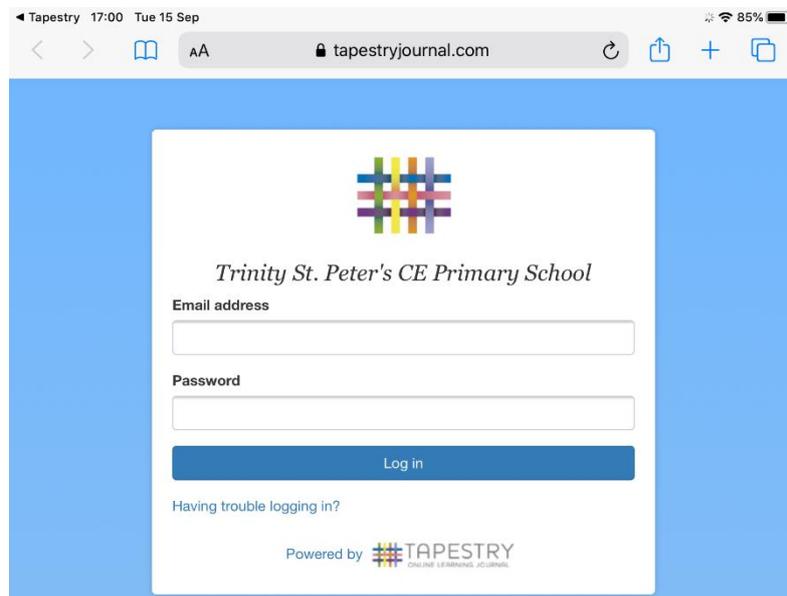
Please find below a guide to viewing an uploaded activity, downloading files and uploading an observation.

Guide to Viewing an Activity and Downloading Files

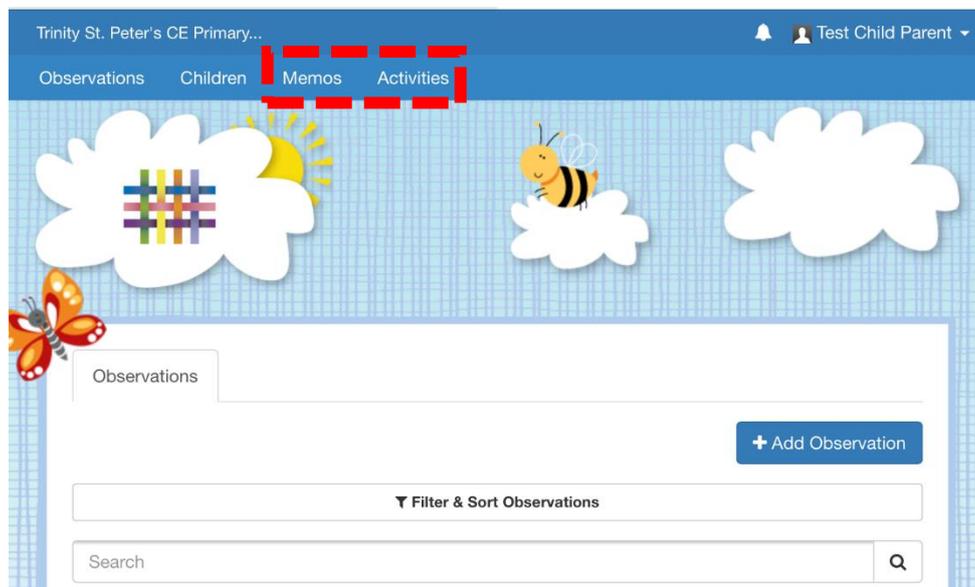
The Tapestry app will notify you on your mobile device that an activity has been published and this will show in your notifications on the left-hand side.



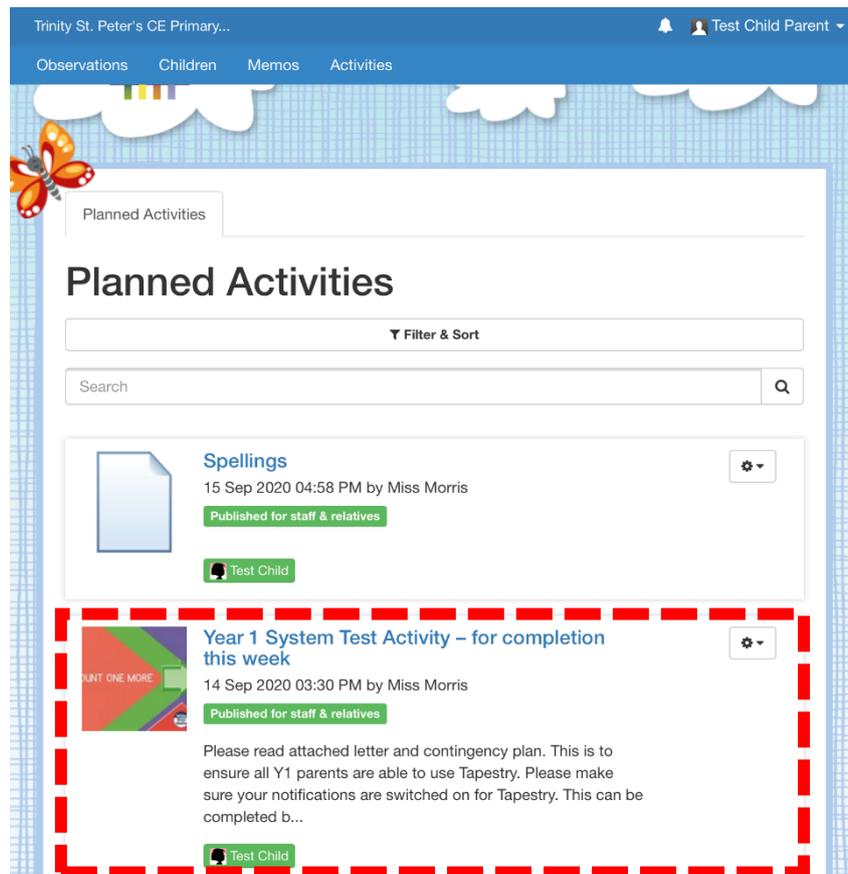
When you click on the notification in the app it will divert you to log into Tapestry in the internet browser on the same device.



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.



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



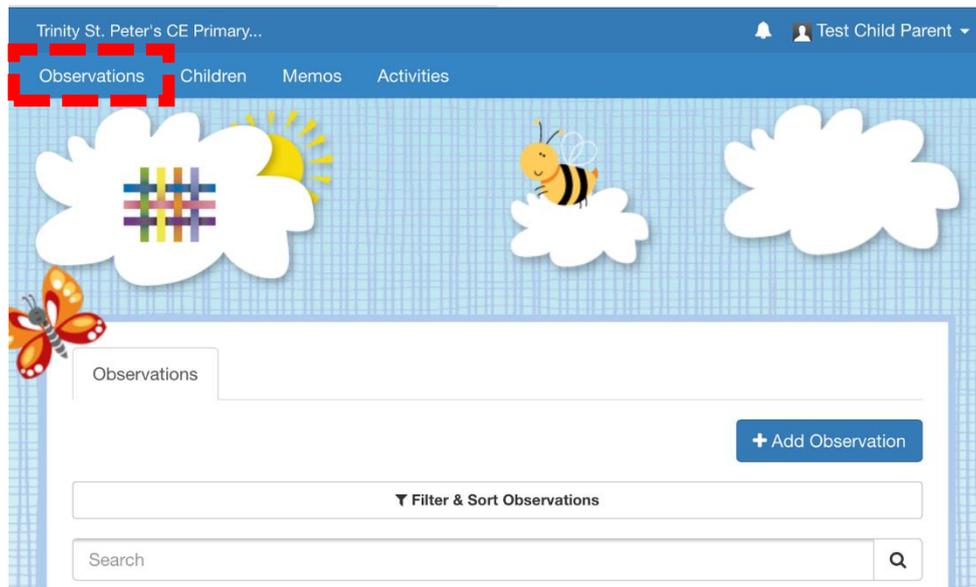
Once this activity is opened, the information and supporting downloadable resources can be accessed.



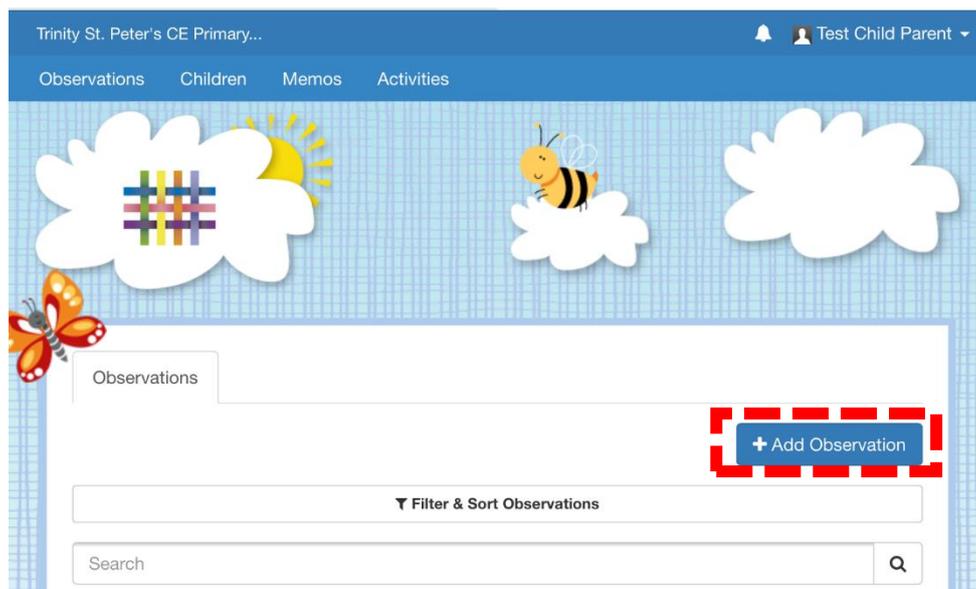
Guide to Uploading an Observation in Internet Browser

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 adding an observation. At the top, there is a navigation bar with 'Observations', 'Children', 'Memos', and 'Activities'. Below this, the user is identified as 'Test Child Parent'. The main form is titled 'Children' and includes a dropdown for 'Test Child (6 years, 11 months)'. The form has several sections: 'Title *' with an empty text input field; 'Notes' with a large text area; 'Options' with a 'Created *' field showing '15 Sep 2020 05:32 PM'; and 'Media' with a text box containing size limits: '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.' Below the media section is a drag-and-drop area with the text 'Drag and drop files here or use the Add Files button below'. There are three buttons: 'Add Files' (blue), 'Start Upload' (green), and 'Delete Selected Media' (red). At the bottom right, there are two buttons: 'Save & Add Another' (blue) and 'Save' (blue). Red dashed boxes highlight the 'Title *' and 'Notes' fields, the 'Add Files' and 'Start Upload' buttons, and the 'Save' button.

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 shows a web interface for a school named 'Trinity St. Peter's CE Primary...'. The user is logged in as 'Test Child Parent'. The navigation menu includes 'Observations', 'Children', 'Memos', and 'Activities'. A yellow box contains text about sharing answers and providing feedback. Below this is a section titled 'Questions and Discussion Points' with a text input area. A note mentions data protection for other children's names. At the bottom, there is an 'Add Reply' button and a red dashed box highlighting the 'Reply with an Observation' form, which includes a text area for recording the child's performance. The interface is powered by TAPESTRY ONLINE LEARNING JOURNAL.

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

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.

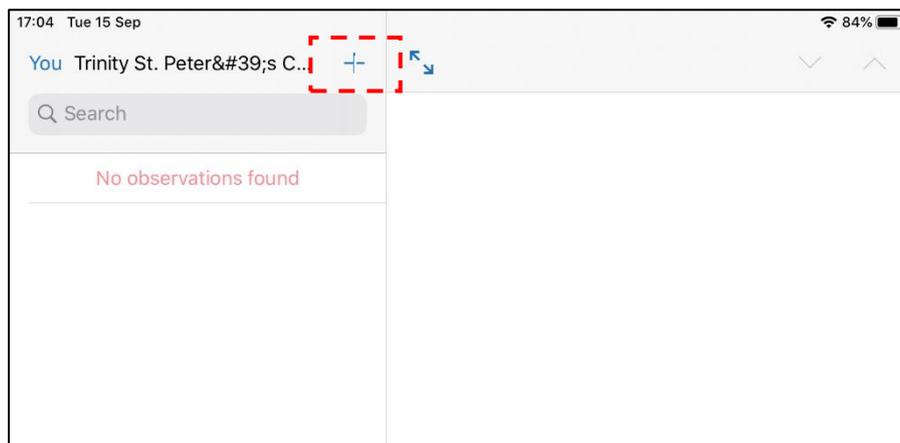
Powered by TAPESTRY ONLINE LEARNING JOURNAL

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.

