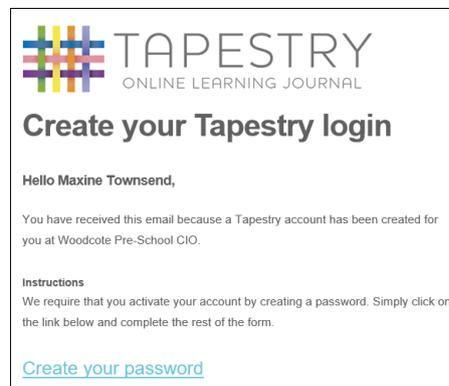




## How to use Tapestry

### Activate your account from an activation email

1. Woodcote Pre-School has sent you an activation email (check your junk folder if you can't find it)
2. Click on 'Create your password'.



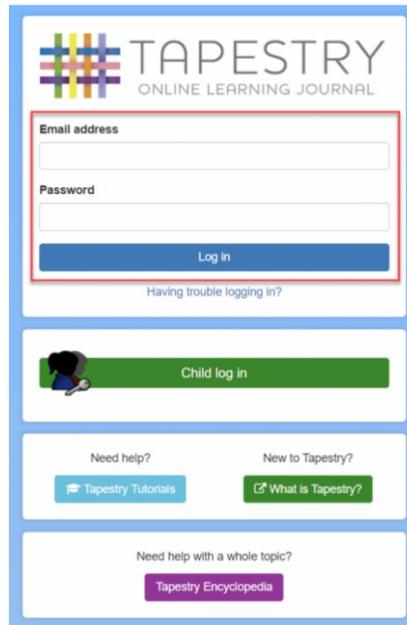
3. Type in your chosen password
4. Type in your chosen PIN number
5. Click on 'submit'
6. You will now be able to access your account by logging in with your email address and password

## Accessing Tapestry

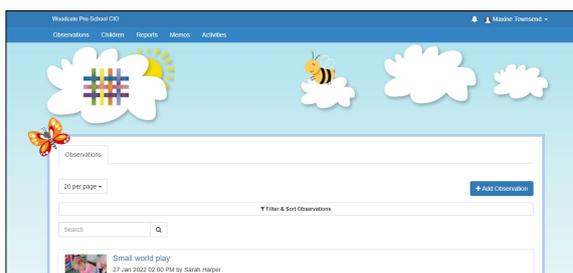
1. On a laptop go to the web address: <https://tapestryjournal.com/>

On iPhone/iPad or Android visit the App store and download the Tapestry app (search for Tapestry Journal)

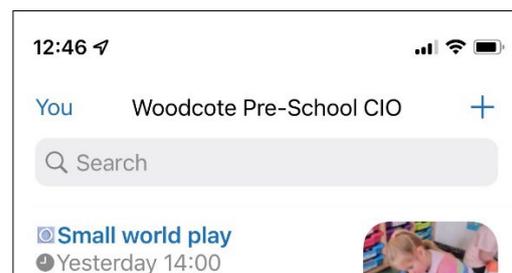
2. Type in your email address as the username



3. Type in your password
4. Once you have logged in, you will be taken to the home page.
5. You should immediately see all the observations for your child in chronological order.



Laptop view

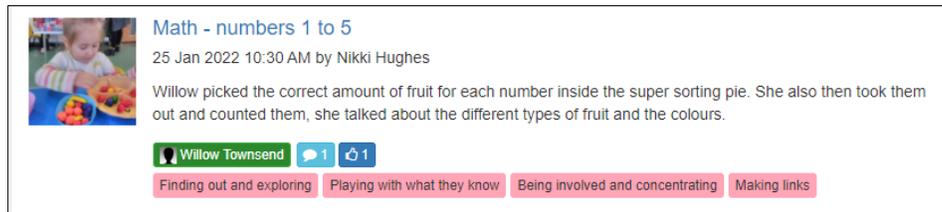


Mobile view

6. You can click on each observation from the home screen

## How to comment on an observation made by Woodcote Pre-School

1. Click on the title of the observation you wish to view / comment on.



**Math - numbers 1 to 5**  
25 Jan 2022 10:30 AM by Nikki Hughes

Willow picked the correct amount of fruit for each number inside the super sorting pie. She also then took them out and counted them, she talked about the different types of fruit and the colours.

 Willow Townsend  1  1

Finding out and exploring Playing with what they know Being involved and concentrating Making links

2. Click on the thumb symbol to like the observation 
3. At the bottom of the screen you will find an 'Add a comment' box on a laptop or 'Add a comment' button on a mobile. Simply click in the box/button and type your comment. Click the 'Add reply' button (laptop) or 'Save' (on a mobile) to save your comment.



Add a comment

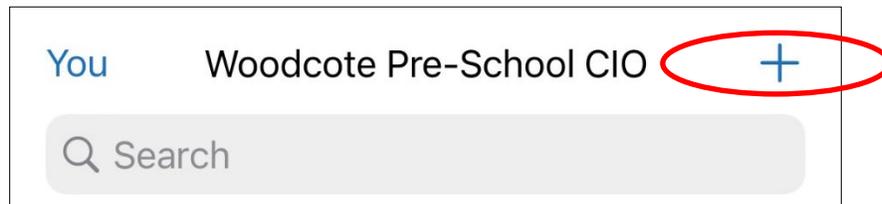
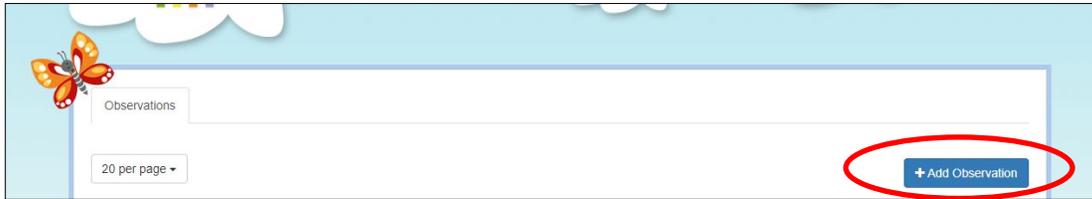
 Add Reply

Powered by  TAPESTRY  
Digital Learning Solutions

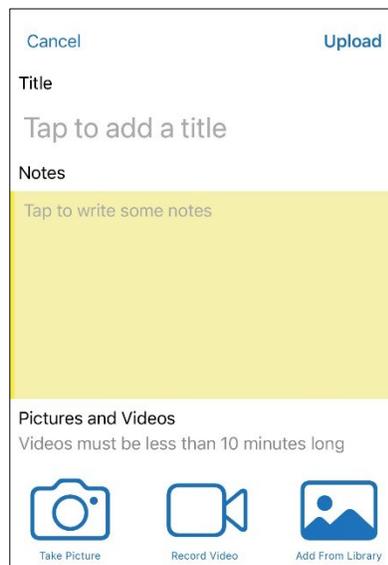
4. When you have added your reply, it will show up on the bottom of the observation.

## How to add an observation from home

1. In the home screen, click on Add Observation (laptop) or the + symbol (mobile)



2. Give the observation a title, add some notes and a photo or video



3. Click on 'upload' to complete your observation and add it to your child's online journal.

## 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, password and PIN.

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 a mobile device

To change your settings on the iPhone/iPad app, click the 'you' button on the top left hand side of the application.

## Help

If you have any questions or need help accessing Tapestry please contact us at Pre-School:

Phone: 01491 682300

Email: [preschoolmanager@woodcotepreschool.co.uk](mailto:preschoolmanager@woodcotepreschool.co.uk)