



Tapestry for Parents and Relatives: iOS app overview

Note on Terminology: 'Setting' is a generic term for an educational establishment or education setting, such as a school, nursery, day-care or childminders. Unless a distinction is made it does not refer to device settings or options.

This guide explains how to get started using the updated Tapestry iOS app called 'Tapestry Journal'. (Please don't download the app 'Tapestry Classic' it may not work on newer devices).

Downloading the app

Install Tapestry from the Apple App Store.

Searching for **Tapestry Journal** in the store.

Login Information

Once you have installed the app you can open it. This is what the app login screen should look like.

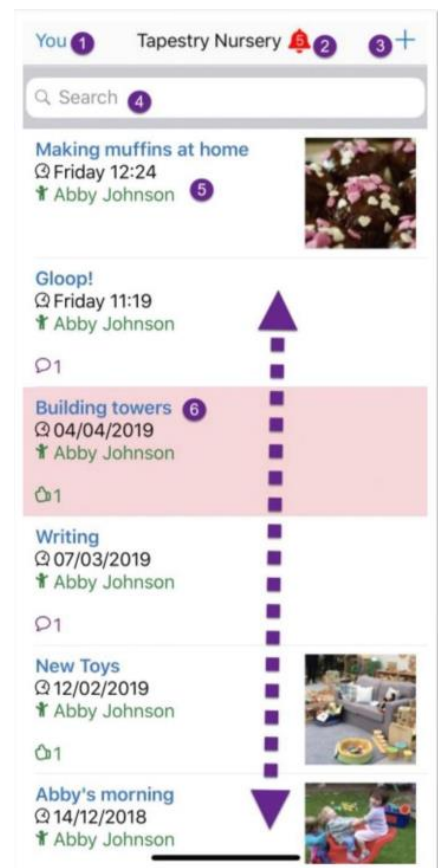
- 1) Enter the email address the setting used to register you on Tapestry.
- 2) Enter the password that you created when you activated your Tapestry account via the email sent by your setting. You will also have created a PIN number.
- 3) Click on 'Log in'





The Home Screen

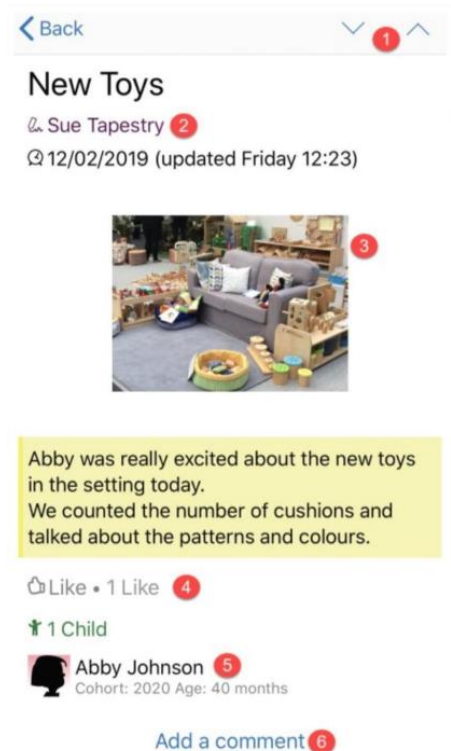
- 1) **'You' button:** This takes you to the app settings and options screen and will allow you to go to the lock screen, change your password or PIN and adjust other app settings.
- 2) **Notifications bell:** This shows a number when you have new notifications from your setting. Usually, this means they have added a new observation you can view.
- 3) **Add observation button:** Tap the + button to create a new observation.
- 4) **Search bar:** This allows you to search for observations based on the title or content of the observation.
- 5) **Main feed:** This is a scrollable list of observations for your child. To view an individual observation tap the one you want to view.



Viewing Observations

Tap the observation you want to view on the main Tapestry screen, and you will be taken to the individual observation view. To return to the main observation screen just press 'back' on your device.

- 1) **Next observation and previous observation:** Tap up or down to switch between observations without returning to the main screen.
- 2) **Observation author:** The staff member or relative of the child who created the observation.
- 3) **Observation media:** You will see all attached photos and videos. Tap a photo to view a larger version, or a video to play the video at a larger size.
- 4) **Like button:** Tap this to show you like an observation. To 'un-like' an observation just tap it again.
- 5) **Child information:** This shows which children are attached to the observation. Some observations are 'group observations' that include several children. You won't see the names of children you aren't linked to, but you will see a total number of children.





- 6) **Add a comment:** Tap this to leave a comment on an observation. Staff will be able to see and reply to any comments you make. You can also reply in turn to a comment a staff member has made, and to like a comment instead of leaving a reply. Some settings may allow parents to comment on 'group observations'. In this type of observation comments from all parents and relatives involved are visible to all the users, so do bear this mind before you post something. Tapestry will let you know if you are commenting on a group observation.

Adding an Observation

To create a new observation, press the + button at the top of the main Tapestry Home Screen.

You will then see this screen.

- 1) **Cancel observation:** This cancels the creation of a new observation. If you tap this by mistake, you can also undo the cancel.
- 2) **Upload observation:** Saves your observation to the Tapestry servers. Usually it requires approval from staff at your child's setting before it is 'published'. You must add a title (3) and attach a child (6) to upload the observation. If you haven't done this, you will be able to save a draft or keep editing.
- 3) **Add a title:** You need to write a title for your observation before you upload it.
- 4) **Notes:** You can add text to the observation. The section will expand as you add text so you have as much space as you should need.
- 5) **Add pictures and videos:** You can add pictures and videos already saved on your device, or record them through the app. The file limit for photos and videos is 100MB or a few minutes of HD video. If you record a video through the app you will be limited to 3 minutes of recording per video. If you need to upload a longer video or a larger file size, try editing it into parts or reducing the video quality before upload.
- 6) **Pick Children:** You will only be able to choose your own children. You need to add a child before uploading the observation.
- 7) **Date:** It defaults to the moment you started the observation, but it can be changed to a future or past date.

The screenshot shows the 'Add a Title' screen in the Tapestry app. At the top, there are two buttons: 'Cancel' (1) and 'Upload' (2). Below them is a text input field for 'Add a Title' (3). Underneath is a large yellow text area for 'Write some notes' (4). Below the notes area is a section titled 'Pictures and Videos' (5) with three options: 'Take a Photo', 'Record a Video', and 'Add from Library'. Below this is a section for '1 child' (6) with a profile picture of Abby Johnson and the text 'Cohort: 2020 Age: 40 months'. At the bottom, there is a 'Date of observation' (7) field showing '18/04/2019, 11:31'.