

## **A reminder of how to login and use Tapestry for Praa Sands and Rosemullion Classes**

### **16.03.20**

All children in Praa Sands and Rosemullion classes have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

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

Once you have given us an email address, we will set up an account for you. Go to **<https://eylj.org>** on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for **TapestryMobile**). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit. Your original password will automatically generated by Tapestry and sent out in an email to you.

### **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 and password.

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 iphone/ipad** - To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

### **Viewing my child's Learning Journey**

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!

### **Adding an entry to my child's Learning Journey**

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) 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'.

### **Lost link or password**

Just let Miss Michlelin or Mrs Rusga know and we can resend your original link. We have already done this for anyone who has not used the journal recently. Please let us know if you have changed your email address.