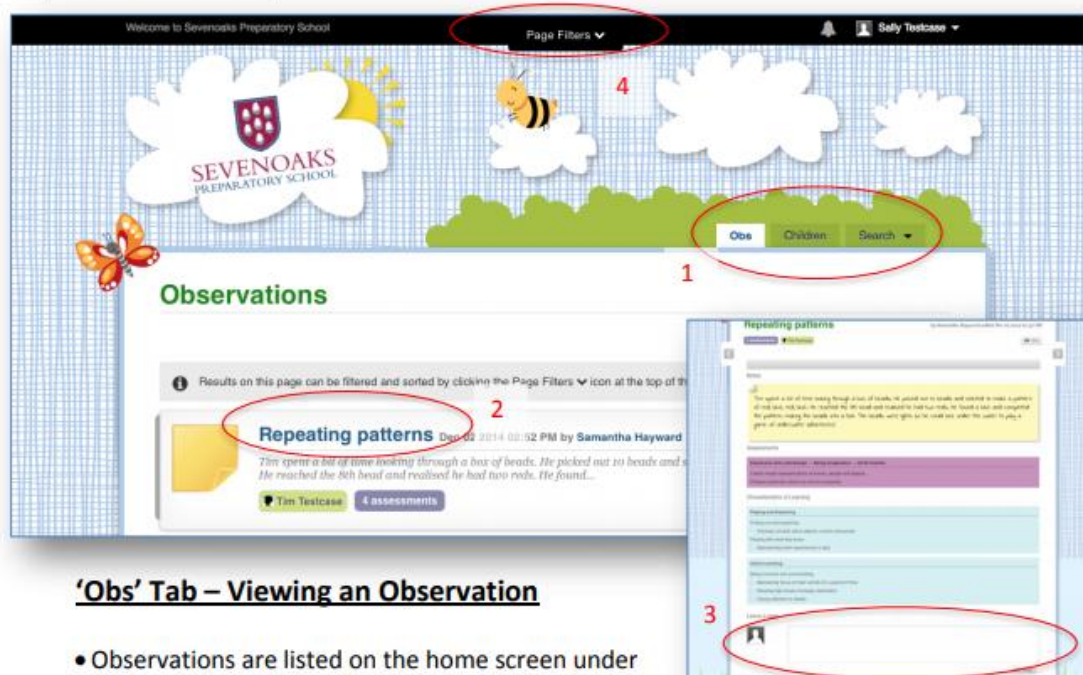


This guidance booklet contains instructions on how to use your child's online Learning Journal. You will receive an email containing a link to Tapestry and information about how to access your account.

It may be easier to print out this booklet to use alongside your child's online account. If you require a hard copy, please ask your child's class teacher.

The Tapestry application can be accessed here - <https://evlj.org>

## The Home Screen



### 'Obs' Tab – Viewing an Observation

- Observations are listed on the home screen under the tab 'Obs'. (1)
- You can view an observation by clicking on the title. (2)
- You will see the teacher's observation and/or photograph at the top. The teacher's assessments can be seen below the observation.
- You can leave a reply to an observation by scrolling down and typing a message into the text box. (3)

### Page Filters

- You can select and filter observations using the Page Filters section in the black bar on the Home Screen.(4).
- If you have more than one child in the Early Years, you can use the different filters to select which child's observations you want to see in the 'Obs' tab.
- Press the green button **Apply** to make your refinements.
- Press the red **Reset** button to return all filters to the default options.

## The 'Children' Tab



- You will find a photograph of your child/ren on this tab (5).
- Clicking on a photograph will enable you to view the Learning Journal (6).
- All of the teacher's observations from the previous term(s) can be viewed here
- All observations can also be found in the 'Obs' tab on the Home Screen.

**NOTE:** Observations for the current term will not be available to you until the last school week of that term.

## Adding an observation

Obs Children Search

### Sevenoaks Preparatory School - Add Observation

**Child** ✓ Please select a child Add Child  
Tim Testcase  
Topsy Testcase

**Title**

**Created** 7 Sunday 07, December 2014 20 52

**Notes**

**Add Media**

Filename	Size	Status
Drag files here.		
Add Files	Start Upload	0 b 0%

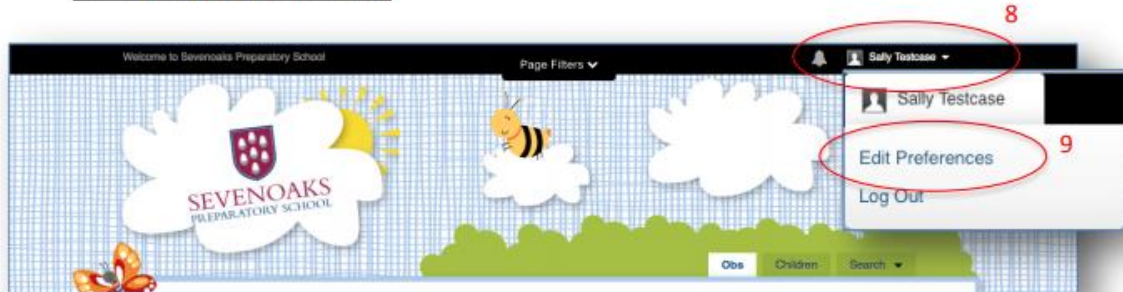
Save

Powered by TAPESTRY

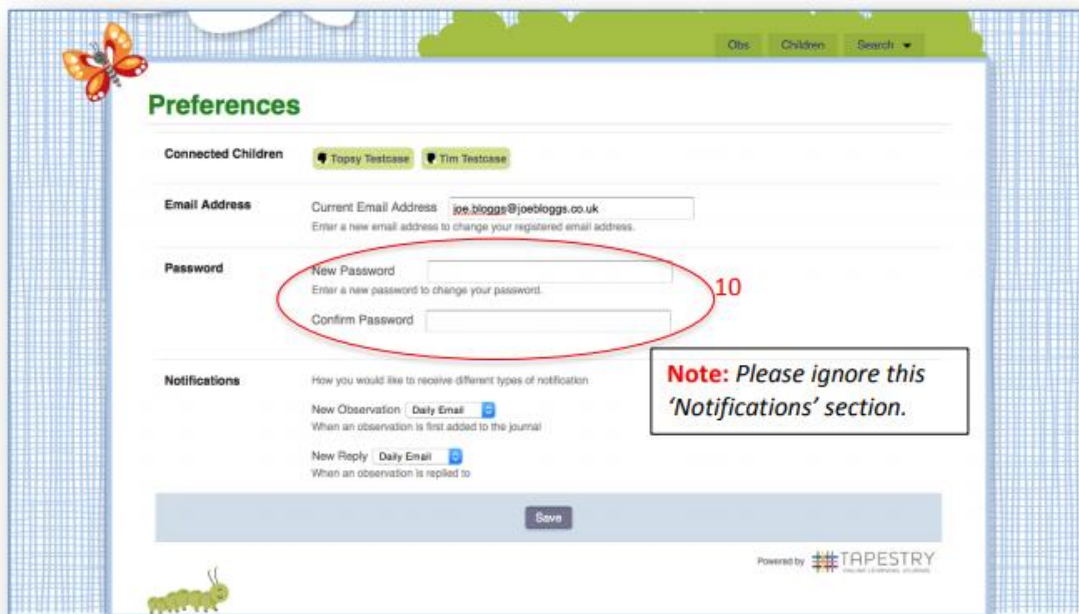
1. Click on the 'Add Observation' button found on the Home Screen.
2. Select your child's name from the drop down box (7) and then follow the onscreen instructions (also captured below).
3. Add a title to your observation.
4. If you made the observation described on a day before today, click on the date 'Created' and then choose the appropriate date from the calendar menu.
5. Add any notes to describe what happened during your observation.
6. Upload any photos or videos of the observation:
  - a. by clicking 'Add Files'.
  - b. select the relevant file(s) from your personal folder.
  - c. click 'Start Upload'.
7. Click 'Save' to record the observation – your observation will now be available on the Home Screen under the 'Obs' tab.

**Note:** *Observations added by parents will only be made visible on the Learning Journal once the relevant teacher has approved it. Parent observations will however be available immediately in the 'Obs' tab.*

## Changing your password



- Click on your account name at the top right of the screen (8)
- Click on 'Edit Preferences' (9)
- Your email address will now be displayed
- You can now enter a new password in the 'Password' section (10)



If you would like further help using the Tapestry Learning Journal, please feel free to ask your child's class teacher.