

HOW TO USE TAPESTRY

1. Go to the web address https://eylj.org



- 2. Type in your email address as the username
- 3. Type in the password provided to you. It is recommended that you change your password on your first visit.
- 4. You should immediately see all the observations for your child. You can click on each observation from the home screen or you can flick through using the arrows on the right and left after you have clicked on the first observation.



HOW TO COMMENT ON AN OBSERVATION MADE BY THE SCHOOL

- 1. Log in to Tapestry.
- 2. When you have logged in, click on the title of the observation you wish to view/comment on.



3. At the bottom of the screen you will find a reply box. Simply click in the box and type your reply. Click 'add reply' to save.



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

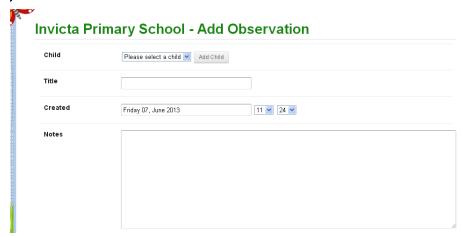


HOW TO ADD AN OBSERVATION FROM HOME

- 1. Log in to tapestry.
- 2. In the home screen, click on Add Observation



3. Select your child's name from the dropdown box. Give the observation a title and write in your notes.



4. To upload a picture or video, click Add files, then click upload media.



5. Finally, click 'save' to complete your observation and add it to your child's online journal.

