

Adding Observations to Tapestry

All children in Nursery and Reception document their learning using the Tapestry online journal. Staff in school add observations while the children are learning through play, and parents can comment on their learning or add their own observations, including sharing photographs, for their class teacher to see.

Adding observations is easy using your phone! Follow the instructions below.

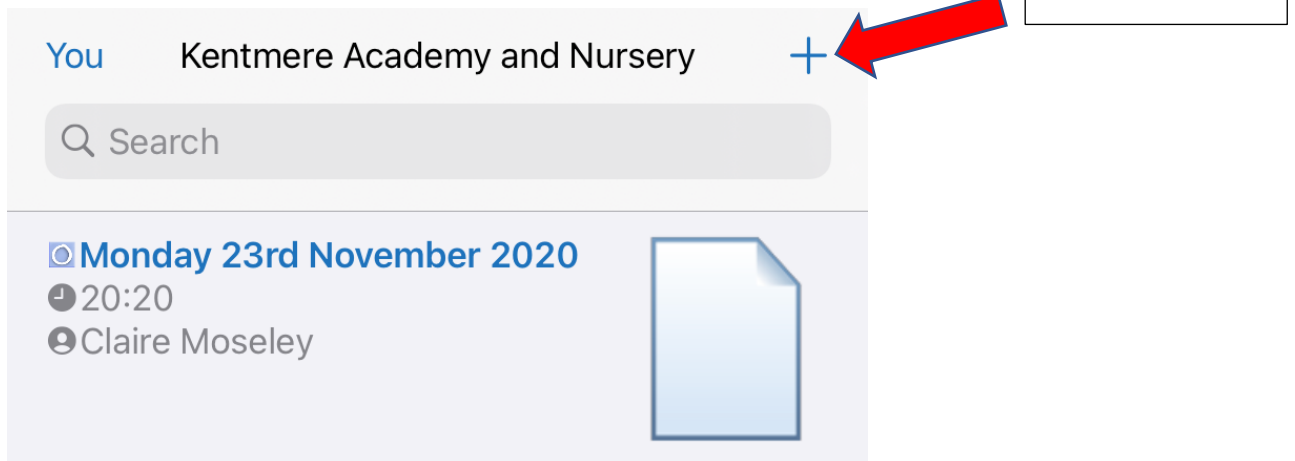
1. Download the Tapestry app. This is free to download.



2. Log in using your email address and your password that you set when sent the activation email.

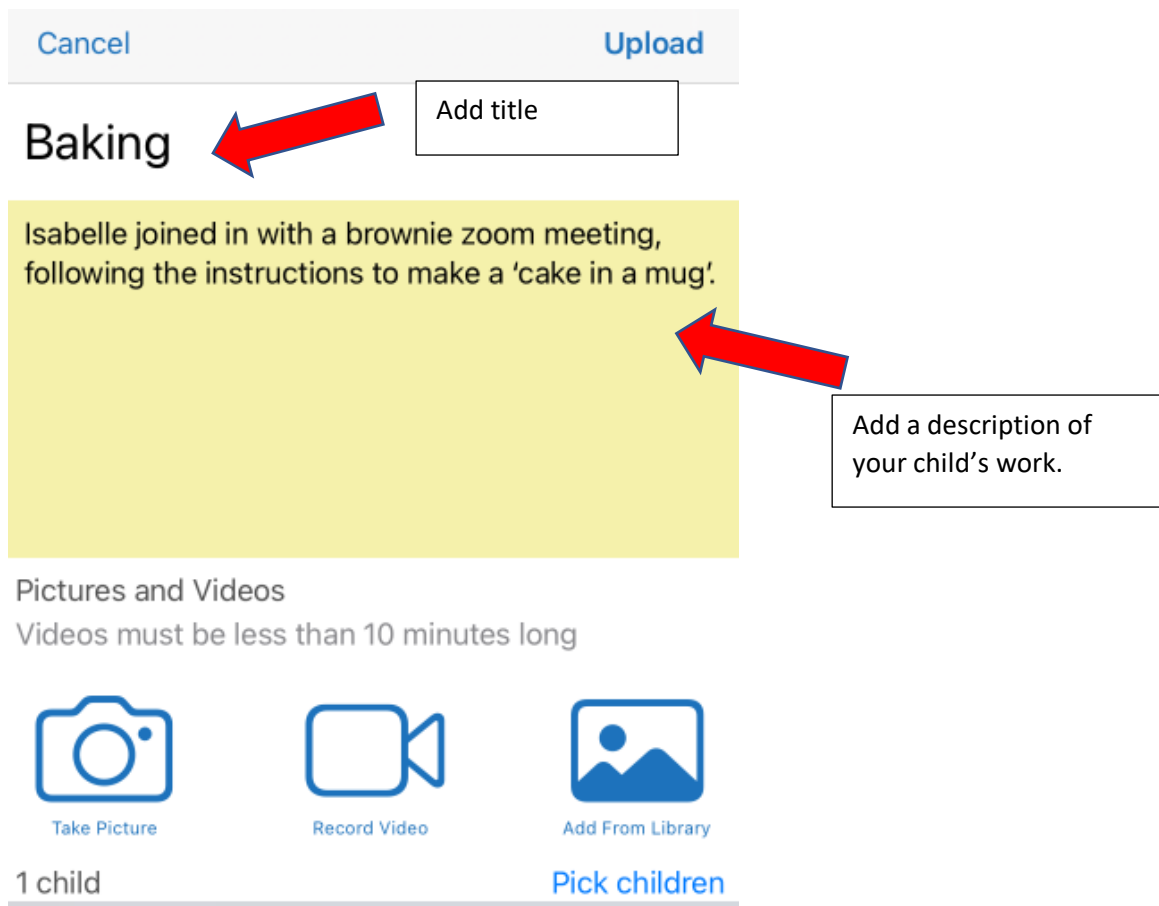


3. Click the 'add' button to add a new observation.



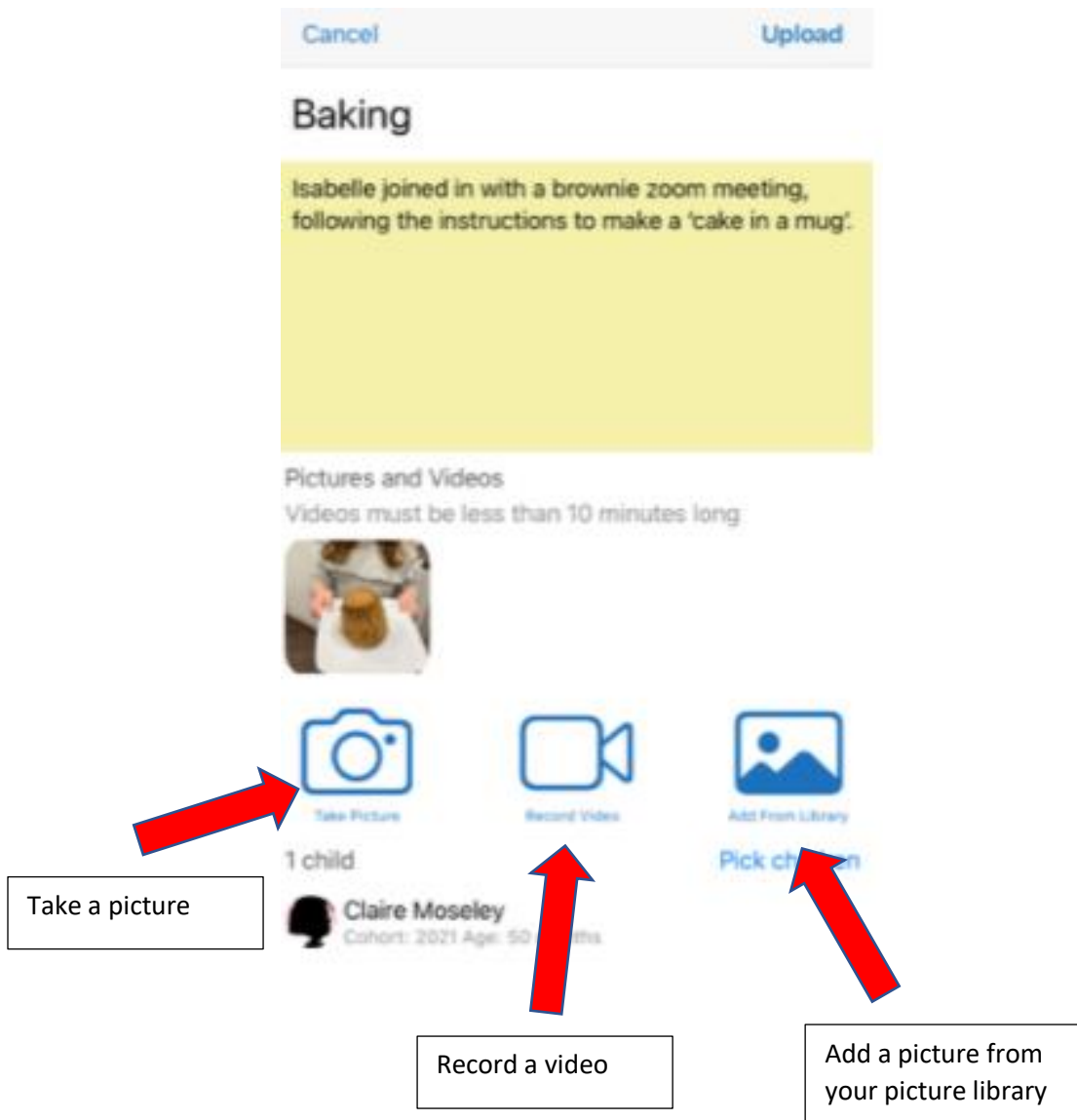
The screenshot shows the top of the application interface. At the top left, it says "You Kentmere Academy and Nursery". To the right of the name is a blue plus sign (+) button. A red arrow points from a callout box labeled "Add observation" to this plus sign. Below the name is a search bar with a magnifying glass icon and the word "Search". Below the search bar is a card for a date: "Monday 23rd November 2020". Underneath the date are two items: a clock icon with "20:20" and a person icon with "Claire Moseley". To the right of these items is a blue document icon.

4. Add a title to your observation and a description of what your child did.



The screenshot shows the observation form. At the top, there are two buttons: "Cancel" on the left and "Upload" on the right. Below the buttons is a text input field containing the word "Baking". A red arrow points from a callout box labeled "Add title" to this field. Below the title field is a large yellow text area containing the text: "Isabelle joined in with a brownie zoom meeting, following the instructions to make a 'cake in a mug'". A red arrow points from a callout box labeled "Add a description of your child's work." to this text area. Below the text area is the section "Pictures and Videos" with the subtext "Videos must be less than 10 minutes long". Underneath this are three icons: a camera icon labeled "Take Picture", a video camera icon labeled "Record Video", and a picture icon labeled "Add From Library". At the bottom left, it says "1 child" and at the bottom right, there is a "Pick children" link.

5. Add a picture to the observation by selecting the camera, recording a video or adding from your pictures already on your phone.



6. Click upload and your observation will appear in your child's journal and will be shared with their class teacher.

