



# St Marks Pre-school

## Online Learning Journey – Parents' Guide

### **Introduction**

All children attending St Marks Pre-school now have a personal online Learning Journal which in line with the Early Years Foundation Stage expectations, records photos, observations and comments, and builds up a record of your child's experiences during their time with us.

We have set up an account for you using the email address that you gave us and you now have secure access (via email address and password) to your child's Learning Journal. In addition to viewing your key persons contributions in this Learning Journal, we are very keen for you to add to it by uploading your own photos and comments or commenting on observations made by your key person.

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

Once you have set yourself a password and PIN from the activation email, please go to <https://tapestryjournal.com> on your computer and log into your Tapestry account. You're also able to download the Tapestry App for your device: If you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry) or if you have an android device, then you may download the android app from the Google Play Store.

### **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 your child's Learning Journal**

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'.

## **Ideas for parent contributions**

Contributions from you could include photos or recordings of:

- Special events e.g. birthday, Christmas, visit from family
- Enjoyable events during a weekend e.g. going for a walk, cooking together, reading stories
- Things that your child has done for the first time or achieved e.g. a ride on a bus, pushing the pedals of a tricycle

**Please do let us know how you are getting on or if you are having any difficulties. We are happy to help.**