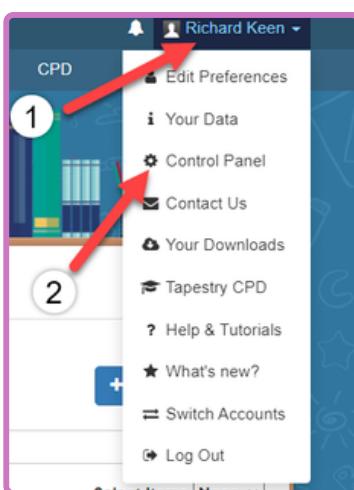


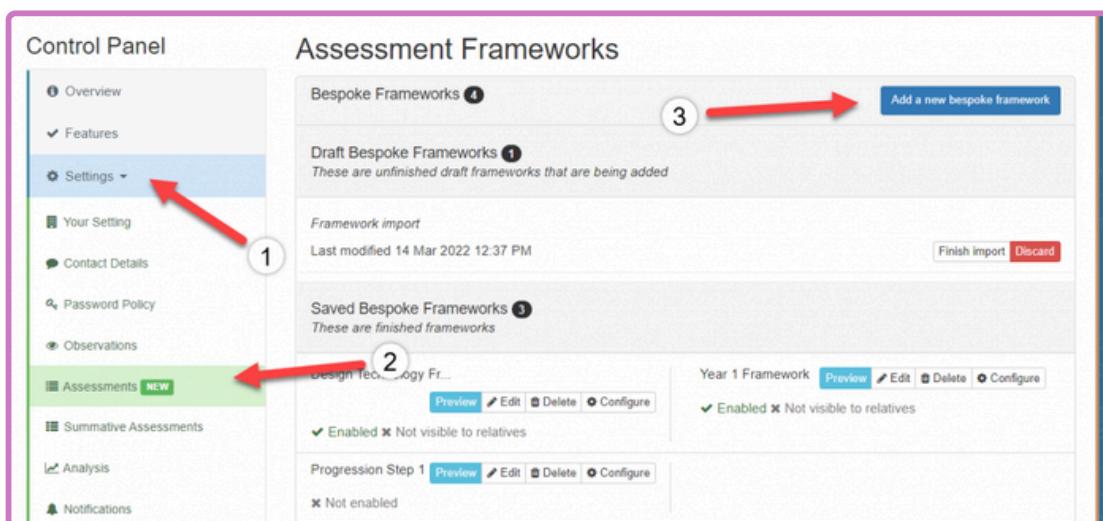
Adding the new Early Years DfE SEND Assessment Resources to Tapestry

You can add the new Early Years DfE SEND Assessment Resources to Tapestry as a 'Bespoke Framework'. To do this you will need to have 'Manager' status on your account.

1) To add a bespoke framework you will first need to click your name in the top right (1) and go to the Control Panel (2).

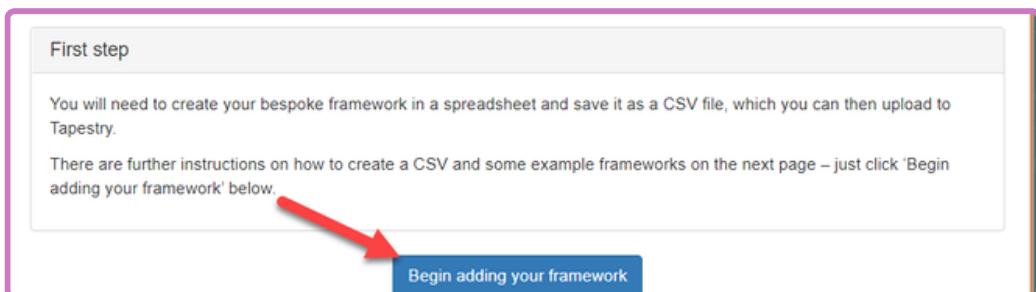


2) You will then need to select 'Settings' (1) then 'Assessments', (2) and click the button to 'Add a new bespoke framework' (3).



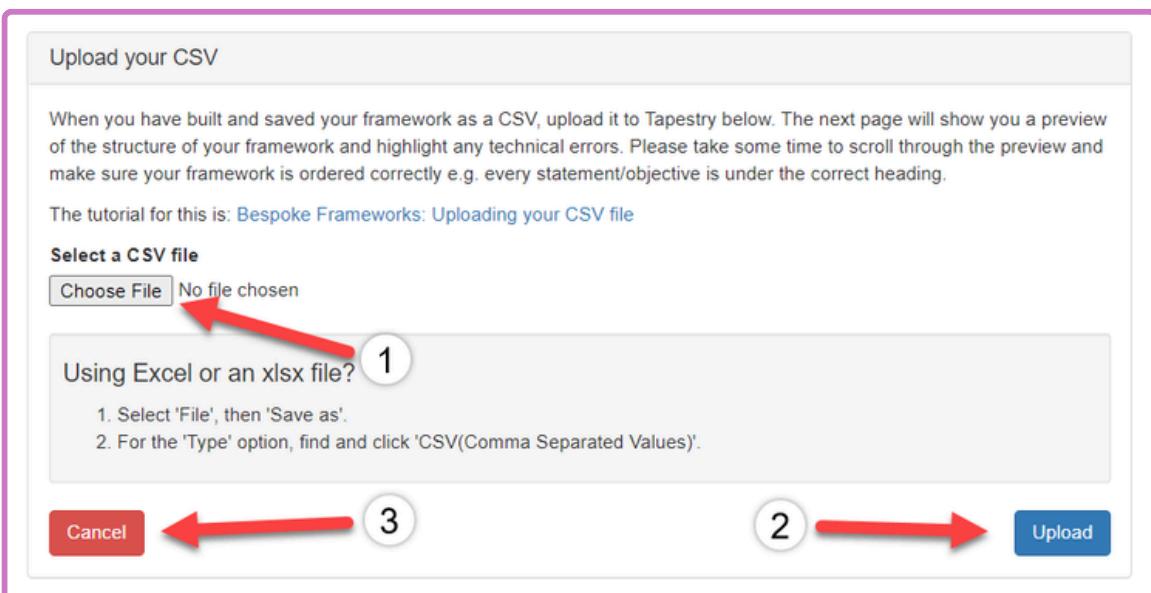
Adding the new Early Years DfE SEND Assessment Resources to Tapestry

3) Click to begin adding your framework.



4) At the bottom of the next page you will be able to upload the CSV file of the framework, which you can find here: bit.ly/TapestrySEND.

You will just need to click 'Choose file' (1) then select the EY SEND Assessment CSV file you've downloaded, and click 'Upload' (2). If you change your mind or want to edit your CSV file before uploading, clicking 'Cancel' (3) will take you back to the Assessments page.



Adding the new Early Years DfE SEND Assessment Resources to Tapestry

5) You will then be shown a preview of the structure of the framework. Select the 'continue to tweak imported framework' button.

Continue to tweak imported framework

6) Enter a title ('DfE EYFS SEND' or similar) and a brief description (if helpful). Once you're done, click the 'Next' button.

Set up your imported framework

Title of framework *

DfE EYFS SEND

The title you give your bespoke framework will then be what appears for you to select from in observations. You may choose to add a bespoke framework for your baseline, in which case the title "Baseline" might be a great option. Alternatively, you may want to create a bespoke framework for a subject, so something like "R.E." would be a suitable title.

Description

For example: Use this framework to assess children's literacy

The description allows you to add information about what the bespoke framework is and when you might expect it to be used: e.g. if it is a baseline bespoke framework, you might say to use it within the first 6 weeks of the child starting at the setting. Alternatively, the description might give details of what is included in that bespoke framework.

Next

7) Select the 'add scale' button.



Adding the new Early Years DfE SEND Assessment Resources to Tapestry

8) You will be prompted to name your Scale. We recommend calling this 'judgement'. Select the number of items (3) and label them: 'Emerging (1 mark)', 'Supported (2 marks)' and 'Independent (3 marks)'. Add 'E', 'S' and 'I' as the short names.

Once you're done, click 'Save Scale' and then the 'next' button.

Add Scale

Name *

Number of items *

3

Item 1 (Lowest)

Item Name *

Item Short Name *

Item 2

Item Name *

Item Short Name *

Item 3 (Highest)

Item Name *

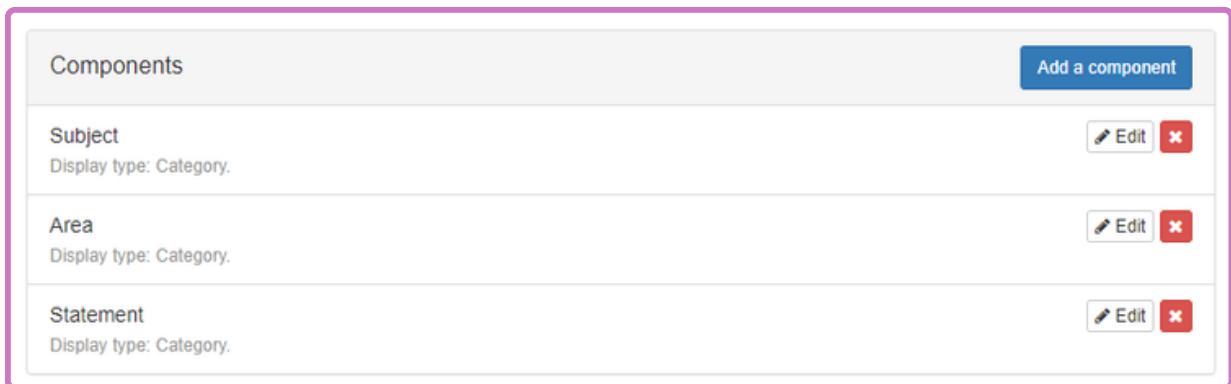
Item Short Name *

Cancel

Save Scale

Adding the new Early Years DfE SEND Assessment Resources to Tapestry

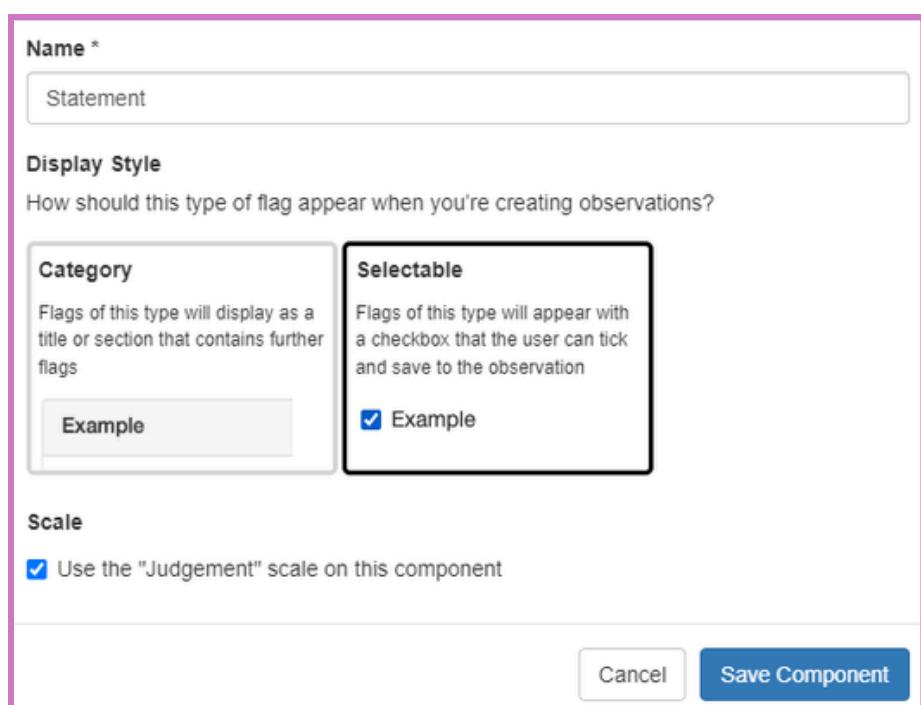
9) *Select the 'edit' button next to 'statement'.*



The screenshot shows the 'Components' section of the Tapestry interface. It lists four components: 'Subject', 'Area', 'Statement', and 'Statement' (repeated). Each component has an 'Edit' button and a red 'X' button. The second 'Statement' component is highlighted with a pink border, indicating it is selected for editing.

10) *Change the display style to 'selectable' and then tick the 'use the 'judgement' scale on this component' option.*

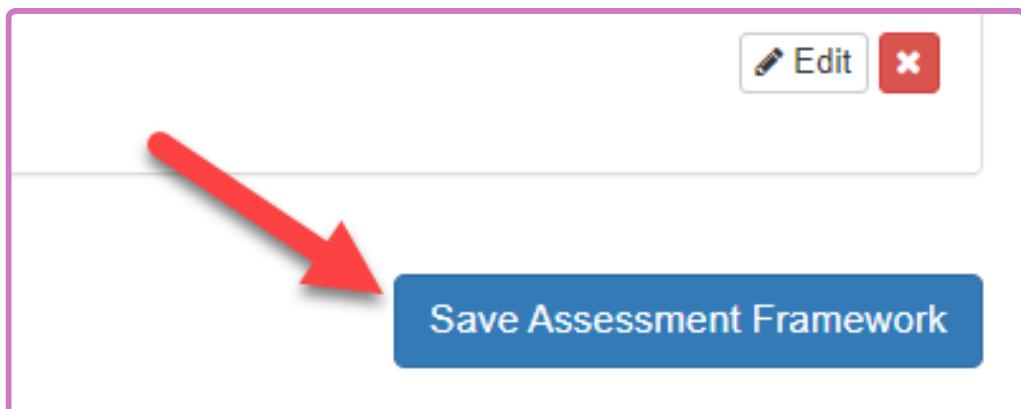
Select 'Save Component'



The screenshot shows the 'Save Component' dialog box. The 'Name *' field contains 'Statement'. Under 'Display Style', the 'Selectable' option is selected, with a description: 'Flags of this type will appear with a checkbox that the user can tick and save to the observation'. A checkbox labeled 'Example' is checked. Under 'Scale', a checkbox labeled 'Use the "Judgement" scale on this component' is checked. At the bottom are 'Cancel' and 'Save Component' buttons.

Adding the new Early Years DfE SEND Assessment Resources to Tapestry

11) Click the 'save assessment framework' button.



12) Select the 'enable' button, then select the 'enable' tick box.

You can also choose whether to display to relatives here.

Review and enable your framework

You've added your bespoke framework and your changes have been saved, but the new framework will need to be enabled before it can be used.

The preview below shows you what the assessment picker will look like when you add observations.

Please choose what you'd like to do now:

Enable this framework

This framework will be usable on observations. After clicking 'Enable' you will be able to choose whether to allow relatives to see assessments made using it.

Enable

Delete this framework

This framework will be deleted. This cannot be undone.

Delete

Make changes

If you see something in the preview below that needs changing, you can go to the editor to make changes.

Go to editor

Save for later

This framework will not be usable on observations yet. You will be able to edit or enable it later from the 'assessments' section of your Control Panel.

Save

Then you're all set up and ready to go!