How to ... Understanding the Audience

NOTES: When an observation, assessment or achievement is recorded it can be made visible to various users as an Audience: manager, other staff and/or parents.

This guide will help you understand how the choice of audience impacts the system.

This guide should be read in conjunction with Understanding User Permissions.

1.	**Audiences** There are three types of Audience categorised on the system.	☑ 👤✔ Manager ☑ 🌐 Parents ☑ 👥 Staff
2.	**Staff** Refers to all other members of staff in school who can see the *children tagged on an observation by virtue of their user permissions.	👥
3.	**Parent** Refers to parent users who can be an audience **only if** the Parent Passport is in use.	🌐
4.	**Manager** Refers to someone with approval rights, who will need to approve the observation before it becomes visible to any other audience.	👤✔
5.	The audiences you can choose from will vary according to your own user permissions. Therefore, if you do not have the permission set to approve an observation the only option will be Manager Approval.	Audience ☑ Manager Approval

*Under default settings you can change the use of terminology to reflect your establishment.

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