







## Understanding... The Audience

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 is to help you understand how the choice of audience impacts the system.

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

1.	<b>Audiences</b> There are three types of Audience categorised on the system.	<input checked="" type="checkbox"/>  Manager <input checked="" type="checkbox"/>  Parents <input checked="" type="checkbox"/>  Staff
2.	<b>Staff</b> 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.	<b>Parent</b> refers to parent users who can be an audience <i>only if</i> the Parent Passport is in use.	
4.	<b>Manager</b> 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.	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Audience</p> <p><input checked="" type="checkbox"/> Manager Approval</p> </div>