

ADMINISTERING STUDENT SUCCESS PLANS WITH NAVIANCE SUCCEED

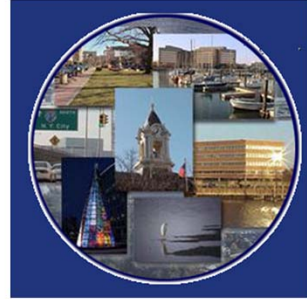


Presented by

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About Stamford Public Schools

- 4th largest city in CT
- 15,000 public school students
- 11 elementary schools (grades K-5)
- 1 elementary/middle school (grades K-8)
- 5 middle schools
- 3 high schools
- 59% minority students
- 40% of students are from non-English speaking homes
- Over 40% of students are eligible for free and reduced lunch program



Stamford Public Schools and Naviance Succeed

- Three high schools, five middle schools and one K-8 International Baccalaureate school utilize Naviance.
- The acquisition of Naviance was facilitated by a grant written by the Stamford Public Education Foundation (SPEF) to the JPMorgan Chase Foundation.



Introduction to Student Success Plans

The Stamford Public School District has begun the work toward meeting the Connecticut State Department of Education requirement that each student in grades 6-12 will have an individual student success plan in place by 2012.

To accomplish this work:

- An implementation team has been assembled:
 - Middle and high school representatives including teachers, school counselors, and administrators.
 - District office staff including program directors.
- A three year action plan and framework is being developed.
- SPS has chosen to use Naviance as a resource to house, deploy and manage these plans.



The Stamford Public School District has begun the work toward meeting the Connecticut State Department of Education requirement that each student in grades 6-12 should have an individual student success plan in place by 2012. To accomplish this work:

1. An implementation team has been assembled comprised of
 - Middle and High School representatives including
 - Teachers
 - school counselors and
 - administrators.
 - District office staff including
 - program directors in addition to
 - content area and professional development specialists.
2. The work of this implementation team includes:
 - Developing a framework for Student Success Plans aligned with state standards for Comprehensive School Counseling
 - Ensuring that the SPS success plan includes
 - Academic
 - Social/Emotional and Physical Development and
 - Career Components
 - Researching best practice in development of Student Success Plans in other school districts that share a similar profile as SPS (develop key questions to be used in fact finding research)
 - Developing a three year action plan for implementing Student Success Plans starting in grade 6 through 12th grade

Why Naviance Succeed?

- On-line school community
- Secure and equitable access
- Organizes and promotes expectations
- Tracks completion
- Reports



Naviance Succeed's success planning tools can benefit and be used by a wide variety of users within your school or district.

- Naviance Succeed is a web-enabled application that provides secure and equitable access to digital community comprised of students, teachers, student support staff, school administrators and even parents.
- It can house the academic, career in addition to social emotional and physical development expectations in the form of an individualized learning plan for each student;
 - what each student needs to do is housed in a digitized environment that can be accessed by the student, parent, teacher.....
- As students completes/does not complete components of the ILP, reports are available to show progress on a group and individualized basis.

What Can Students Do With Naviance Succeed?

- Set personal goals
- Complete tasks assigned to them
- Create to-dos for themselves
- Connect to-dos with goals
- Add reflections on goals and tasks
- Communicate with school members of the Naviance Succeed community



What Can Teachers and School Counselors Do with Naviance Succeed?

- Assign standard or custom tasks
- Monitor goals and tasks
- Comment on student goals and tasks
- Assign tasks to themselves
- Manage a personal to-do list
- Communicate with school members of the Naviance Succeed community including students



What Can Schools and Districts Do With Naviance Succeed?

- Define goal categories to focus student goal creation
- Create tasks and assign them to students
- Define programs
- Monitor student progress on goals and tasks
- Comment and collaborate with students
- Track program participation



Naviance Succeed Terminology

Goals

- Created by the student
- Belong to a category that the school/district creates

Tasks

- Created at the district or school level
- Can be assigned to groups of students or a single student
- Often referred to as milestones by school districts

Programs

- Created at the district or school level
- Are groups of tasks that can be assigned like tasks

To-dos

- Are action steps created by students and can be associated to a goal



As we talk about implementing student success plans utilizing the Naviance Succeed application, we have provided you with a glossary of Naviance Succeed terms so that you can translate what they mean in the context of the Student Success work at hand.

9th Grade College and Career Ready Tasks

	Goal	Student/Family Milestone	Naviance District Program
9.1	Understand key college and career ready milestones	<input type="checkbox"/> Register for Naviance and create an online portfolio <input type="checkbox"/> Learn about key grade level milestones <input type="checkbox"/> Complete "About Me-Game Plan"	College and Career Ready
9.2	Explore career opportunities	<input type="checkbox"/> Complete Naviance "Career Interest Profiler" <input type="checkbox"/> Begin resume	Explore Career Options
9.3	Know your post secondary college options	<input type="checkbox"/> Complete "Internet Usage Survey" <input type="checkbox"/> Complete Naviance Freshman surveys <input type="checkbox"/> For Spanish speaking families - attend outreach meetings <input type="checkbox"/> Attend College Fair (October) <input type="checkbox"/> Take SAT subject tests as appropriate	Know Post Secondary Options




10th Grade College and Career Ready Tasks

	Goal	Student/Family Milestone	Naviance District Program
10.1	Understand grade level college and career milestone	<input type="checkbox"/> Complete Naviance Sophomore Surveys <input type="checkbox"/> Attend College Fair (October) <input type="checkbox"/> Attend SPEF financial matters workshop for parents (January/February) <input type="checkbox"/> Visit a college campus <input type="checkbox"/> For Spanish speaking families - attend outreach meetings	College and Career Milestones
10.2	Build personal online portfolio	<input type="checkbox"/> Complete "Do What You Are" personality profile/Review strengths and blind spots <input type="checkbox"/> Identify community service activities, internship or career related experiences <input type="checkbox"/> Update resume <input type="checkbox"/> Review Goals and Interest Profiler	Build Online Portfolio
10.3	Prepare for and take necessary standardized tests	<input type="checkbox"/> Take PSAT Review <input type="checkbox"/> Take SAT subject tests as appropriate	Standardized Tests- Subset
10.4	Explore career opportunities	<input type="checkbox"/> Review Naviance "Career Interest Profiler" <input type="checkbox"/> Identify interesting career clusters and corresponding study programs	Explore Career Opportunities



11th Grade

College and Career Ready Tasks

	Goal	Student/Family Milestone	Naviance District Program
11.1	Identify post secondary plan	<input type="checkbox"/> Complete Naviance Junior Surveys <input type="checkbox"/> For Spanish speaking families - attend outreach meetings <input type="checkbox"/> Meet with guidance counselor to discuss plans <input type="checkbox"/> For athletes, register with NCAA Clearinghouse and review requirements <input type="checkbox"/> Attend College Fair (October)	Identify Post Secondary Plan
11.2	Confirm college options	<input type="checkbox"/> Read College Selection Procedures Document <input type="checkbox"/> Attend college rep visits <input type="checkbox"/> Go on college tours or visit colleges on your own <input type="checkbox"/> Register for SAT/ACT <input type="checkbox"/> Take AP or ECE classes if recommended <input type="checkbox"/> Identify teachers for recommendations <input type="checkbox"/> Create preliminary college list	Confirm College Options
11.3	Prepare for and take standardized tests	<input type="checkbox"/> Take SAT or ACT Prep course or free SAT or ACT online tests <input type="checkbox"/> Take SAT/ACT <input type="checkbox"/> Take relevant SAT subject tests	Standardized Tests
11.4	Expand personal online portfolio	<input type="checkbox"/> Identify community service activities, internship or career related experience <input type="checkbox"/> Update resume <input type="checkbox"/> Begin college essay	Expand Online Portfolio
11.5	Understand financial obligations of college and beyond	<input type="checkbox"/> Read College Financial Aid/Scholarships Procedures Document <input type="checkbox"/> Attend financial matters workshop for parents <input type="checkbox"/> Begin scholarship search <input type="checkbox"/> Read "Get in 2 College Guide"	

12th Grade College and Career Ready Tasks

	Goal	Student/Family Milestone	Naviance District Program
12.1	Complete college application process	<input type="checkbox"/> Meet with guidance counselor to discuss plans <input type="checkbox"/> Read "Get in 2 College Guide" <input type="checkbox"/> Revise and complete college essay <input type="checkbox"/> Update resume <input type="checkbox"/> Complete and submit 1-5 college/job applications <input type="checkbox"/> Take SAT/ACT again if necessary <input type="checkbox"/> Visit campuses and participate in interviews when indicated <input type="checkbox"/> Visit final choice colleges <input type="checkbox"/> Enter college application data, including requests/surveys and forms below* <input type="checkbox"/> Submit mid-year report requests <input type="checkbox"/> Accept admission offer and make deposit <input type="checkbox"/> Submit final transcript <input type="checkbox"/> For athletes, submit NCAA forms and transcript <input type="checkbox"/> Complete Naviance Graduation Survey	Complete College App Process
12.2	Secure financial support	<input type="checkbox"/> Complete and finalize financial aid forms (FAFSA, CSS) <input type="checkbox"/> Complete appropriate scholarship applications	Secure Financial Support

***Forms:**

- Records release form and/or FERPA release on Naviance
- Scholarship inquiry form or survey
- Naviance Transcript request
- Teacher/Counselor recommendation worksheets or survey and resume
- Naviance final transcript request



Let's Look at Naviance



On the next few slides, we will be showing you Naviance Succeed from the school and student perspective.

Programs

The screenshot shows the 'succeed' web application interface. At the top, there is a navigation bar with the 'succeed' logo and a menu of options: Home, Programs, Alerts, Reports, Scholarships, Colleges, Careers, Connections, Reports, Setup, Help, and Sign out. Below the navigation bar, there is a sub-menu: dashboard, tasks, programs, goal setup, search and assign, and configuration. The main content area is titled 'PROGRAM LIBRARY' and contains a table with the following data:

Name	Tasks	Owner	Action
Build Online Portfolio	contains 4 tasks	district	view copy
Build Online Portfolio (copy of Build Online Portfolio)	contains 4 tasks	school	view add delete
College and Career Milestones	contains 5 tasks	district	view copy
College and Career Ready	contains 3 tasks	district	view copy
Complete College App Process	contains 16 tasks	district	view copy
Confirm College Options	contains 7 tasks	district	view copy
Expand Online Portfolio	contains 4 tasks	district	view copy
Explore Career Opportunities	contains 5 tasks	district	view copy
Financial Obligations-College	contains 4 tasks	district	view copy
Identify Post Secondary Plan	contains 5 tasks	district	view copy
Know Post Secondary Options	contains 5 tasks	district	view copy
Secure Financial Support	contains 2 tasks	district	view copy
Standardized Tests	contains 7 tasks	district	view copy

At the bottom of the screenshot, there is a copyright notice: 'Copyright © 2011, Naviance Inc. | Terms of Service | Privacy | Signed in as Carolyn Conte from Stamford High School'. The Naviance logo and the Stamford Public Schools logo with the tagline 'EXCELLENCE IS THE POINT.' are also visible.

Programs are bundles of tasks and can be assigned on a school, grade, group or individual basis.

Tasks

Tasks

succeed

dashboard | tasks | programs | goal setup | search and assign | configuration

TASK LIBRARY

We've provided some built-in tasks that you can use, or you can add your own custom tasks:

Related Standard:

[+add another task](#)

Owner: Type:

Name	Owner	Deadline	Grades	Programs	Assignee	Completion	Type	Status	Action
Accept admission offer and make deposit	district	end of May	12	1 program	student	manually mark completed by staff or student	custom	active	View / Add
Add careers to my list	school	end of grade	9,10,11,12	0 programs	student	at least 1	built-in	active	View / Add
Add colleges to my list	school	end of grade	11,12	0 programs	student	at least 1	built-in	active	View / Add
Add colleges to my list	district	none	any	1 programs	student	at least 1	built-in	active	View / Add
Apply for scholarships	school	none	any	0 programs	student	at least 1	built-in	active	View / Add
Apply for scholarships	district	none	any	1 programs	student	at least 1	built-in	active	View / Add
Apply to college	school	end of grade	12	0 programs	student	at least 1	built-in	active	View / Add
Apply to college	district	none	any	0 programs	student	at least 1	built-in	active	View / Add
ASFAB	school	end of December	11,12	0 programs	student	manually mark completed by staff	custom	active	View / Add / Delete
Attend College Fair	district	end of grade	9,10,11	3 programs	student	manually mark completed by staff or student	custom	active	View / Add
Attend college visits	school	end of grade	11,12	0 programs	student	at least 1	built-in	active	View / Add
Attend college visits	district	none	any	1 programs	student	at least 1	built-in	active	View / Add
Attend Outreach Meetings	district	end of grade	9,10,11	3 programs	student	manually mark completed by staff or student	custom	active	View / Add / Delete
Begin College Essay	district	end of grade	11	1 program	student	manually mark completed by staff or student	custom	active	View / Add
	school	end of grade	9,10,11,12	0 programs	student	tracked by system	built-in	active	View / Add

<https://succeed.nvance.com/success-planner/successplan/tasks?SUME>

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Tasks, or what Stamford Public Schools calls milestones, as individual assignments that roll up into a program.

Search & Assign

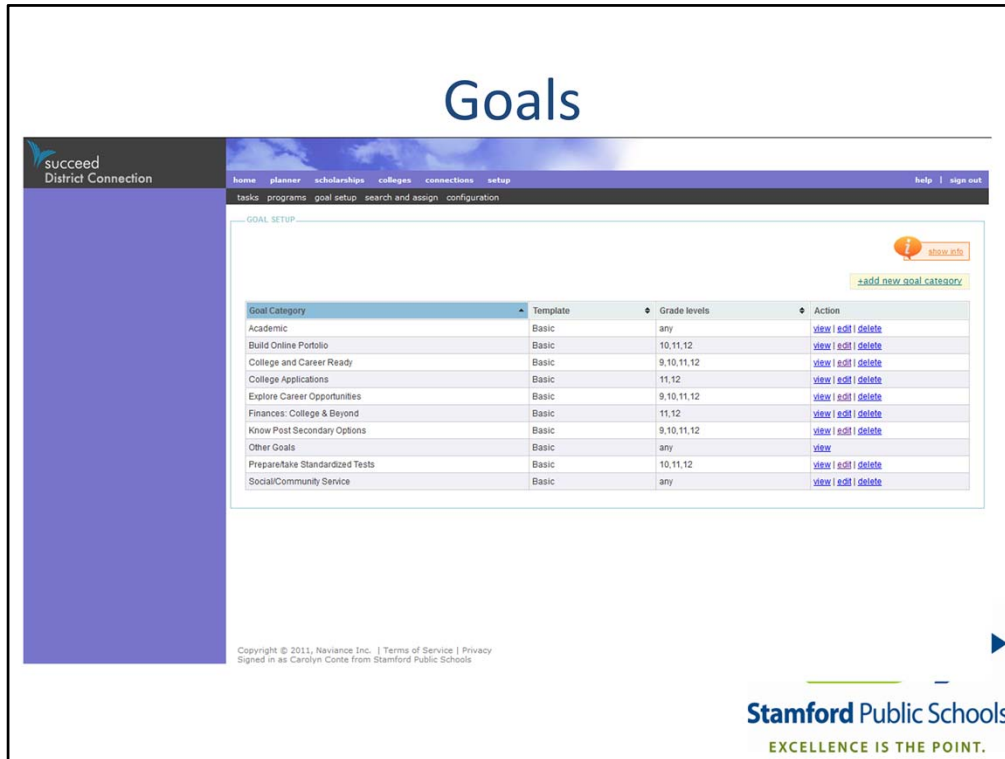
The screenshot displays the 'Search & Assign' module in the Succeed Success Planner. The interface is titled 'MANAGE STUDENT PLANS FROM ADVANCED SEARCH...' and includes a navigation bar with links for 'home', 'students', 'planners', 'overlays', 'scholarships', 'colleges', 'careers', 'connections', 'reports', and 'setup'. The main content area is divided into several sections for filtering students:

- In success plan Program:** (does not matter)
- Has success plan Task:** (does not matter)
- Grades/Classes:** (class of 2012 (grade 12)) to (class of 2012 (grade 12))
- Counselor:** (does not matter)
- Status:** active only inactive only all students
- Gender:** does not matter male female
- Ethnicity:** A dropdown menu with options: Hispanic/Latino, Asian, American Indian/Alaska Native, Pacific Islander/Native Hawaiian, Filipino, Multi-Racial, and Other (does not matter). A note says 'Hold down the Ctrl or Alt key to select more than one'.
- GPA Range:** (does not matter) from: 0 to: 6
- PSAT Range:** (does not matter) from: (min) to: (max) from: 400 to: 2400
- PLAN Range:** (does not matter) from: (min) to: (max)
- ACT Range:** (does not matter) from: 1 to: 36
- Student Groups:** (does not matter)
- Student Goal:** (does not matter)
- College in list:** (click lookup) :lookup
- Applications:** does not matter interested only active applications only attending only
- Applications:** does not matter no active applications no accepted applications

The URL <https://succeed.naviance.com/success-planner/search/index> is visible at the bottom left. The Stamford Public Schools logo and tagline 'EXCELLENCE IS THE POINT.' are at the bottom right.

Assigning tasks and programs can be done on an individual or group basis on a wide variety of parameters. The search and assign module assists with this.

Goals



succeed District Connection

home planner scholarships colleges connections setup help | sign out

tasks programs goal setup search and assign configuration

GOAL SETUP

[show info](#)

[+add new goal category](#)

Goal Category	Template	Grade levels	Action
Academic	Basic	any	view add delete
Build Online Portfolio	Basic	10,11,12	view add delete
College and Career Ready	Basic	9,10,11,12	view add delete
College Applications	Basic	11,12	view add delete
Explore Career Opportunities	Basic	9,10,11,12	view add delete
Finances: College & Beyond	Basic	11,12	view add delete
Know Post Secondary Options	Basic	9,10,11,12	view add delete
Other Goals	Basic	any	view
Prepare/take Standardized Tests	Basic	10,11,12	view add delete
Social/Community Service	Basic	any	view add delete

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This is an example of the goal categories that can be set up to classify goals student sets for him/herself.

Student View of Naviance Family Connection

The screenshot displays the 'family connection' interface for Stamford High School. At the top, it shows 'Stamford High School', 'Logged in as: Test Student (log out)', and 'Manage my account'. Below this is a navigation bar with tabs for 'home', 'courses', 'colleges', 'careers', 'about me', and 'my planner'. The 'my planner' tab is active, showing a sub-navigation bar with 'Overview', 'Goals', 'To-do List', and 'Tasks Assigned to Me'. The 'Overview' section is expanded, showing a calendar view for 'at a glance' (Mon-Sun), 'due today', and 'coming next' (Monday, December 05, 2011). A task 'Update Resume' is listed under 'coming next', assigned by Carolyn Corte. The footer includes the Stamford High School logo and contact information: 55 Strawberry Hill Avenue, Stamford CT 06902-2608, p. (203) 977-4272.

Naviance has a student/parent interface called Family Connection. Family Connection has a variety of tools to support and communicate with the student. For today's presentation we are focusing on the My Planner tab. The My Planner tab on Naviance Family Connection allows student to see at a glance, the immediate and upcoming tasks assigned to him/her.

Student View of Tasks Assigned on Naviance Family Connection

The screenshot displays the 'family connection' interface for a student at Stamford High School. The user is logged in as 'Test Student (022_04f)' and has access to 'Manage my account'. The navigation menu includes 'home', 'courses', 'colleges', 'careers', 'about me', and 'my planner'. The main content area is titled 'my tasks' and shows a list of tasks assigned to the student. A 'tracking tasks' sidebar on the left explains that tasks are assigned by the school and some are required for graduation. The task list includes:

Task	Due Date	Assigned by
Take ACT		Assigned by Carolyn Conte
Take SAT	due date: 7/15/12	Assigned by Carolyn Conte
Complete college search		Assigned by Carolyn Conte
Update Resume	due date: 12/5/11	Assigned by Carolyn Conte
Meet with Counselor	due date: 7/15/12	Assigned by Carolyn Conte
Read Get Into College Guide	due date: 7/15/12	Assigned by Carolyn Conte
Revise and complete college essay	due date: 7/15/12	Assigned by Carolyn Conte
College/Job Applications	due date: 7/15/12	Assigned by Carolyn Conte
Visit Campus and Interview	due date: 7/15/12	Assigned by Carolyn Conte
Visit final choice colleges	due date: 7/15/12	Assigned by Carolyn Conte
Enter college application data	due date: 7/15/12	Assigned by Carolyn Conte
Mid-year report requests	due date: 7/15/12	Assigned by Carolyn Conte
Accept admission offer and make deposit	due date: 5/31/12	Assigned by Carolyn Conte
Final transcript	due date: 7/15/12	Assigned by Carolyn Conte
Submit NCAA forms and transcript	due date: 7/15/12	Assigned by Carolyn Conte

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This is an example of a comprehensive list of tasks assigned to a student.

Student Task View of Naviance Family Connection

The screenshot displays the Naviance Family Connection interface for a student at Stamford High School. The page title is "family connection" and the user is logged in as "Test Student (log out)". The navigation menu includes "home", "courses", "colleges", "careers", "about me", and "my planner". The main content area is titled "my tasks > Submit NCAA forms and transcript". The task information is as follows:

task information	
Status:	not started
Deadline:	7/15/12
Requirement:	recommended
Description:	For student athletes, submit NCAA forms and transcript

Recent updates: No updates.

On the left side, there are four interactive buttons: "mark complete", "add comment", "raise hand", and "upload files". The bottom of the page features the "Stamford Public Schools" logo and the slogan "EXCELLENCE IS THE POINT." The URL at the bottom is <https://connection.naviance.com/family-connection/success-planner/tasks/task-view?id=4861805>.

Students can view details about tasks assigned to them and:

- Mark them as complete (if authorized to do so)
- Add a comment about the task which is automatically communicated back to Counselor, Teacher and/or Administrator.
- Raise his/her hand to ask a question which is automatically communicated back to Counselor, Teacher and/or Administrator on the Naviance Succeed Dashboard.
- Upload files such as assignments, forms.....

Student Goal View of Naviance Family Connection

The screenshot displays the 'family connection' section of the Naviance website. At the top, it shows 'Stanford High School' and 'Logged in as: Test Student (log out)'. The main navigation bar includes 'home', 'courses', 'colleges', 'careers', 'about me', and 'my planner'. Below this, there are tabs for 'Overview', 'Goals', 'To-do List', and 'Tasks Assigned to Me'. The 'my goals' section features a 'setting goals' sidebar with a target icon and motivational text. The main content area has a 'add a new goal' button with a dropdown menu. Below are four goal categories: 'BUILD ONLINE PORTFOLIO', 'COLLEGE AND CAREER READY', 'COLLEGE APPLICATIONS', and 'EXPLORE CAREER OPPORTUNITIES', each with a 'no goals yet' message. The bottom right corner shows the 'Stamford Public Schools' logo and the tagline 'EXCELLENCE IS THE POINT.'

Students can add personal, academic, social and career/goals to this page. The drop down selection list allows students to select a category of goal. This is where we recommend you house the components of the CSDE Student Success Plans.

Student Planner View of Naviance Family Connection

The screenshot displays the Naviance Family Connection interface for a student at Stamford High School. The user is logged in as 'Test Student' and is viewing the 'my planner' section. The main navigation bar includes 'home', 'courses', 'colleges', 'careers', 'about me', and 'my planner'. Below this, there are tabs for 'Overview', 'Goals', 'To-do List', and 'Tasks Assigned to Me'. The 'Goals' tab is active, and the user is in the 'my goals > add a goal' section. The main heading is 'Add A Goal for: Prepare/take Standardized Tests'. The form includes a text input for 'My goal is:' (marked as required), a text area for 'This goal is important because:', and another text area for 'Steps I will take to reach this goal:'. At the bottom right of the form are 'Cancel' and 'Add Goal' buttons. On the left side, there is a sidebar with a target icon and the heading 'setting goals', followed by motivational text about goal setting.

Students can add details about personal, academic, social and career/goals to this page.

Planner Dashboard

The screenshot displays the Succeed Planner Dashboard interface. At the top, there is a navigation bar with the 'succeed' logo and a menu including 'home', 'students', 'planner', 'courses', 'scholarships', 'colleges', 'careers', 'connections', 'reports', and 'setup'. Below the navigation bar, there are tabs for 'dashboard', 'tasks', 'programs', 'goal setup', 'search and assign', and 'configuration'. The main content area is titled 'DASHBOARD' and features an 'Updates' section. This section has two sub-tabs: 'Recent Updates' and 'My Tasks'. A search bar is located below the tabs. The 'Recent Updates' section contains a list of updates with the following details:

Date	User	Update Content	Links
Nov 05, 2011	BRIAN PATINO	Raised hand concerning district task: IF I take my ACT test, will I have enough time to send scores for the January deadline?	Take ACT , view response
Nov 05, 2011	BRIAN PATINO	Comment on district task: Finished my SATs today.	Take SAT
Nov 05, 2011	BRIAN PATINO	Comment on district task: Went to New Jersey Institute of Technology 2 weeks ago and I'm planning on going to New York Institute of Technology tomorrow, Sunday Morning.	Attend college visits
Oct 25, 2011	Anne & Terence Finneson	Comment on district task: Bio subject test taken	Take SAT Subject Test
Oct 25, 2011	Anne & Terence Finneson	Comment on district task: met with Mr. Levy 10/14/11	Meet with Counselor
Oct 25, 2011	Anne & Terence Finneson	Comment on district task: ACT taken 10/22/11	Take ACT
Oct 19, 2011	DANIEL HEDCOCK	Uploaded file related to district task: Heesck Dan Resume	Update Resume
Sep 06, 2011	MICHAEL DANNA	Comment on district task: Read half of College Guide.	Read Get Into College Guide
Sep 06, 2011	MICHAEL DANNA	Comment on district task: Resume half way complete. List of all volunteering place.	Update Resume
Sep 06, 2011	MICHAEL DANNA	Comment on district task: Took SAT on June 4th, 2011 Taking next SAT test October (already registered).	Take ACT

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This dashboard can be used by school counselors, teachers and administrators to monitor and respond to student feedback and questions.

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As we have demonstrated, Naviance Succeed's success planning tools can benefit and be used by a wide variety of users within your school or district.

Naviance Succeed is a web-enabled application that provides secure and equitable access to digital community comprised of students, teachers, student support staff, school administrators and parents.

It can house the academic, career in addition to social emotional and physical development expectations in the form of an individualized learning plan for each student; what each student needs to do is housed in a digitized environment that can be accessed by the student, parent, teacher.....

As students completes/does not complete components of the ILP, reports are available to show progress on a group and individualized basis.

We want to emphasize that our collaboration to support student success plans that are:

driven by students, guided by mentors (within school community and without school community), and monitored by Naviance. We also want to thank the Stamford Public Education Foundation and JP Morgan Chase for their support.

Contact Information

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