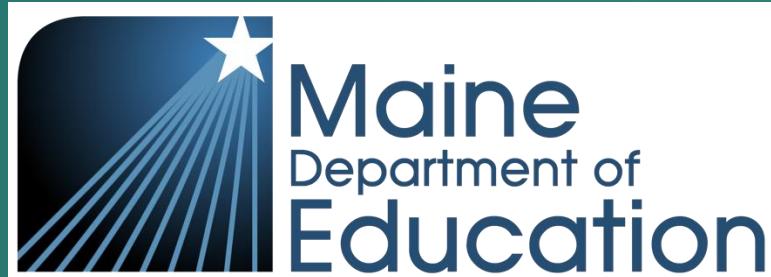




New Meridian
Science Exchange



Maine Science Assessment Training Module: **Proctoring in the ADAM Platform**

Sponsor: Krista Averill, Assessment Coordinator, Maine DOE

Presented by: Science Assessment Technical Program Support



Session Overview

- Proctor Roles in ADAM
- Proctor Groups Overview
- Proctoring an Assessment Session
- Using the Proctor Dashboard



Proctoring Roles

Teachers and other Proctors

- Do not have individual personal account logins
- Access the proctor dashboard with a test code and proctor code unique to each proctor group per session
- View and manage only the students in that specific proctor group and session
- Have authority to pause, resume, and reseat student test sessions
- Can not create or manage proctor groups

District Assessment Coordinators and School Assessment Coordinators

- Access the proctor dashboard through the test admin cards when logged in to ADAM
- View and manage multiple proctor groups in their school or district
- Have authority to pause, resume, and reseat student test sessions
- Create and manage proctor groups

Rostering-Related Roles and Permissions

				District Assessment Coordinator	District Technology Coordinator	School Assessment Coordinator	School Technology Coordinator	Teacher	Proctor
User access									
Make user accounts for district users				x					
Make user accounts for school users				x	x	x			
Student rostering									
Change student preferred name				x	x	x	x		
Add/remove/edit students' accommodations				x	x	x	x		x - TTS only
Request paper accommodation				x					
Create/delete/edit a class				x	x	x	x		
Add/remove/change students class assignment				x	x	x	x		
Test assignment									
View test assignments/test admins				x	x	x	x		
Change student test assignment				x	x	x	x		
View/print test tickets				x	x	x	x		x
View/print roster lists				x	x	x	x		x
Test proctoring									
View test progress				x	x	x	x		x
Reseat a student				x	x	x	x		x
Unsubmit a test									
Request to unsubmit a test				x					
View student test progress				x	x	x	x		x
Add/remove TTS for student's current session				x	x	x	x		x
Activity reports									
View/export activity/progress for district				x	x				
View/export activity/progress for schools				x	x	x	x		

Proctor Groups Overview

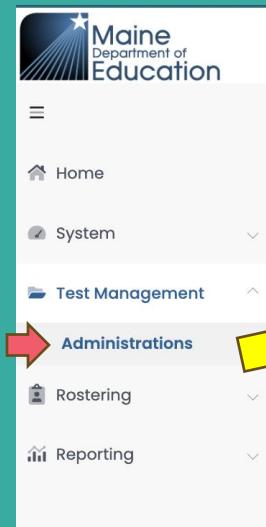
For information about how to create and manage proctor groups, view the “Preparing for Administration” Training Module

- Proctor groups are groups of students who test together. All students in a proctor group have the same Test Code.
- Default proctor groups are created based on classes, from information entered by the SAU
- Additional proctor groups can be created by DACs and SACs for test administration convenience
- Students in additional proctor groups are still associated with their original class rosters and reports
- Common reasons for setting up additional proctor groups include: accommodations (e.g., extended time group), testing location (e.g., library group), make up group of students who were absent, other
- Default proctor groups can be modified by DACs and SACs through the class dashboard.
- Additional proctor groups can be modified by DACs and SACs through the proctor group details page

Accessing the Proctor Dashboard

For District and School Coordinators

1. Go to:
Administrations Dashboard



High School Science Session 1 UAT

01/19/22 - 02/28/22

Click to open Proctor Group Details

50 STUDENTS

PROCTOR GROUPS

Sessions

View a list of proctor groups on screen

Test

Sp2022_GrHS_SS1

View

Export

Print Cards

Export a CSV file spreadsheet of proctor groups to your computer

Print Proctor Cards with test codes and proctor codes for each session

Accessing the Proctor Dashboard For Proctors

1. Go to: <https://adameexam.com>

* Proctors do not use the ADAM Lockdown Browser

2. Enter the Test Code and Proctor Code from the proctor session card

3. The Proctor may be prompted to enter their first and last name.

Maine Science		Maine Science	
Barker_HS_Sp2022_GRHS_SS1	High School Session 1 UAT	UAT High School Sp2022_GRHS_SS1	High School Session 1 UAT
s vg	Zac Henrich	Zac Henrich	Zac Henrich
Test Code	Proctor Password	Test Code	Proctor Password
ABC123	123ABC	ABC123	123ABC
High School Science Session 1 Use these credentials to login to this proctor group		High School Science Session 1 Use these credentials to login to this proctor group	
Mrs. Louis Parker Sp2022_GRHS_SS1		Mrs. Carpenter Sp2022_GRHS_SS1	
High School Science Session 1 UAT		High School Science Session 1 UAT	
Zac Henrich		Zac Henrich	
Test Code		Test Code	
ABC123		ABC123	
123ABC		123ABC	
High School Science Session 1 Use these credentials to login to this proctor group		High School Science Session 1 Use these credentials to login to this proctor group	
Maine Science		Maine Science	
Alias Proctor Group Name		Extended Time Room DEMO Northview High School	
High School Science Session 1 UAT		High School Science Session 1 UAT	
Bob Wolff		Bob Wolff	
Test Code		Test Code	
ABC123		ABC123	
123ABC		123ABC	
High School Science Session 1 Use these credentials to login to this proctor group		High School Science Session 1 Use these credentials to login to this proctor group	

The Proctor Dashboard



Proctor Group Details

Test and Proctor Codes

Testing Information

Test: High School Science Session 2
Administration: High School Science Session 2 - UAT Sp2024
Proctor Group: Happy_HS Sp2024_GrHS_SS2
Testing School: DEMO Northview High School

Config Information

Test Window: 12/12/23 - 03/29/24
Proctor Name: DEMO Proctor
Kiosk Only: Yes

Actions

Test Code: ABC123
Proctor Password: 123ABC
Print Cards

Status Bar

All 30

Not Started 26

In Progress 2

Paused 0

Submitted 2

Exited 0

Group Actions:



Filter by Status

Search...													<input type="checkbox"/>	Auto Refresh (5 mins)	1 to 20 (30)					
Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	TTS	Test Duration	Accommodation	Code	Actions								
Zuzanna May	ssid203	DEMO Northview Elementary	Dec 9th, 12:02:34 pm		SUBMITTED		100% Answered	<input type="checkbox"/>												
Cecil Costa	SID027	DEMO Northview Elementary	Dec 10th, 8:27:02 am		SUBMITTED		100% Answered	<input type="checkbox"/>												
Megan Fields	ssid218	DEMO Northview Elementary	Dec 11th, 5:59:56 am		RESEAT	1 of 1	None	<input type="checkbox"/>												
Tianna Brett	SID029	DEMO Northview Elementary	Not Started		NOT STARTED	None	None	<input type="checkbox"/>												

Testing Information		Config Information		Actions	
Test:	High School Science Session 2	Test Window:	12/12/23 - 03/29/24	Test Code:	ABC123
Administration:	High School Science Session 2 - UAT Sp2024	Proctor Name:	<input checked="" type="checkbox"/> DEMO Proctor	Proctor Password:	123ABC
Proctor Group:	Happy_HS Sp2024_GrHS_SS2	Kiosk Only:			
Testing School:	DEMO Northview High School				

Student State ID  **School Name**  **Progress Data** 

Student Name  **Group Actions:** 

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	TTS	Test Duration	Accommodation	Code	Actions
Zuzanna May	ssid203	DEMO Northview Elementary	Dec 9th, 12:02:34 pm	 			100% Answered					
Cecil Costa	SID027	DEMO Northview Elementary	Dec 10th, 8:27:02 am	 			100% Answered					
Megan Fields	ssid218	DEMO Northview Elementary	Dec 11th, 5:59:56 am	 		1 of 1	None					
Tianna Brett	SID029	DEMO Northview Elementary	Not Started	 		None	None					

Testing Information

Test: High School Science Session 2
Administration: High School Science Session 2 – UAT Sp2024
Proctor Group: Happy_HS Sp2024_GrHS_SS2
Testing School: DEMO Northview High School

Config Information

Test Window: 12/12/23 – 03/12/24
Proctor Name: DEMO Proctor
Kiosk Only:

Auto Refresh Button
**** Set to Yes ****



Group Actions: 

Search...

Tester	Identifier	Orgs	Started Time	Test Progress	Item Progress	TTS	Test Duration	Accommodation	Code	Actions
Zuzanna May	ssid203	DEMO Northview Elementary	Dec 9th, 12:02:34 pm	 	100% Answered	<input type="checkbox"/>				
Cecil Costa	SID027	DEMO Northview Elementary	Dec 10th, 8:27:02 am	 	SUBMITTED		100% Answered	<input type="checkbox"/>		
Megan Fields	ssid218	DEMO Northview Elementary	Dec 11th, 5:59:56 am	 	RESEAT	1 of 1	None	<input type="checkbox"/>		
Tianna Brett	SID029	DEMO Northview Elementary	Not Started		NOT STARTED	None	None	<input type="checkbox"/>		



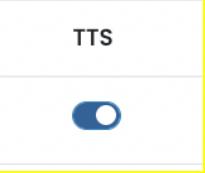
New Meridian

Accommodations Information

Text to Speech (TTS)
Accommodation/Support ***

Setting can be toggled on for the student session if student is eligible

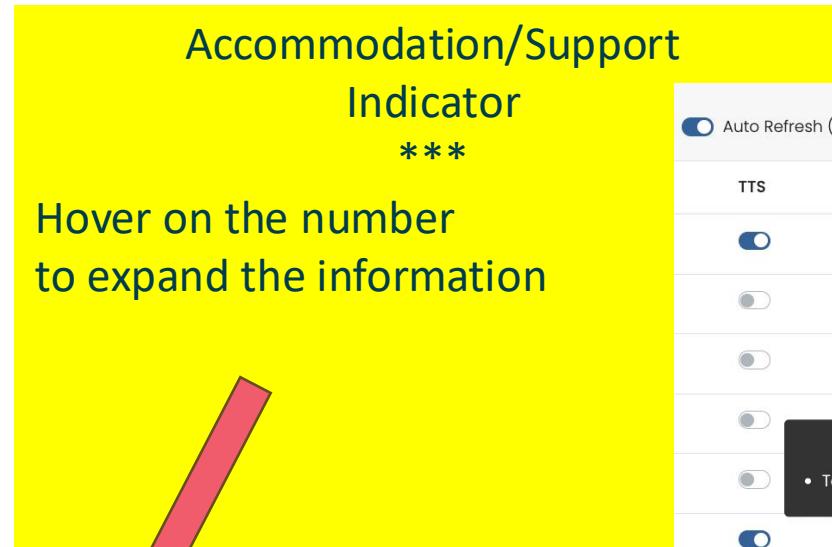
TTS



Not Started Not Started Not Started None None

Accommodation/Support Indicator ***

Hover on the number to expand the information



Auto Refresh (5 mins) 1 to 7 (7)

	TTS	Accom	Code
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	<input type="checkbox"/>	<input type="checkbox"/>	
7	<input type="checkbox"/>	<input type="checkbox"/>	

Default:
• Text to Speech

SID140	DEMO Northview High School	Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>	Paper Only	
SID150	DEMO Northview High School	Submitted	Dec 20th, 12:26:24 pm	Submitted		100% Attempted	<input checked="" type="checkbox"/>		
SID141	DEMO Northview High School	In Progress...	Mar 28th, 12:16:17 am	Active	1 of 1	1 of 18	<input type="checkbox"/>		
SID138	DEMO Northview High School	Submitted	Dec 27th, 4:26:05 am	Submitted		100% Attempted	<input checked="" type="checkbox"/>		
SID145	DEMO Northview High School	Submitted	Dec 18th, 10:02:05 am	Submitted		0% Attempted	<input type="checkbox"/>		

PAPER TEST INDICATOR

Should a student receiving a paper-based accommodation attempt to login to the online platform the following alert message will appear on the screen: *The test is blocked, you are prevented from taking this test.*

Session Action Options

RESEAT ALL

PAUSE ALL

RESUME ALL

STUDENT ACTION OPTIONS
(click to expand menu)

PAUSE STUDENT

RESEAT STUDENT

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test	Code	Actions
Deanna Gay	ssid217	DEMO Northview Elementary	Dec 11th, 6:06:42 am	● > ●	IN PROGRESS	1 of 1	5 of 16			
Austen Legge	SID038	DEMO Northview Elementary	Not Started	⌚ ● ●	NOT STARTED	None	None		1	
Luqman Haynes	ssid210	DEMO Northview Elementary	Not Started	⌚ ● ●	NOT STARTED	None	None			
Ines Baker	ssid209	DEMO Northview Elementary	Not Started	⌚ ● ●	NOT STARTED	None	None			
Amber-Rose Whitmore	SID032	DEMO Northview Elementary	Not Started	⌚ ● ●	NOT STARTED	None	None		2	

Available “Actions” change depending on the student’s progress /test status

Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Submitted	Dec 15th, 2:39:39 pm	Submitted		65% Attempted	<input type="checkbox"/>	1		⋮
In Progress...	Jan 4th, 6:59:11 am	No Activity		100% Attempted	<input checked="" type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Submitted	Dec 20th, 12:10:55 pm	Submitted		100% Attempted	<input type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Submitted	Dec 26th, 11:45:29 am	Submitted		100% Attempted	<input type="checkbox"/>	1		⋮

Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Submitted	Dec 15th, 2:39:39 pm	Submitted		65% Attempted	<input type="checkbox"/>	1		⋮
In Progress...	Jan 4th, 6:59:11 am	No Activity		100% Attempted	<input checked="" type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Submitted	Dec 20th, 12:10:55 pm	Submitted		100% Attempted	<input type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮

Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Submitted	Dec 15th, 2:39:39 pm	Submitted		65% Attempted	<input type="checkbox"/>	1		⋮
In Progress...	Jan 4th, 6:59:11 am	No Activity		100% Attempted	<input checked="" type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Submitted	Dec 20th, 12:10:55 pm	Submitted		100% Attempted	<input type="checkbox"/>	1		⋮
Not Started	Not Started	Not Started	None	None	<input type="checkbox"/>			⋮
Submitted	Dec 26th, 11:45:29 am	Submitted		100% Attempted	<input type="checkbox"/>	1		⋮

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Reseating Students

Scenarios:

- Time-out / idle for too long
- Network disruption
- Student accidentally closed the test window
- System closed the test due to detection of unallowed program attempting to run at the same time

The screenshot shows a software interface for managing student test sessions. At the top, there are summary statistics: Paused (0), Submitted (2), and Exited (0). To the right is a 'Group Actions' button with a 'RESEAT ALL' option, indicated by a red arrow. Below this is a toolbar with icons for pause, play, and refresh, and a code field showing 'ABC123' and '123ABC'. The main area displays a table of student sessions with the following columns: Started Time, Test Progress, Test Status, Section Progress, Item Progress, and Test Code. The 'Test Status' column is highlighted with a yellow box labeled 'STUDENT ACTION OPTIONS', and a red arrow points to the 'Actions' dropdown menu for the first row. This menu contains 'Pause Session' and 'Reseat Session', with 'Reseat Session' circled in red. The table data is as follows:

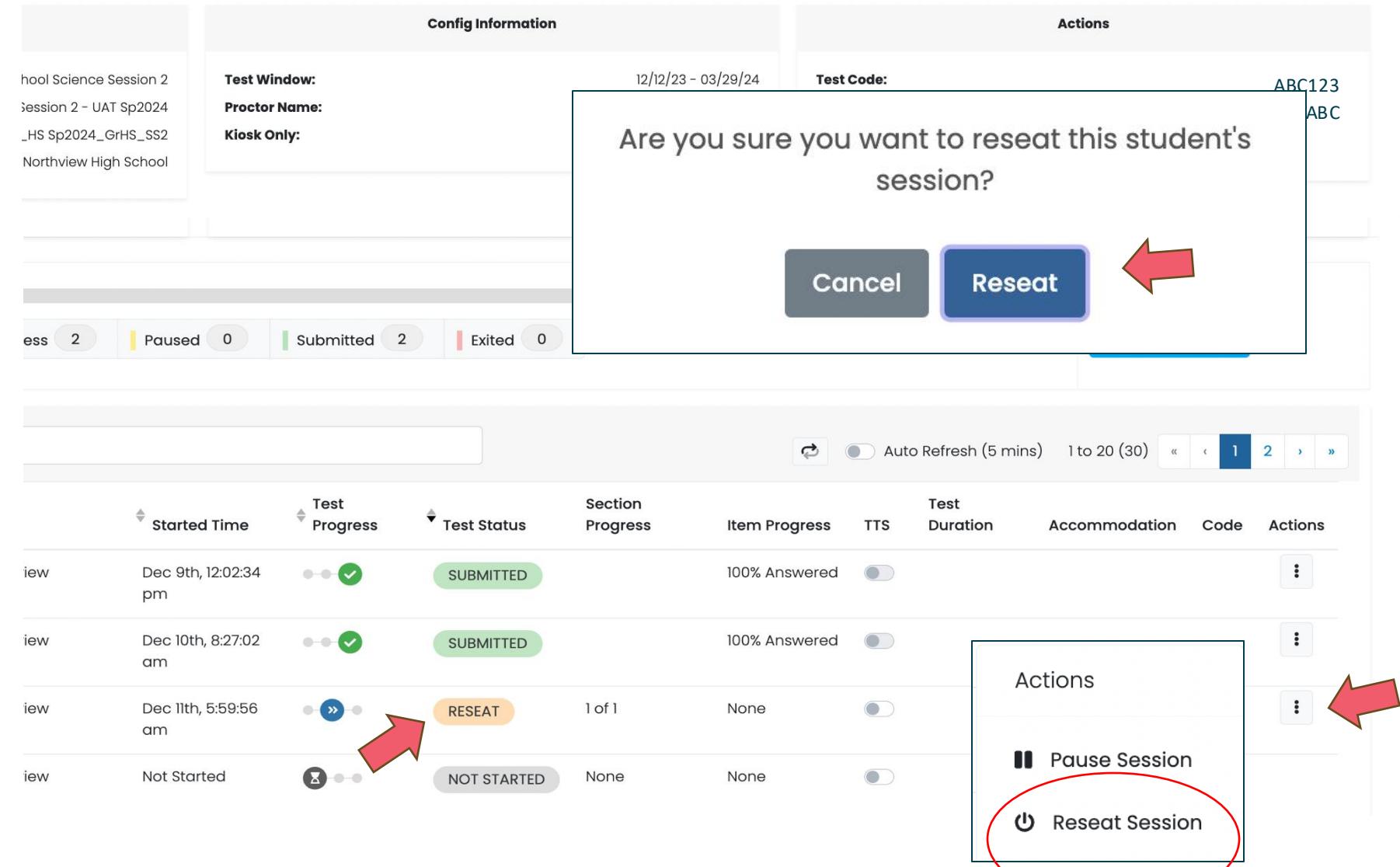
Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Code	Actions
Dec 11th, 6:06:42 am	»	IN PROGRESS	1 of 1	5 of 16	ABC123	<ul style="list-style-type: none">Pause SessionReseat Session
Not Started	⌚	NOT STARTED	None	None	123ABC	
Not Started	⌚	NOT STARTED	None	None		
Not Started	⌚	NOT STARTED	None	None		
Not Started	⌚	NOT STARTED	None	None		

Reseating Students

Close 

Scenarios:

- If reseating still doesn't allow the student to continue their test, it may have already been submitted.
- Unsubmitting / reopening a test requires MDOE approval.



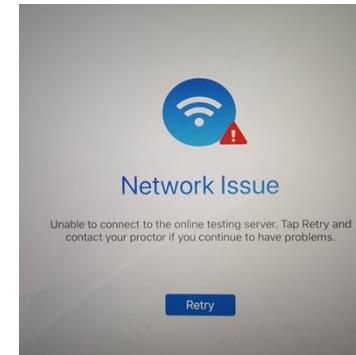
The screenshot shows the Test Management interface with the following details:

- Config Information:**
 - Test Window: 12/12/23 - 03/29/24
 - Proctor Name: ABC123
 - Kiosk Only: ABC
- Actions:** A modal dialog box asks, "Are you sure you want to reseat this student's session?" with **Cancel** and **Reseat** buttons. A red arrow points to the **Reseat** button.
- Test Session List:** A table shows four test sessions:

Started Time	Test Progress	Test Status	Section Progress	Item Progress	TTS	Test Duration	Accommodation	Code	Actions
Dec 9th, 12:02:34 pm	1/1	SUBMITTED		100% Answered	<input type="checkbox"/>				
Dec 10th, 8:27:02 am	1/1	SUBMITTED		100% Answered	<input type="checkbox"/>				
Dec 11th, 5:59:56 am	0/1	RESEAT	1 of 1	None	<input type="checkbox"/>				
Not Started	0/1	NOT STARTED		None	<input type="checkbox"/>				
- Actions:** A context menu for the third test session (Dec 11th) includes "Pause Session" and "Reseat Session". The "Reseat Session" option is circled in red.

Warning messages when launching the Lockdown Browser

- Not connected to the Internet
- Slow network
- Other applications running in background
- Not enough battery power
- Too many monitors
- Insufficient memory
- Low resolution display
- Microsoft Edge issues



System Startup Checks

The ADAM Lockdown Browser automatically verifies the following system requirements. If a device fails one of these checks, a summary of the issue is displayed on the screen, and when possible, the user will have an opportunity to resolve it. For example, if the lockdown browser detects that a device has two monitors, an alert will provide instructions with an option for the user to unplug one monitor and then select "Retry" to rerun the checks. Similar notifications are provided if the device has a low battery level or is not plugged into a power outlet.

Warning messages about hard drive space, screen resolution, and battery/power status may display when ADAM starts but do not prevent students from running the assessment.

- The student device must have access to the internet before the lockdown browser will initialize for student use.
- After the operating system check is complete, a final network check is needed based on how long it takes for the first page of the lockdown browser to load. If the initial page load exceeds the limit set, the system check will fail.

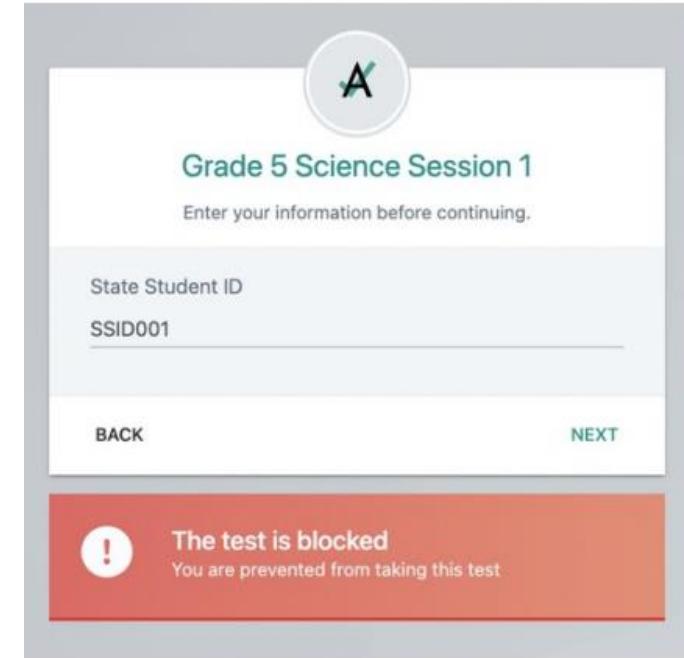
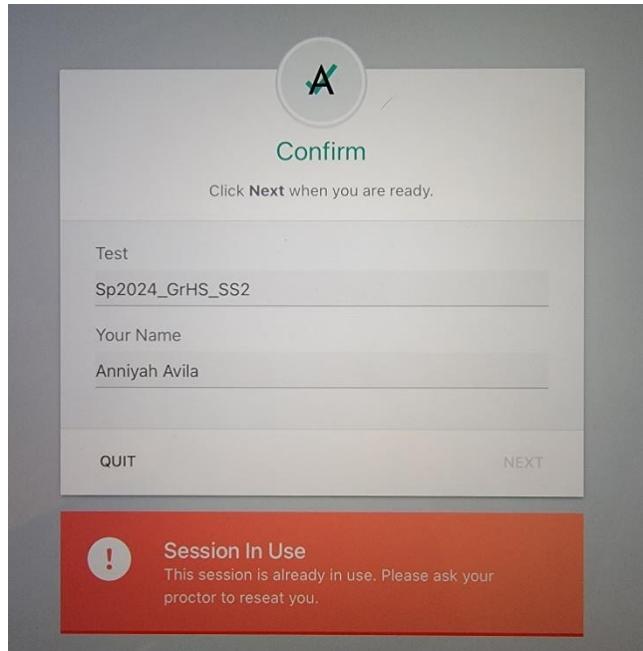
Microsoft Edge on Windows-Based Devices

For Windows-based devices, it is recommended that prior to starting the assessment, school IT administrators disable the system setting that allows the Edge browser to "continue running background extensions and apps when Microsoft Edge is closed".

1. Ensure the device is running the latest version of Edge
2. Go to ... -> Settings -> System and performance
 - o Disable "Startup boost"
 - o Disable "Continue running background extensions and apps when Microsoft Edge is closed"

Warning messages when launching the test

- Student not found
 - Re-enter SSID
 - Check student roster
- Test not found
 - Re-enter test code
 - Check code on test ticket
- Test is already in session
 - Reseat the student
- Test is blocked (paper-only students)
 - Administer the student's assigned paper test
- Session is already submitted
 - Student completed the test
 - Student accidentally submitted the test and needs to be unsubmitted (requires Maine DOE approval)
 - Student started but did not complete the test and was autosubmitted at end of day (requires Maine DOE approval to reopen test on a subsequent day)



Should a student receiving a paper-based accommodation attempt to login to the online platform the following alert message will appear on the screen: *The test is blocked, you are prevented from taking this test.*

View or Export Student Rosters

Select “View” to open a list of student session assignments

Select “Export” to download a CSV spreadsheet of students in the Administration to your computer

Click to expand the menu to View the roster details of students in the Administration

View proctor group details and lists of proctor group enrollments

Download a CSV spreadsheet of proctor group enrollments to your computer

View Student Roster and Proctor Group Details

View the roster details of students in the Administration

View proctor group details and lists of proctor group enrollments

UAT - High School Science Session 1 - UAT Sp2025: **Students**

50 STUDENTS FORM TYPE 4 ACCOMMODATED 46 REGULAR View by Form Type: All (50)

1 to 25 (50) 1 2 3 4 5

Display Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Identifier)	Test Code	Accommodation	Code	Actions
Amelia-Grace Leon	DEMO Northview High School	DEMO Northview High School	<div><div style="width: 20%;">1</div></div>	NOT STARTED	Paper-Based Form	Sp2025_GrHS_SSI_FT0_Paper	SID140	ABC13	1	1	⋮
Erika Guest	DEMO Northview High School	DEMO Northview High School	<div><div style="width: 20%;">1</div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	SID143	ABC123	1	1	⋮
Nev Neville-Edit	DEMO Northview High School	DEMO Northview High School	<div><div style="width: 20%;">1</div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	SSID037	ABC123	1	1	⋮
Cain Lindsey	DEMO Northview High School	DEMO Northview High School	<div><div style="width: 20%;">1</div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	ssid237	ABC123	1	1	⋮

High School Science Session 1 - UAT Sp2024: **Proctor Groups**

3 PROCTOR GROUPS 50 STUDENTS 50 ASSIGNED

1 to 3 (3) 1 2 3 4 5

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Mrs. Carpenter Sp2024_GrHS_SSI	DEMO Northview High School	13	ABC123	123ABC	<div><div style="width: 100%;">100%</div></div>	1 2
Happy_HS Sp2024_GrHS_SSI	DEMO Northview High School	7	ABC123	123ABC	<div><div style="width: 10%;">10%</div></div>	1 2
Patton_HS Sp2024_GrHS_SSI	DEMO Northview High School	30	ABC123	123ABC	<div><div style="width: 100%;">100%</div></div>	1 2

Printing Test Cards and Proctor Cards

Print student test cards

Sp2024_GrHS_SS1

There are a variety of options for print layout of the test cards including one per page, 3x6, 2x4, sequential, stacked, and by proctor group title page...

12/12/23 - 05/31/24

50 STUDENTS

Sessions

PROCTOR GROUPS

INACTIVE

View

Export

Print Cards

Print proctor group cards

Layout: Grouping: Sequential Stacked Choose Proctor Groups Proctor Groups: 1 Pages: 6

Administration: High School Science Session 1 - UAT Sp2024

Proctor Group: Patton_HS Sp2024_GrHS_SS1

Test Code

ABC123

Proctor Password

123ABC

Student	State Student ID	Accommodations
1. Amelia Acosta	ssid236	
2. Keiren Bernal	SSID038	Text to Speech
3. Veer Boyce	SSID043	
4. Aron Bush	ssid231	
5. Pawel Camacho	SSID044	
6. Faraz Draper	SSID042	
7. Damon Fields	SSID041	
8. Joel Fischer	ssid238	
9. Otis Frye	ssid235	
10. Jermaine Giles	ssid241	
11. Deniz Green	SSID045	
12. Lucille Harris	ssid229	
13. Samina Hayden	SSID040	
14. Maria Hernandez	ssid228	Text to Speech
15. Darcey Lawrence	SSID036	Paper-Based Form
16. Damien Leach	ssid226	
17. Cain Lindsey	ssid237	
18. Sienna McCormick	ssid240	Paper-Based Form
19. Lawrence Merrill	ssid234	
20. Tomas Morrow	SSID039	Paper-Based Form

Layout: Grouping: Sequential Stacked Choose Proctor Groups Proctor Groups: 3 Pages: 7

Page 1

Maine Science
Anniyah Avila
High School Science Session 1
Test Code
ABC123
State Student ID
SID141
High School Science Session 1 - UAT Sp2024
Mrs. Carpenter Sp2024_GrHS_SS1

Maine Science
Mercedes Co
High School Science Session 1
Test Code
ABC123
State Student ID
SID139
High School Science Session 1 - UAT Sp2024
Mrs. Carpenter Sp2024_GrHS_SS1

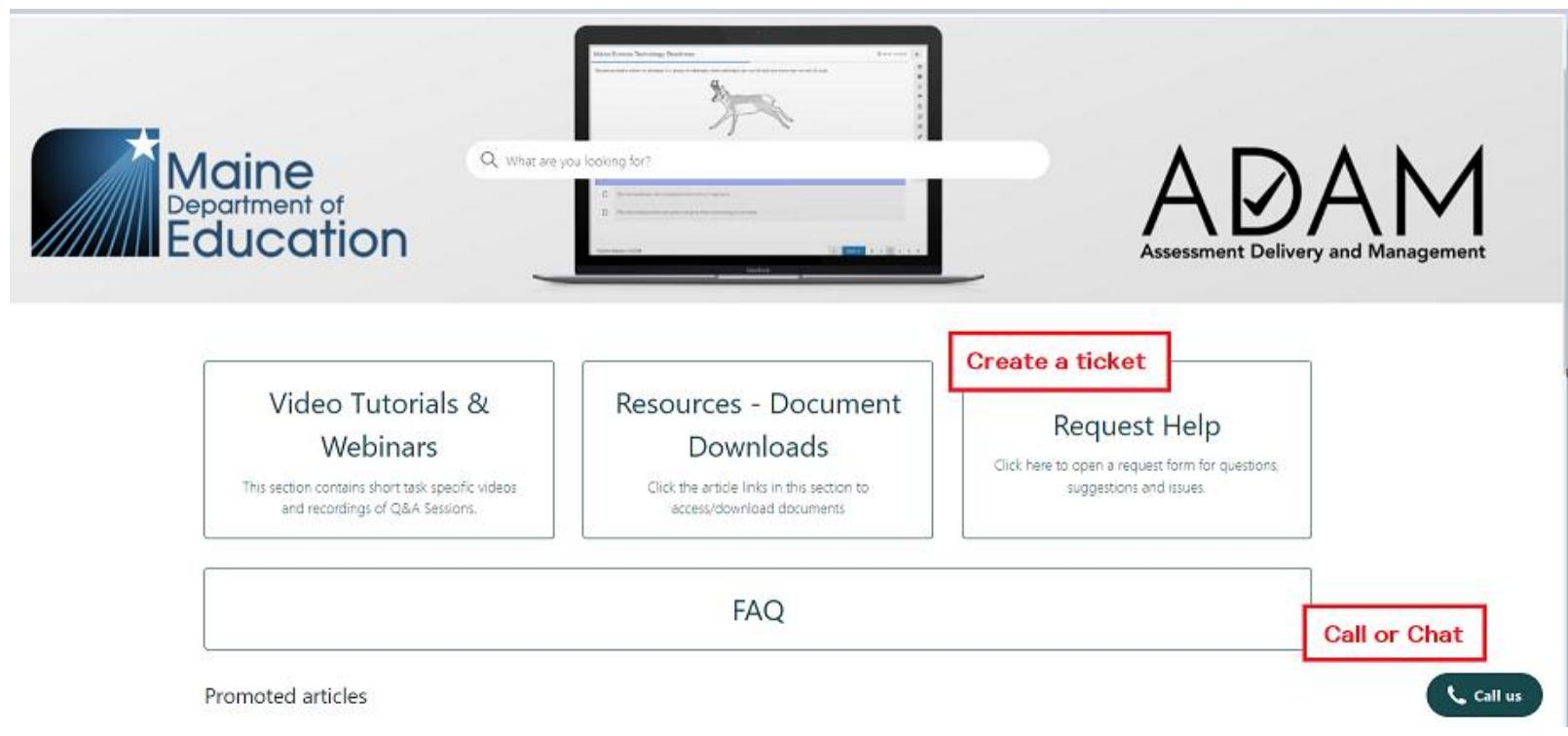
Print student test cards for selected proctor groups

Maine Science Assessment Program Support Desk

Maine Science Support Desk is Full of Up-to-Date Information

Toll Free Number: 855-544-0842 or

Online Self-Service: <https://mescience.zendesk.com>



The image shows a screenshot of the Maine Science Support Desk website. At the top left is the Maine Department of Education logo. In the center is a search bar with a magnifying glass icon and the placeholder text "What are you looking for?". To the right of the search bar is a laptop displaying a search results page with a leaping deer icon. To the right of the laptop is the ADAM logo, which stands for Assessment Delivery and Management. Below these elements are several support options: "Video Tutorials & Webinars" (with a sub-note about task-specific videos and Q&A recordings), "Resources - Document Downloads" (with a sub-note about clicking article links to access documents), and "Request Help" (with a sub-note about opening a request form for questions, suggestions, and issues). A red box highlights the "Create a ticket" button. At the bottom, there is a "FAQ" section and a "Promoted articles" section. On the far right, there is a "Call or Chat" button with a phone icon and the text "Call us".

SAU
Science Assessment
Administration
Support

Maine Department of Education
Science Assessment Coordinator
Krista.Averill@maine.gov
[Maine Science | Department of Education](#) – Resource Page
• Accommodations, irregularities, and policy questions

New Meridian/MZD
Toll Free Number: 855-544-0842 or
Online Self-Service: <https://mescience.zendesk.com>
• Lockdown Browser (LDB) installation issues, LDB not working
• Log in credentials & Support
• Rostering information and support



New Meridian
Science Exchange

Thank you!