



10/20/2022

Perkins V Postsecondary Accountability Power BI Overview

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Agenda

We will review:

- Requesting access to the **Perkins V Reporting** app
- Logging in to Power BI from Office 365 and finding the **Perkins V Reporting** app
- Review the reports available in the app and when/how to use them
- Time for Q & A

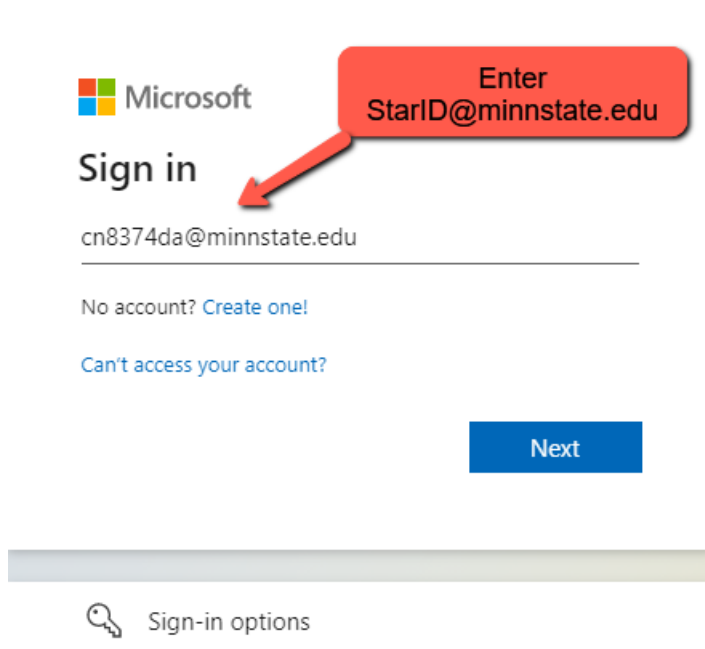


Power BI – Getting Access to the Perkins V Reporting app

- To request access to the Perkins V Reporting Power BI app, please send an email to Karl Ohrn (Karl.Ohrn@minnstate.edu) or Katie Vaccari (Katie.Vaccari@minnstate.edu).
- If you are not a Consortium Leader, please indicate the business reason for this access.
- Access was given to consortia leaders and other limited staff, as requested. There is an expectation that consortium leaders will share the data as needed/appropriate.

Log in to Office 365

- Log into [Office 365](#)



Microsoft

Sign in

Enter StarID@minnstate.edu

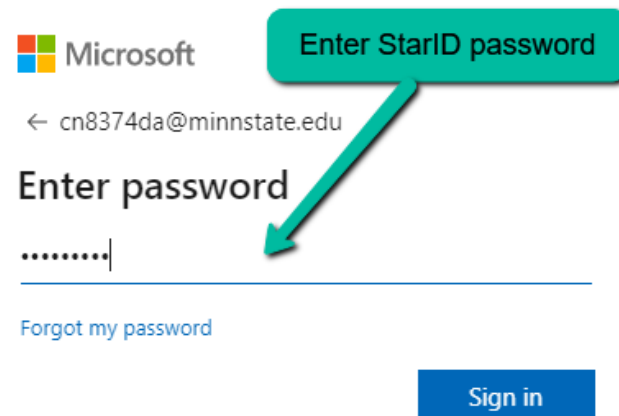
cn8374da@minnstate.edu

No account? [Create one!](#)

[Can't access your account?](#)

Next

Sign-in options



Microsoft

← cn8374da@minnstate.edu

Enter password

Enter StarID password

.....|

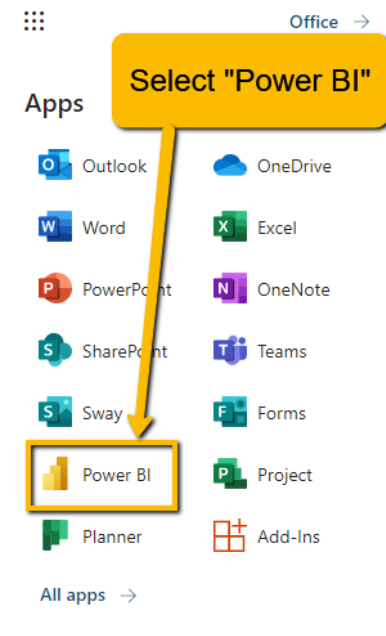
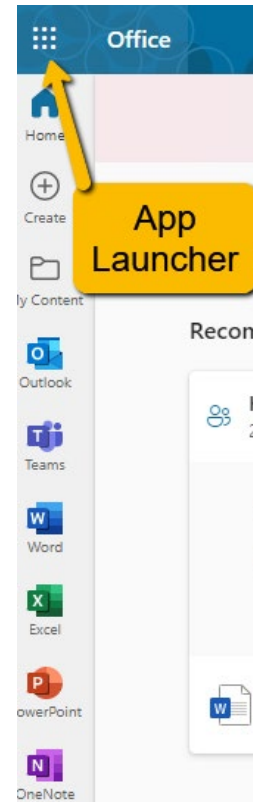
[Forgot my password](#)

Sign in

Trouble logging in? Contact your campus IT help desk.

Accessing Power BI

- Find and open the Power BI app.
 - In the upper left, click the icon that resembles 9 dots (the “App Launcher”)
 - From the list of available Apps, choose “Power BI”



Power BI – Finding the App

- On Power BI home page, click on the **Perkins V Reporting** app if available, otherwise click “Apps” on the left navigation pane.

Microsoft Office Home x Power BI x +

app.powerbi.com/home?tenant=5011c7c6-0ab4-46ab-9ef4-fae74a921a7f

Minnesota State - 3... MinnState - CTE Minnesota State Se... MinnState Timeshe... Minnesota State Pe... ISRS Business Appli... COVID FAQ - Gener... ED

Power BI Home

Katie

Home

Create

Browse

Data hub

Metrics

Apps

Deployment pipelines

Learn

Workspaces >

My workspace v

Get data

Recommended

You frequently open this

Perkins V Reporting

You favorited this

ASA All Access Reports

Carrie Schneider opened this

Perkins V Reporting

Recent Favorites My apps

Name	Type	Opened	Location
Perkins V Reporting	App	3 days ago	Apps
Student Persistence and Completion and Enrollmen...	App	4 days ago	Apps

Power BI – Finding the App

- Click the **Get apps** button in the upper right.
- On the pop up, click **Organizational Apps**, find **Perkins V Reporting**, click **Get it now**

Power BI apps

Install apps that provide actionable insights

All apps **Organizational apps** Template apps

Search

App Name	Author	Action
Surgical Technolog...	Jon Benson	Get it now
Finance All Access	Jeremy Heydman	Get it now
Perkins V Reporting	Jeremy Heydman	Get it now
Perky Perk Perk	Mari Payton	Get it now

Click Organizational Apps

Find the Perkins V Reporting app and click "Get it now"

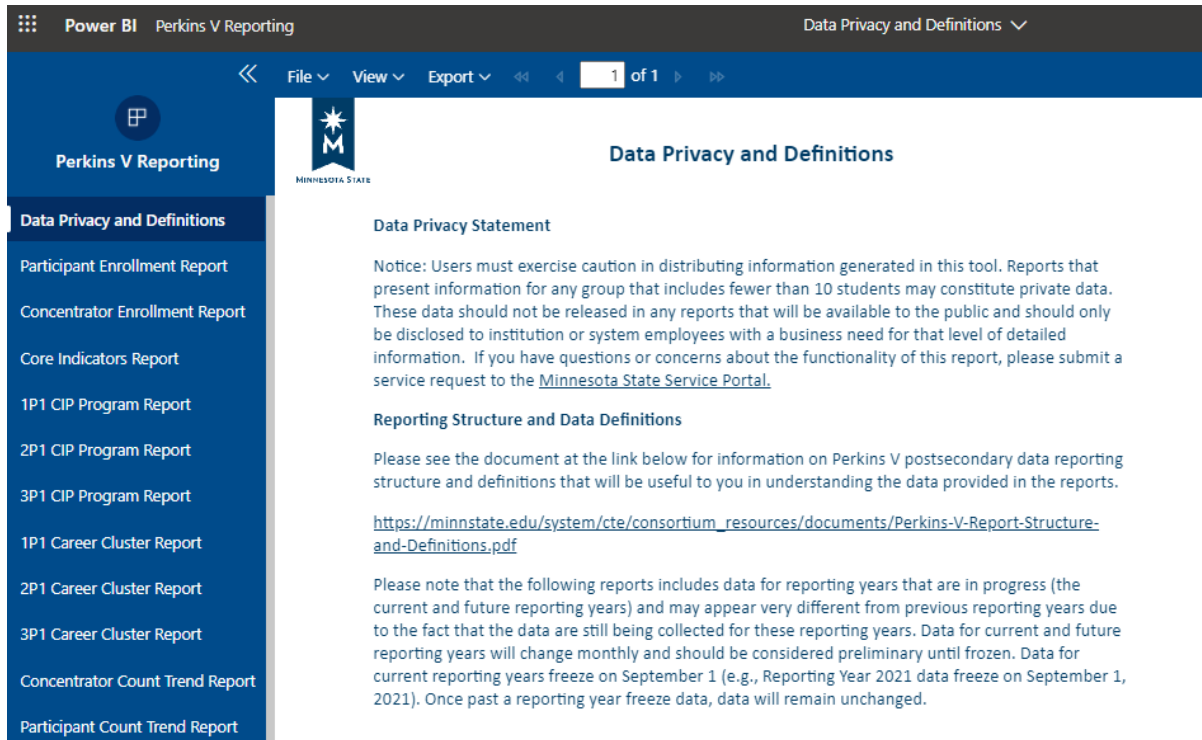
Power BI – Add to Favorites

- Find the **Perkins V Reporting** app under the **Apps** tab (left navigation pane).
- Hover over the app and click the ★ to add to your **favorites** to easily find and access again.

The screenshot displays the Power BI Apps interface. On the left, a navigation pane lists options: Home, Create, Browse, Data hub, Metrics, Apps (highlighted), Deployment pipelines, Learn, Workspaces, and My workspace. The main area, titled 'Apps', shows a grid of app cards. A yellow callout box with the text 'Click the star to add to "favorites"' points to a star icon on the Perkins V Reporting app card. The Perkins V Reporting app card includes the title 'Perkins V Reporting', version 'v2.3.36', and owner 'Tim Vold' with a timestamp of '10/13/22, 6:19:47 AM'. Other app cards visible include 'Student Persistence and Completi...', 'Finance All Access', and 'ASA All Access Reports'.

Open the Perkins V Reporting App

- App will open to a “Data Privacy and Definitions” page.



The screenshot displays the Perkins V Reporting application interface. The top navigation bar includes 'Power BI Perkins V Reporting' and a dropdown menu for 'Data Privacy and Definitions'. Below this is a ribbon with 'File', 'View', and 'Export' options, and a page indicator '1 of 1'. The left sidebar contains a list of report categories: 'Perkins V Reporting', 'Data Privacy and Definitions', 'Participant Enrollment Report', 'Concentrator Enrollment Report', 'Core Indicators Report', '1P1 CIP Program Report', '2P1 CIP Program Report', '3P1 CIP Program Report', '1P1 Career Cluster Report', '2P1 Career Cluster Report', '3P1 Career Cluster Report', 'Concentrator Count Trend Report', and 'Participant Count Trend Report'. The main content area is titled 'Data Privacy and Definitions' and features the Minnesota State logo. It contains two sections: 'Data Privacy Statement' and 'Reporting Structure and Data Definitions'. The 'Data Privacy Statement' section includes a notice about data distribution and a link to the 'Minnesota State Service Portal'. The 'Reporting Structure and Data Definitions' section includes a link to a PDF document and a note about data reporting years and freeze dates.

Data Privacy and Definitions

Data Privacy Statement

Notice: Users must exercise caution in distributing information generated in this tool. Reports that present information for any group that includes fewer than 10 students may constitute private data. These data should not be released in any reports that will be available to the public and should only be disclosed to institution or system employees with a business need for that level of detailed information. If you have questions or concerns about the functionality of this report, please submit a service request to the [Minnesota State Service Portal](#).

Reporting Structure and Data Definitions

Please see the document at the link below for information on Perkins V postsecondary data reporting structure and definitions that will be useful to you in understanding the data provided in the reports.

https://minnstate.edu/system/cte/consortium_resources/documents/Perkins-V-Report-Structure-and-Definitions.pdf

Please note that the following reports includes data for reporting years that are in progress (the current and future reporting years) and may appear very different from previous reporting years due to the fact that the data are still being collected for these reporting years. Data for current and future reporting years will change monthly and should be considered preliminary until frozen. Data for current reporting years freeze on September 1 (e.g., Reporting Year 2021 data freeze on September 1, 2021). Once past a reporting year freeze data, data will remain unchanged.

Perkins V Reporting App

Under the Data Definitions, you will find 14 paginated report options and 6 Power BI reports at the bottom left navigation.



Perkins V Reporting App – Paginated Reports

- The paginated reports provide summary data based on the selections you make at the top of each report. Once you choose your report, reporting level (population) and timeframe, click “View Reports”.

Power BI Perkins V Reporting Core Indicators Report

Select a reporting level: State Total Select consortium/institution: State Total

Select a reporting year: 2020

View report

Perkins V Core Indicators
State Total
Reporting Year: 2020
For Internal Reporting Only*

Population	1P1: Postsecondary Placement			2P1: Earned Postsecondary Credential			3P1: Nontraditional Program Enrollment		
	Num	Den	Rate	Num	Den	Rate	Num	Den	Rate
Total	9,365	10,317	90.77%	10,446	20,612	50.68%	2,059	14,727	13.98%
Gender									
Male	4,508	5,006	90.05%	5,165	10,599	48.73%	943	7,736	12.19%
Female	4,857	5,311	91.45%	5,281	10,013	52.74%	1,116	6,991	15.96%

Make your slicer selections at the top of the page.

Click "View Report" in upper right.

Perkins V Reporting App – Exporting/Printing Paginated Reports

- To export the paginated report (for printing or other reasons), use the Export menu at the top.
- To export data to .csv or .xlsx, you must have the “Power Consumer” feature enabled to export to Excel. If you don’t have this, you will need to contact your IT service desk and ask for the “[College]-PBI-PowerConsumer” feature.

The screenshot shows the Perkins V Reporting App interface. The top navigation bar includes 'Power BI Perkins V Reporting' and '2P1 CIP Program Report'. The 'File' and 'Export' menus are highlighted with red boxes. A yellow callout box points to the 'File' menu with the text: 'You can print using the "File" menu, then select "Print".'. A red callout box points to the 'Export' menu with the text: 'To export data, select one of the options in "Export" menu.'. The 'Export' menu is open, showing options: Microsoft Excel (.xlsx), PDF (.pdf), Accessible PDF (.pdf), Comma Separated Values (.csv), Microsoft PowerPoint (.pptx), Microsoft Word (.docx), Web Archive (.mhtml), and XML (.xml). The main content area displays a table titled '2P1 CIP Program Report' with columns for CIP Code, Career Cluster, CIP Gender Equity Code, Num, Den, and Performance Rate. The table includes a 'Total' row and several rows of data for various CIP codes and career clusters.

CIP Code	Career Cluster	CIP Gender Equity Code	Num	Den	Performance Rate
Total			3,566	6,180	57.70%
190501	Foods, Nutrition, and Wellness Studies, General	M	0	3	0.00%
310501	Sports, Kinesiology, and Physical Education/Fitness, General	B	11	13	84.62%
310505	Exercise Science and Kinesiology	B	15	132	11.36%
310507	Physical Fitness Technician	B	21	40	52.50%
410000	Science Technologies/Technicians, General	B	0	3	0.00%
510000	Health Services/Allied Health/Health Sciences, General		51	521	9.79%



Perkins V Reporting App – Power BI Reports

- The Power BI reports are more dynamic and allow you to look at multiple years of data, for some of the reports, cross up to four populations, and filter the data to further explore enrollment and performance data.

Perkins V Reporting App – Power BI Reports

- When you select a Power BI report, you will first be brought to a Welcome page with information about that report.
- To use the report, you will need to select your population of interest and, depending on the report, your timeframe of interest, then choose the appropriate report.

Choose your population.

Choose your population, then your cohort timeframe.

SP	Single parents, including single pregnant women
OOW	Out-of-workforce individuals
EL	English learners
HMLS	Homeless individuals
FC	Youth who are in, or have aged out of, the foster care system
SOC	Student of Color
Unkn	Unknown

Please note that the following report includes data for reporting years that are in progress (the current and future reporting years) and may appear very different from previous reporting years due to the fact that the data are still being collected for these reporting years. Data for current and future reporting years will change monthly and should be considered preliminary until frozen. Data for current reporting years freeze on September 1 (e.g., Reporting Year 2021 data freeze on September 1, 2021).

Perkins V Reporting App – Power BI Reports

- Once you choose your report, you will need to make slicer selections and/or possibly button selections or additional filter selections.

The screenshot displays the Power BI interface for the Perkins V Reporting app. The main report is titled "Performance Gap Report" and "State Gap Analysis". The interface includes a left-hand navigation pane with various report options, a top navigation bar with search and settings icons, and a main content area with slicers and a data table.

Annotations highlight key features:

- Make slicer selections at the top of the page.** Points to the "Reporting Year" dropdown menu.
- On some reports, you can do additional filtering using the filter pane on the right.** Points to the "Filters" pane on the right side of the report.
- On some reports, you must also select a button at the top to filter to a specific subgroup/population.** Points to the "Special Populations" button in the slicer area.

The data table below shows the performance gap analysis for various special populations. The table is divided into two main sections: "Totals" and "Special Population".

		Totals							
	1P1 Num	Den	2P1 Rate	2P1 Gap	3P1 Num	3P1 Den	3P1 Rate	3P1 Gap	
	9,517	9,593	51.28%		1,996	13,919	14.34%		
Special Population	1P1 Num	Den	2P1 Rate	2P1 Gap	3P1 Num	3P1 Den	3P1 Rate	3P1 Gap	
Individuals with Disabilities	335	395	84.81%	-4.59	429	1,019	42.10%	-9.18	93
Individuals with Economically Disadvantaged Families	3,854	4,311	89.40%	0.00	3,984	8,875	44.89%	-6.39	946
Individuals Preparing for Nontraditional Fields	1,079	1,203	89.69%	0.29	1,095	2,037	53.76%	2.48	1,995
Single Parents	755	865	87.28%	-2.12	757	1,650	45.88%	-5.40	182
Out of Workforce Individuals	642	738	86.99%	-2.41	669	1,491	44.87%	-6.41	145
English Learners	161	202	79.70%	-9.70	158	592	26.69%	-24.59	72
Homeless Youth	15	16	93.75%	4.35	12	54	22.22%	-29.06	6
Youth in Foster Care	34	40	85.00%	-4.40	36	99	36.36%	-14.92	22
Youth with Parent in Active Military									70

Perkins V Reporting App – Power BI Reports

- To export the data to .csv or .xlsx, use the ellipses on the far right.
- As mentioned earlier, to export to Excel, you do need to have the “Power Consumer” feature enabled. If you don’t have this, you will need to contact your IT service desk.

MINNESOTA STATE

Concentrators by Subgroup Report

State Analysis - Historical Cohorts

Reporting Year: Multiple selections

Selection 1: Career Cluster

Selection 2: CIP String

Selection 3: Gender

Selection 4: Gender

Selection 1	Selection 2	Selection 3	2017	2018	2019
Information Technology (11)	110103 Information Technology (F)	Female	5	5	
		Male	50	43	5
	110201 Computer Programming/Programmer, General (F)	Female	29	38	4
		Male	194	197	211
	110202 Computer Programming, Specific Applications (B)	Female	5	3	10
		Male	23	21	28
110301 Data Processing and Data Processing Technology/Technician	Female		5	2	
	Male			5	6

To export data to Excel (.xlsx or .csv), use ellipses in upper right of report and choose "Export Data"

Tips/Tricks/Troubleshooting

- Be patient. Let the data load on the page first before making changes or selections
- In the Power BI reports, let your selections load before making new selections in the slicers (at the top)
 - Make selections in order of 1, 2, 3, 4 (where there are four population selections to make)
- Drill up
 - Up arrow in the table navigation options or right click -> Drill Up
- Refresh or reset to default (see Troubleshooting: Reset/Refresh)
- Trouble clicking the table navigation buttons on the top right of the table, click in one of the cells of the table (see Troubleshooting: Drill Up Arrow)

Troubleshooting: Drill Up Arrow

If the drill up arrow is not showing in the table navigation options:

1. Click in this white space.

2. Click back to the table area, then the full table navigation options should be available. If the drill options are not back, try clicking in one of the cells in the table and repeat steps 1 and 2.

Selection 1	Selection 2	Selection 3	Selection 4	1P Num	1P1 Den	Rate
Agriculture, Food, and Natural Resource (01)	Female	Hispanic of any race	Not NT			
		Two or more races	Not NT			
		Unknown Race and Ethnicity	NT			
	White	Not NT				
		NT				
		Male	Black or African American	Not NT		
Architecture and Construction (02)	Female	Unknown Race and Ethnicity	NT			
		White	NT			

Filters

Search

Filters on this visual

- 1P1 Den is (All)
- 1P1 Num is (All)
- Rate is (All)
- Reporting Year is (All)

Selection 1

is Agriculture, Food, and Natural Res...

Filter type

Basic filtering

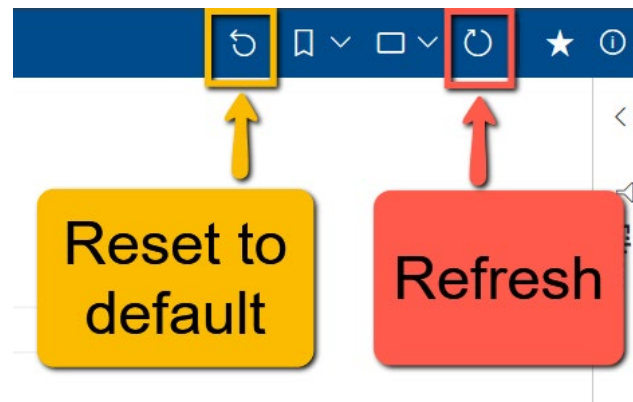
Search

- Select all
- Agriculture, Food, and ... 9928
- Architecture and Cons... 24327
- Arts, Audio/Video Tech... 6935
- Business, Managemen... 22286
- Education and Training ... 6114
- Finance (06) 8056

Selection 2

Troubleshooting: Reset/Refresh

- Sometimes Power BI will hang up if too many selections are made too quickly before loading completely. Try to **reset to default** and start again, letting each selection load between drop downs.
- If the data doesn't seem updated, there are may be cache issues. It may be helpful to **refresh** your visual.



Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report	●	
Concentrator Enrollment Report	●	
Core Indicators Report	●	
1P1 CIP Program Report	●	
2P1 CIP Program Report	●	
3P1 CIP Program Report	●	
1P1 Career Cluster Report	●	
2P1 Career Cluster Report	●	
3P1 Career Cluster Report	●	
Participant Count Trend Report	●	
Concentrator Count Trend Report	●	
Core Indicator 1P1 Trend Report	●	
Core Indicator 2P1 Trend Report	●	
Core Indicator 3P1 Trend Report	●	
Performance Gap Report	●	∨
SDPL Gap Report	●	∨
Population Comparison Report	●	∨
Performance by Subgroup	●	∨
Participants by Subgroup	●	∨
Concentrators by Subgroup	●	∨

- Reports on **participants and/or concentrators** in CTE programs;
- Reports on **Performance on Core Indicators**;
- Reports that **identify and quantify disparities (or gaps) in Performance** on Core Indicators compared to SDPLs (i.e., Targets) and compared to the total population;



Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report



Concentrator Enrollment Report



Core Indicators Report

1P1 CIP Program Report

2P1 CIP Program Report

3P1 CIP Program Report

1P1 Career Cluster Report

2P1 Career Cluster Report

3P1 Career Cluster Report

Participant Count Trend Report



Concentrator Count Trend Report



Core Indicator 1P1 Trend Report

Core Indicator 2P1 Trend Report

Core Indicator 3P1 Trend Report

Performance Gap Report



SDPL Gap Report



Population Comparison Report



Performance by Subgroup



Participants by Subgroup



Concentrators by Subgroup



- -Reports on **participants and/or concentrators** in CTE programs;
-Useful for analyzing trends in participation in CTE as well as differences in access to CTE programs by demographics, special populations, and career clusters



Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report

Concentrator Enrollment Report

Core Indicators Report ●

1P1 CIP Program Report ●

2P1 CIP Program Report ●

3P1 CIP Program Report ●

1P1 Career Cluster Report ●

2P1 Career Cluster Report ●

3P1 Career Cluster Report ●

Participant Count Trend Report

Concentrator Count Trend Report

Core Indicator 1P1 Trend Report ●

Core Indicator 2P1 Trend Report ●

Core Indicator 3P1 Trend Report ●

Performance Gap Report ∨

SDPL Gap Report ∨

Population Comparison Report ∨

Performance by Subgroup ● ∨

Participants by Subgroup ∨

Concentrators by Subgroup ∨

- -Reports on **Performance on Core Indicators**;
-Useful for analyzing trends in performance as well as differences in performance by demographics, special populations, career clusters, and CIP codes



Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report

Concentrator Enrollment Report

Core Indicators Report

1P1 CIP Program Report

2P1 CIP Program Report

3P1 CIP Program Report

1P1 Career Cluster Report

2P1 Career Cluster Report

3P1 Career Cluster Report

Participant Count Trend Report

Concentrator Count Trend Report

Core Indicator 1P1 Trend Report

Core Indicator 2P1 Trend Report

Core Indicator 3P1 Trend Report

Performance Gap Report



SDPL Gap Report



Population Comparison Report



Performance by Subgroup



Participants by Subgroup



Concentrators by Subgroup



- -Reports that **identify and quantify disparities (or gaps) in Performance** on Core Indicators compared to SDPLs (i.e., Targets) and compared to the total population;
-Useful for identifying subpopulations having gaps in performance that need to be addressed in the Local Application, CLNA, and Improvement Plan



When to use the Participant or Concentrator Reports

- Comprehensive Local Needs Assessment (CLNA)
- Continued Consultation with Stakeholders



Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report	Orange circle
Concentrator Enrollment Report	Orange circle
Core Indicators Report	Blue circle
1P1 CIP Program Report	Blue circle
2P1 CIP Program Report	Blue circle
3P1 CIP Program Report	Blue circle
1P1 Career Cluster Report	Blue circle
2P1 Career Cluster Report	Blue circle
3P1 Career Cluster Report	Blue circle
Participant Count Trend Report	Orange circle
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Core Indicator 1P1 Trend Report	Blue circle
Core Indicator 2P1 Trend Report	Blue circle
Core Indicator 3P1 Trend Report	Blue circle
Performance Gap Report	Green circle
SDPL Gap Report	Green circle
Population Comparison Report	Orange circle
Performance by Subgroup	Blue circle
Participants by Subgroup	Orange circle
Concentrators by Subgroup	Orange circle

This report provides information on the trend (both modeled historical and Perkins V reporting/cohorts) of the count of students concentrating in CTE programs with the ability to filter results by career cluster

Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report	Orange circle	
Concentrator Enrollment Report	Orange circle	
Core Indicators Report	Light blue circle	
1P1 CIP Program Report	Light blue circle	
2P1 CIP Program Report	Light blue circle	
3P1 CIP Program Report	Light blue circle	
1P1 Career Cluster Report	Light blue circle	
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3P1 Career Cluster Report	Light blue circle	
Participant Count Trend Report	Orange circle	
Concentrator Count Trend Report	Orange circle	
Core Indicator 1P1 Trend Report	Light blue circle	
Core Indicator 2P1 Trend Report	Light blue circle	
Core Indicator 3P1 Trend Report	Light blue circle	
Performance Gap Report	Green circle	▼
SDPL Gap Report	Green circle	▼
Population Comparison Report	Orange circle	▼
Performance by Subgroup	Light blue circle	▼
Participants by Subgroup	Orange circle	▼
Concentrators by Subgroup	Orange circle	▼

This report provides information on the trend (both modeled historical and Perkins V reporting/cohorts) of the count of students concentrating in CTE programs with the ability to select up to four subgroups for breakout



Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report	Orange circle
Concentrator Enrollment Report	Orange circle
Core Indicators Report	Light blue circle
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Core Indicator 2P1 Trend Report	Light blue circle
Core Indicator 3P1 Trend Report	Light blue circle
Performance Gap Report	Green circle
SDPL Gap Report	Green circle
Population Comparison Report	Orange circle
Performance by Subgroup	Light blue circle
Participants by Subgroup	Orange circle
Concentrators by Subgroup	Orange circle

This report provides information that will allow you to compare CTE participants and concentrators to the general population of the cohort/reporting year broken out by demographics, special populations, and career cluster



When to use the Core Indicator, Performance and SDPL Gap Reports

- Comprehensive Local Needs Assessment (CLNA)
- Local Application
- Improvement Plan



Perkins V Reporting

Data Privacy and Definitions

Participant Enrollment Report



Concentrator Enrollment Report



Core Indicators Report



1P1 CIP Program Report



2P1 CIP Program Report



3P1 CIP Program Report



1P1 Career Cluster Report



2P1 Career Cluster Report



3P1 Career Cluster Report



Participant Count Trend Report



Concentrator Count Trend Report



Core Indicator 1P1 Trend Report



Core Indicator 2P1 Trend Report



Core Indicator 3P1 Trend Report



Performance Gap Report



SDPL Gap Report



Population Comparison Report



Performance by Subgroup



Participants by Subgroup



Concentrators by Subgroup





This report provides information that will allow you to compare CTE participants and concentrators to the general population of the cohort/reporting year broken out by demographics, special populations, and career cluster





Perkins V Reporting


Data Privacy and Definitions


Participant Enrollment Report 


Concentrator Enrollment Report 


Core Indicators Report 


1P1 CIP Program Report 


2P1 CIP Program Report 


3P1 CIP Program Report 


1P1 Career Cluster Report 


2P1 Career Cluster Report 


3P1 Career Cluster Report 

Participant Count Trend Report 

Concentrator Count Trend Report 


Core Indicator 1P1 Trend Report 


Core Indicator 2P1 Trend Report 


Core Indicator 3P1 Trend Report 


Performance Gap Report 

SDPL Gap Report 

Population Comparison Report 

Performance by Subgroup 

Participants by Subgroup 

Concentrators by Subgroup 

This report identifies and quantifies gaps in performance between subpopulations and their approved SDPL's (i.e., targets) for each performance indicator



Power BI and Perkins V Resources

- Office 365 Login: <http://portal.office.com/>
- Power BI Resources on the IT Connect site:
 - Internal Training on getting started - [Power BI All Access Training – Getting Started](#)
 - External Training Basics - [Getting Started with Power BI for Consumers #1](#) - 11 minutes.
 - Going deeper into navigation around Power BI - [Getting Started with Power BI for Consumers #2](#) – 8 minutes
- Minnesota State Service Portal:
<https://servicedesk.minnstate.edu/TDClient/30/Portal/Home/>
- Perkins V Accountability Resources:
https://minnstate.edu/system/cte/consortium_resources/index.html (scroll down to Accountability Resources)



THANK YOU!

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