

SMS Board

SESSION # 330



Ron Anderson | Trainer March 07, 2024 / Period 5

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Session Goals

Tour SMS Board

- Board Layout / upper tabs
- Function Buttons / bottom
- Add, Move Copy, Delete
- Schedule / Backup/ Print

SMS Builder

- Adding Multiple Sections
- Finding best section placement
- Building a student-centered master schedule

SMS Analysis Tools

- Student List / Course Changes
- Rejected Students
- Rejected Courses
- Tracking w/ Backup Records

Scheduling Resources

- Student-Centered MST (NASSP)
- Session 330 Screen Shots
- SMS Builder Scheduling Steps
- Scheduling Reports



Scheduling Take-aways

The SMS Board gives you tools to build, modify, and create a student-centered schedule.

Using what you have learned today ,,,

- How can you use the SMS Builder to create a better student-centered schedule with fewer conflicts?
- How will you use the SMS Board to analyze your next-term schedule?

- What SMS Board features will make your schedule building easier?
- Please complete the
 Survey for this session:
 Scheduling Master
 Schedule (Session 330).

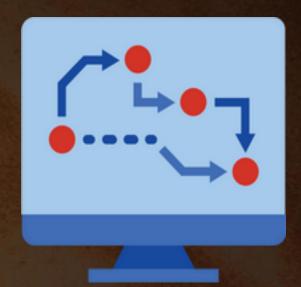


Resources

- Related Conference Sessions
- Student-centered Schedules (NASSP Article)
- Scheduling Resources
 - Traditional vs. Flex Schedule Screenshots
 - Session 320 Summary: Master Schedule Building Theory (steps)
 - Reports and Features to use Building a Student-centered Master Schedule:
 - SMS Board: Traditional vs Flex Schedule Views
 - Course Request Tally / Spreadsheet(s) options
 - Course Conflict Matrix
 - Course Request Analysis report / SMS Board Rejected Courses button
 - Scheduling Class Load Averages (seat-counter option)
 - Scheduling Class Load Analysis report by Course, Teacher, Room, Period
- Aeries Resources



Related Conference Sessions



- # 300 Class Schedule Maintenance
- # 305-1 Managing Student Scheduling Course Requests
- # 305-2 Student Course Requests Using the Aeries Student Portal
- # 310-1 Student Scheduling for Next Year Building SMS
- # 310-2 Student Scheduling for Next Year Scheduling Students
- # 320 Master Schedule Building Theory (Flex)
- # 325-1 Flex Scheduling Traditional Bell Schedule
- # 325-2 Flex Scheduling Complex Schedules
- # 328 Elementary with Primary Class
- # 330 Scheduling Master Schedule Board
- # 340 Student Scheduling Complex Schedules: Groups & Teams



Session Resources

Link to Session 330 Scheduling Master Schedule Board
https://support.aeries.com/support/solutions/articles/14000079380-session-330-scheduling-master-schedule-board

The Master Schedule: A Culture Indicator

- NASSP publication
- Does your Master Schedule Reflect:
 - An adult-focused school
 - A student- or learning-focused school
- "Your Master Schedule and how it is constructed says more about your school than just about anything else."
- Consider the "Master Schedule Look 4s"

Master Schedule Look 4s

- The master schedule is the result of a schoolwide collaborative effort and every teacher has input into
 "what" is taught.
- Based upon an analysis of data related to student performance, teachers and teams of teachers provide input into the "what" and "where" on courses being taught.
- Administrators, counselors, and teacher leaders make final decisions regarding assignments collaboratively. There are no secrets!
- 4. Scheduling decisions are changed only when those teachers directly involved are consulted.
- Special need populations (special education, students with assessed reading or math weaknesses, and ELL) are individually scheduled.
- Teachers in content areas (math, science, social studies, English) make specific scheduling recommendations to counselors.
- Every student, particularly every struggling student, has a personalized learning plan that meets his or her individual learning needs.
- The best teachers teach the needlest students.
- The needlest students are taught in the smallest class settings.
- There are multiple, tiered interventions for all struggling learners.
- There are flexible time allotments within key core content courses. As a result, teachers have the time they need to teach and students have the time they need to learn.
- 12. Teachers who teach higher-level courses (honors, AP, IB) also teach standard courses.



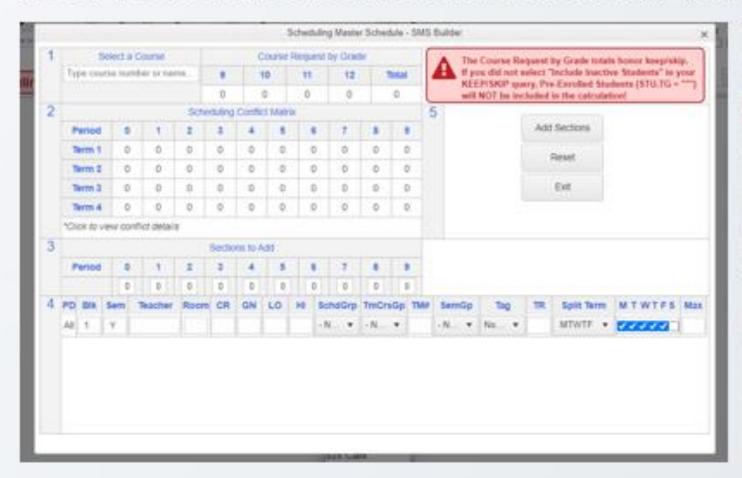


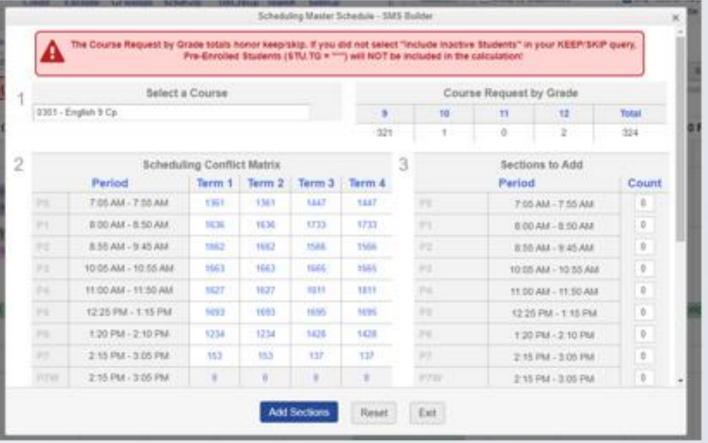
Session Resources

Link to Session 330 Scheduling Master Schedule Board
https://support.aeries.com/support/solutions/articles/14000079380-session-330-scheduling-master-schedule-board

The SMS Builder incorporates student-centered master schedule building priorities.

The SMS Builder looks a little different now, if you are using Flex Scheduling.





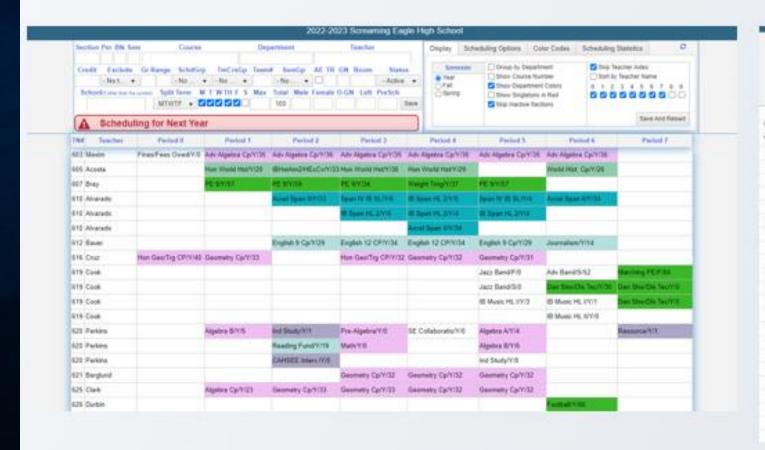


Session Resources

Link to Session 330 Scheduling Master Schedule Board

https://support.aeries.com/support/solutions/articles/14000079380-session-330-scheduling-master-schedule-board

The SMS Board looks a little different now, if you are using Flex Scheduling.



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Other Session Resources

Link to Session 320 Master Schedule Theory:

https://support.aeries.com/support/solutions/articles/14000079379-session-320-master-schedule-theory

In Session 320, Sam Defeo detailed the steps to build a student-centered master schedule:

- Requirements are placed first
- Singletons are next, with these steps:
 - Start with the course w/most requests
 - Use the Conflict Matrix
 - Run through each period
 - Select the period w/fewest conflicts
- Doubletons go next
 - Never place 2 doubletons in same period
- As Tripletons and beyond are placed
 - Start balancing period seat counts
 - Total Seats (by Period, Grade Level, Term)

These steps are fundamental in all scheduling situations. For example, if a Counselor is building a student's schedule which has two singletons, guess which courses go first?

These steps are "built-in" to the SMS Builder - all the tools you need are there!



Reports for SMS Board Scheduling:

Scheduling Course Request Tally

- Print the tally
- Monitor students without full course requests
- Look for grade level and other errors
- Create spreadsheet calculating sections
- Begin to list potential staffing needs

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115	At II	0	131	16	8	37	32	1.16								
229	PersonalFinance	0	0	18	25	43	35 32 32	1.23								
301	English 9 Cp	321	1.1	0	2	324	32	10.13	11						-	
229 301 302	English 10 CP	0	3.19	2	- 3	324	32	10.13								
303 304	English 11 CP	0	-0	352	- 3	366	32	11.09								
304	English 12 CP	0	0	0	347	347	32	10.84								
314	Hon Eng 9 CP	143	(0)	0	- 0	143	32	4.47	- 4						-	
315	Hon Eng 10 CP	0	193	0	0	193		#DIV/0!		1						

Flex Soaring Eag		wit	h	3	4/2022
COURSE R	Aduest TALLY				Page 1
course Number and Title Grade:	9	10	-11	12	TOTAL
010 PE 9	485	0		0	481
011 PE	-	140	13	15	166
012 Weight Timg	0	75	25	35	135
015 Marching PE	29	26	13	16	64
017 Beg Dance	34	50	- 54	5	103
018 Inter Dance	0	19	29	12	- 60
019 Adv Dance	0	3	:33	7	21
020 Pep Units	9	10		15	42
026 Dan Shw'Dis Yeo	8.	12		- 6	
045 Volleybali	0	15	. 5	- 4	34
046 Mrs Baskelball	0	4	- 1	0.	3
047 Wm Baskethalf	0	3	. 0	0	- 3
O48 Mrs Soccer	0	5	.0	0	
049 Wms Sooper	0	15	4	6.	25
055 Wms Tennis	0	111	7	- 3	21
056 Wresting	0	16	.11	9	36
062 Cross Country	2	- 5	12	10	. 26
063 Mna Water Polo	0	11	14	5	30
064 Wrn Water Polo	0	4	-14	- 11	25
069 Wres Golf	0	2	4	5	36 25 11
070 Football	100	34	26	27	
090 Athletics	0	0	. 9	- 54	. 21
095 Study Skills	70	0	. 0	0	70
101 Att	32	30	35-	. 13	110
HD4. Caramics I	0	0	90	72	162
105 Ceremics II	0	0	3	10	11



Reports for SMS Board Scheduling:

Scheduling Conflict Matrix

- Table Format: Type A/No Break
- Chart Format: Use for specific courses
- You will also use the SMS Builder Conflicts output

2021-	2022							(Cou	rse	Cor	nflic	t M	atri	x										Page 1-1		
Crs ID	Course Title	0010	0011	0012	0015	0017	0018	0019	0020	_	045	0046		048	0049	0055	0056	0062	0063	0064	0069	0070	090	095	0101	Crs II	
0010	PE 9	481	.0	0	29	33	0	.0	9	. 8	.0	. 0	0	0	0.	0	0	2	0	0	0	0	.0.	69	32	0016	
0011	PE	0	173	2	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13	001	
0012	WEIGHT TRNG	0	2	135	2	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	9	0013	
0015	MARCHING PE	29	2	2	84	2	0	0	0	34	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	001	
0017	BEG DANCE	33	3	0	2	103	0	0	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	7	2	001	
0018	INTER DANCE	0	0	0	0	0	60	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	001	
0019	ADV DANCE	0	0	0	0	0	0	21	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	001	
0020	PEP UNITS	9	0	0	0	0		5	42	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	002	
0026	DAN SHWIDIS TEC		0	0	34	2	0	0	0	34	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0026	
0045	VOLLEYBALL	0	0	0	0	0	0	0	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	004	
0046	MINS BASKETBALL	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	004	
0047	WM BASKETBALL	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	004	
0048	MN5 SOCCER	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	004	
0049	WMS SOCCER	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	0	0	0	0	0	0	0	0	2	004	
0055	WMS TENNIS	0	0	0	. 0	+	0	0	0	0	0	0	0	0	0	21	0	0	0	0	0	0	0	0	0	005	
0056	WRESTLING	.0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	36	0	0	0	0	0	0	0	2	005	

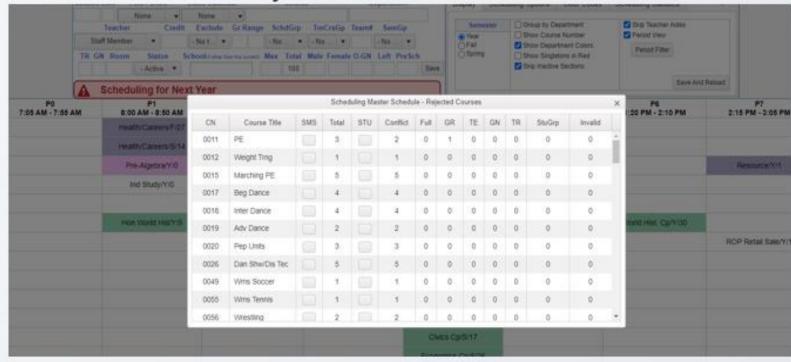
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						V-V-	501000	
0010	PE 9	223 8	0104	Ceramics I	4	0704	Civios Cp	10
Crs#	Title	Requests	0105	Ceramics III	1	0708	Psychology Cp	1
0010	PE 9	481	0115	Artil	5	0712	Ap Eur Hist Cp	10
0015	Marching PE	29	0118	IB Vis Arts St.	1	0714	Economics Cp	10
0017	Beg Dance	33	0210	Office Training		0725	Hon World Hat	100
0020	Pep Units	9	0222	InterGraphicPro	3	0726	IBHstAm2/HEcCv	2
0026	Dan Shw Dis Tec	8	0223	AdvGraphicProd	7	0775	Health/Careers	2
0062	Cross Country	2	0260	Intro Creptr Lit BusMang Capst I	2	0810	IB TheoryKnow ROP CulinaryArt	12
0095	Study Skills	69	0302	English 10 CP	111	0813	ROP Cull Arts II	7
0101	Art I	32	0303	English 11 CP	8	0848	ROP E-Commerce	2
0255	Intro Creptr Lit	120 320	0304	English 12 CP	11	0854	ROP Drt/Arc/Cad	6
0314	English 9 Cp	143	0315	Hon Eng 10 CP	26	0856	ROP Sm Pts Assb	2
0325	Hon Eng 9 CP Sh Eng Lit I	143	0317	IB Eng HL2	2	0859	ROP Glazier Occ	3
0331	Beg Drama	25	0325	Sh Eng Lit I	1	0871	ROP SignLang II	2
0336	Intermd Drama	18	0326	Sh Eng Lit II	3	0872	ROP Photo I	13
0401	French I CP	24	0328	Sports & Lit CP	1	0880	ROP Comp Anim	14
0416	Spanish I	75	0331	Beg Drama	3	0908	Ind Study	6
0428	Acc Spanish I	90	0335	Cinema	1	0912	Resource	6
0582	Adv Band	21	0336	Internd Drama	1	0917	StudySkls/Trans	4
0592	Chorus	7	0351	Journalism	2	0918	Reading Fund	13
0505	Music Apprects	10	0352	Yearbook	1	0919	English 11	2
0607	Algebra Cp	254	0401	French I CP	5	0920	English 12	1
0624	Hon Geo/Trg CP	27	0402	French II Ca	9	0924	Algebra A	5
0645	Adv Algebra CP	137	0416	Spanish I	15	0925	Algebra B	3
0647	H Adv Aig CP	40	0417	Spanish II	13	0941	Pre-Algebra	1
0674	Phys Science,CP	356	0418	Spenish III	1	0946	English 9	1
0677	HonChem Pre IB	110	0425	Span IV IB SL	2	0947	English 10	5
0700	Geography CP	102	0427	IB Span HL 2	1	0948	English 11	. 1
0725	Hon World Hst	89	0429	Accel Span II	14	0949	English 12	1
0765	Health/Careers	223	0582	Adv Band	2	0953	Biology	7
0810	ROP CulinaryArt	2	0591	Adv Choral Ens	2	0954	Physical Scienc	1
0848	ROP E-Commerce	18	0592	Chorus	7	0955	World His/Geo	7
0856	ROP Sm Pts Assb	37	0595	Music Apprects	- 3	0956	US History	3
0859	ROP Glazier Occ	23	0607	Algebra Cp	24	0957	Civics/Econ	3
0880	ROP Comp Anim	67	0608	Geometry Cp	85	0961	Algebra A	4
0891	ROP Stageoraft	1	0610	Adv Algebra Cp	4	0962	Algebra B	3



Reports for SMS Board Scheduling:

Scheduling Course Request Analysis

- One line of data per course
- Check before / after scheduling run (# rejects)
- Make decisions about "Seats Short" issues
- Use the report to make SMS section adjustments
- SMS Board Rejected Courses Button reports same data
- Use SMS Board to adjust sections



		COUR	SE RE	A JEE:	ANAL	YSIS			Page
Course	Number and Title	Total Requests	Total Seats	Seats Short	Total Sections	Average Size	Requests / Section	Actual Rejects	% Rejects
0001	No Zero Period	0	500	110000	- 1	500	0		
0010	PE 9	481	570		11	52	44		
0011	PE	173	187		4	47	43	3	1.79
0012	Weight Trng	135	200		4	50	34	- 1	0.79
0014	Adapt PE	0	30		- 1	30	0		
0015	Marching PE	84	200		- 1	200	84	.5	6.09
0017	Beg Dance	103	100	3	2	50	52	- 4	3.99
0018	Inter Dance	60	75		1	75	60	- 4	6.79
0019	Adv Dance	21	85		2	42	10	2	9.51
0020	Pep Units	42	45		- 1	45	42	3	7.19
0026	Dan Shw/Dis Tec	34	200		3	67	-11	5	14.79
0045	Volleyball	24	50		1	50	24		
0046	Mns Basketball	5	70		- 1	70	5		
0047	Wm Basketball	3	5		- 1	5	3		
0048	Mns Soccer	5	80		1	80	5		
0049	Wms Soccer	25	80		1	80	25	11	4.09
0055	Wms Tennis	21	25		1	25	21	1	4.89
0056	Wrestling	36	100		1	100	36	2	5.69
0057	Swimming	0	100		- 1	100	0		
0059	Softball	0	100		1	100	0		
0060	Track	0	270		2	135	0		
0062	Cross Country	29	60		1	60	29	2	6.99
0063	Mns Water Polo	30	50		1	50	30	1	3.39
0064	Wm Water Polo	29	30		- 1	30	29		
0069	Wms Golf	11	30		1	30	11		
0070	Football	90	200		1	200	90	2	2.29
0090	Athletics	23	835		2	418	12		
0095	Study Skills	70	64	6	2	32	35	- 6	8.69
0404	A-4-1	***	***			20	7.7		- Individual



Reports for SMS Board Scheduling:

Scheduling Class Load Averages

- System calculates section averages and totals
- This is a "seat counter" report
- · Recommend you select:
 - Term = Y (includes F,S,Y)
- Recommend you select Print Options:
 - Skip all check boxes EXCEPT:
 - Display only Totals
- Use this report AS YOU Build the SMS Board

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ge: 1	P				F	erm:	le - T	Grad	, Period and	/ Term	ages by	ss Load Avera	2022 Cla	2021-2
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820	126	191	216	251	0	391	386	782	Totals:	Period P0	Term: F. I			
1741	403	572	443	450	0	974	892	1866	Totals:	Period P1	Term: F			
1679	345	433	453	362	0	793	800	1597	Totals:	Period P2	Term: F			
1657	289	372	533	485	1	876	803	1682	Totals:	Period P3	Term: F			
1804	414	541	497	500	0	960	996	1955	Totals:	Period P4	Term: F			
1588	304	300	561	459	1	779	847	1629	Totals:	Period P5	Term: F			
1357	234	351	450	293	1	689	634	1330	Totals:	Period P6	Term: F			
417	125	104	113	91	- 1	212	206	430	Totals:	Period P7	Term: F			
0	0	0	. 0	0	0	0	0	0	Totals:	Period P8	Term: F			
0	0	0	0	0	0	0	0	0	Totals:	Period P9	Term: F			
	565	567	634	497	1	1128	1134	2263	ncluding Pre-Enrolled	tudents in				

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Actual		on :	Section	ts per	_	ERAGE F		Grad	Total Total Total	ges by	iss Load Avera	VEZ CIE
Sched	12	11	ALC: UNKNOWN	9		Female		Total	Seats Requests Sections	Room	Primary Teacher	Sec# Sm Crs ID Course Title
0	47	88	12	8	0	69	86	155	riod P1 Totals:	Term: Y Po		
0	44	82	0	0	2	54	70	126	riod P2 Totals:	Term: Y Po		
0	34	24	30	25	0	64	49	113	riod P3 Totals:	Term: Y Po		
0	40	37	16	18	0	64	47	111	riod P4 Totals:	Term: Y Po		
0	14	14	3	0	1	25	5	31	riod P5 Totals:	Term: Y Po		
0	55	36	63	59	1	136	76	213	riod P6 Totals:	Term: Y Po		
	565	567	634	497	1	1128	1134	2263	dents including re and Pre-Enrolled		8	



Reports for SMS Board Scheduling:

Scheduling Class Load Analysis

- Detailed report of section loading
- Run multiple ways:
 - · Course & Period
 - · Teacher & Period
 - · Room & Period
 - Period & Section
- Run w/ and w/out Section Maximums in force

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021-	2022				(CLASS LOA	D	ANALY	SIS BY CO	OUR	SE	AN	D PE	RIO	_					-		ge 5
900	583			6790	NS 553	96 65 139	0.	0.7623	05/10/16/	-500		fire.	000	95	\$0	teduling	Uning	Next Y	lear's	brade t	eve	ist.
Sec#	Period	tin C	dendar	Crs ID	Course Title	Primary Teacher	Rm		Grs Tot Sm Grp Nm Grp	On Ra	nge.	Max	Total	Boys	dirts	100		10	11	121/	171	Dev
2239	PI	Y	P1	0101	MI	894706 Webs, K	FI	5.0	0	9	12	38	36	.19	17	0	-10	13	. 0	4	2	0.7
1113	12	Y	12	0101	Atti	894706 Webb, K	Få	5.0	. 0	9	12	38	37	79	18	0	11		14	4	1	0.3
440	Pl	٧	P3	0101	MIL	894706 Webb, K	FB	5.0	0	9	12	38	37	20	17	0	11		12	5	1	0.3
								Clar	in Average: 36.7	Tota	ti.	114	110	58	52	0	32	30	35	13	4	0.4
Sect	Period	Sm C	elender	Crs ID	Course Title	Primary Teacher	Rm	Crd Sch	Crs Tm Sm Grp Nm Grp	Gn Ra	ige.	Max	Total	Boys	Girts	100		10	11	12.0	ın.	Dev
158	P1	y	P1	0104	Ceramics I	894803 Hudson.	FB	5.0	0	. 10	12	36	30	18	14	.0	0	0	16	14		24
521	P2	٧	92	0104	Ceramica I	894803 Hudson,	14	5.0	0	10	12	36	34	18	16	0	0	0	19	15	2	1.6
767	PI	4	94	0104	Cerumos I	894803 Hutson,	FB	5.0	0	10	12	ж	32	16	16	0	0	. 0	17	15	4	0.4
599	P5	Y	P5	0104	Ceramics I	894803 Hudson.	FB	5.0	0	10	12	38	33	17	16	0	0		19	14	3	0.6
201	PÉ	٧	26	0104	Ceramos I	894803 Hudson,	FB	5.0	0	10	12	34	33	18	15	0	0		19	14	4	0.6
								Clar	sa Average: 32.4	Total	1	180	162	85	77				90	72	18	1.5
Secif	Period	Sm C	dendar	Crs ID	Course Title	Primary Teacher	Rm		Crs Tm: Sm Grp Nm Grp	On Ra	qu	Max	Total	Boys	Quis	100	,	10	11	121	10	Dev
193	PI	Y	P1.	0105	Ceramics II	894803 Hudson.	F6	5.0	0	10	12	- 1	3	2		0	. 0	.0	.1	2	3	0.8
522	PZ	4	#2	0105	Cerumica II	894803 Hudson,	FB	5.0	0	10	12	1	3	2	1	0	0	0	0	3	4	0.8
770	PI	y	P4	0105	Ceramics II	894803 Hudson,	FE	5.0	0	10	12		3	2	1	0	0	0	1	2	3	0.8
594	15	Y	PS	0105	Ceramos II	894803 Hudson.	FE	6.0	0	10	12			3	2	0	0		- 1	4	1	12
207	PE	٧	P6	0105	Ceramica II	894803 Hudson,	FE	50	. 0	10	12	1	5	3	2	0	0		.0	5	2	12
					2011/00/10			Clar	s Average: 1.8	Tota	E	32	- 19	12	7		0		1	16	13	1.0
Sec#	Period	Sin Ci	dendar	Crs.ID	Course Title	Primary Yeacher	Rm		Crs Tm Sm Grp Nm Grp	On Ra	ige.	Max	Total	Boys	Girts	100		10	11	12 L	eft	Dev
194	Pt.	Y	P1	0109	Lab Asst Art	894706 Webs, K	F8	5.0	0	11	12	2	- è	.0	ġ	0	0	. 0	ġ	. 6	2	0.0
	-	44	**			*****	die.		- 1		+	-	- 0	-	-				17.5			



Online Learning Resources

Aeries Online Demo: https://www.aeries.com/products/online-demos

Sign in automatically to view and practice with demo databases

- "Admin" (Office Staff, including Counselors)
- Teacher Elementary or Secondary
- Parent or Student



Flexible, learn at your own pace

Individual Topics of Interest to Counselors include

- Fundamentals of Aeries (free)
- Scheduling (Currently free)
- Secondary Counseling Applications Course (Currently free) Includes 6 individual modules.





Online Support Resources

Aeries Support Online (FreshDesk)

https://www.aeries.com/support/

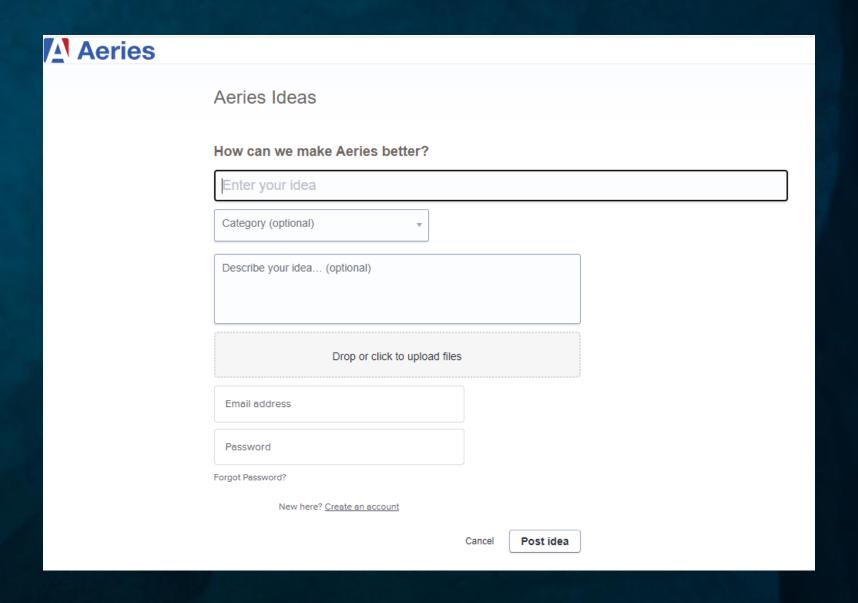
- Search for
 - Articles view and print
 - Video
- Also available directly from within Aeries
 - Resource Hub





Aeries Ideas: Help Us to Improve

- Go to: https://ideas.aeries.com/
 - Create an account
 - Use your work email address
 - Search ideas, add your ideas, or vote on other ideas

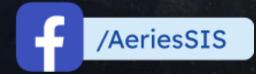


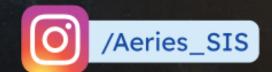


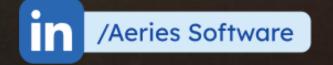


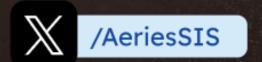
Please take a moment to complete our session survey.

http://surveys.aeries.com/s3/AeriesCon-Session-Feedback-Survey-Spring-2024













Share your Feedback:







SMS Board

SESSION # 330



Ron Anderson | Trainer March 08, 2024 / Period 1

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