Cohort Training

ED STEPS:

Planning Cycle



EDSTEPS

FUTURE FORWARD OHIO

April 2023

Ohio Department of Education

Presenters

Scott May

Assistant Director – Office of Federal Programs

ED STEPS Coordinator

Morgan Brown

Associate Director – Office of Federal Programs

One Needs Assessment

Diane Neal

Assistant Director – Office of Federal Programs

One Plan

Agenda

- ED STEPS Mission
- One Needs Assessment
- One Plan
- Progress Monitoring
- Questions

EDSTEPS

The Education Departments Tiered E-Plans and Supports



What can ED STEPS do for you?

- Consolidates the comprehensive needs assessment and One Plan process
- Reduces duplication and effort
- Embeds program evaluation and monitoring
- Integrates tools and resources
- Meets state and federal compliance requirements



Who needs to complete the Planning Cycle?

Public Districts and Schools

Districts Labels	District Level Needs Assessment and One Plan	School Level Needs Assessment and One Plan
ADC and ADC with Watch	Required	Required – All buildings
Intensive and Intensive with Watch	Required	Required – All buildings
Moderate D/F and Moderate D/F with Watch	Required	Required – All buildings
Moderate C	Required	Required – Focus, Priority, Watch, and Title I SW Buildings
Moderate C with Watch	Required	Required – Watch and Title I SW Buildings
Independent	Required	Required – Title I SW Buildings
Independent with Watch	Required	Required – Watch and Title I SW Buildings

Who needs to complete the Planning Cycle?

Community Schools and Drop-Out Recovery Schools

Label	Community School Drop-Out Recovery	School Level Needs Assessment and One Plan
All Labels	Required	Built into LEA-level One Needs Assessment and One Plan

EDSTEPS

Navigation



Ohio Department of Education

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My Apps

Scott May | OHID: 10180796 | Scott.May@education.ohio.gov

Click the star to pin your favorite apps to the top of the page.

CCIP

Grant application & planning system

Details Open App

Compliance

Tracks grant monitoring, program analysis, data

Details Open App

ED STEPS

One Needs Assessment and One Plan

Details Open App

Monitoring

Tracks grant monitoring, program analysis, data

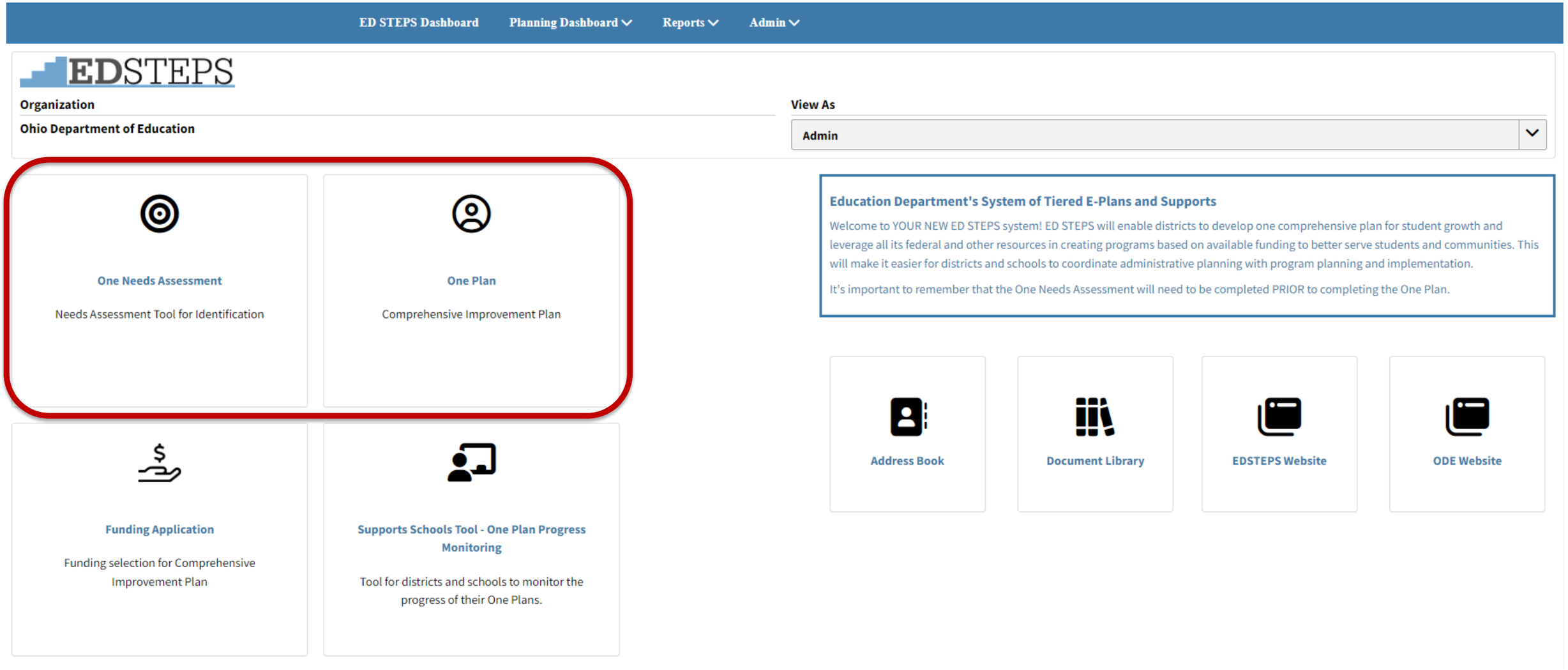
Details Open App

Nonpublic Data System

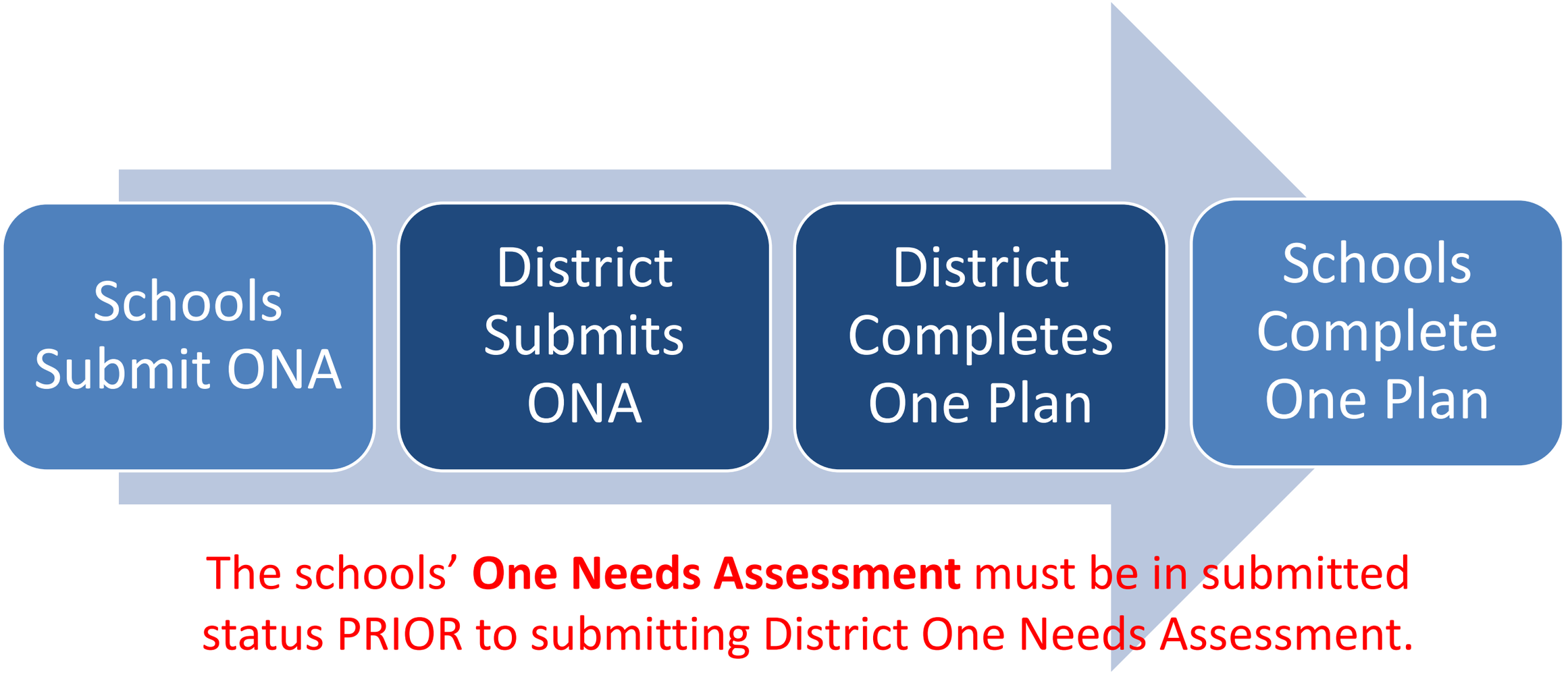
Enrollment & federal program information

Details Open App

ED STEPS Dashboard



ED STEPS Planning Cycle



The schools' **One Needs Assessment** must be in submitted status PRIOR to submitting District One Needs Assessment.

ED STEPS Planning Cycle

1. **One Needs Assessment**
2. **One Needs Assessment and One Plan**
3. **One Plan**
4. **One Plan / One Funding Application / Monitoring**
5. **One Plan / One Funding Application / Monitoring / Support Tool**



Cohort 3

ED STEP Pilot Districts are now part of Cohort 3

Expectations include completing the process of a 3-year needs assessment and writing a 3-year plan.

Entities will be using the enhanced ED STEPS One Needs Assessment and NEW ED STEPS One Plan.

Districts will also need to complete the annual funding applications that reflect the One Plan. (Due June 30th)

District Plan and Building Plans due April 30th.



Cohort 2

Second year of three-year plan

- Check fiscal resources to make sure you have the fiscal resources you want linked to action steps for FY24.
- Are all the fiscal resources that district receives connected to an activity in the plan?
- Make any revisions to plan that you want to make with Strategy descriptions and action steps.
- If you want to add or delete a strategy, you will need to go back into the One Needs Assessment Pre-planning stage.
- Due Date June 30th with funding application submission.

Cohort 1

Third year of your three-year plan

- Will begin new planning process in Jan. 2024 for FY25 funding year.
- Plan will continue to reside in CCIP Planning Tool for one more year.
- Make any revisions to plan needed to complete your final year.
- Due Date: **June 30th** with funding application submission.

Trainings for ED STEPs

<u>ED STEPs Open Office Hours begin February 2, 2023:</u>

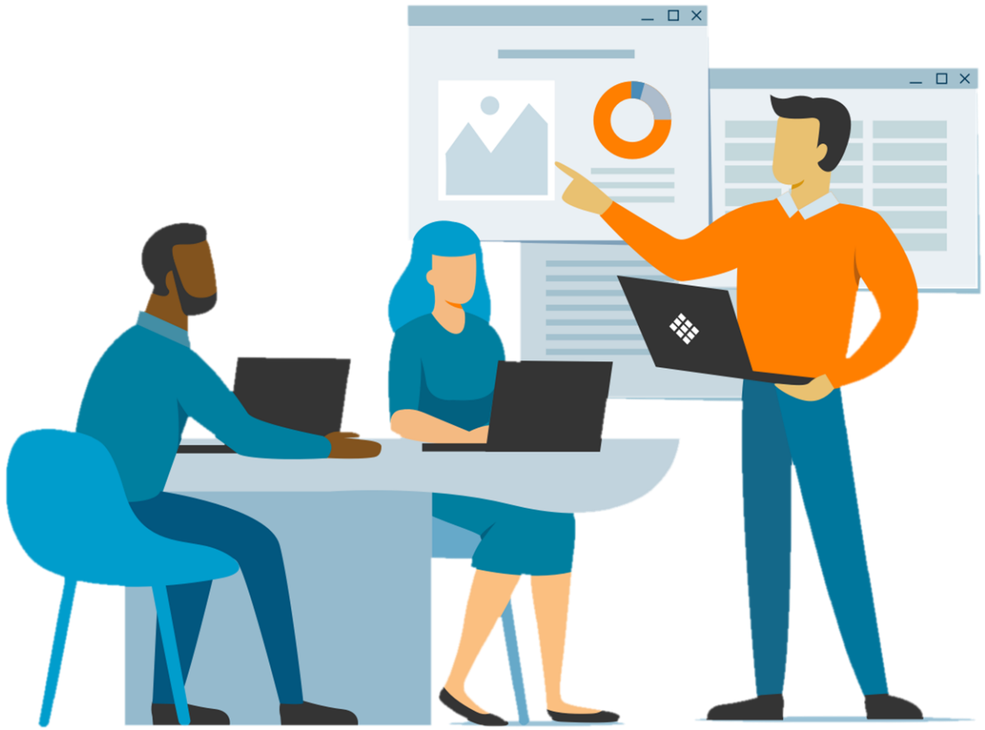
Every Thursday
1:00PM – 2:00PM

<u>Regional Trainings:</u>

June - 15th – 23rd Locations to be announced
½ Day Live Lab Funding Application
½ Day Federal Programs/EDSTEPs Updates

<u>Webinars:</u>

Cohort 3: January 11, 2023
10:00AM – 12:00PM and 1:00PM – 3:00PM
Cohorts 1 and 2: April 13, 2023
10:00AM – 12:00PM and 1:00 – 3:00PM



EDSTEPS

One Needs Assessment



Ohio Department of Education

ED STEPS Planning Cycle Connections

- One Needs Assessment is the first step in the ED STEPS Planning Cycle.
- The purpose of the One Needs Assessment is to determine the priority needs that will be addressed in the One Plan.
- One Needs Assessment will inform many elements of the One Plan including:
    - Goals
    - Strategies
    - Office Rubrics
    - Embedded Plans

One Needs Assessment

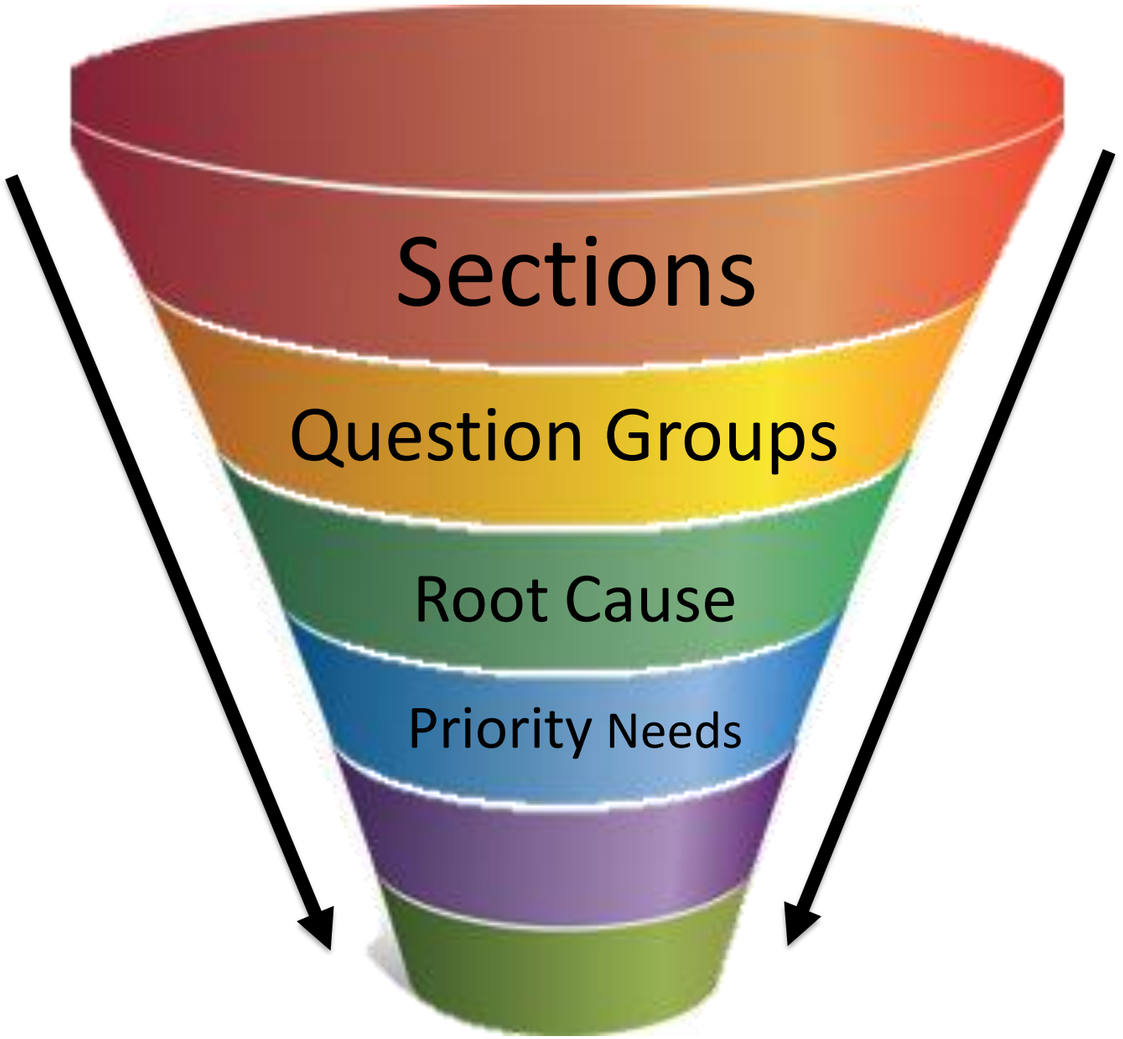
Data Driven

Comprehensive

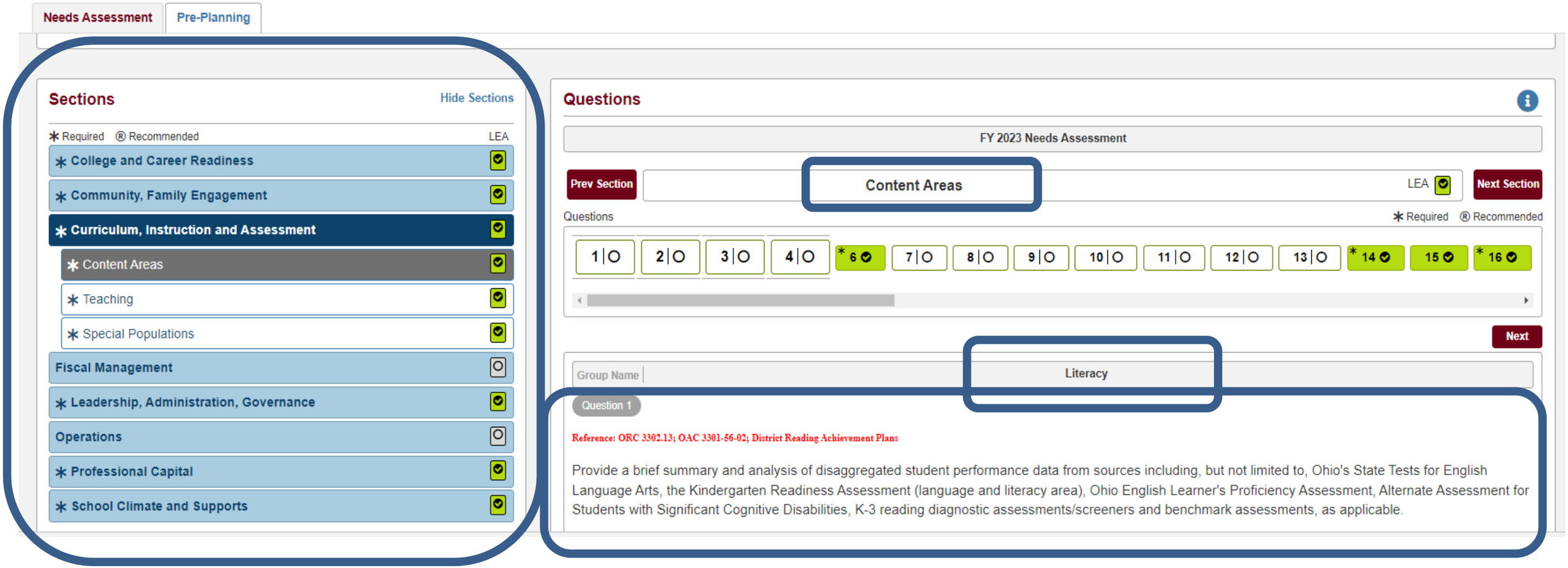
Focusing on a few
High Impact, Priority Needs

Create SMART Goal and Strategy
Areas for One Plan

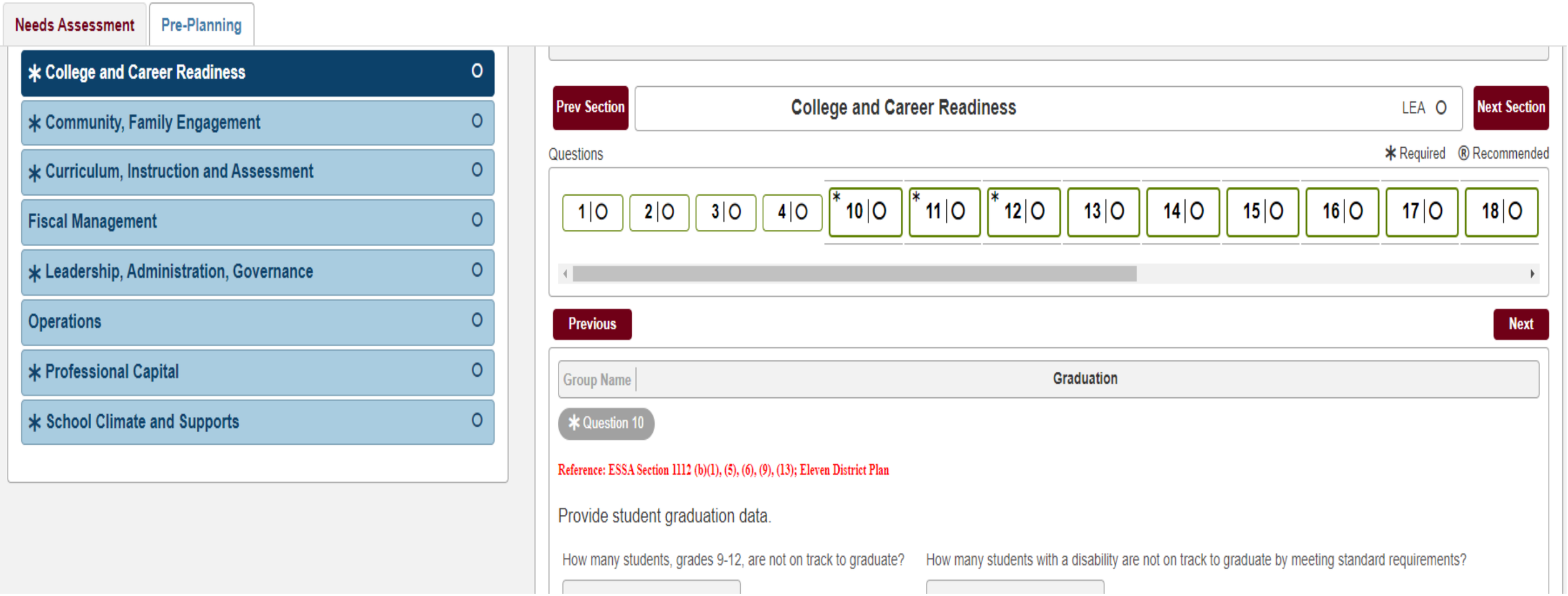
ED STEPS: One Needs Assessment



One Needs Assessment Guided Questions

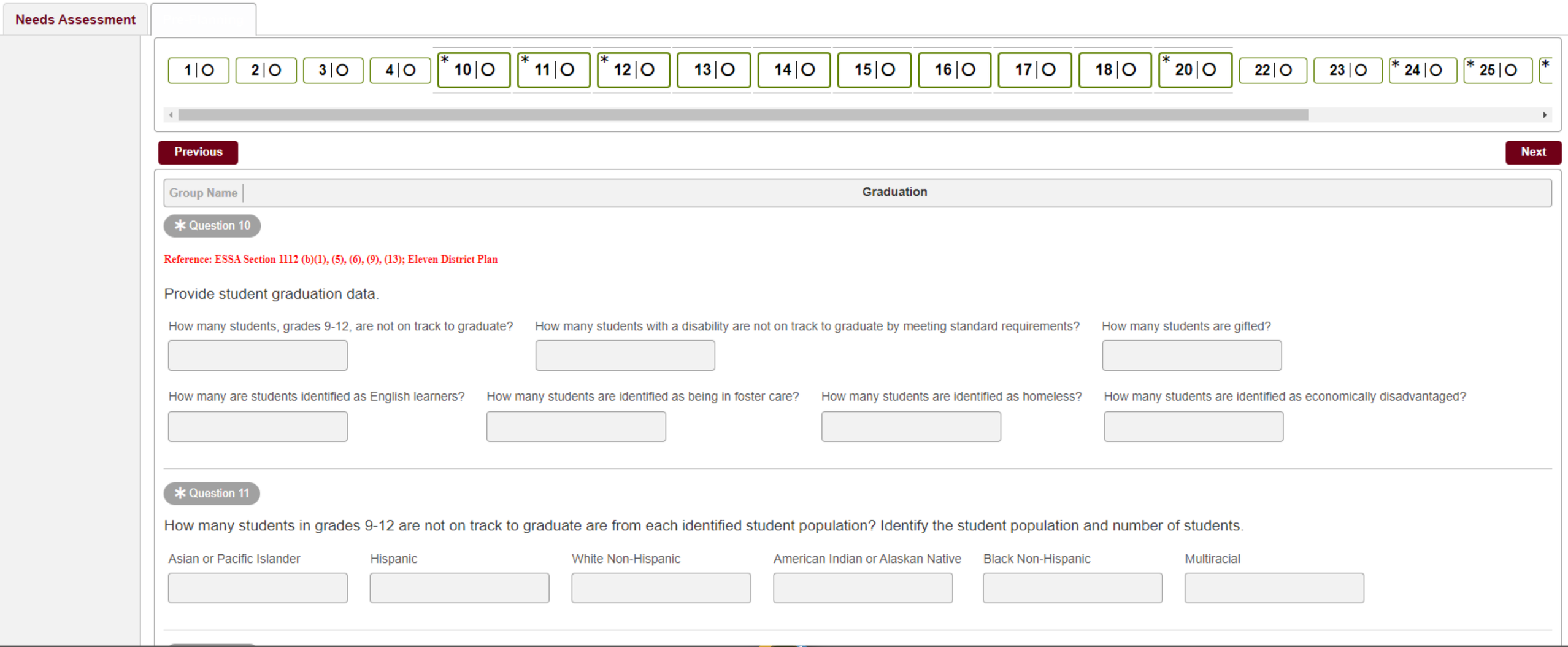


One Needs Assessment
Graduation – College and Career Readiness



Ohio Department of Education

One Needs Assessment
Graduation – Required Questions



One Needs Assessment
Graduation – Root Cause and Priority

Question 20

Root Cause(s): Based on your analysis, what are the underlying root cause(s) that if addressed, would result in a positive impact?

Students are not graduating at the rate they once did. Attendance and drop-out issues are caused by a lack of student engagement. Students don't see themselves as college ready. They don't understand the requirements of the work world. The coursework doesn't align to their career goals. They don't see the purpose of some of the required courses.

347 /8000 Max Character Count

Question 21

Is this a Priority Need?
Selecting "Yes" sends this to the Pre-Planning tab.

(•) Yes ( ) No

ED STEPS Planning Cycle Connections

- First, the district will complete the One Needs Assessment tab by answering questions, assessing root causes and identifying priority needs.
- Next, the district will complete the Pre-Planning tab.
- On the Pre-Planning tab, the district or school will select the SMART Goal Areas and Strategy Areas.

Pre-Planning
The Intersection of Needs and Plans

Needs Assessment | Pre-Planning

Priority Needs List

Display Selected Items

SMART Goal Area (From Priority Need)	Root Cause(s)	Primary Strategy Area (Section)	Additional Strategy Areas	Send To Planning Tool
Career-Technical Education	This coming school year, the district will be partnering with Van Wert County for career training for our students in 9-10. This will include a program called YouScience (grades 5-12). Students will be participating in county events to expose the students to careers available in Van Wert County. Currently we do this in grades 11-12 with Mercer County. Expanding the program will have a positive impact as it will get the students thinking about careers and training at an earlier age and also expose them to another set of careers.	Curriculum, Instruction and Assessment	Select Improvements	☐
Engagement	Families don't understand new curriculum and terms like SEL and the Science of Reading. Families are not aware of current graduation requirements and options.	Community, Family Engagement	Select Improvements	☐
English Language Arts	Through BLT meetings and data analysis, it has been determined that we need to train our teachers to use our ELA programs with fidelity. This school year the district is implementing a new ELA program and the teachers are spending the summer in training. The teachers will be meeting weekly to have data meetings and to work collaboratively in developing curriculum to support our students.	Curriculum, Instruction and Assessment	Select Improvements	☐
Graduation	Students are not graduating at the rate they once did. Attendance and drop-out issues are caused by a lack of student engagement. Students don't see themselves as college ready. They don't understand the requirements of the work world. The coursework doesn't align to their career goals. They don't see the purpose of some of the required courses.	College and Career Readiness	Select Improvements	☐
Mathematics	Math Scores have remained consistent and have not improved. Teachers will be trained to break down skills. An intervention period will be added to the school day to provide additional small group instruction or intervention	Curriculum, Instruction and Assessment	Select Improvements	☐

Pre-Planning
Strategy Areas Selected by Section

Priority Needs List

Display Selected Items

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Engagement	Families don't understand new curriculum and terms like SEL and the Science of Reading. Families are not aware of current graduation requirements and options.	Community, Family Engagement	College and Career Readiness Community, Family Engagement Fiscal Management Leadership, Administration, Governance Operations Professional Capital	☐
English Language Arts	Through BLT meetings and data analysis, it has been determined that we need to train our teachers to use our ELA programs with fidelity. This school year the district is implementing a new ELA program and the teachers are spending the summer in training. The teachers will be meeting weekly to have data meetings and to work collaboratively in developing curriculum to support our students.	Curriculum, Instruction and Assessment		☐
Graduation	Students are not graduating at the rate they once did. Attendance and drop-out issues are caused by a lack of student engagement. Students don't see themselves as college ready. They don't understand the requirements of the work world. The coursework doesn't align to their career goals. They don't see the purpose of some of the required courses.	College and Career Readiness	× School Climate and Supports × Community, Family Engagement	☐

Pre-Planning
Selected Priority Needs Become Goals

Needs Assessment | Pre-Planning

SMART Goal Area (From Priority Need)	Root Cause(s)	Primary Strategy Area (Section)	Additional Strategy Areas	Send To Planning Tool
Career-Technical Education	This coming school year, the district will be partnering with Van Wert County for career training for our students in 9-10. This will include a program called YouScience (grades 5-12). Students will be participating in county events to expose the students to careers available in Van Wert County. Currently we do this in grades 11-12 with Mercer County. Expanding the program will have a positive impact as it will get the students thinking about careers and training at an earlier age and also expose them to another set of careers.	Curriculum, Instruction and Assessment	Select Improvements	☐
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Graduation	Students are not graduating at the rate they once did. Attendance and drop-out issues are caused by a lack of student engagement. Students don't see themselves as college ready. They don't understand the requirements of the work world. The coursework doesn't align to their career goals. They don't see the purpose of some of the required courses.	College and Career Readiness	× School Climate and Supports × Community, Family Engagement	☑
Mathematics	Math Scores have remained consistent and have not improved. Teachers will be trained to break down skills. An intervention period will be added to the school day to provide additional small group instruction	Curriculum, Instruction and Assessment	× Professional Capital	☑

Flexibility and Options
Funding the Plan

Example:

- **SMART Goal Title:** Graduation
- **Strategies Title:**
  - College and Career Readiness
  - School Climate and Supports
  - Community, Family Engagement
- **Action Steps**: Detailed implementation steps



EDSTEPS Planning Cycle Connections

When setting the SMART Goal Areas and Strategies, a district or school should consider many factors:

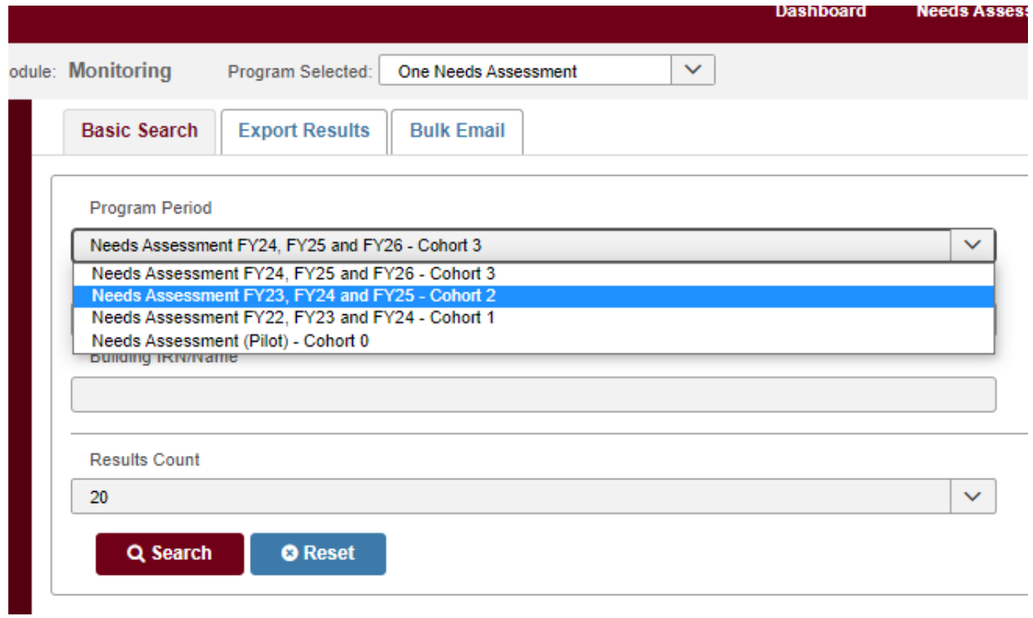
- Required questions from One Needs Assessment
- Root cause analysis
- Required elements from One Plan rubrics
  - Create / View Page and ED STEPS Manual
- Required One Plan embedded plans
  - Occurs at the strategy level

Editing the One Needs Assessment

- The One Plan is a three-year plan.
- Edits are not required each year. However, a district or school may have a need to adjust the plan.
- Most edits can be completed in the One Plan.
- The district or school would only need to edit the One Needs Assessment if the underlying needs, root causes, Priority Needs, or structure of the SMART Goals and Strategies need to change.

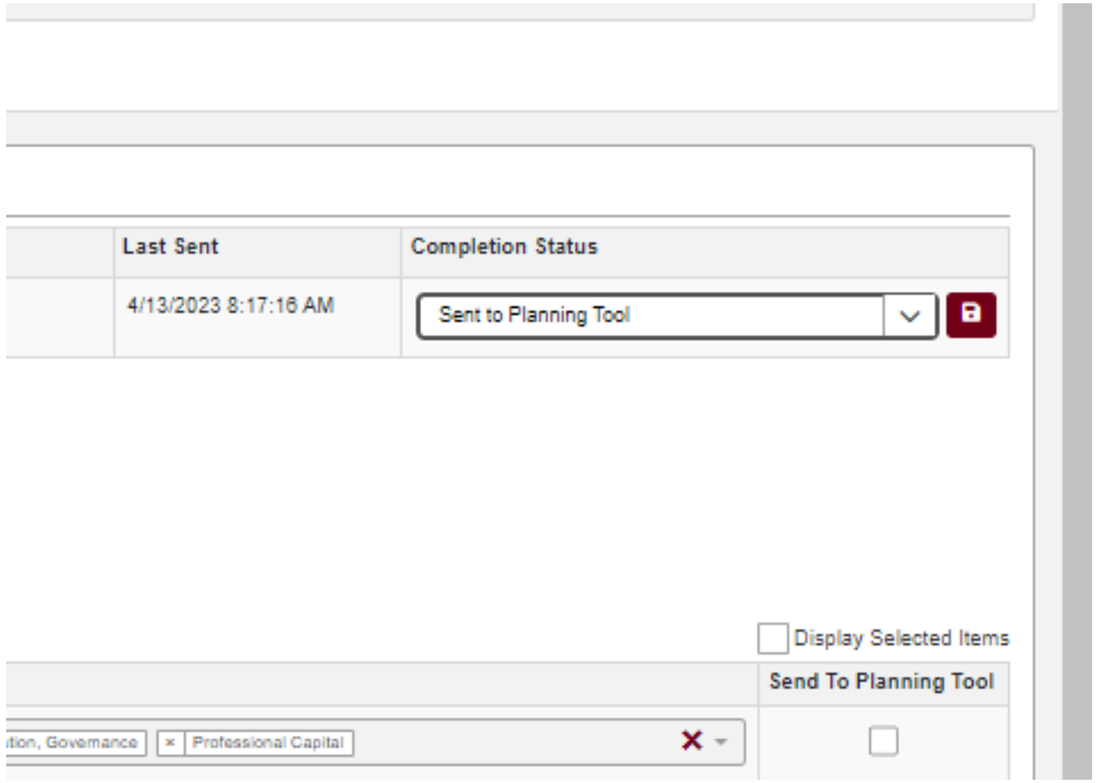
Editing the One Needs Assessment

- If you need to edit the One Needs Assessment, the first step is to select your cohort year.
- Go to the Search page, and select the cohort year from the dropdown menu.



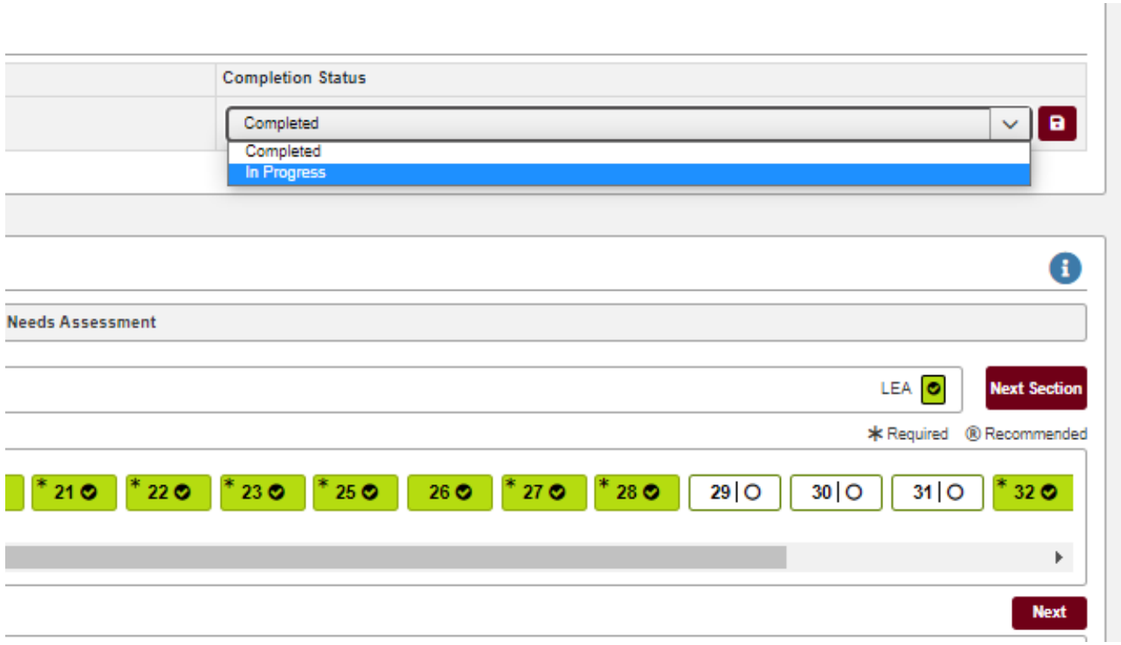
Editing the One Needs Assessment

- Then, change the status of the Priority Needs page from Sent to Planning Tool to “In Progress.”
- Here you can edit your Priority Needs and Strategy Areas.
- *Note: The One Plan needs to be in a revision status.*



Editing the One Needs Assessment

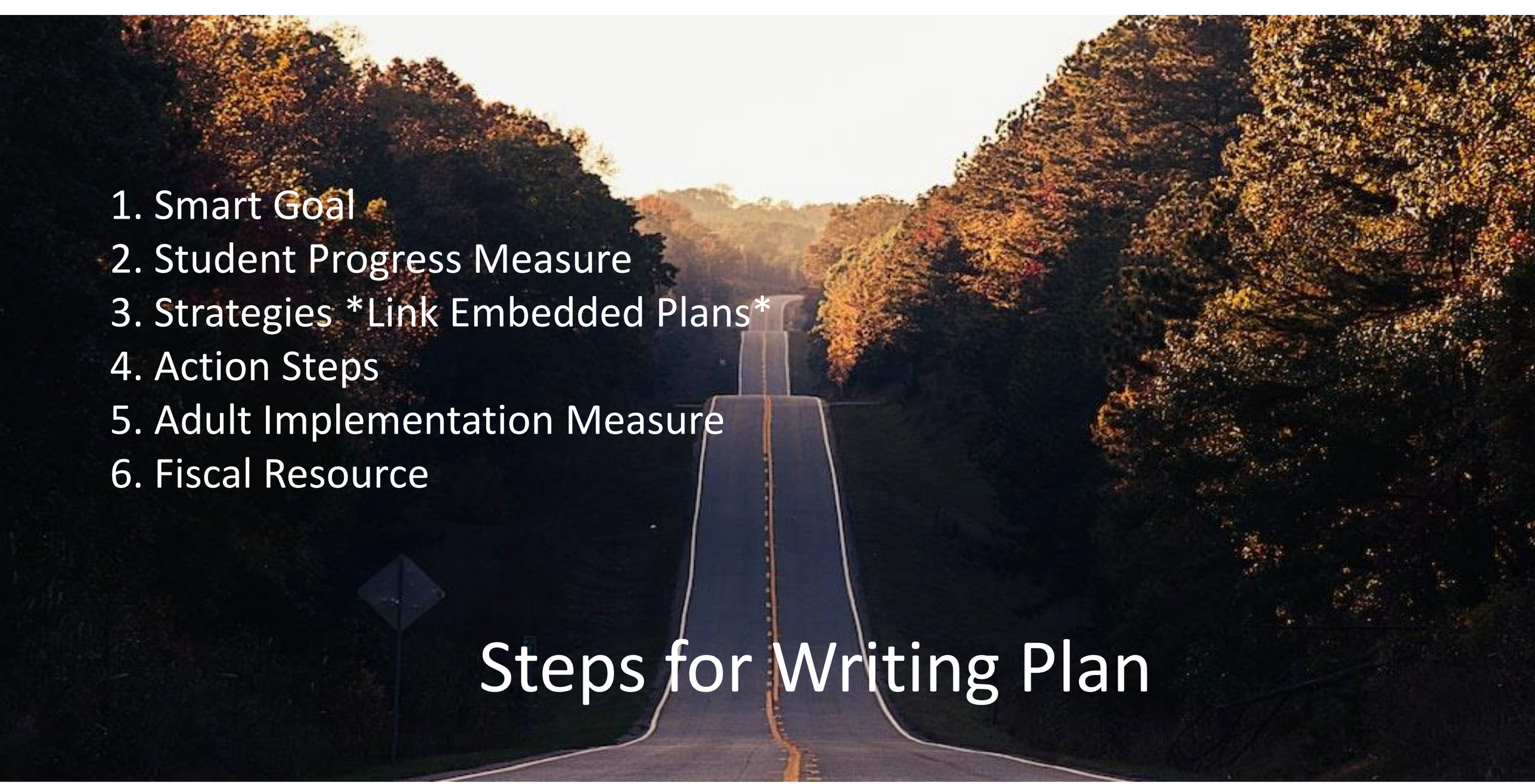
- If you need to change your needs or root cause, you will also need to change the Needs Assessment page to “In Progress.”
- When you have finished making edits, change the status back to Completed and hit Save.



EDSTEPS

One Plan

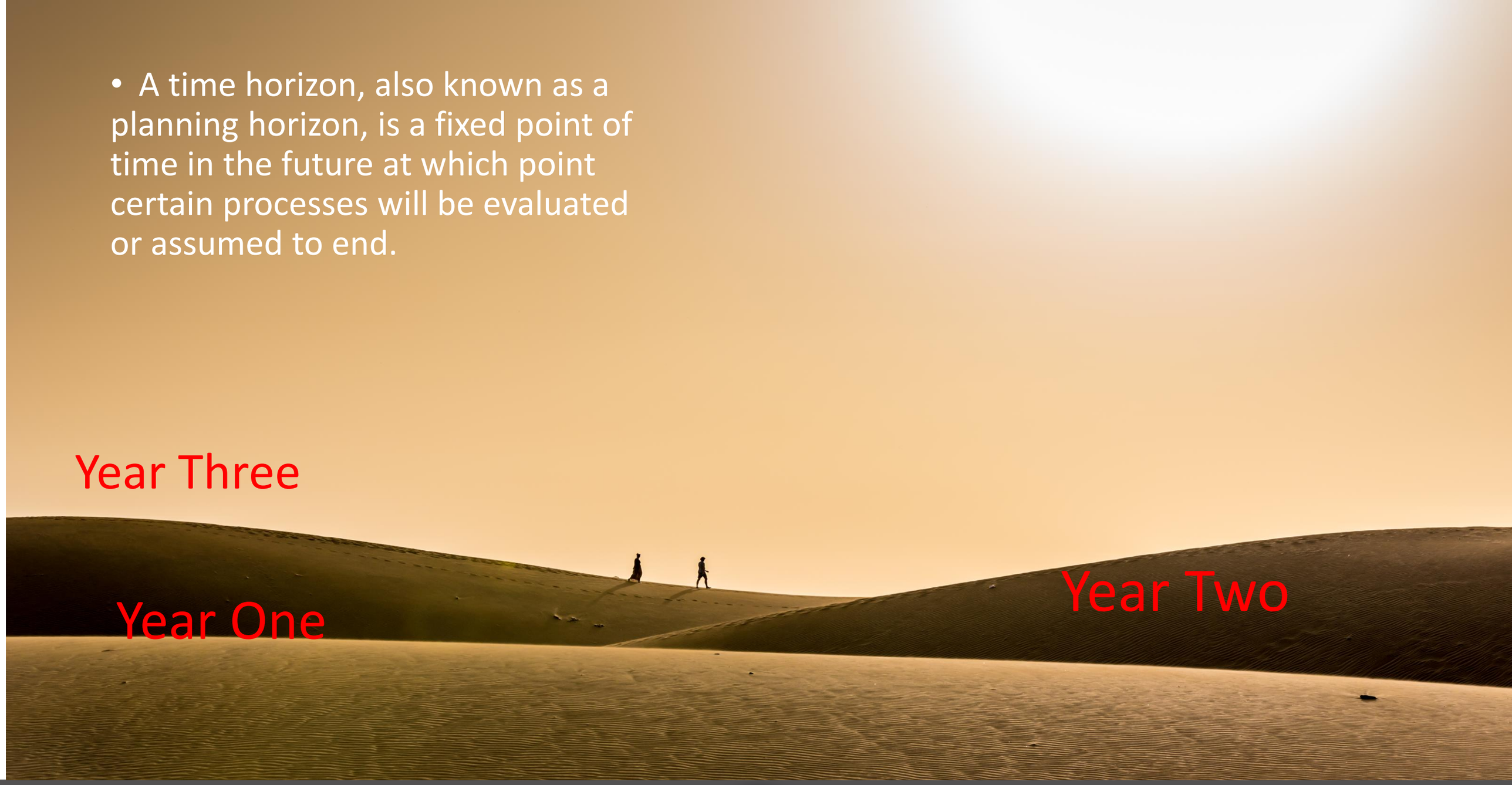




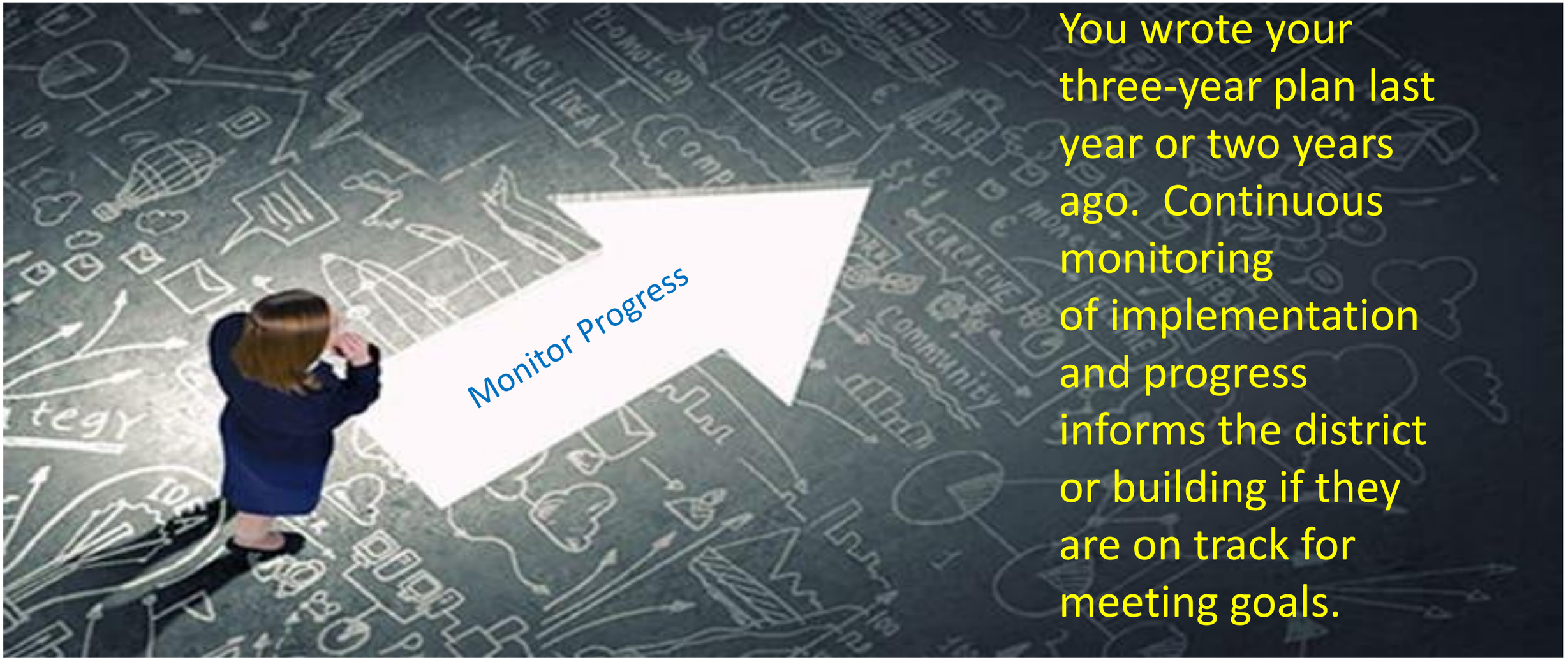
1. Smart Goal
2. Student Progress Measure
3. Strategies *Link Embedded Plans*
4. Action Steps
5. Adult Implementation Measure
6. Fiscal Resource

Steps for Writing Plan

- A time horizon, also known as a planning horizon, is a fixed point of time in the future at which point certain processes will be evaluated or assumed to end.



What Do I Do Now?

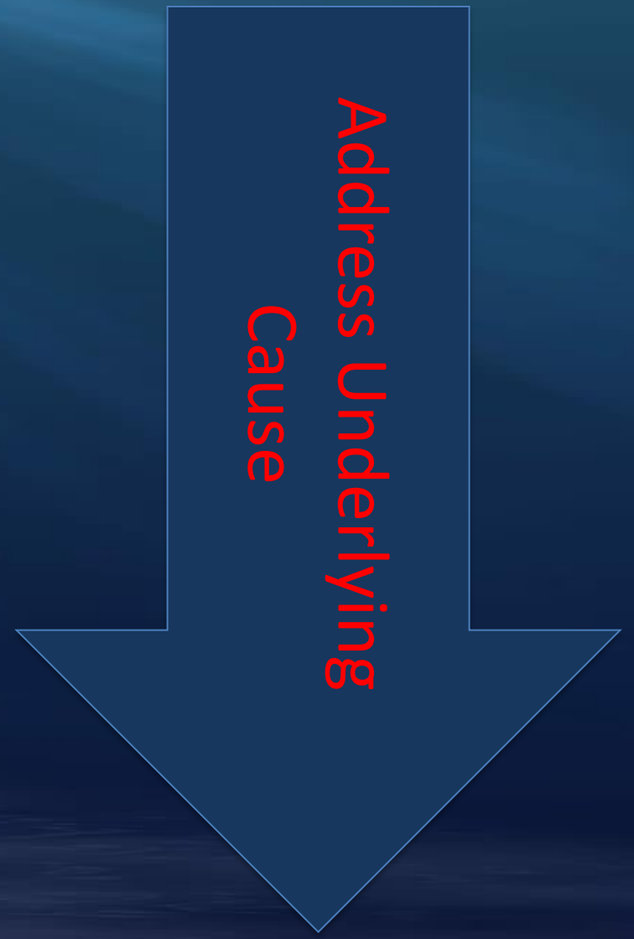


You wrote your three-year plan last year or two years ago. Continuous monitoring of implementation and progress informs the district or building if they are on track for meeting goals.

Deep Implementation of Strategies

Surface implementation versus Deep implementation

Often, we want to address all needs.
In doing so, we minimize the effect we have.
Select a few in order to dive deeply into the causes.
Address needs over a longer period of time to affect a change.
Eventually, we will be able to address all needs.



Roadmap to Strategy Execution

- Action Steps support the implementation of each strategy to reach your goal's success over a period of time.
  - –Describes Activities
  - –Provides Sustainability
  - –Identifies Who
  - –Outlines Timeline
  - –Applies Resources





Monitoring Your Plan Journey

Build From Your Root Cause

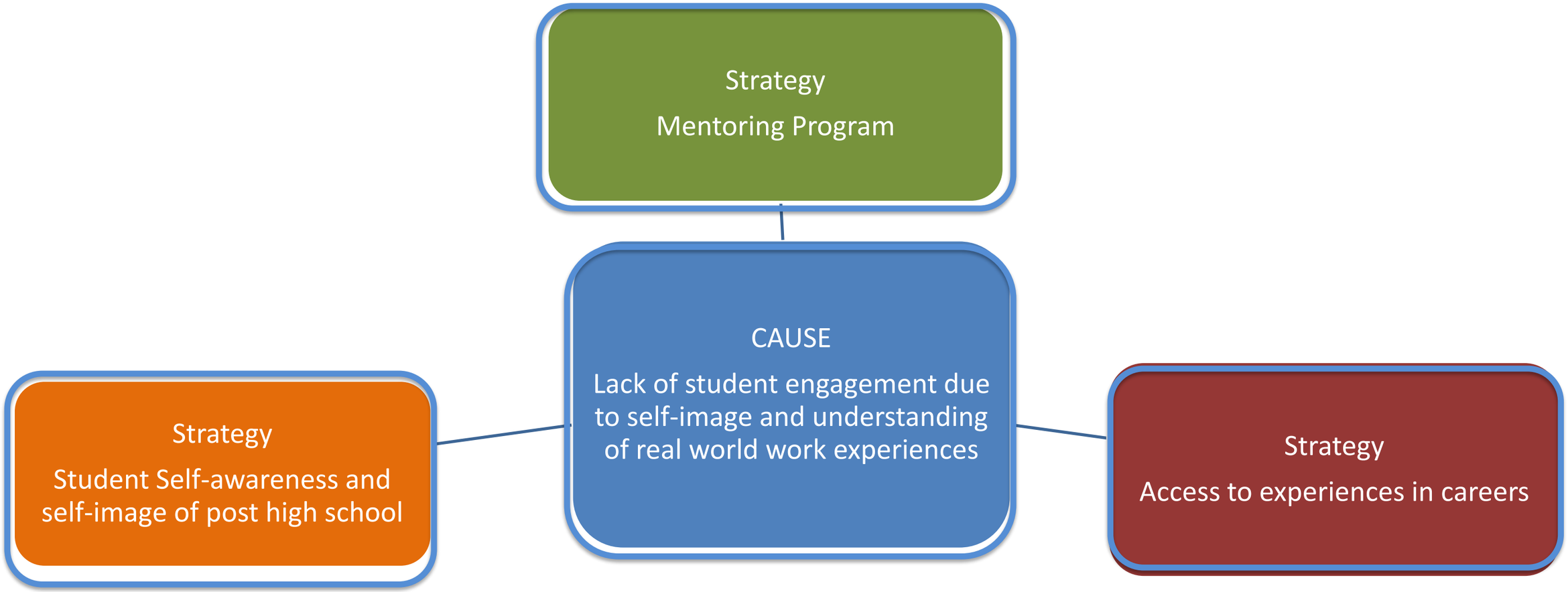
Graduation

Students are not graduating at the rate they once did. Attendance and drop out issues are caused by lack of student engagement. They don't see themselves as college ready. They don't understand the requirements of the work world. The coursework doesn't align to their career goals. The don't see the purpose of some of the required courses.

Identify the causes from your root cause analysis.

1. A lack of student engagement: Student self-image as college ready. Student understanding of work world.
2. Coursework doesn't align to career goals: authentic and relatable courses to work world and skills needed.

Identify Strategies



Brainstorm the activities that could be implemented to address identified barriers in cause.

Goal: Increase Graduation and Attendance

- College and Career Readiness Strategy:

Description

– Increase student engagement by providing students opportunities to make real world connections between learning and work and increasing student understanding of careers available related to student strengths through:

  - Career Counseling – Year One
  - Mentoring Program- Year Two
  - Work Experiences – Year Three

Action Steps

Action Steps Describe Tasks Over Time

- Determine what activities need to continue.
- Consider the order of the activities that need to occur.
- Identify in what year each activity needs to begin.
- Estimate how much time is needed to complete each activity.
- Identify who will be responsible for carrying out the action.
- Select resources to support activities.



3 Years of Action Steps

- *College and Career Readiness Strategy:*
  - *Action Steps for Career Counseling.*
    - Hire a career counselor to implement a school to post-high school student career plans beginning in 8th grade. ***Year 1 to Year 3***
    - Adopt and implement a career assessment program to determine student strengths and interests. ***Year 1***
    - Develop community partners for career connections with area businesses and chamber of commerce and Ohio Means Jobs resources. ***Year 1 to Year 3***



Action Steps

- *College and Career Readiness Strategy:*
  - *–Action Steps for Mentoring*
    - Develop mentoring program with 9th-10th grade students with community partners. Year **2 to 3**
    - Implement career field trip days for students in grades 8-10 based on student strength and interest surveys. Year **2-3**
  - **Work Experiences action steps** develop for beginning in Year 3
    - Apprenticeships
    - After school jobs
    - Field Experience Opportunities

Adding Fiscal Resources

Plan Your Resources

Step 1: Select the fiscal year that you want to edit and click the "Edit" icon.

Step 2: For each action step, select the funding sources that will support implementation of the action step.

Step 3: Select "save" at the bottom of the page.

Step 4: Once you've completed your first year, go to the second year and third year to select fiscal resources.

Step 5: Review fiscal resources for each year to assure each fund is linked to action steps.

	Plan Year	Selected Resources
	2024	General Fund Alternative Education Challenge Comprehensive Literacy State Development Subgrant





Select Your Funding Sources - Engagement (2024)

Please select an action item by clicking its radio button, and add funding sources using the Resource Rank on the right. Use "Import Selected" under the Resource Bank table to add selected funding on the right to your selected action in the table below. Hover over Action Description to see full content.

Show 10 entries

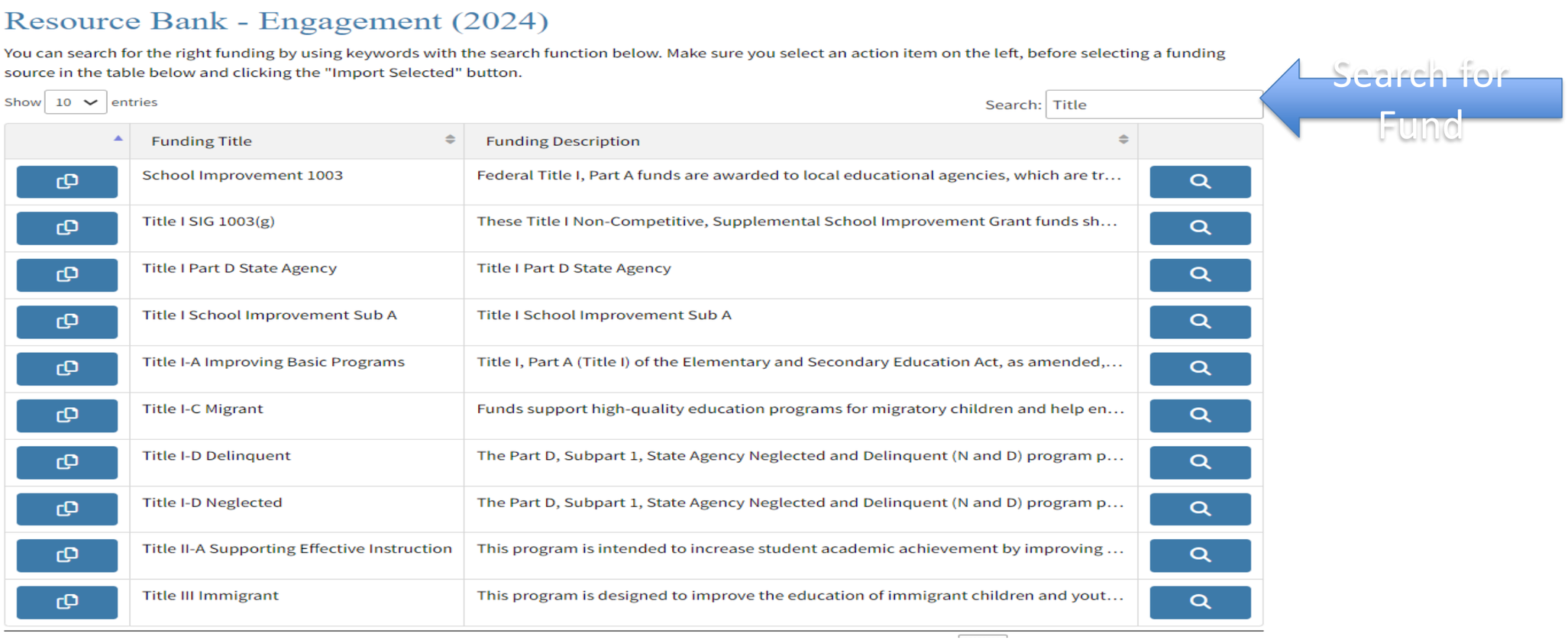
Search:

Action Description	Funding Year(s)		Funding Sources	
Parent Literacy Workshops	2024		Alternative Education Challenge	
Parent Math Workshops	2024		General Fund	
Reading Blocks built into schedule	2024		Comprehensive Literacy State Development Subgrant	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Adding Fiscal Resources



*Be sure to link all your active Consolidated Funds to at least one action step.

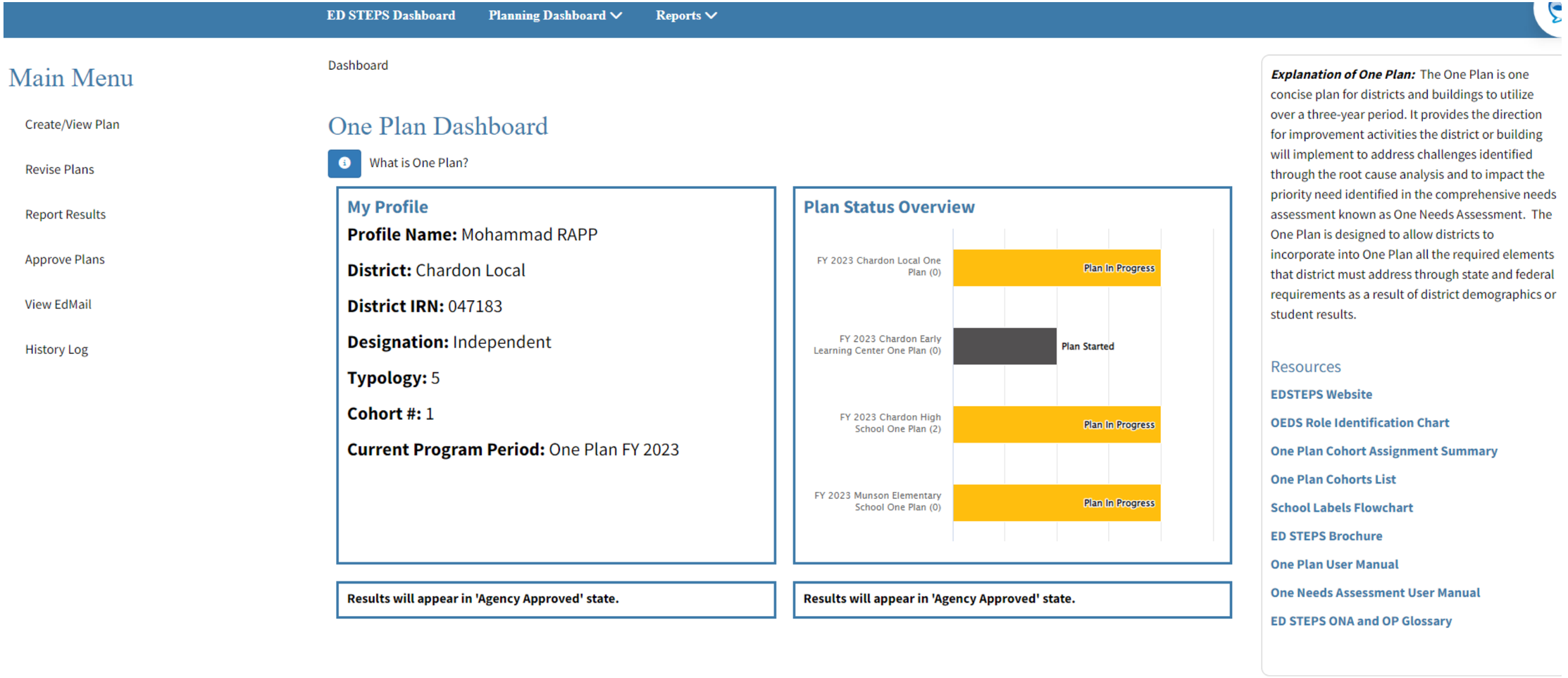
If You Need to Make Goal/Strategy Changes

- **ADD Goal:** You will need to reopen the One Needs Assessment.
- **EDIT Goal:** If you are only changing the SMART Goal statement, you can do this in the One Plan.
- **ADD Strategy:** You will need to reopen the One Needs Assessment.
- **EDIT Strategy:** If you are only changing the strategy description, you can do this in the One Plan.

Updates in One Plan

- SMART Goal Statements – Multiple Options
- Student and Adult Measures – Multiple Options
- Rubrics – Provide Criteria
- Embedded Plan Reports
- Action Steps Re-Organized
- Progress Monitoring Report

One Plan Dashboard



Rubrics Inform Required Items



SMART Goal Statements

Define Your SMART Goal Statement

Step 1: Select SMART goal statement from pre-defined options listed below.

Step 2: Create SMART goal statement by filling out the required fields below.

Goal Title: Engagement

Root Cause Analysis

ED STEPS will enable districts to develop one comprehensive plan for student growth and leverage all its federal and other resources to fund that plan rather than creating programs based on available funding. This "funding the plan" rather than "planning to fund" approach is expected to better serve students and communities. This will make it easier for districts and schools to coordinate administrative planning with program planning and implementation.

Select your SMART goal statement

- ○ By **DATE** we will improve the performance of **TARGET GROUPS**, **GRADE LEVELS** students at/in **LOCATIONS** to **PERFORMANCE** in **SUBJECT AREA** using **WHAT MEASURE**.
- ○ **TARGET GROUPS** students in **GRADE LEVELS** will **PERFORMANCE** in **SUBJECT AREA** at/in **LOCATIONS** by **DATE** as measured with **WHAT MEASURE**.
- ○ **LOCATIONS** will focus on **SUBJECT AREA** in **GRADE LEVELS** for **TARGET GROUPS** students to **PERFORMANCE** as measured with **WHAT MEASURE** by **DATE**.
- ◉ Students in **GRADE LEVELS** at **LOCATIONS** will be progress monitored using **WHAT MEASURE** with an anticipated **PERFORMANCE** in **SUBJECT AREA** focusing for **TARGET GROUPS** students by **DATE**.
- ○ **PERFORMANCE** will be achieved by **DATE** with **TARGET GROUPS** students for **SUBJECT AREA** in **GRADE LEVELS** at/in **LOCATIONS** using **WHAT MEASURE** to monitor groups.
- ○ **SUBJECT AREA** will **PERFORMANCE** at **LOCATIONS** in **GRADE LEVELS** with **TARGET GROUPS** using **WHAT MEASURE** by **DATE**.
- ○ Using **WHAT MEASURE**, **TARGET GROUPS** students in **GRADE LEVELS** attending **LOCATIONS** will **PERFORMANCE** in **SUBJECT AREA** by **DATE**.

Students in **Third Grade, Fifth Grade, Sixth Grade, Seventh Grade,** at **Chardon Early Learning Center** will be progress monitored using **State Report Card – Gap Closing** with an anticipated **increase 10 %** in **test** focusing for **All Students, Students with Disabilities, Homeless Students, English Language Learner** students by **07/13/2023**.

SMART Goal Statement Options

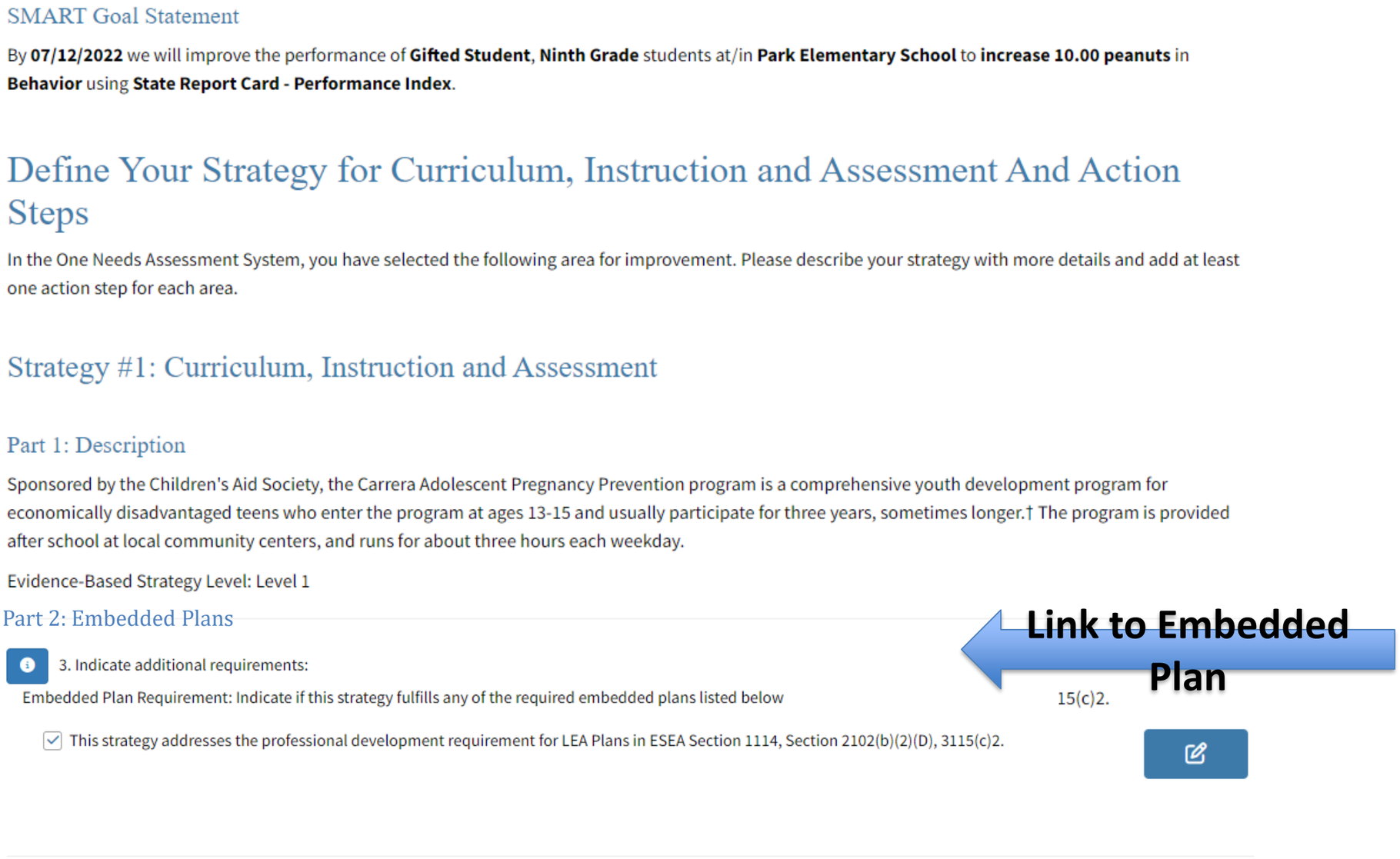
Select your SMART goal statement

- ○ By **DATE** we will improve the performance of **TARGET GROUPS**, **GRADE LEVELS** students at/in **LOCATIONS** to **PERFORMANCE** in **SUBJECT AREA** using **WHAT MEASURE**.
- ○ **TARGET GROUPS** students in **GRADE LEVELS** will **PERFORMANCE** in **SUBJECT AREA** at/in **LOCATIONS** by **DATE** as measured with **WHAT MEASURE**.
- ○ **LOCATIONS** will focus on **SUBJECT AREA** in **GRADE LEVELS** for **TARGET GROUPS** students to **PERFORMANCE** as measured with **WHAT MEASURE** by **DATE**.
- ◉ Students in **GRADE LEVELS** at **LOCATIONS** will be progress monitored using **WHAT MEASURE** with an anticipated **PERFORMANCE** in **SUBJECT AREA** focusing for **TARGET GROUPS** students by **DATE**.
- ○ **PERFORMANCE** will be achieved by **DATE** with **TARGET GROUPS** students for **SUBJECT AREA** in **GRADE LEVELS** at/in **LOCATIONS** using **WHAT MEASURE** to monitor groups.
- ○ **SUBJECT AREA** will **PERFORMANCE** at **LOCATIONS** in **GRADE LEVELS** with **TARGET GROUPS** using **WHAT MEASURE** by **DATE**.
- ○ Using **WHAT MEASURE**, **TARGET GROUPS** students in **GRADE LEVELS** attending **LOCATIONS** will **PERFORMANCE** in **SUBJECT AREA** by **DATE**.

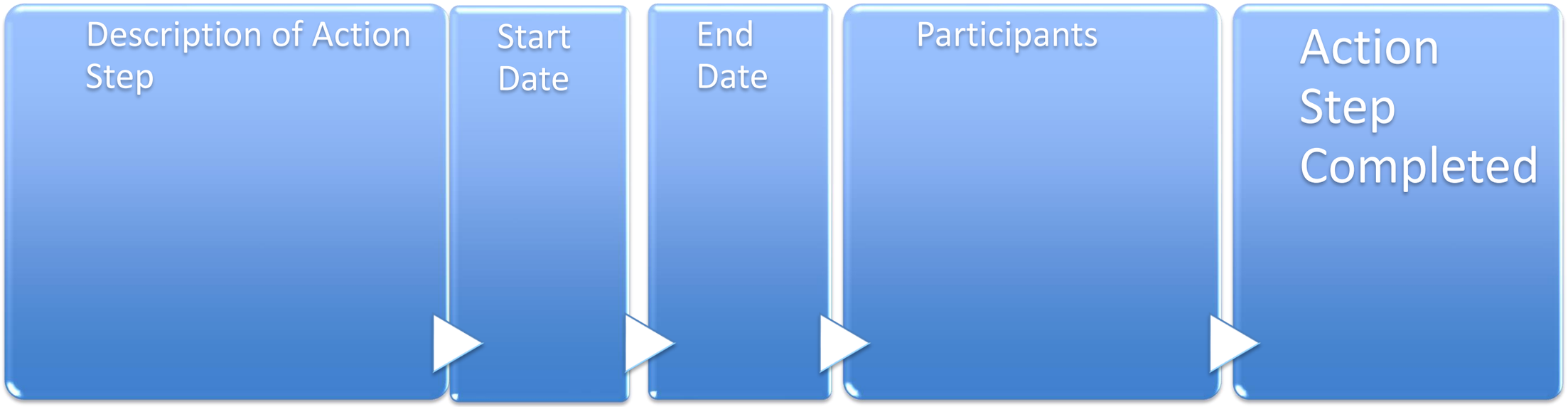
Student and Adult Measure Statements

- 1. Every **Time Period, What Measure** of **Target Group** will be monitored by **By Whom ,**with an annual improvement of **How Much Annually** resulting in an annual/overall improvement of **How Much Overall** by the end of the plan.
- 2. **What Measure** will be monitored each **Time Period** by **By Whom**, focusing on **Target Group** with an annual measure of **How Much Annually** and an annual/overall measure of **How Much Overall** by the end of the plan.
- 3. **Target Group** will be monitored for **What Measure** every **Time Period** by **By Whom** with an annual improvement of **How Much Annually** and an annual/overall improvement of **How Much Overall** by end of the plan.
- 4. **By Whom** will monitor **What Measure** for **Target Group** each **Time Period** resulting in an annual/overall improvement of **How Much Annually** and totaling **How Much Overall** by the end of the plan.
- 5. An annual improvement of **How Much Annually**, totaling **How Much Overall**, will be reached for **Target Group** in **What Measure** as reported by **By Whom** each **Time Period**.

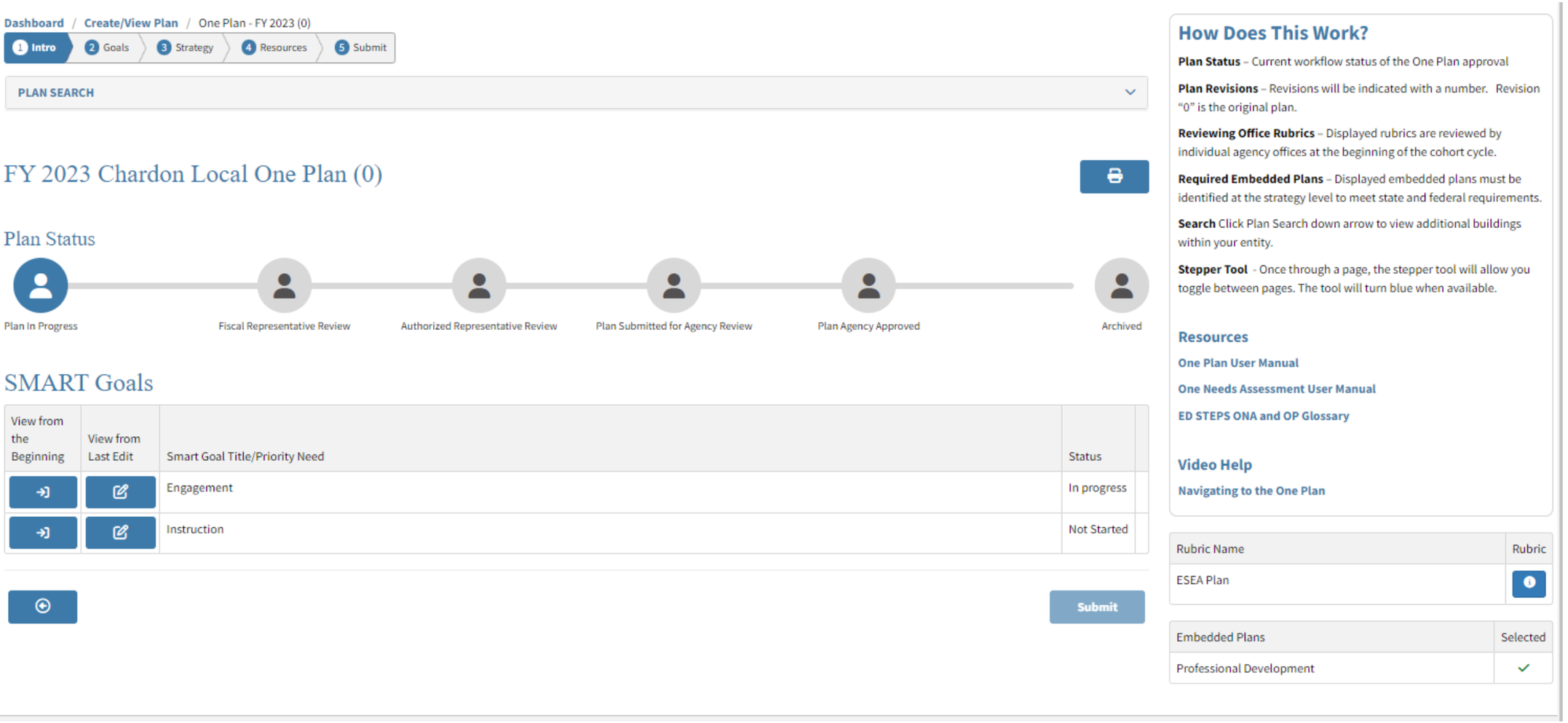
Selecting Embedded Plans on the Strategy Page



Action Step Update



Know Your Required Items



How to Revise Plan

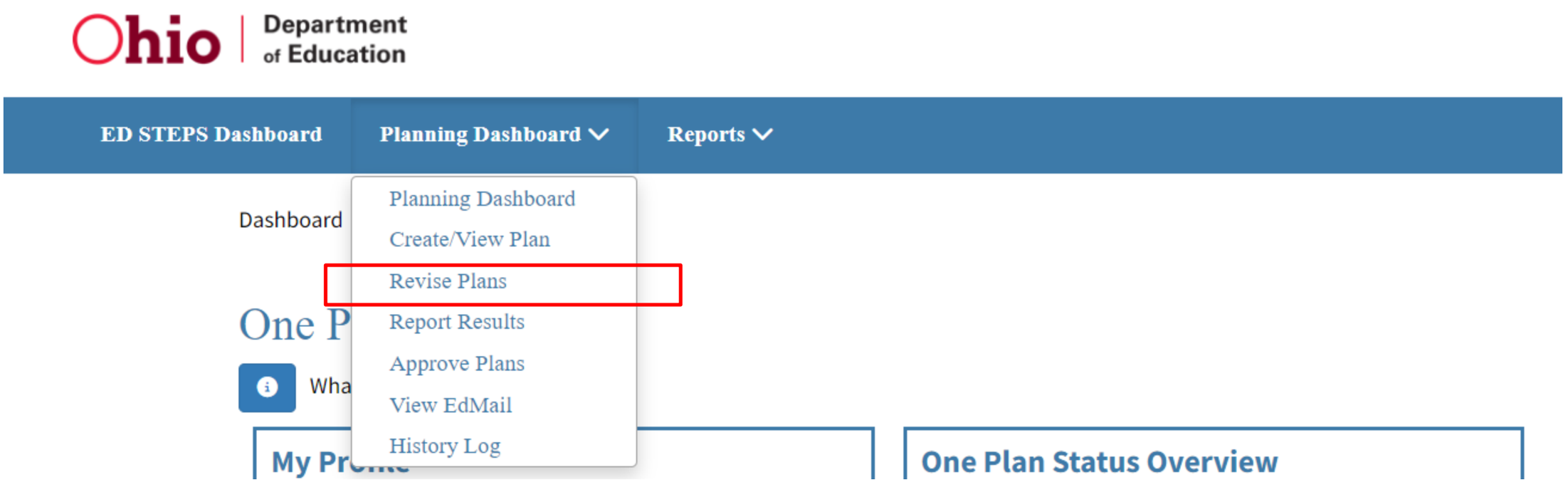
- Two ways depending on plan status:
  - –Plan is still “in-progress” and you want to revise a goal that was completed earlier.
    - Unlock Goal
  - –Plan has been approved by the agency and you want to make changes to the current plan.
    - Select Revise Plan

***A district can start a revision to a plan when it is sitting in **Agency Approved** status.*

Approved Plan Revision



Select Revise Plan



Plan in Progress

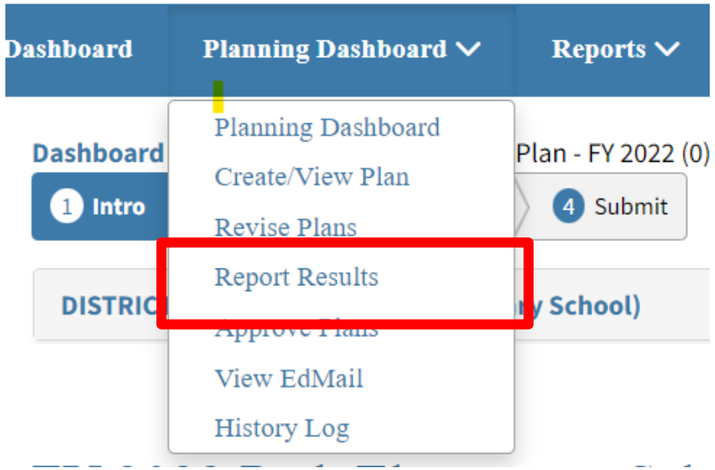


SMART Goals

View from the Beginning	View from Last Edit	Smart Goal Title/Priority Need	Status	
		Assessments	In progress	
		Career-Technical Education	In progress	
		Early Warning System	Completed	

Unlock Goal to Edit Each Goal

Progress Monitoring



Report Results

Monitoring

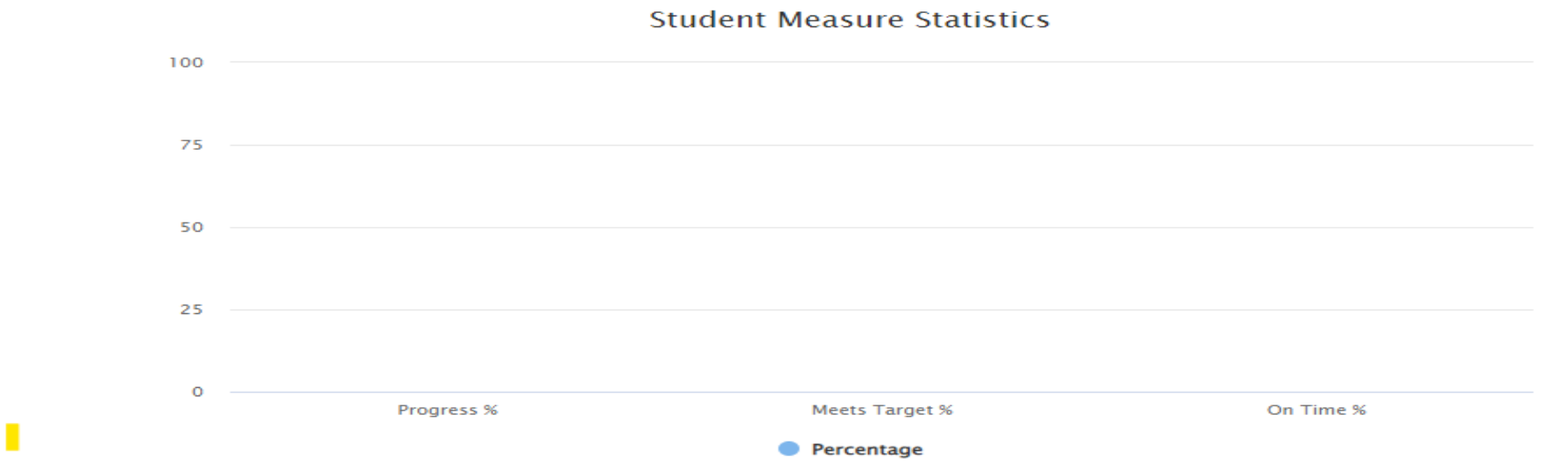
The purpose of student and adult measures data collection tools is to provide an efficient data collection system that gives educators a method for evaluating student and adult performance at the district and building levels. By providing: immediate feedback, embedded graphing, and embedded analysis, data-based decision-making can be shared with stakeholders. It also provides the ability to evaluate the impact of strategies and supports. The frequency and measures can be edited in the student and adult measures embedded in the individual goals.

Show 10 entries

Search:

List Measures	View	Plan Name	Plan Status
		FY 2023 Columbus City CTPD One Plan (0)	Plan Agency Approved
		FY 2023 Eagle Learning Center One Plan (0)	Plan Agency Approved
		FY 2023 Bremen Elementary School One Plan (0)	Plan Agency Approved
		FY 2023 Ontario Primary School One Plan (0)	Plan Agency Approved

Progress Monitoring



Student Measure Table

Show 10 entries

Search:

No.	Student Measurement	Progress Report Measure	Meet Target%	On Time%	Open
1	Every Quarter, Science - District Capacity Assessment of Gifted Student will be measured, with an overall plan improvement of increase 5.00 Scaled Score.	0	0	0	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Open the Measure to add baseline and progress data.

ADD Baseline Measure

Calculate Targets

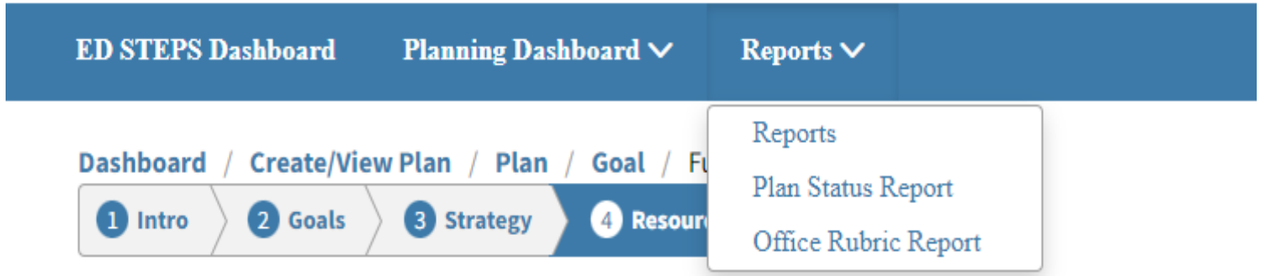
Add Progress Measure

Charts Results

Power Bi Reports

Two reports currently available for districts

- –Plan Status Report
- –Office Rubric Report



- –: Plan Progress Report
- –: Strategy Effectiveness Report

Resources



Resources and Guidance

- EDSTEPS Guidance
  - One Needs Assessment Website
  - One Needs Assessment User Manual
  - One Plan Website
  - One Plan User Manual

Questions

