Introduction to:
Admin Student Snapshot and Archive Admin Student Snapshot

November 28, 2018

Admin Student Snapshot

- Overview
- Getting Started
- Searching by First Name
- Calculating Grades
- Demographics Tab
- Grade to Date tab
- Work Ethics (WE) Tab
- Knowledge (KNW) Tab
- Skill Tab
- PDP Tab
- MP Tab
- Referrals Tab
- Anecdotals Tab
- Certifications Tab
- Diplomas Tab
- Medical Alerts Tab
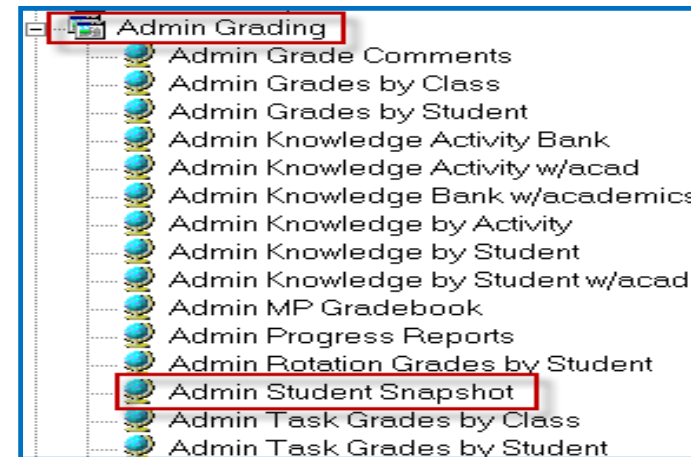
Admin Student Snapshot

Overview

This module allows Administrators to view information on students during the school in a quick glance format. Information that Administrators can view utilizing this module include demographic information, grading information, discipline referral information, anecdotals, certification information, diploma information and medical alerts.

Demographics	Grades to Date	WE	KNW	SKILL	PDP	MP	Referrals	Anecdotals	Certifications	Diplomas	Medical Alerts

Getting Started

Double Click **Modules** > Double click **Admin Grading** > Click **Admin Student Snapshot**

```
Admin Grading
    Admin Grade Comments
    Admin Grades by Class
    Admin Grades by Student
    Admin Knowledge Activity Bank
    Admin Knowledge Activity w/acad
    Admin Knowledge Bank w/academics
    Admin Knowledge by Activity
    Admin Knowledge by Student
    Admin Knowledge by Student w/acad
    Admin MP Gradebook
    Admin Progress Reports
    Admin Rotation Grades by Student
    Admin Student Snapshot
    Admin Task Grades by Class
    Admin Task Grades by Student
```

Note: The listing of modules that appear under Admin Grading may appear differently at your site depending upon the options your site is utilizing and have assigned.
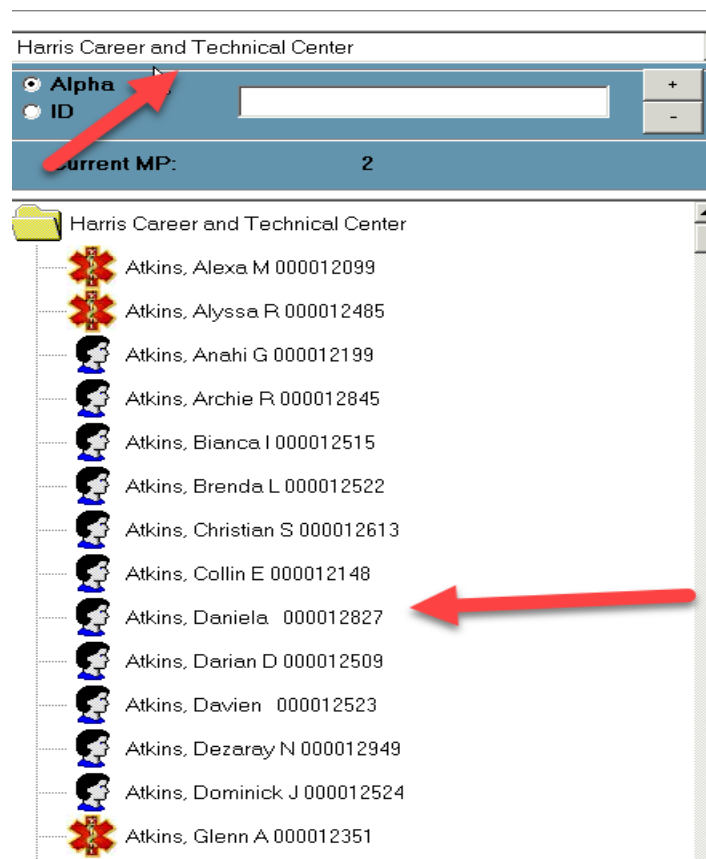
Admin Student Snapshot

Getting Started

When the module opens:

1. Click on a location, by default the module will default to the location that your username is set to.

   If you want to view students from another location select that location from the drop down menu

2. Click on a Student to begin viewing their data
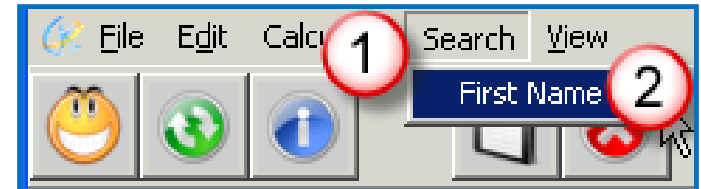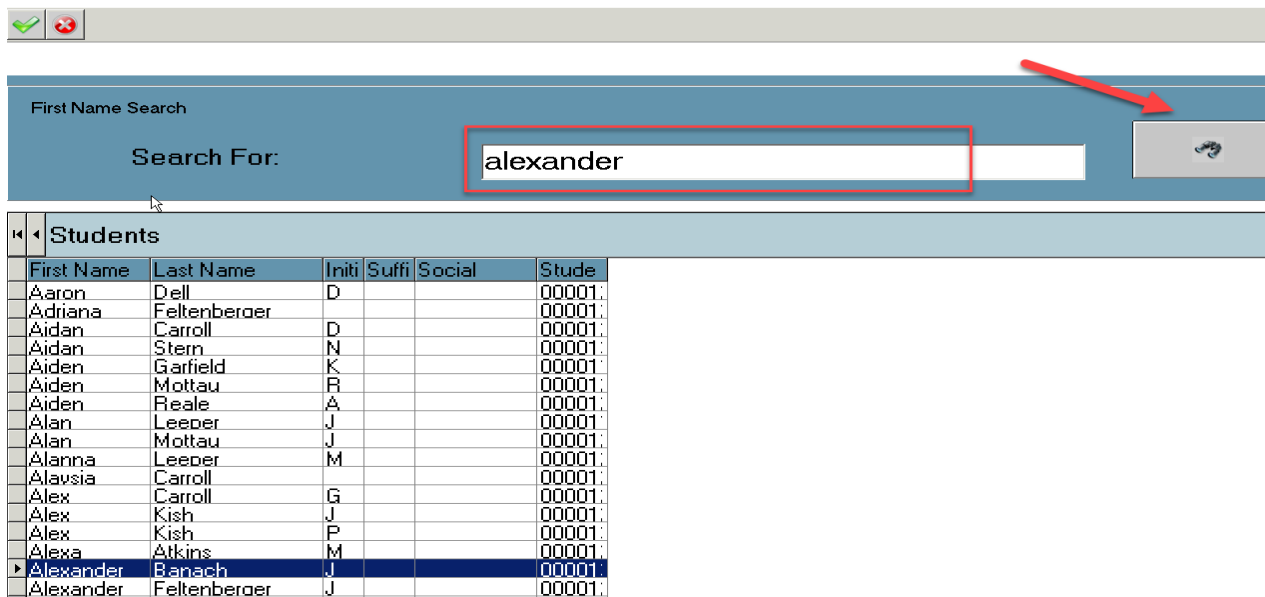
Searching by First Name

The Admin Student Snapshot module provides the ability for users to search by student first name.

1. Click on Search from the top toolbar
2. Click on First Name
3. Enter the Students First Name into the Search Box
4. Click the binoculars to search
5. Click on the Student
6. Click the Green checkmark to return to the module and see the student's information.

First Name Search

Search For: alexander

Students

First Name	Last Name	Initi	Suffi	Social	Stude
Aaron	Dell	D			00001
Adriana	Feltenberger				00001
Aidan	Carroll	D			00001
Aidan	Stern	N			00001
Aiden	Garfield	K			00001
Aiden	Mottau	R			00001
Aiden	Reale	A			00001
Alan	Leeper	J			00001
Alan	Mottau	J			00001
Alanna	Leeper	M			00001
Alaysia	Carroll				00001
Alex	Carroll	G			00001
Alex	Kish	J			00001
Alex	Kish	P			00001
Alexa	Atkins	M			00001
Alexander	Banach	J			00001
Alexander	Feltenberger	J			00001

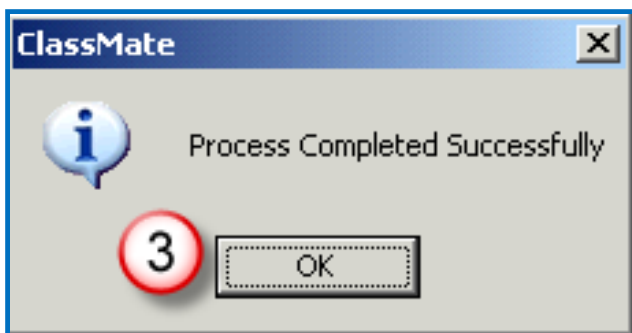# Admin Student Snapshot

Calculating Grades

The Admin Student Snapshot module provides the ability to calculate grades, this functionality is identical to the Calculate < All classes which is available in the Admin MP Gradebook Module. This functionality has been added to Admin Student Snapshot module as well.

1. Click on Calculate
2. Click on All Classes
3. When the process is complete click OK

Dashboard View

Overview:
Once a student is selected the top portion "Dashboard" of the module will display the below Student Information:
* Student Photo – if available in ClassMate

* CTE MP Average – this is calculated using the following formula:
If the MP=1 then the average = MP 1 PGR; MP2 to MP 4 does a mere average for all included periods (tally the PGR for all included periods and then divide by the # of periods).
It does not reference any class formula nor does it include the final grade.

* Attendance – YTD and Current MP totals for Excused / Unexcused / Unexcused Tardy categories

* Grades – Knowledge / Skill / Work Ethic / PDP (if used) / CTE Grade to Date

* CTE Course Student is Currently Enrolled in and Class Teacher

Banach, Frank C 000012643

	YTD	Current MP		
Excused:	6	0	Knowledge Grade:	999
Unexcused:	1	0	Skill Grade:	999
Unex. Tardy:	0	0	Work Ethic Grade:	0
			PDP Grade:	999
			CTE Grade to Date:	999

Welding Technology AM

Feltenberger, Chad

ClassMate

Photo not available

CTE MP Average: 999

Demographics | Grades to Date | WE | KNW | SKILL | PDP | MP | Referrals | Anecdotals | Certifications | Diplomas | Medical Alerts

Admin Student Snapshot

Demographics Tab

Tab Overview:

The Demographics tab will display the students address, phone #, school, gender, ethnicity, sending school counselor, state ID, sending district ID, Birth Date, Age, Grade Level, and any contact information (parent/guardian, etc).

| Demographics | Grades to Date | WE | KNW | SKILL | PDP | MP | Referrals | Anecdotals | Certifications | Diplomas | Medical Alerts |

Address 1:	7599 Bath-Pike Blvd	Home Number: (999) 253-2528
Address 2:		Work Number: () -999
City:	Easton, PA 18045	Cell Number: () -999
District:	Endive Area School District	Email:
School:	Endive Area High School	Gender: Male
Sending School Counselor:		Ethnicity: Hispanic Ethnicity (Any Race)
State ID:	4444950357	District ID: 000023169
Birth Date:	01/07/2003	Age: 15	Grade Level: 10

Student Contact Information

PRM	RES	Home Phone	Name	Type	Work Phone	Cell Phone	Email
F	F	() -999	Mrs. Jennifer Banach	Mother	() -999	(999) 245-4436	jennbatist@hotmail.com
T	T	(999) 253-2528	Mr. Jose A Banach	Father	(999) 534-2534	(999) 399-4799	joseb@pelicanshops.com
F	F	(999) 619-8734	Mr. Ralph Oliveira	Emergency Con...	() -999	() -999	

Admin Student Snapshot

Grades to Date Tab

Tab Overview:

The Grades to Date tab will shows only the grade information related to the current Marking Period. To review grades from previous Marking Periods (Marking Periods that have already been closed) users will click on the MP tab.

Demographics	Grades to Date	WE	KNW	SKILL	PDP	MP	Referrals	Anecdotals	Medical Alerts

MP	PGR	CourseTitle	Class	SEM1	SKL	KNW	WE	PDP	EMP	MID	FEX	FNL	SEM2	INCP	AVG
4	100	Physical Education	PE4F1	84	999	100	999	999	999	999	999	83	82	F	999
4	78	Physical Education II	PE24R2	75	999	78	999	999	999	999	999	73	71	F	999
4	94	Health Education	HE3F2	999	999	94	999	999	999	999	999	85	999	F	999
4	999	Reading PSSA Enrichm...	RE1F1	999	999	999	999	999	999	999	999	999	999	F	999
4	999	Math PSSA Enrichment	ME2F1	999	999	999	999	999	999	999	999	999	999	F	999
4	62	Automotive Technology	AM2	999	72	38	70	84	77	999	999	68	999	F	68

Admin Student Snapshot

Work Ethics (WE) Tab

Tab Overview:

The WE tab will display information such as the Work Ethic Grades, Attendance Date, Attendance Condition, and Course & Class information.

| Demographics | Grades to Date | WE | KNW | SKILL | PDP | MP | Referrals | Anecdotals | Medical Alerts |

WE	Date	Attendance	CourseTitle	Class	ModDate	ModUser	Student	Program	Course
10	06/06/2013	Student Present	Automotive Technology	AM2	06/06/2013 0...	morganr	000010224	470604	470604
10	06/05/2013	Student Present	Automotive Technology	AM2	06/05/2013 0...	morganr	000010224	470604	470604
10	06/04/2013	Student Present	Automotive Technology	AM2	06/04/2013 0...	morganr	000010224	470604	470604
10	06/03/2013	Student Present	Automotive Technology	AM2	06/03/2013 0...	morganr	000010224	470604	470604
10	05/31/2013	Student Present	Automotive Technology	AM2	05/31/2013 0...	morganr	000010224	470604	470604
10	05/30/2013	Student Present	Automotive Technology	AM2	05/30/2013 0...	morganr	000010224	470604	470604
10	05/29/2013	Student Present	Automotive Technology	AM2	05/29/2013 0...	morganr	000010224	470604	470604
10	05/28/2013	Student Present	Automotive Technology	AM2	05/28/2013 0...	morganr	000010224	470604	470604
10	05/24/2013	Student Present	Automotive Technology	AM2	05/24/2013 0...	morganr	000010224	470604	470604
10	05/23/2013	Student Present	Automotive Technology	AM2	05/23/2013 0...	morganr	000010224	470604	470604
10	05/22/2013	Student Present	Automotive Technology	AM2	05/22/2013 0...	morganr	000010224	470604	470604
99	05/21/2013	School Testing	Automotive Technology	AM2	05/21/2013 0...	morykan	000010224	470604	470604
10	05/20/2013	Student Present	Automotive Technology	AM2	05/20/2013 0...	morganr	000010224	470604	470604
10	05/17/2013	Student Present	Automotive Technology	AM2	05/17/2013 1...	morykan	000010224	470604	470604
10	05/16/2013	Student Present	Automotive Technology	AM2	05/16/2013 0...	morganr	000010224	470604	470604
10	05/15/2013	Student Present	Automotive Technology	AM2	05/15/2013 0...	morganr	000010224	470604	470604
99	05/14/2013	Other - Excused from at...	Automotive Technology	AM2	05/14/2013 0...	System	000010224	470604	470604
10	05/13/2013	Student Present	Automotive Technology	AM2	05/13/2013 0...	morganr	000010224	470604	470604
10	05/10/2013	Student Present	Automotive Technology	AM2	05/10/2013 0...	morykan	000010224	470604	470604
10	05/09/2013	Student Present	Automotive Technology	AM2	05/09/2013 0...	morganr	000010224	470604	470604
10	05/08/2013	Student Present	Automotive Technology	AM2	05/08/2013 0...	morganr	000010224	470604	470604
10	05/07/2013	Student Present	Automotive Technology	AM2	05/07/2013 0...	morganr	000010224	470604	470604
10	05/06/2013	Student Present	Automotive Technology	AM2	05/06/2013 0...	morganr	000010224	470604	470604

Admin Student Snapshot

Knowledge (KNW) Tab

Tab Overview:

The KNW tab displays information such as the points the student earned on Knowledge Activities, the total points that were available for the Activity, the Marking Period the Activity was performed in, the Activity name, Course & Class information, and Activity category.

| | Demographics | Grades to Date | WE | KNW | SKILL | PDP | MP | Referrals | Anecdotals | Medical Alerts | |

PTS	TotPts	MP	Activity	CourseTitle	Class	Category	REQ	VER	ActID	DateTaken
0	33	4	Homework Packet#10 T...	Automotive Technology	AM2	Homework Assignment	T	1	000071	05/06/2013
0	33	4	Homework Packet#10 R...	Automotive Technology	AM2	Homework Assignment	T	1	000072	05/06/2013
0	34	4	Homework Packet#10 A...	Automotive Technology	AM2	Homework Assignment	T	1	000073	05/06/2013
0	33	4	Homework Packet#11 T...	Automotive Technology	AM2	Homework Assignment	T	1	000074	05/06/2013
0	33	4	Homework Packet#11 R...	Automotive Technology	AM2	Homework Assignment	T	1	000075	05/06/2013
0	34	4	Homework Packet#11 A...	Automotive Technology	AM2	Homework Assignment	T	1	000076	05/06/2013
65	100	4	Bearinrs Conventional S...	Automotive Technology	AM2	Test	T	1	000028	05/02/2013
999.99	100	4	Bearings Front Wheel Dr.	Automotive Technology	AM2	Test	F	1	000042	05/02/2013
54	100	4	Wheel Test #3	Automotive Technology	AM2	Test	T	1	000026	04/17/2013
45	100	4	WHEEL TEST #1	Automotive Technology	AM2	Test	T	1	000023	04/08/2013
65	100	4	WHEEL TEST #2	Automotive Technology	AM2	Test	T	1	000024	04/08/2013
74	100	3	Packet#7 Exam	Automotive Technology	AM2	Test	T	1	000018	03/01/2013
0	100	3	Micrometer Test	Automotive Technology	AM2	Test	T	1	000017	01/22/2013
0	100	2	Pk #5 Notebook Ck	Automotive Technology	AM2	Homework Assignment	T	1	000010	01/11/2013
66	100	2	Snap on Tool Quiz	Automotive Technology	AM2	Test	T	1	000012	01/02/2013
35	100	2	CDX Tool TEST 1	Automotive Technology	AM2	Test	T	1	000013	12/18/2012
46	100	2	Pk #5 Tool Identification...	Automotive Technology	AM2	Test	T	1	000009	12/13/2012
60	100	2	Packet#9 Test100	Automotive Technology	AM2	Test	T	1	000021	11/12/2012
83	100	1	Packet#4 Safety Test	Automotive Technology	AM2	Test	T	1	000007	10/23/2012
90	100	1	Packet #4 Attitude and ...	Automotive Technology	AM2	Test	T	1	000006	10/17/2012
999.99	100	1	Packet#7 Notebook Ck	Automotive Technology	AM2	Homework Assignment	F	1	000019	10/17/2012
76	100	1	Packet#2 Exam	Automotive Technology	AM2	Test	T	1	000001	09/20/2012

Admin Student Snapshot

Skill Tab

Tab Overview:

The Skill tab will display information such as the Points earned for a Task, the Task Name, the Course Name, the End Date, the Duty & Task ID #'s, and the Duty Name. The Skill tab will only show data for CTE class types.

	Demographics	Grades to Date	WE	KNW	SKILL	PDP	MP	Referrals	Anecdotals	Medical Alerts

PTS	Task	CourseTitle	EndDate	DutyID	TaskID	Duty	SEQ	Status
08	Demonstrate auto shop safety and hy...	Automotive Technology	05/24/2013	000100	000105	ORIENTATION	50	A
08	Demonstrate the use of service inform...	Automotive Technology	05/24/2013	000100	000106	ORIENTATION	60	A
07	Demonstrate the ability to correctly dril...	Automotive Technology	05/24/2013	000300	000302	TOOLS/FASTENERS	20	A
08	Remove, inspect, and service or repla...	Automotive Technology	05/24/2013	000500	000532	SUSPENSION AND STEERING	320	A
08	Rotate tires according to manufacture...	Automotive Technology	05/24/2013	000500	000544	SUSPENSION AND STEERING	440	A
08	Reinstall wheel; torque lug nuts.	Automotive Technology	05/24/2013	000500	000549	SUSPENSION AND STEERING	490	A
08	Install wheel, torque lug nuts, and mak...	Automotive Technology	05/24/2013	000600	000622	BRAKES	220	A
09	Remove, clean, inspect, repack, and i...	Automotive Technology	05/24/2013	000600	000639	BRAKES	390	A
09	Replace wheel bearing and race.	Automotive Technology	05/24/2013	000600	000643	BRAKES	430	A
08	Demonstrate the ability to correctly re...	Automotive Technology	05/02/2013	000300	000303	TOOLS/FASTENERS	30	A
06	Disable and enable supplemental rest...	Automotive Technology	05/02/2013	000500	000505	SUSPENSION AND STEERING	50	A
06	Remove and reinstall press fit power s...	Automotive Technology	05/02/2013	000500	000516	SUSPENSION AND STEERING	160	A
06	Diagnose vehicle wander, drift, pull, ha...	Automotive Technology	05/02/2013	000500	000535	SUSPENSION AND STEERING	350	A
07	Diagnose wheel/tire vibration, shimmy,...	Automotive Technology	05/02/2013	000500	000543	SUSPENSION AND STEERING	430	A
07	Complete work order to include custo...	Automotive Technology	03/21/2013	000500	000501	SUSPENSION AND STEERING	10	A
07	Identify and interpret suspension and ...	Automotive Technology	03/21/2013	000500	000502	SUSPENSION AND STEERING	20	A
07	Research applicable vehicle and servi...	Automotive Technology	03/21/2013	000500	000503	SUSPENSION AND STEERING	30	A
07	Remove and replace steering wheel; c...	Automotive Technology	03/21/2013	000500	000506	SUSPENSION AND STEERING	60	A
07	Inspect steering shaft universal-joint(s...	Automotive Technology	03/21/2013	000500	000507	SUSPENSION AND STEERING	70	A
07	Adjust non-rack and pinion worm beari...	Automotive Technology	03/21/2013	000500	000508	SUSPENSION AND STEERING	80	A
07	Remove and replace rack and pinion s...	Automotive Technology	03/21/2013	000500	000509	SUSPENSION AND STEERING	90	A
07	Inspect and replace rack and pinion st...	Automotive Technology	03/21/2013	000500	000510	SUSPENSION AND STEERING	100	A

Admin Student Snapshot

Professional Develop Program (PDP) Tab

Tab Overview:

The PDP tab will only display in the Admin Student Snapshot module if your site is using the PDP functionality for grading.

The PDP tab will display information concerning the Professional Development program. The points the student earned on a PDP task will show, the PDP task name will appear, the End Date, the Duty ID, and the Task ID.

Demographics	Grades to Date	WE	KNW	SKILL	PDP	MP	Referrals	Anecdotals	Medical Alerts

PTS	Task	CourseTitle	EndDate	DutyID	TaskID	Duty	SEQ	Status
10	Academic Skill Enrichment - Languag...	Professional Developme...	05/23/2013	000400	000408	Professional Development/Leadership 4	80	A
10	Cost of Living - The Real World	Professional Developme...	05/22/2013	000300	000307	Professional Development/Leadership 3	70	A
06	Credit Score / Financial Planning	Professional Developme...	05/21/2013	000300	000308	Professional Development/Leadership 3	80	A
09	Academic Skill Enrichment - Math	Professional Developme...	05/16/2013	000400	000407	Professional Development/Leadership 4	70	A
07	Planning & Organization	Professional Developme...	03/21/2013	000400	000401	Professional Development/Leadership 4	10	A
10	Financial Aid and Tuition Information	Professional Developme...	03/19/2013	000300	000305	Professional Development/Leadership 3	50	A
10	Programs of Study Opportunities	Professional Developme...	03/14/2013	000300	000303	Professional Development/Leadership 3	30	A
10	Compare & Contrast College Degree	Professional Developme...	01/10/2013	000300	000304	Professional Development/Leadership 3	40	A
09	College Degree vs. On the Job Training	Professional Developme...	01/10/2013	000300	000306	Professional Development/Leadership 3	60	A
10	Career Research Project	Professional Developme...	10/19/2012	000300	000301	Professional Development/Leadership 3	10	A
09	Career Presentation	Professional Developme...	10/19/2012	000300	000302	Professional Development/Leadership 3	20	A
09	Social Networks / Online Safety	Professional Developme...	09/17/2012	000300	000309	Professional Development/Leadership 3	90	A

Admin Student Snapshot

Marking Period (MP) Tab

Tab Overview:

The MP tab will display the marking period grades for classes once the Marking Periods are closed. The Period grade, Semester grades, Grading Component Grades, Mid-Term/Final Exam grades (if applicable) and the Final grade information.

	Demographics	Grades to Date	WE	KNW	SKILL	PDP	MP	Referrals	Anecdotals	Medical Alerts									

MP	PGR	CourseTitle	Class	SEM1	SKL	KNW	WE	PDP	EMP	MID	FEX	FNL	SEM2	INCP	Student
4	100	Physical Education	PE4F1	999	999	100	999	999	999	999	999	83	999	F	0000102
4	78	Physical Education II	PE24R2	999	999	78	999	999	999	999	999	73	999	F	0000102
4	94	Health Education	HE3F2	999	999	94	999	999	999	999	999	85	999	F	0000102
4	67	Automotive Technology	AM2	999	72	38	98	84	91	999	999	70	999	F	0000102
3	64	Automotive Technology	AM2	999	70	37	84	86	85	999	999	999	999	F	0000102
3	70	Health Education	HE3F2	999	999	70	999	999	999	999	999	999	999	F	0000102
3	64	Physical Education II	PE24R2	999	999	64	999	999	999	999	999	999	999	F	0000102
3	64	Physical Education	PE4F1	999	999	64	999	999	999	999	999	999	999	F	0000102
2	83	Physical Education II	PE24R2	999	999	83	999	999	999	999	999	999	999	F	0000102
2	67	Physical Education	PE4F1	999	999	67	999	999	999	999	999	999	999	F	0000102
2	85	Health Education	HE3F2	999	999	85	999	999	999	999	999	999	999	F	0000102
2	65	Automotive Technology	AM2	999	71	41	86	82	84	999	999	999	999	F	0000102
1	82	Automotive Technology	AM2	999	73	84	95	83	89	999	999	999	999	F	0000102
1	100	Physical Education	PE4F1	999	999	100	999	999	999	999	999	999	999	F	0000102
1	67	Physical Education II	PE24R2	999	999	67	999	999	999	999	999	999	999	F	0000102
1	91	Health Education	HE3F2	999	999	91	999	999	999	999	999	999	999	F	0000102

NOTE: In this screenshot Marking Period 4 had already been closed. This tab will only display Marking Period grade information for Marking Periods that have been closed.

Admin Student Snapshot

Referrals Tab

Tab Overview:
The Referrals tab will display information such as the Referral number, Referral date, Referral description, the Action that was taken, who the Referral was sent to, who sent the Referral, etc.

| Demographics | Grades to Date | WE | KNW | SKILL | PDP | MP | Referrals | Anecdotals | Medical Alerts |

#	Date	Description	Action	SentTo	SentBy	Author	STEP	SUSP	#Days	Sta
1	09/28/2012	Cody had an argument i...	3 day ISS**II**"had an argu...	Vice Principal - Walt Fen...	InTel	Burson	01	I	3	10,
2	11/28/2012	Student made comment...	2 day ISS**II**"made inapp...	Vice Principal - Walt Fen...	InTel	Burson	01	I	2	11,
3	04/03/2013	During a NOCTI pre-test...	1 day ISS**II**"was off-task...	Vice Principal - Walt Fen...	InTel	Burson	01	I	1	04,
4	04/04/2013	Continued to refuse to t...	2 day ISS**II**"refused to t...	Vice Principal - Walt Fen...	Burson	Burson	01	I	2	04,
5	05/13/2013	1. Students first day bac...	3 day ISS**II**"refused to d...	Vice Principal - Walt Fen...	InTel	Burson	01	I	3	05,

Admin Student Snapshot

Anecdotals Tab

Tab Overview:

The Anecdotals tab will display any Anecdotal information that was entered. Information such as the Anecdotal ID #, the Issue Description, the Date, and the Anecdotal Details.

Admin Student Snapshot

Certifications Tab

Tab Overview:
The Certifications tab will display any Certification information that was entered for the student. Information such as the Cert ID, Certification Name, Course, Passed Y/N and Date Taken.

	Demographics	Grades to Date	WE	KNW	SKILL	PDP	MP	Referrals	Anecdotals	Certifications	Diplomas	Medical Alerts

Cert ID	Certification	Course	Passed	Date Taken
I000000006	CareerSafe	Computer Networking	Y	12/13/2017

Diplomas Tab (used by our NY clients)

Tab Overview:
The Diplomas Tab will display any Diploma information that was entered for the student.

Admin Student Snapshot

Medical Alerts Tab

Tab Overview:

The Medical Alerts tab will display any Alerts that were entered for the student during the calendar year selected. The Alert category and the Alert name will display.

Demographics	Grades to Date	WE	KNW	SKILL	PDP	MP	Referrals	Anecdotals	Medical Alerts

Category	Alert	
Allergies	Bee stings	
Disorders	Asthma	
Disorders	Migraines	

Admin Archive Student Snapshot

Overview

This module is similar to Admin Student Snapshot and allows Administrators to view **ARCHIVE** information on students from previous school years. Information that Administrators can view utilizing this module include demographic information, grading information, discipline referral information, anecdotals, and medical alerts.

Getting Started

Double Click **Modules** >
Double click **Student Enrollment Options** >
Click **Admin Archive Student Snapshot**
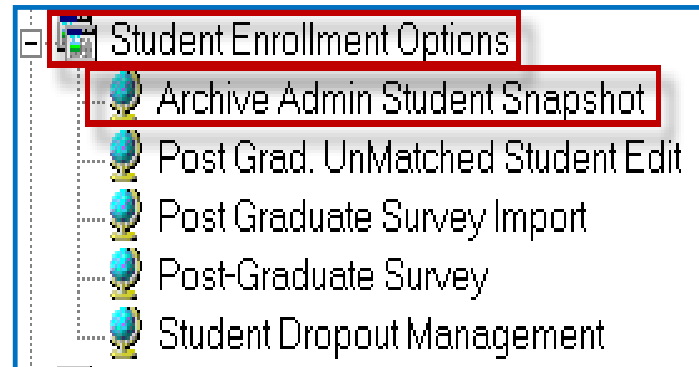
Note: The listing of modules that appear under Student Enrollment Options may appear differently at your site depending upon the options your site is utilizing and have assigned.

Admin Archive Student Snapshot
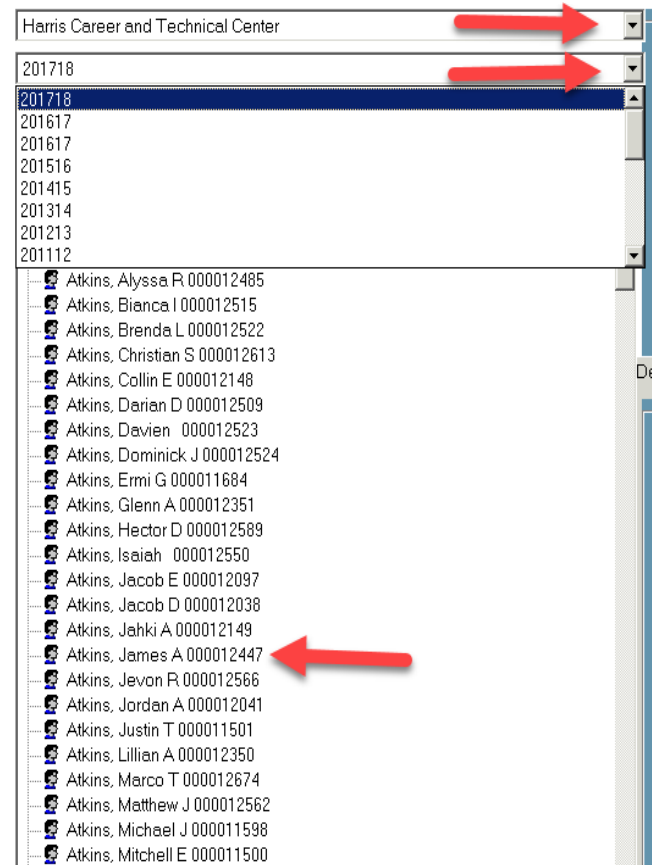
Getting Started

When the module opens:

1. Click on a location, by default the module will default to the location that your username is set to.

   If you want to view students from another location select that location from the drop down menu

2. Click a calendar year – the module will default to last school year
   - If your site is only in its 2nd year of using ClassMate only one previous calendar year will show in the drop down
   - If your site has been utilizing ClassMate for several year then all previous years will show in the drop down

3. Click on a Student to begin viewing their data

ClassMate
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Questions? Contact us!
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