

# moodle

## TAKING ATTENDANCE



**Doğu Akdeniz  
Üniversitesi**

**UZAKTAN EĞİTİM ENSTİTÜSÜ**

EASTERN MEDITERRANEAN UNIVERSITY  
DISTANCE EDUCATION INSTITUTE

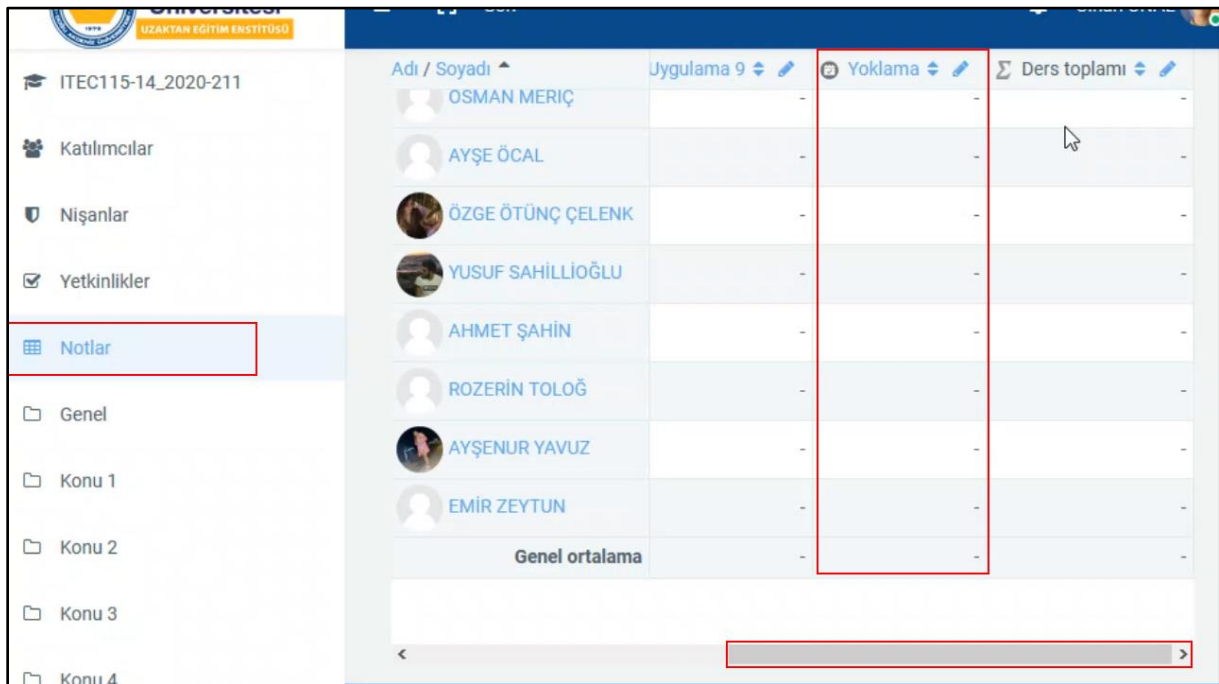
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## 1. Creating Attendance

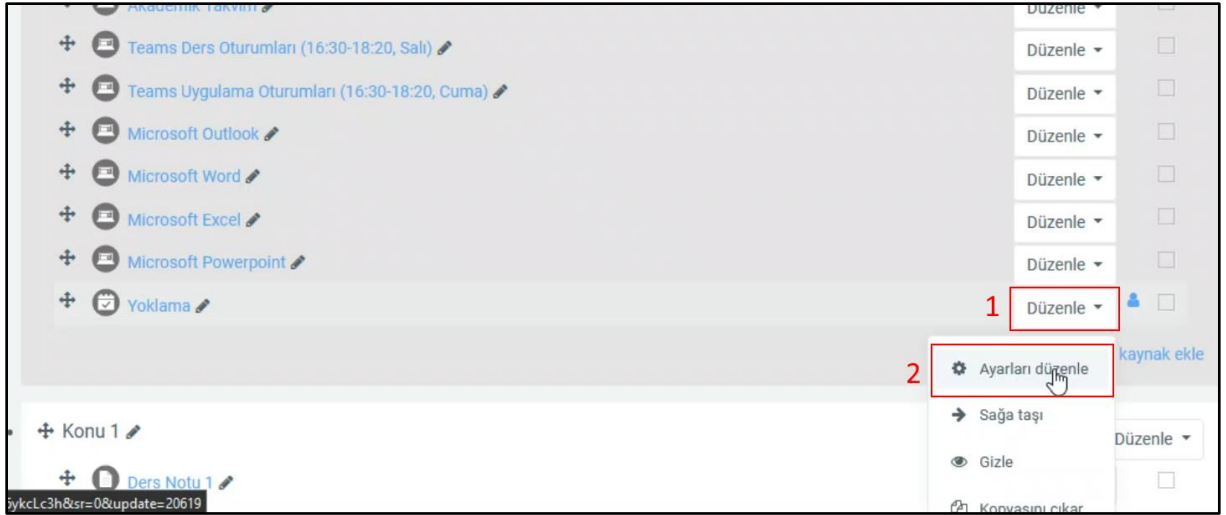
In order to add attendance to our page in Moodle, we click on the Turn on editing button at the top right, as we do in all other steps. Click the Add an activity or resource under the subject you want to add the attendance to, and click the Attendance option from the window that opens and click the Add button. Click the Expand all button on the right of the page that opens. You can give "Attendance" or any other name you want to the Name field.

The grade that can be given over attendance can be adjusted in the Grade section below. Then go to the bottom of the page and click the Save and return to course button. If you want to give points/grades your attendance, a column for your attendance will appear on the Grades page. After returning to the course page, go to the notes page by clicking the Notes button from the menu on the left. If you go down at the bottom of the table, there is a scroll bar, drag it to the far right, then you can see the column containing the grades of Attendance.

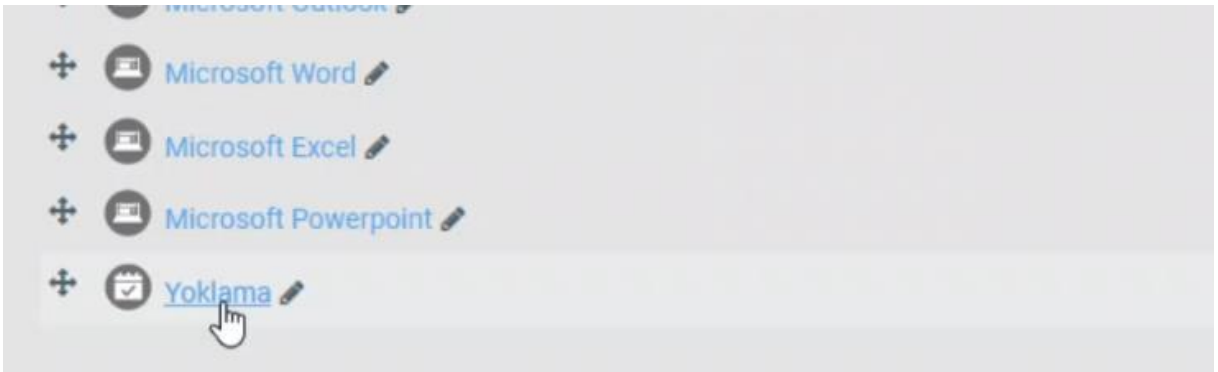


Adı / Soyadı	Uygulama 9	Yoklama	Σ Ders toplamı
OSMAN MERİÇ	-	-	-
AYŞE ÖCAL	-	-	-
ÖZGE ÖTÜNÇ ÇELENK	-	-	-
YUSUF SAHİLLİOĞLU	-	-	-
AHMET ŞAHİN	-	-	-
ROZERİN TOLOĞ	-	-	-
AYŞENUR YAVUZ	-	-	-
EMİR ZEYTUN	-	-	-
Genel ortalama	-	-	-

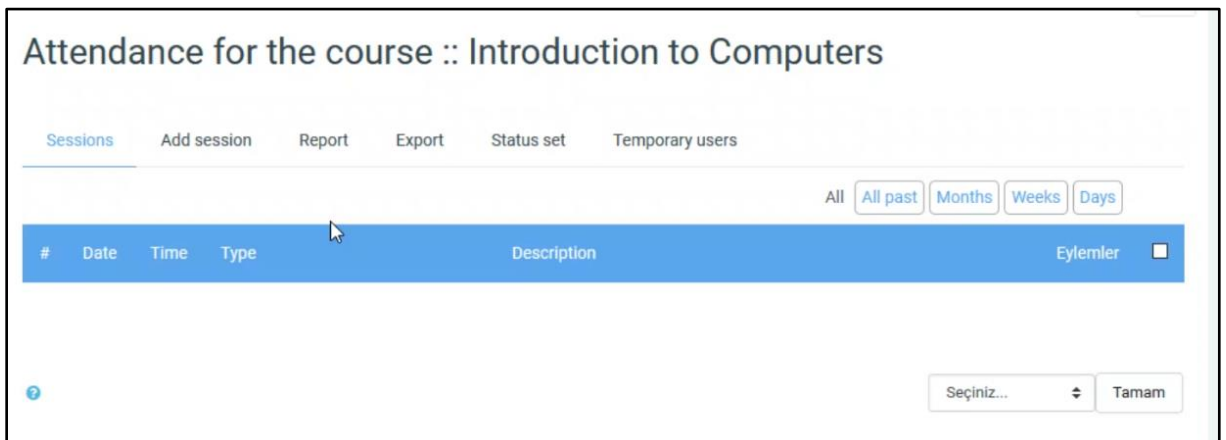
If you want to change something about attendance (eg attendance points); after entering to the course page, go to the settings of the Attendance, as shown in the picture below.



Make the necessary adjustments and go to the bottom of the page and click the Save and return to course button. After entering to the course page, we click on the link of the Attendance that we added, as shown in the picture below.



The page that opens is the attendance page and since no additions have been made yet, it will appear blank as in the picture below.











Then click on "Status set" from the tabs above. The page that opens will look like the image below. This screen shows the options we can choose when taking the

attendance of students. There are options such as "Present", "Late", "Excused", "Absent". You can delete them by clicking the trash can icon to the right of the item you want to delete.

Sessions Add session Report Export **Status set** Temporary users

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A) ▾





#	Acronym	Açıklama	Points	Available for students (minutes) ?	Automatically set when not marked ?	Eylem
1	P	Present	2.00	<input type="text"/>	<input type="radio"/>	 
2	L	Late	1.00	<input type="text"/>	<input type="radio"/>	 
3	E	Excused	1.00	<input type="text"/>	<input type="radio"/>	 
4	A	Absent	0.00	<input type="text"/>	<input type="radio"/>	 
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

In this example, we deleted the Late and Excused options and changed the names in the description column. We wrote the word "Present" as "Katıldım" and the word "Katılmadım" instead of "Absent". You can change the attendance score in the Points column, and set the "Katıldım" score to 1. Then, if you check the box in the "Automatically set when not marked" column which is placed right side of the "Katılmadım" option, it can be ensured that the "Katılmadım" is checked automatically when the students don't enter the system and don't click "Katıldım".

Sessions Add session Report Export **Status set** Temporary users

Changes to status sets will affect existing attendance sessions and may affect grading.

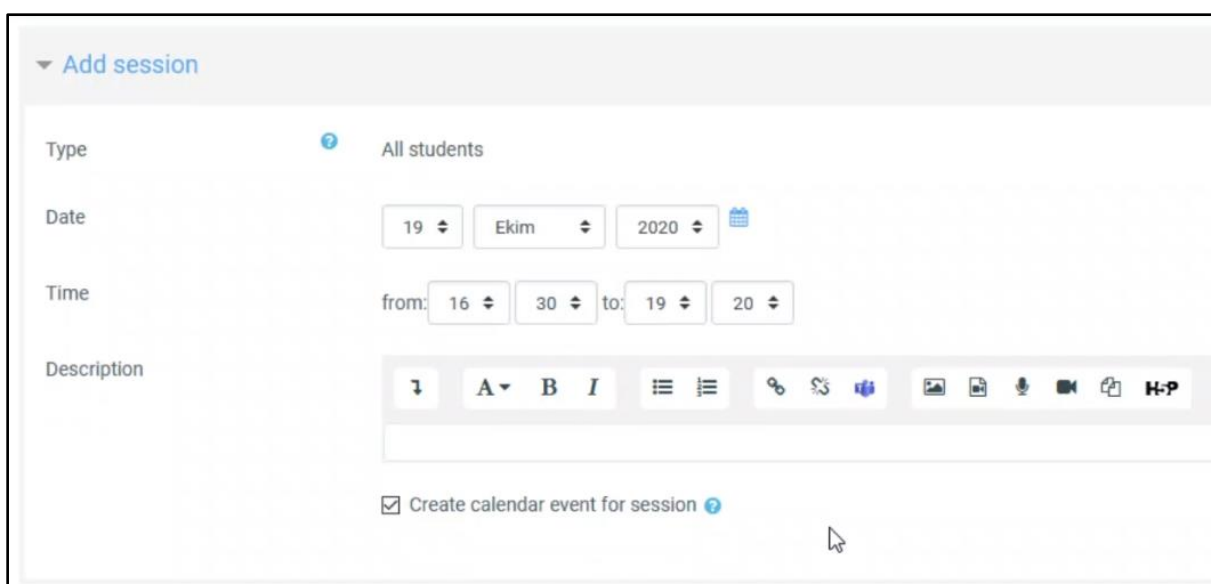
Status set 1 (P A) ▾

#	Acronym	Açıklama	Points	Available for students (minutes) ?	Automatically set when not marked ?	Eylem
1	P	Katıldım	1.00	<input type="text"/>	<input type="radio"/>	 
2	A	Katılmadım	0.00	<input type="text"/>	<input checked="" type="radio"/>	 
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

After the changes made, the page will look like the picture above. Click the "Update" button below to save the changes and update the settings.

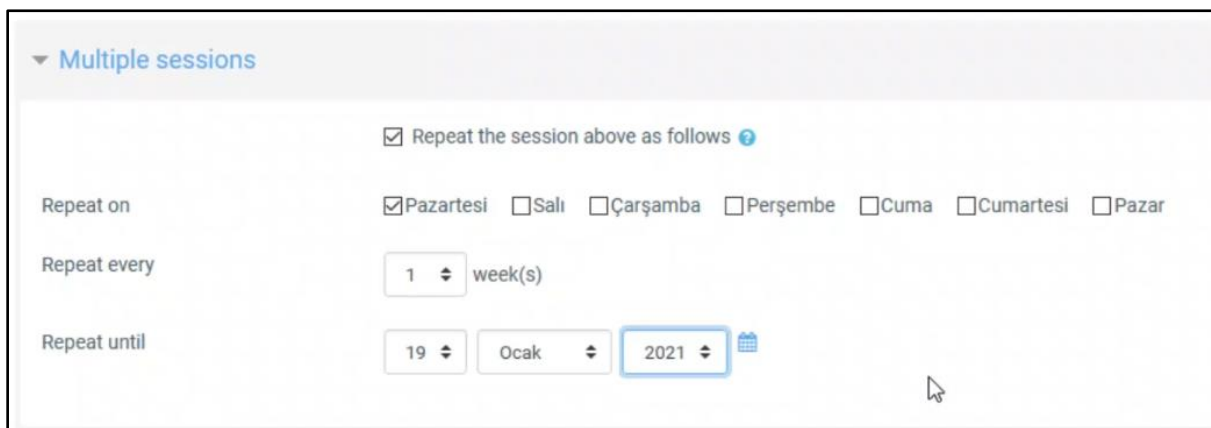
### 1.1. Adding Session to Attendance

Click on the "Add session" tab from the tabs on the attendance page. The page that opens will look like the image below. You can make the following settings according to the date and time of your lesson. You can specify the date of the lesson from the Date section, and you can set the start and end time of the lesson in the Time section.



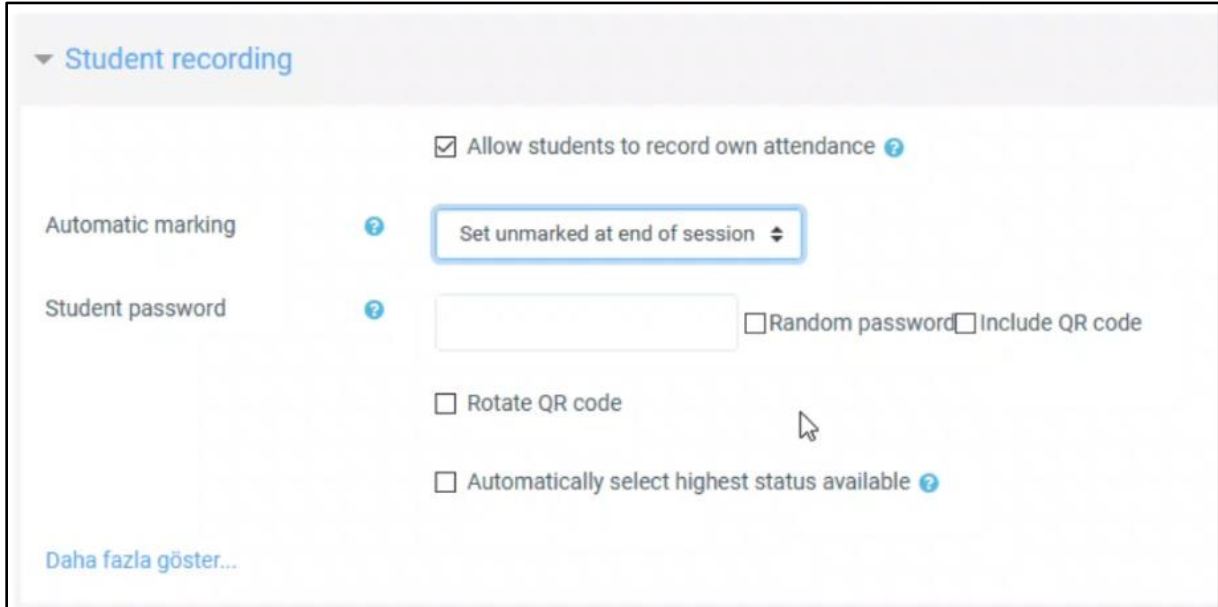
The screenshot shows the "Add session" form. It has a header "Add session" with a dropdown arrow. Below it, there are several sections: "Type" with a question mark icon and the text "All students"; "Date" with three dropdown menus showing "19", "Ekim", and "2020" and a calendar icon; "Time" with "from:" and "to:" labels and dropdown menus showing "16", "30", "19", and "20"; "Description" with a rich text editor toolbar containing icons for undo, redo, bold, italic, list, link, unlink, image, video, audio, and a text-to-speech icon. At the bottom, there is a checkbox labeled "Create calendar event for session" with a question mark icon.

Later, the repetitions of the lesson can be adjusted from the Multiple sessions section by going down. For example, if your course is on Tuesday every week, you need to make the settings as shown in the picture below. By selecting the last lesson day from the "Repeat until" section below, you can create a session only for the Tuesdays that are up to that date.



The screenshot shows the "Multiple sessions" form. It has a header "Multiple sessions" with a dropdown arrow. Below it, there are several sections: a checkbox labeled "Repeat the session above as follows" with a question mark icon; "Repeat on" with checkboxes for "Pazartesi", "Salı", "Çarşamba", "Perşembe", "Cuma", "Cumartesi", and "Pazar"; "Repeat every" with a dropdown menu showing "1" and the text "week(s)"; and "Repeat until" with three dropdown menus showing "19", "Ocak", and "2021" and a calendar icon. The "2021" dropdown is highlighted with a blue border.

In order to enable students to take their own attendance, the settings in the "Student recording" section at the bottom should be adjusted as follows.



▼ Student recording

☒ Allow students to record own attendance ?

Automatic marking ? Set unmarked at end of session ▾

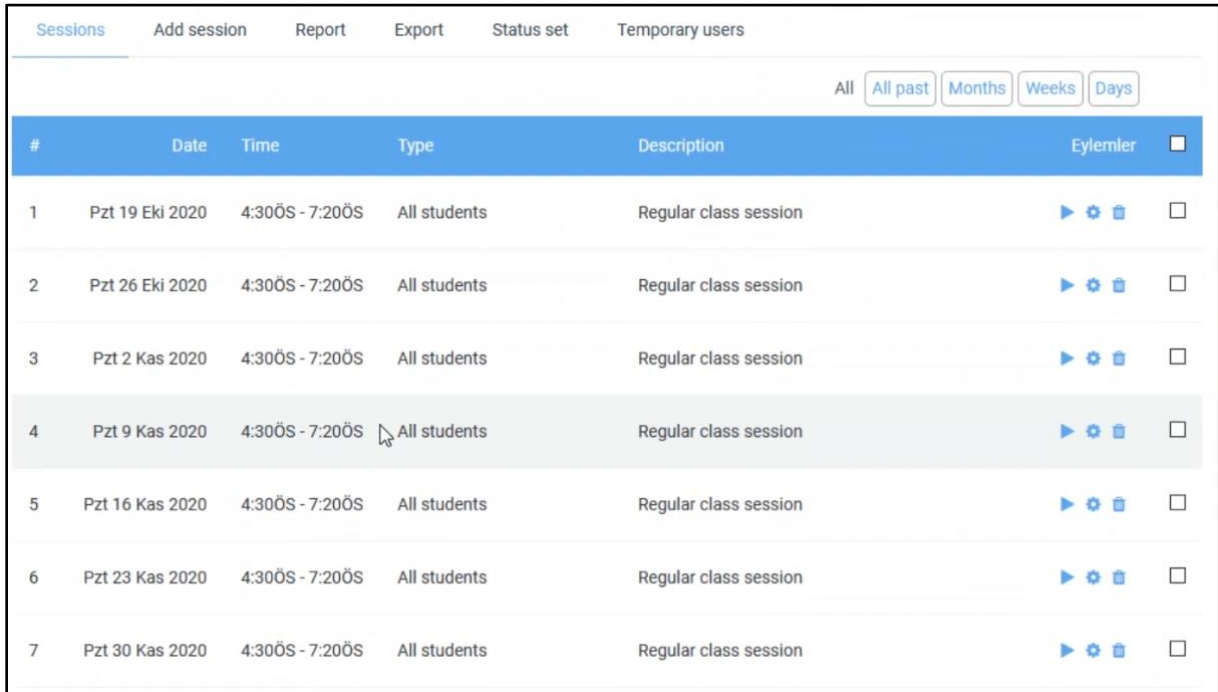
Student password ?  ☐ Random password ☐ Include QR code

☐ Rotate QR code

☐ Automatically select highest status available ?

[Daha fazla göster...](#)

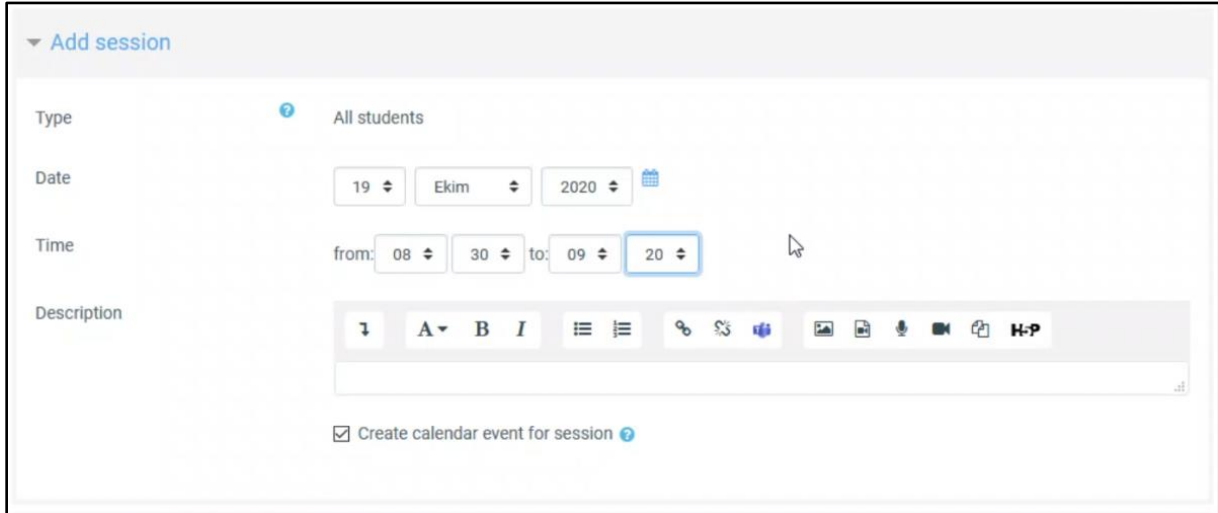
After making the necessary changes, you can add the session by clicking the "Add" button at the bottom of the page. The page that opens after clicking it will look like the picture below.



Sessions						
Add session Report Export Status set Temporary users						
All All past Months Weeks Days						
#	Date	Time	Type	Description	Eylemler	
1	Pzt 19 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
2	Pzt 26 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
3	Pzt 2 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
4	Pzt 9 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
5	Pzt 16 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
6	Pzt 23 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
7	Pzt 30 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>

In the example above, an attendance was created for the Tuesday session of the lesson between 4:30 pm and 7:20 pm. If your lesson has another session, for example on Thursday between 08:30 and 09:20, then the above steps should be

repeated. Click the Add session button from the tabs above. Fill in the information on the page that opens as follows.



▼ Add session

Type ? All students

Date 19 Ekim 2020 📅

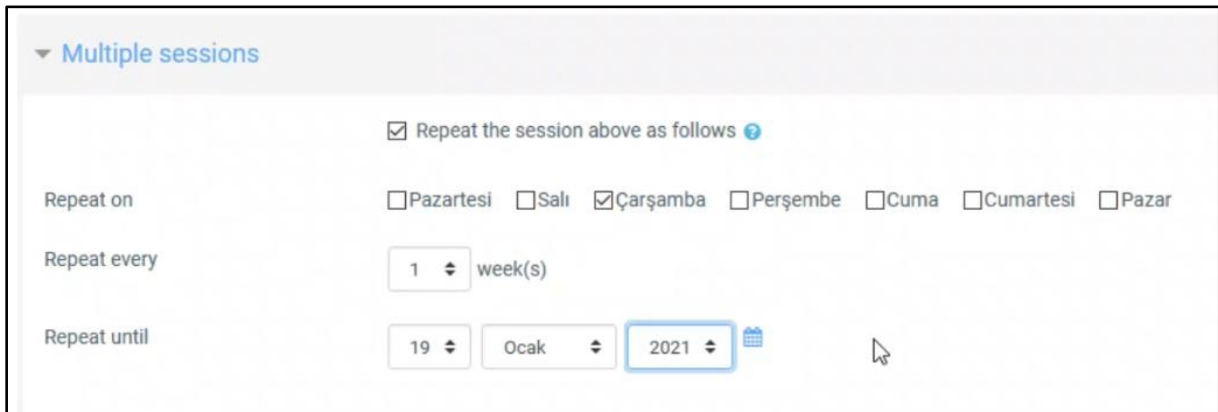
Time from: 08 30 to: 09 20 ⬇

Description

🔍 A B I ☰ ☷ 🔗 🔄 👤 📷 📄 📺 📁 H-P

☒ Create calendar event for session ?

In this session, since it starts at half past 8 and ends at 20 past 9, we adjusted the Time part accordingly. Then go down and set the Multiple sessions section to repeat every Thursday, as in the picture below.



▼ Multiple sessions

☒ Repeat the session above as follows ?

Repeat on ☐ Pazartesi ☐ Salı ☒ Çarşamba ☐ Perşembe ☐ Cuma ☐ Cumartesi ☐ Pazar

Repeat every 1 week(s)

Repeat until 19 Ocak 2021 📅

After doing the last part as described in the previous Tuesday example, you can add Thursday sessions by clicking Add at the bottom of the page. After clicking it, you can view the list of both Tuesday and Thursday sessions of the course as shown in the picture below.

#	Date	Time	Type	Description	Eylemler	
1	Pzt 19 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
2	Çrş 21 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
3	Pzt 26 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
4	Çrş 28 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
5	Pzt 2 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
6	Çrş 4 Kas 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
7	Pzt 9 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>

## 1.2. Viewing Attendance Report

To view the attendance status of the students, click the "Report" button on the above tabs on the attendance page. If you click the Report button above as shown in the picture below, the following screen will open. You can review the attendance status of students date by date. Question marks mean either that the lesson has not started yet or the student has not made any markup.

Introduction to Computers
Kontrol paneli / Derslerim / ITEC115-14\_2020-211 / Genel / Yoklama / Report

Attendance for the course :: Introduction to Computers

Sessions Add session **Report** Export Status set Temporary users

Page 1 of 2 ▶ All All past Months Weeks Days Summary

Kullanıcılar

Adı / Soyadı	E-posta adresi	Eki 20 4:30ÖS All students	Eki 22 8:30ÖÖ All students	Eki 27 4:30ÖS All students	Eki 29 8:30ÖÖ All students	K 4:30ÖS All s
<input type="checkbox"/> ŞEVAL AŞKIN ANLI	9001487@doguakdeniz.onmicrosoft.com	?	?	?	?	
<input type="checkbox"/> HAZAL ARSLANBAY	9000259@doguakdeniz.onmicrosoft.com	?	?	?	?	
<input type="checkbox"/> MEHMET ATMACA	9001125@doguakdeniz.onmicrosoft.com	?	?	?	?	

When you scroll down to the bottom of the page, you can see the "Özet" (Summary) line as in the picture below. Summary of each session is given here, the

numbers of those who marked "Katıldım" and "Katılmadım" are given separately under each session.

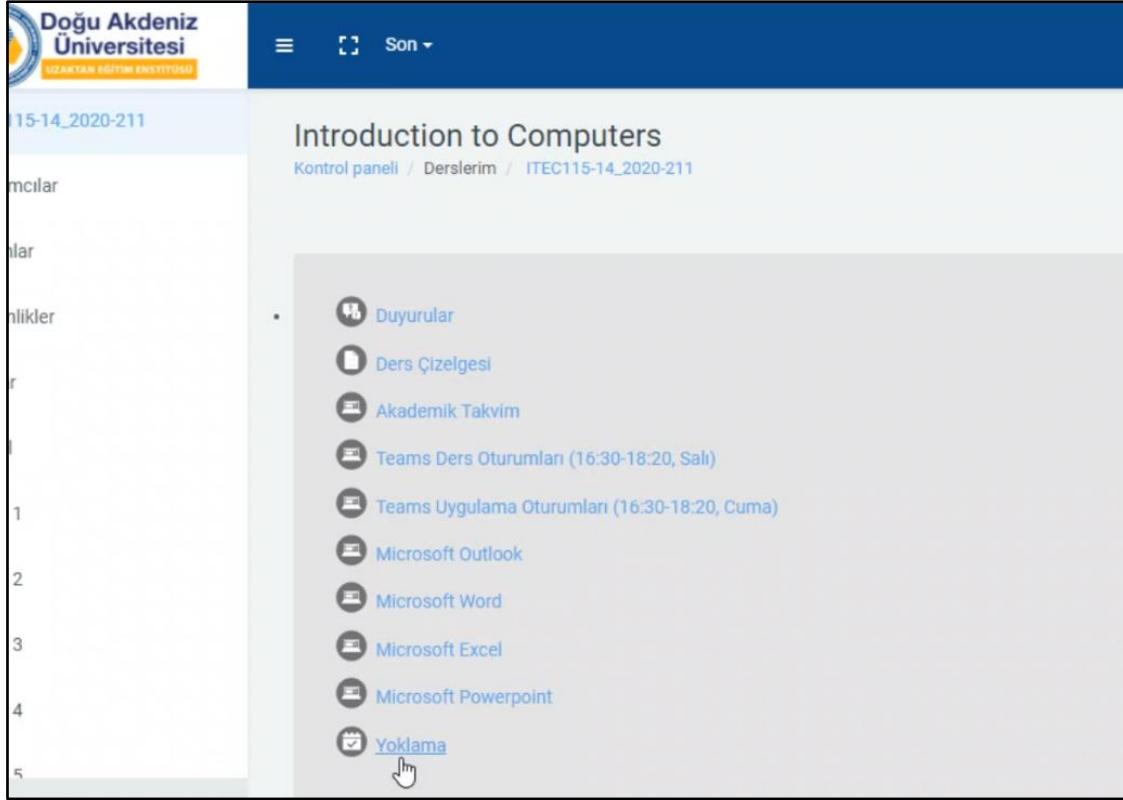
<input type="checkbox"/> ECENUR KEKLİK		?	?	?	?	?
<input type="checkbox"/> EZEL KESKİNOĞLU	om	?	?	?	?	?
<input type="checkbox"/> İREM KILIÇ	om	?	?	?	?	?
Özet		Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0

At the bottom of the page, if you slide the scroll bar to the far right, "Sessions Points Percentage" columns will appear as you can see in the picture below. You can see how many sessions each student attended, how many points she / he got from the attendance and what percentage of sessions she / he attended.

<input type="checkbox"/> Adı / Soyadı	Oca 7 8:30ÖÖ All students	Oca 12 4:30ÖS All students	Oca 14 8:30ÖÖ All students	Oca 19 4:30ÖS All students	P	A	Sessions	Points	Percentage
<input type="checkbox"/> ŞEVVAL AŞKIN ANLI	?	?	?	?	0	0	0	0 / 0	0,0%
<input type="checkbox"/> ECENUR KEKLİK	?	?	?	?	0	0	0	0 / 0	0,0%
<input type="checkbox"/> EZEL KESKİNOĞLU	?	?	?	?	0	0	0	0 / 0	0,0%
<input type="checkbox"/> İREM KILIÇ	?	?	?	?	0	0	0	0 / 0	0,0%
Özet	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0					

### 1.3. Taking Attendance Process

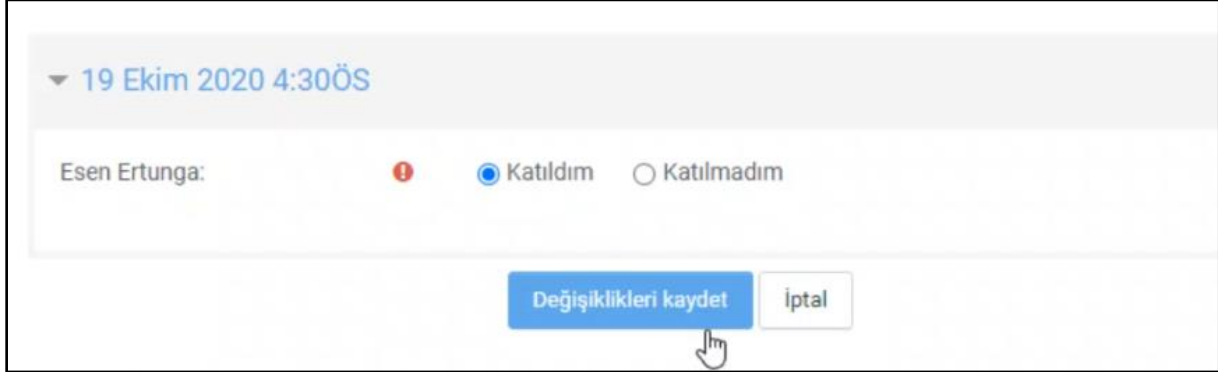
When students enter the course website, they will see the attendance we added as in the picture below. If students are to take attendance themselves, they can access attendance sessions by clicking the attendance link.



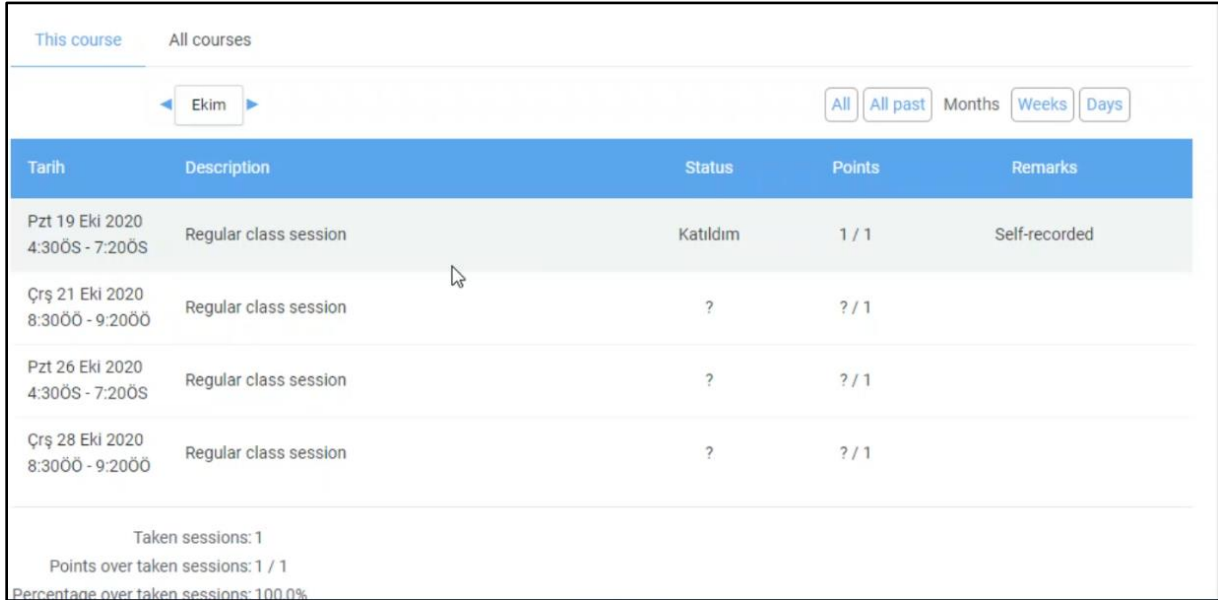
The page that opens will look like the following. At the time of the screenshot below, the date was October 20, 2020, 18:22. Therefore, there is a button "Submit attendance" in front of the attendance that is only related to the lecture on that date and that time. Student can take attendance of that lesson by clicking Submit attendance button.

Introduction to Computers				
Kontrol paneli / Derslerim / ITEC115-14_2020-211 / Genel / Yoklama / Attendance report				
This course		All courses		
Ekim		All All past Months Weeks Days		
Tarih	Description	Status	Points	Remarks
Pzt 19 Eki 2020 4:30ÖS - 7:20ÖS	Regular class session			Submit attendance
Çrş 21 Eki 2020 8:30ÖÖ - 9:20ÖÖ	Regular class session	?	? / 1	
Pzt 26 Eki 2020 4:30ÖS - 7:20ÖS	Regular class session	?	? / 1	
Çrş 28 Eki 2020 8:30ÖÖ - 9:20ÖÖ	Regular class session	?	? / 1	
Taken sessions: 0				

After clicking on Submit attendance, a page like the picture below will open. If he / she will attend the lesson, he / she should mark “Katıldım” and if not, “Katılmadım”. After marking it, you can click Save changes.















After clicking it, it will return to the page with probe sessions as in the image below. The option (for example: Katıldım) will appear in the "Status" column opposite the session where attendance is entered. In order to take the attendance of the next courses, he / she can log in the system on the day and time of the course and click Submit attendance and record his / her attendance regarding the relevant course.








Tarih	Description	Status	Points	Remarks
Pzt 19 Eki 2020 4:30ÖS - 7:20ÖS	Regular class session	Katıldım	1 / 1	Self-recorded
Çrş 21 Eki 2020 8:30ÖÖ - 9:20ÖÖ	Regular class session	?	? / 1	
Pzt 26 Eki 2020 4:30ÖS - 7:20ÖS	Regular class session	?	? / 1	
Çrş 28 Eki 2020 8:30ÖÖ - 9:20ÖÖ	Regular class session	?	? / 1	

Taken sessions: 1  
Points over taken sessions: 1 / 1  
Percentage over taken sessions: 100.0%

If you want to take the attendance yourself, go to the website of the course and click on the attendance link. The screen in the picture below will appear. Whichever session is currently active will appear in blue text. In this example, the active session is the one that appears at the top as “Sal 20 Ekim 2020 4:30ÖS – 7:20ÖS” (Tue 20 October 2020 4:30 pm - 7:20 pm).

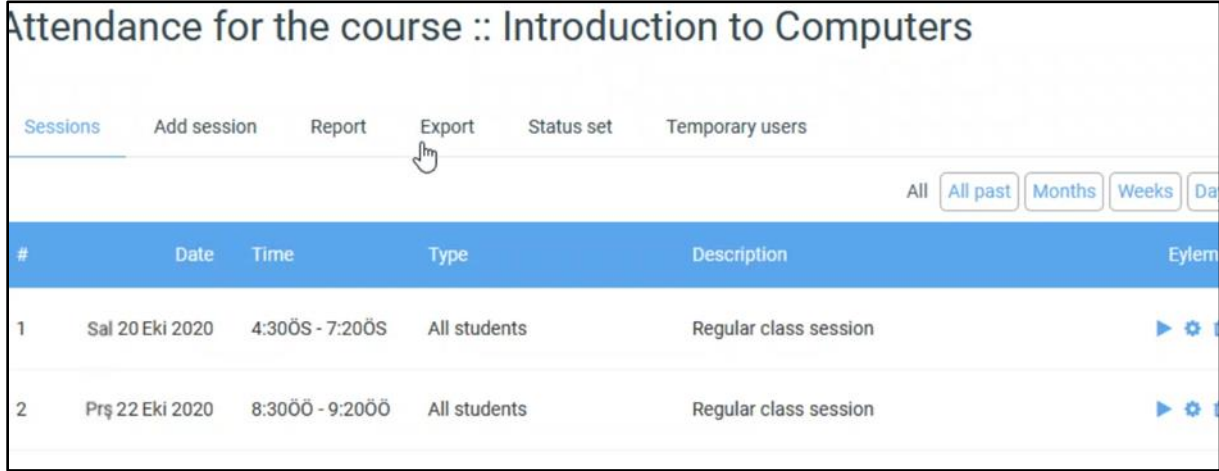
Attendance for the course :: Introduction to Computers						
<a href="#">Sessions</a> <a href="#">Add session</a> <a href="#">Report</a> <a href="#">Export</a> <a href="#">Status set</a> <a href="#">Temporary users</a>						
All <a href="#">All past</a> <a href="#">Months</a> <a href="#">Weeks</a> <a href="#">Days</a>						
#	Date	Time	Type	Description	Eylemler	
1	Sal 20 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	  	<input type="checkbox"/>
2	Prş 22 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	  	<input type="checkbox"/>
3	Sal 27 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	  	<input type="checkbox"/>
4	Prş 29 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	  	<input type="checkbox"/>

When you click on the active session, you will see a page like the picture below. You can get attendance on their behalf from the "P A" column next to each student's name. The letter P represents Present, and the letter A represents Absent. In the Remarks column, you can see who took the attendance. For example, in the Esen Ertunga's column, it says "Self-". After taking the attendance, you can save the attendance by clicking the Save attendance button at the bottom.

Attendance for the course :: Introduction to Computers						
<a href="#">Sessions</a> <a href="#">Add session</a> <a href="#">Report</a> <a href="#">Export</a> <a href="#">Status set</a> <a href="#">Temporary users</a>						
<div>Upload attendance by CSV</div> <div>20 Ekim 2020 4:30ÖS - 7:20ÖS</div> <div>Regular class session</div> <div>View mode</div> <div>Sorted list 25</div> <div>Page 1 of 2</div>						
#	Adı / Soyadı	E-posta adresi	P	A	Remarks	
Set status for <input type="text" value="unselected"/>						
1	 ŞEVAL AŞKIN ANLI	19001487@doguakdeniz.onmicrosoft.com	<input type="radio"/>	<input type="radio"/>		
2	 Esen Ertunga	esen.ertunga@emu.edu.tr	<input checked="" type="radio"/>	<input type="radio"/>	Self-	
3	 SİMGE GARİP	18300129@doguakdeniz.onmicrosoft.com	<input type="radio"/>	<input type="radio"/>		
4	 ECENUR KEKLİK	20001568@emu.edu.tr	<input type="radio"/>	<input type="radio"/>		
5	 EZEL KESKİNOĞLU	19000284@doguakdeniz.onmicrosoft.com	<input type="radio"/>	<input type="radio"/>		
<div>Save attendance</div>						

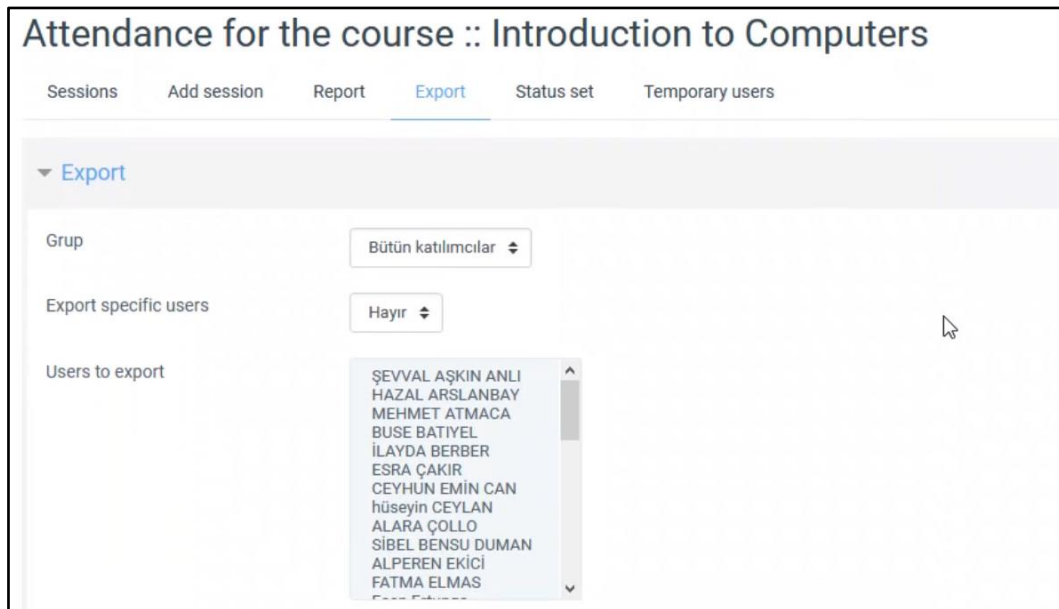
## 1.4. Exporting Attendance

To export the attendances to Excel, enter the attendance page and click Export on the tabs above.



#	Date	Time	Type	Description	Eylem
1	Sal 20 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙
2	Prş 22 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	▶ ⚙

The page that opens will look like the image below. Here, All participants must be selected from the Group section.



Attendance for the course :: Introduction to Computers

Sessions Add session Report **Export** Status set Temporary users

▼ Export

Grup Bütün katılımcılar

Export specific users Hayır



Users to export

- ŞEVVAL AŞKIN ANLI
- HAZAL ARSLANBAY
- MEHMET ATMACA
- BUSE BATIYEL
- İLAYDA BERBER
- ESRA ÇAKIR
- CEYHUN EMİN CAN
- hüseyin CEYLAN
- ALARA ÇOLLO
- SİBEL BENSU DUMAN
- ALPEREN EKİCİ
- FATMA ELMAS

Later, we can display the student's student number and username in the Excel file if we leave the part below as is.

Identify student by	<input checked="" type="checkbox"/> Student ID
	<input checked="" type="checkbox"/> Kullanıcı adı
	<input type="checkbox"/> ID numarası
	<input type="checkbox"/> Kurum
	<input type="checkbox"/> Bölüm

You can select in which date range attendance will be displayed from the section below. If you choose the format section as follows, it will create a file in Excel format. You can download the Excel file by clicking the "OK" button at the bottom.

Start of period	22	Eylül	2020	
End of period	19	Ekim	2020	
Biçim	Download in Excel format			
<div>Tamam</div>				

The downloaded Excel file will look like the image below. On October 20, 2020, at 4.30 PM, you can see the attendance results of that session. Question marks indicates empty, P (1/1) indicates that student has participated.

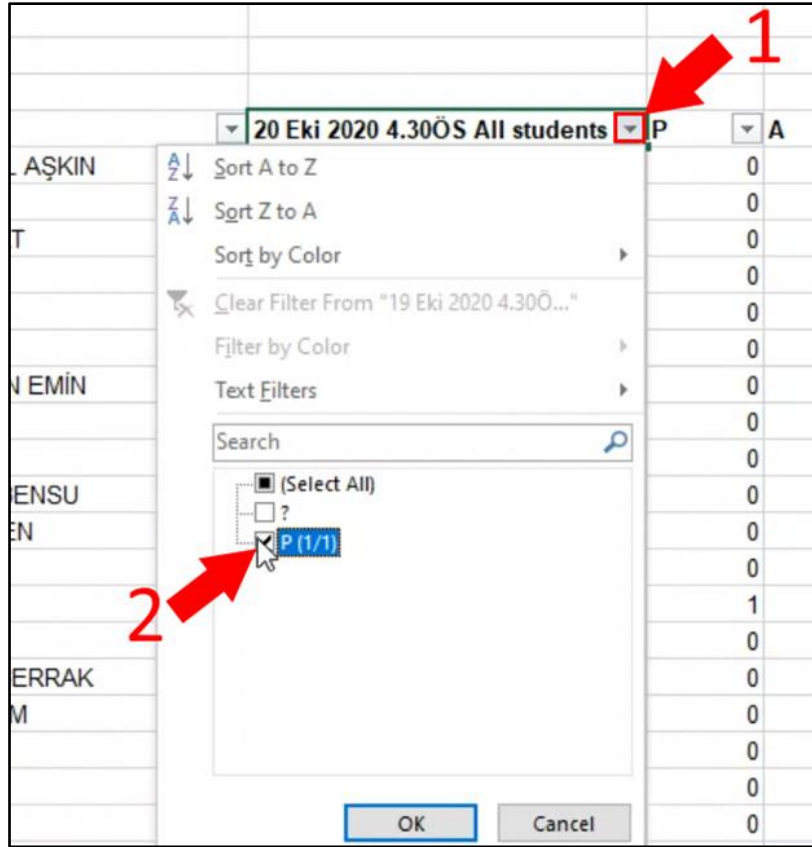
ITEC115-14_2020-211_Attendances_20201020-1849.xlsx - Excel										
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS TEAM										
Clipboard Font Alignment Number Styles Cells										
A1	Ders									
1	Ders	Introduction to Computers								
2	Grup	Bütün katılımcılar								
3										
4	Student ID	Kullanıcı adı	Soyadı	Adı	20 Eki 2020 4.30ÖS All students	P	A	Taken ses	Points	Percentage
5	14309	19001487@emu.edu.tr	ANLI	ŞEVVAL AŞKIN	?		0	0	0 0 / 0	0,0
6	7693	19000259@emu.edu.tr	ARSLANBAY	HAZAL	?		0	0	0 0 / 0	0,0
7	9713	19001125@emu.edu.tr	ATMACA	MEHMET	?		0	0	0 0 / 0	0,0
8	3784	19000895@emu.edu.tr	BATİYEL	BUSE	?		0	0	0 0 / 0	0,0
9	8161	20001537@emu.edu.tr	BERBER	İLAYDA	?		0	0	0 0 / 0	0,0
10	5940	18000125@emu.edu.tr	ÇAKIR	ESRA	?		0	0	0 0 / 0	0,0
11	4264	18331050@emu.edu.tr	CAN	CEYHUN EMİN	?		0	0	0 0 / 0	0,0
12	7913	19001132@emu.edu.tr	CEYLAN	HÜSEYİN	?		0	0	0 0 / 0	0,0
13	1468	19330546@emu.edu.tr	ÇOLLO	ALARA	?		0	0	0 0 / 0	0,0
14	14540	20001516@emu.edu.tr	DUMAN	SİBEL BENSU	?		0	0	0 0 / 0	0,0
15	1852	19001137@emu.edu.tr	EKİCİ	ALPEREN	?		0	0	0 0 / 0	0,0
16	6328	20001517@emu.edu.tr	ELMAS	FATMA	?		0	0	0 0 / 0	0,0
17	260	esen.ertunga@emu.edu.tr	Ertunga	Esen	P (1/1)		1	0	1 1 / 1	100,0
18	14628	18300129@emu.edu.tr	GARIP	SİMGE	?		0	0	0 0 / 0	0,0
19	14796	19000278@emu.edu.tr	GÜL	SUDE BERRAK	?		0	0	0 0 / 0	0,0
20	10392	20001519@emu.edu.tr	GÜVEN	MERYEM	?		0	0	0 0 / 0	0,0
21	8173	19000901@emu.edu.tr	HİNTÖĞLU	İLAYDA	?		0	0	0 0 / 0	0,0
22	4573	20330624@emu.edu.tr	KALAYCI	DENİZ	?		0	0	0 0 / 0	0,0
23	16270	19001145@emu.edu.tr	KARA	YUSUF	?		0	0	0 0 / 0	0,0
24	12683	19001146@emu.edu.tr	KARAKUŞ	ÖZGE CAN	?		0	0	0 0 / 0	0,0

## 1.5. Filtering the Students Who Have Attended Class In Excel

If you want to list only the participants, click on the places shown in the picture below in order.

Alignment Number Styles Cells										
students										
E	F	G	H	I	J	K	L	M	N	
20 Eki 2020 4.30ÖS All students	P	A	Taken ses	Points	Percentage					
?		0	0	0 0 / 0	0,0					
?		0	0	0 0 / 0	0,0					
?		0	0	0 0 / 0	0,0					
?		0	0	0 0 / 0	0,0					
?		0	0	0 0 / 0	0,0					
?		0	0	0 0 / 0	0,0					

After clicking the third button, an arrow will appear on the right of the cell we selected. Click on the items shown in order as in the picture below. After clicking on the 1st place, the Select All option will appear as checked. After unchecking, check the box shown in the 2nd place and click the button that says "Ok".



After clicking the "Ok" button, the screen will appear as in the picture below, only the list of students who participated to that session will be shown.

20 Eki 2020 4.30ÖS All students										
	A	B	C	D	E	F	G	H	I	J
1	Ders	Introduction to Computers								
2	Grup	Bütün katılımcılar								
3										
4	Studen	Kullanı	Soyadı	Adı	20 Eki 2020 4.30ÖS All students	P	A	Taken	Points	Perce
17	260	esen.ertun	Ertunga	Esen	P (1/1)	1	0	1 / 1	100.0	
41										
42										
43										