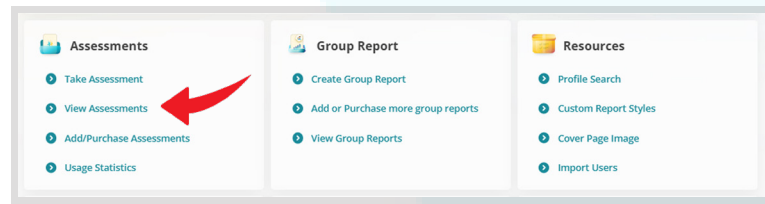
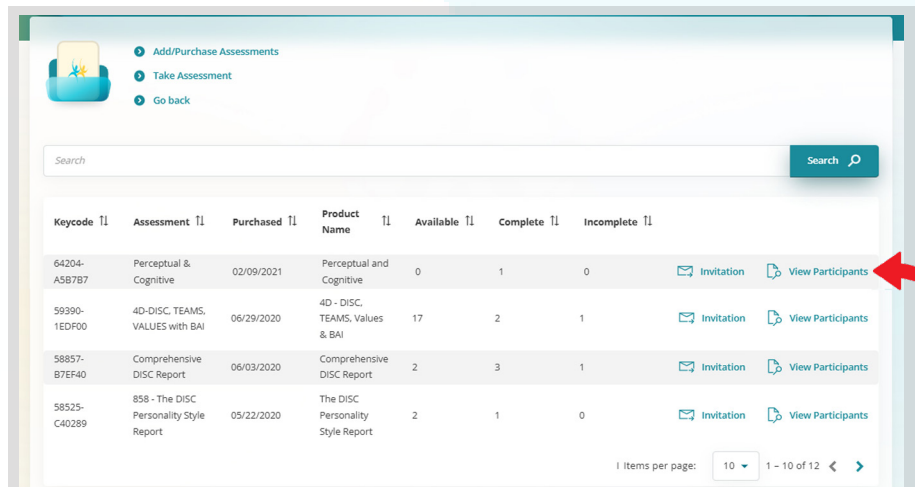


RECYCLE AN INCOMPLETE ASSESSMENT

1. From your account homepage, in the Assessments Box, click **View Assessments**.



2. From the View Assessment page, locate the KeyCode you want to use then click **View Participants**.

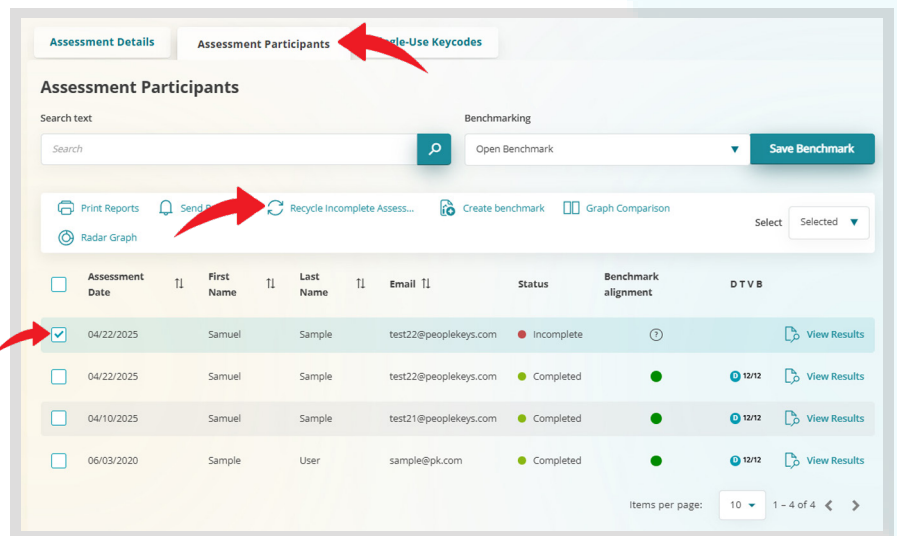


3. On the next page, click the **Assessment Participants** tab.

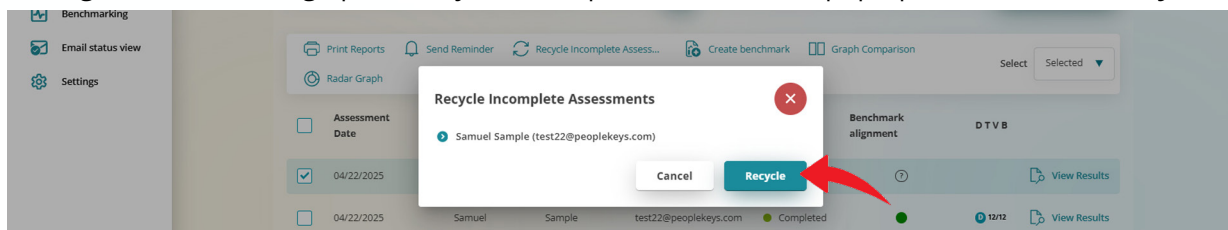
4. From the list, identify the reports to be recycled by looking for incomplete in the status column.

Click to select the reports to be recycled.

Once your participants have been selected, click **With Selected: Recycle Incomplete Assessments**.



5. Clicking this link will bring up the Recycle Incomplete Assessments pop-up window. **Click Recycle**.



6. The selected incomplete assessments have now been added back to the keycode and are available for use.