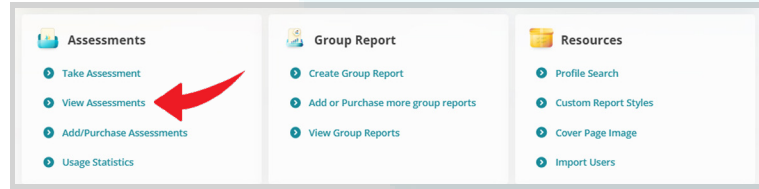
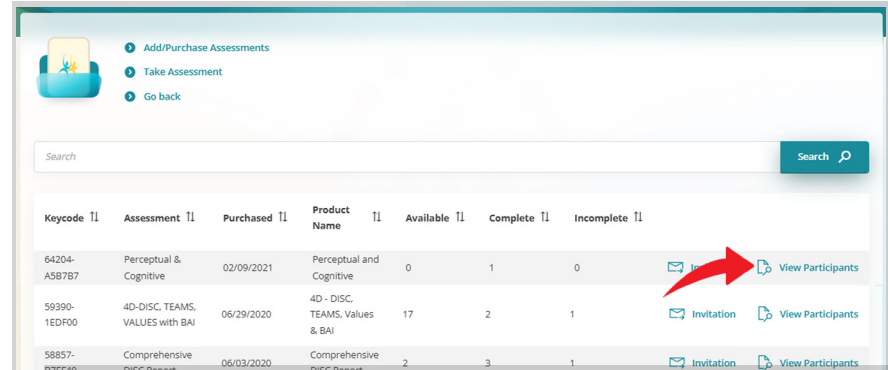


# EXPORT/DOWNLOAD SINGLE-USE KEYCODES

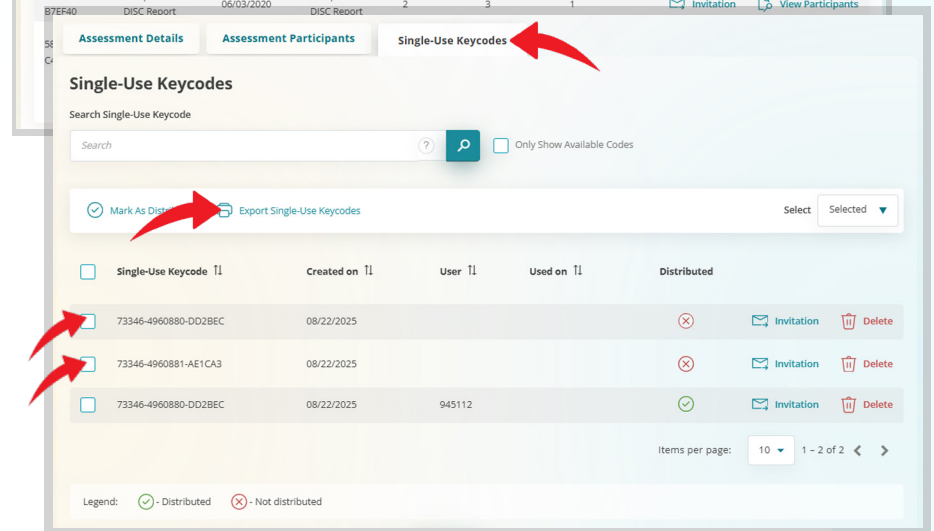
1. From your account homepage, in the Assessments Box, click **View Assessments**.



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



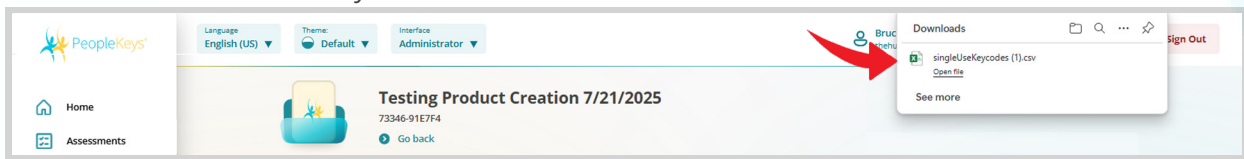
3. Click the **Single-use Keycode** tab. You should see the list of single-use codes.



4. Identify an available code by making sure it has not been previously distributed. *In this example, a green check means the code has been distributed and is therefore not available.*

5. Select your single-use codes, by placing a check in the box, then click Export single-use keycodes.

6. Your keycodes will be automatically downloaded as a CSV file compatible with Excel. Look for the downloaded file in your downloads folder.



7. To mark a single-use code as distributed, place a check next to the selected code or codes.

Then in the header, click **Mark as distributed**.

