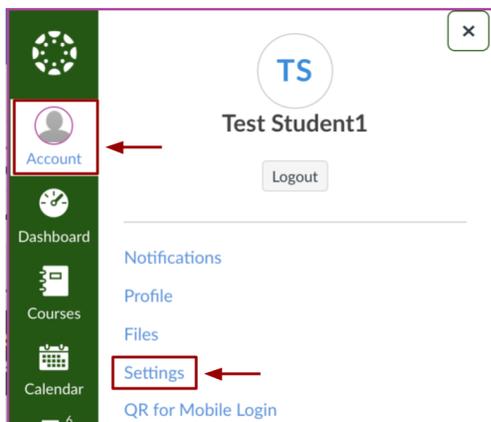


GENERATING PAIRING CODES TO LINK OBSERVERS WITH STUDENTS

Generate a Pairing Code: Student View

1 After logging in, select **Account** from the menu on the left side of the screen. Then, select **Settings**.



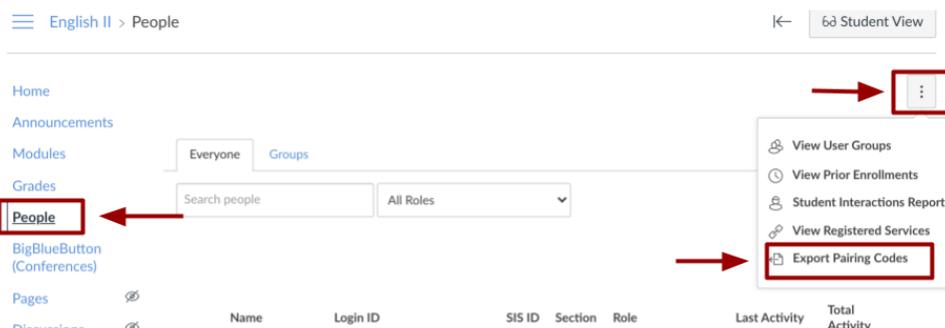
2 From the Settings page, select **Pair with Observer** on the right hand side of the screen to **generate a pairing code**. This code will **expire in 7 days**.



Generate a Pairing Code: Teacher View

1 In the **course** for which you'd like to generate pairing codes, select **People** from the left navigation menu.

2 Click the three vertical dots in the upper right corner. Then, select **Export Pairing Codes**. This will download an **Excel document**.



3 From the **downloads folder on your desktop**, open the Excel document to view the pairing code for each student. **The codes will expire in 7 days**.