



# How to (View and/or) Reset a Quiz Attempt

The process of both viewing the details of a student's quiz attempt and resetting a quiz attempt are very similar, and are therefore covered simultaneously in the steps below.

1. To view or to reset a student's quiz attempt, start by going to the quiz via Assessments/ Quizzes.
2. Click the small black arrow to the right of the Quiz, and select "Grade".

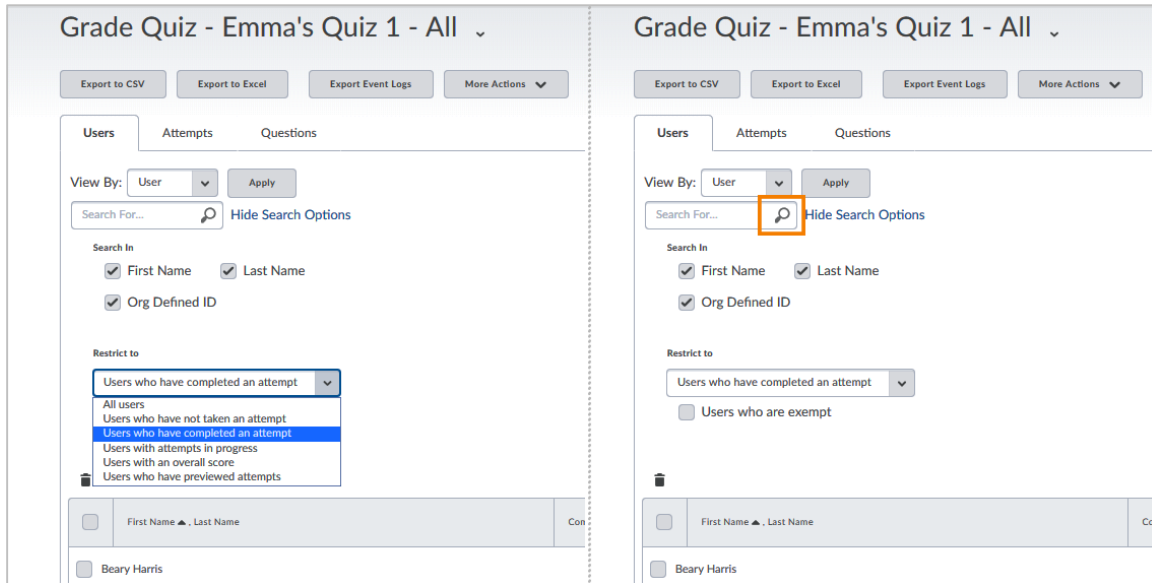
The screenshot shows the 'Manage Quizzes' interface. At the top, there are tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. Below the tabs are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' section is visible. The main table lists quizzes, categorized into 'Current Quizzes' and 'Past Quizzes'. A dropdown menu is open for 'Emma's Quiz 1 - All', showing options: Edit, Preview, Delete, Grade (highlighted), Reports, and Statistics.

3. Quiz attempts from all students will be listed in alphabetical order (i.e. filtered by First Name or Last Name), displaying the date completed, the score, and the grade.

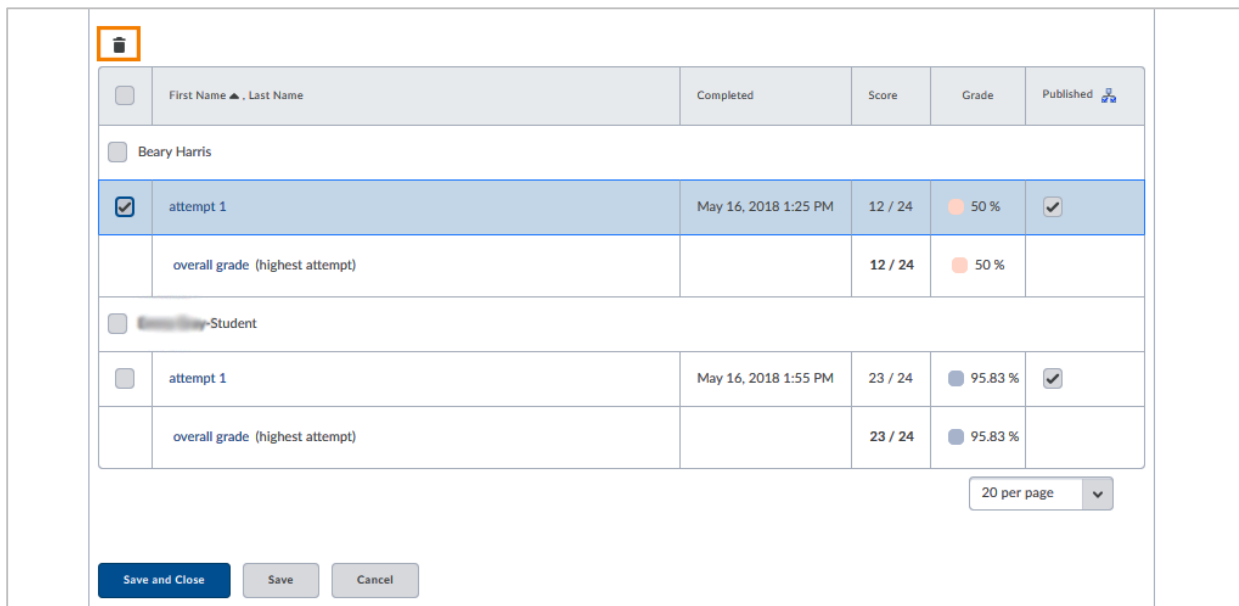
The screenshot shows the 'Users' interface. At the top, there are tabs for 'Users', 'Attempts', and 'Questions'. Below the tabs are buttons for 'View By: User' and 'Apply'. A search bar is present with 'Search For...' and 'Hide Search Options'. Search filters include 'Search In' (First Name, Last Name, Org Defined ID) and 'Restrict to' (Users who have completed an attempt, Users who are exempt). The main table lists users and their quiz attempts. The first student listed is Beary Harris, with an attempt of 12/24 (50%) on May 16, 2018. The second student listed is a Student, with an attempt of 23/24 (95.83%) on May 16, 2018. Buttons for 'Save and Close', 'Save', and 'Cancel' are at the bottom.



- By default, users who have completed an attempt are shown. To filter users by a different set of criteria, select the drop down menu under the “Restrict to” heading and select the appropriate filter. Then, be sure to click the “Search icon” to complete the filtering process.



- Reset a quiz attempt by selecting the box beside a student’s attempt.



- Then click the trash can icon. When you do this, you will receive a warning that deleting a quiz attempt is permanent and cannot be undone.



### To View (and/or to manually override a grade)

7. Click on an attempt under a student's name (i.e. "attempt 1") to view that attempt.
8. The attempt will open, displaying when the quiz was attempted, how long the student spent taking the quiz, and their responses to each question.
9. In some cases, manually overriding a Brightspace-graded question may be necessary. To do so, scroll down to the specific question, and change the points value in the box under Score.

The screenshot displays the 'Quiz Results' page. It shows 'Section 3' with an 'Expand section feedback' link. Below is 'Question 1' with the text 'Canadians drive on the left side of the road.' The 'True' radio button is unselected, and the 'False' radio button is selected, accompanied by a green checkmark. The 'Save Time' is '1:25 PM'. A 'Score' section contains a text input box with the value '1' and the text '/ 1 (auto-graded)'. Below the score is an 'Expand question feedback' link. 'Question 2' is partially visible with the math problem  $5 + 3 \div 7 - 2 \cdot 8$ . At the bottom are three buttons: 'Save and Close' (highlighted in blue), 'Save', and 'Cancel'.

10. If you make any changes, be sure to select "Save" or "Save and Close". Click "Cancel" if you made no changes. Clicking "Save and Close" or "Cancel" will return you to the screen where all student attempts are displayed.

**NOTE:** If the quiz was set to "auto-export to grades," it is necessary to export the altered grades again.