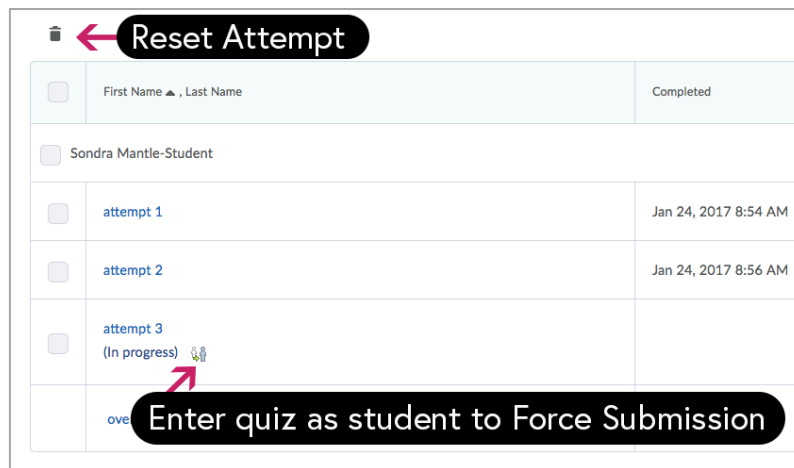# Resetting or Force Submitting a Quiz Attempt

Instructors have the ability to reset (delete) a quiz attempt so that a student can retake an assessment. It is also possible for instructors to manually force the submission of an attempt in progress.
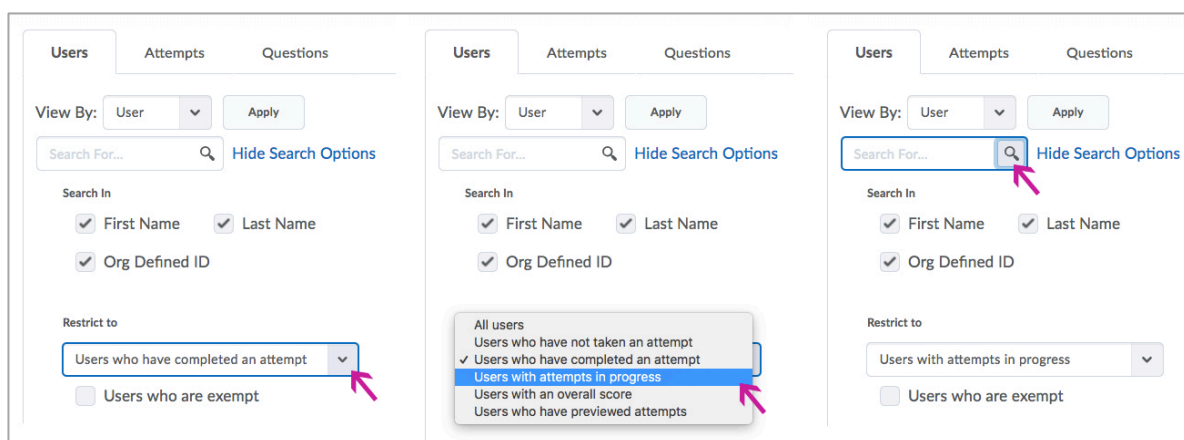
Reset a Quiz Attempt

1. In Assessments/ Quizzes, using the action menu beside the quiz title, choose "Grade" in the dropdown list.
2. For resetting a quiz attempt, search for the name of the student.
3. Check the box to the left of the attempt that needs to be reset.
4. Scroll up and click on the delete icon (see screenshot below).
5. Save and close.

Force Submission of a Quiz Attempt

To submit a quiz that a student has neglected to submit:

1. In Assessments/ Quizzes, using the action menu beside the quiz title, choose "Grade" in the dropdown list.
2. Make sure the "Restrict to" drop down is set to "Users with attempts in progress" (to change this setting, select, then scroll back up and click on the magnifying glass in the search box). See screenshot below.

3. In the resulting list of users, find the attempt you want to submit.
4. Using the user icon (as shown in the first screenshot), enter the quiz as a student to force submission.
5. Save and close.