

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.

Reset Attempt			
	First Name 🔺 , Last Name	Completed	
So	ndra Mantle-Student		
	attempt 1	Jan 24, 2017 8:54 AM	
	attempt 2	Jan 24, 2017 8:56 AM	
	attempt 3 (In progress) ဖွံ့ခို		
	Enter quiz as student to Force Su	bmission	

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.

Users Attempts Questions	Users Attempts Questions	Users Attempts Questions
View By: User V Apply	View By: User V Apply	View By: User 🗸 Apply
Search For Q Hide Search Options	Search For Q Hide Search Options	Search For Hide Search Optio
Search In	Search In	Search In
First Name Last Name	First Name 🖌 Last Name	✓ First Name ✓ Last Name
✓ Org Defined ID	✓ Org Defined ID	 Org Defined ID
Restrict to	All users	Restrict to
Users who have completed an attempt	✓ Users who have completed an attempt	Users with attempts in progress 🗸
Users who are exempt	Users with an overall score	Users who are exempt

- 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.

