

Reset quiz attempts

Students may experience technical issues while taking a quiz. If necessary, you can reset a quiz attempt for your student and provide the opportunity to retake their quizzes by resetting attempts.

To reset quiz attempts

1. On the navbar, click **Quizzes**.
2. On the **Manage Quizzes** page, click the drop-down menu beside the quiz with attempts you want to reset, and click **Grade**.

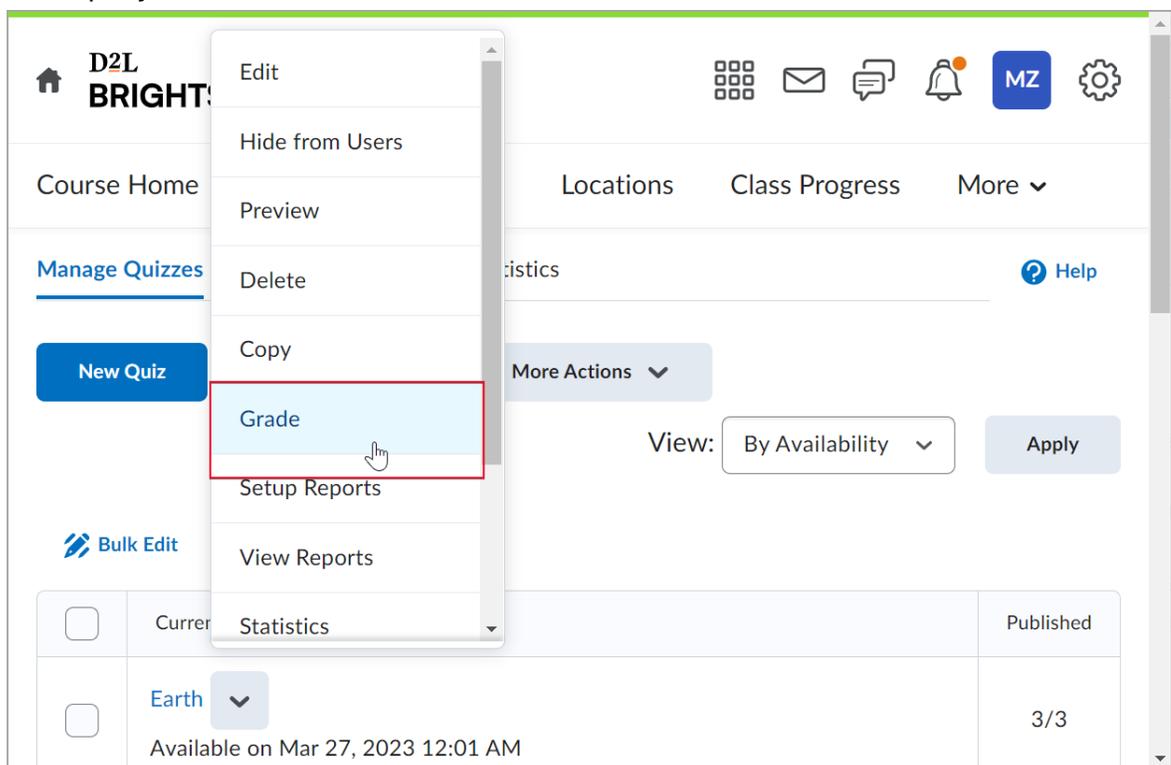


Figure: Select **Grade** from the **Actions** menu of an attempted quiz.

3. Select the check box for each attempt you want to reset and then click the **Reset** button at the top of the list of quiz attempts.

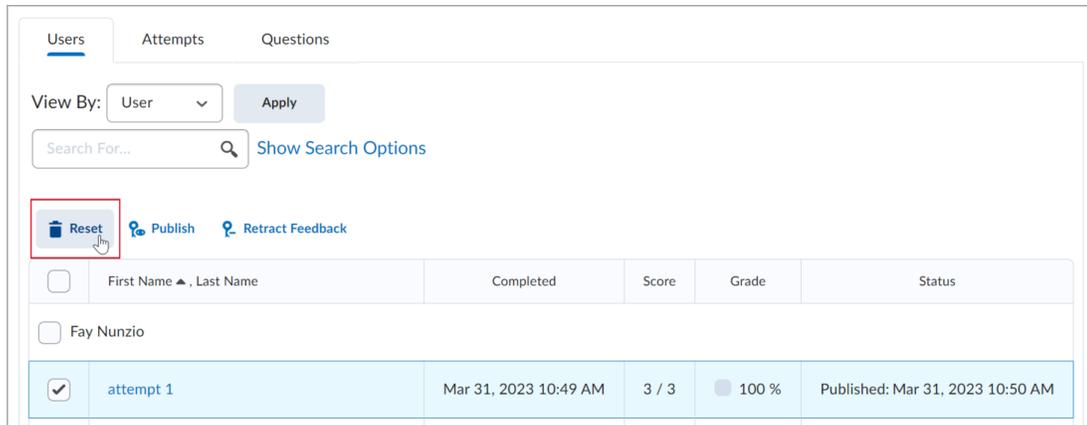


Figure: Select a quiz attempt and click the **Reset** button on the **Manage Quizzes** tab.

Submit in-progress quizzes

Sometimes students fail to click the **Submit** button when taking a quiz. If they forget to click **Submit**, their quiz attempt will appear to be missing. You can impersonate your student and search for their attempt to submit the quiz on their behalf.

To submit an in-progress quiz on behalf of a student

1. In Quizzes, on the **Manage Quizzes** page, click the drop-down menu next to the quiz you want to grade.

2. Select **Grade**.

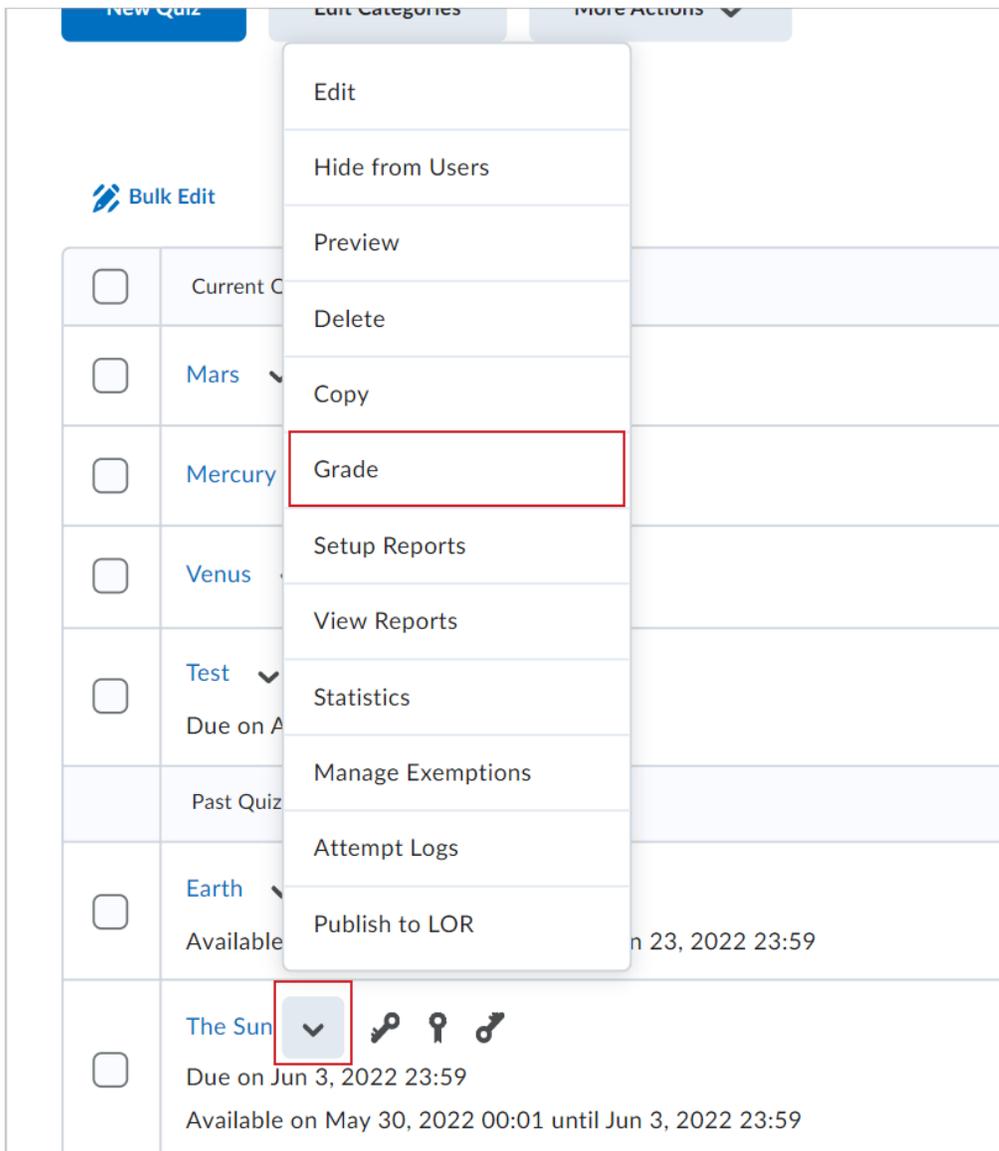


Figure: Select **Grade** from the **Actions** menu of an in-progress quiz.

3. On the **Users** tab, click **Show Search Options**.
4. From the **Restrict to** drop-down menu, select either **All users** or **Users with attempts in progress**.

The screenshot shows a web interface with three tabs: 'Users' (selected), 'Attempts', and 'Questions'. Below the tabs is a search bar with the text 'Search For...' and a magnifying glass icon, followed by a link 'Hide Search Options'. Underneath is a 'Search In' section with three checked checkboxes: 'First Name', 'Last Name', and 'Org. Defined ID'. A red box highlights the 'Restrict to' section, which contains a dropdown menu currently showing 'Users with attempts in progress' and a checkbox for 'Users who are exempt'. Below this is a 'Status' section with four radio button options: 'All evaluations' (selected), 'Published evaluations', 'Unpublished evaluations', and 'Pending evaluations'. At the bottom of the interface, a message box states 'There are no attempts'.

Figure: Use the **Restrict to** drop-down to filter results to **Users with attempts in progress**.

5. Click **Search** (magnifying glass icon) to apply the **Restrict to** filter.
6. Click the **Enter quiz as user** icon next to the in-progress quiz and click **Submit** to submit the quiz as that user.