Reset/Submit a Quiz Attempt

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Reset a Quiz Attempt

If you need to reset the attempt, follow the instructions below to reset the attempt.

1. Go to **[Course Activities]** > **[Quizzes**]
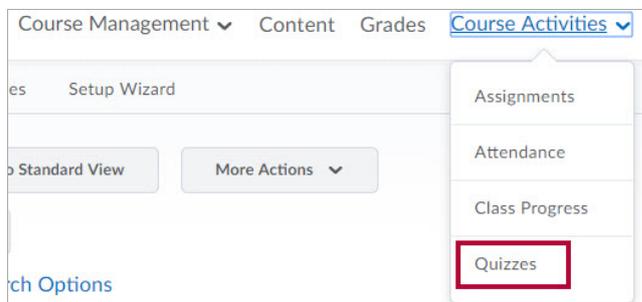
2. Click the arrow next to the quiz, and then select **[Grade]**.
   A. If the student's quiz attempt is currently **in-progress**, proceed to **Step 3**.
   B. If the attempt in question has already been **completed**, proceed to **Step 4**.
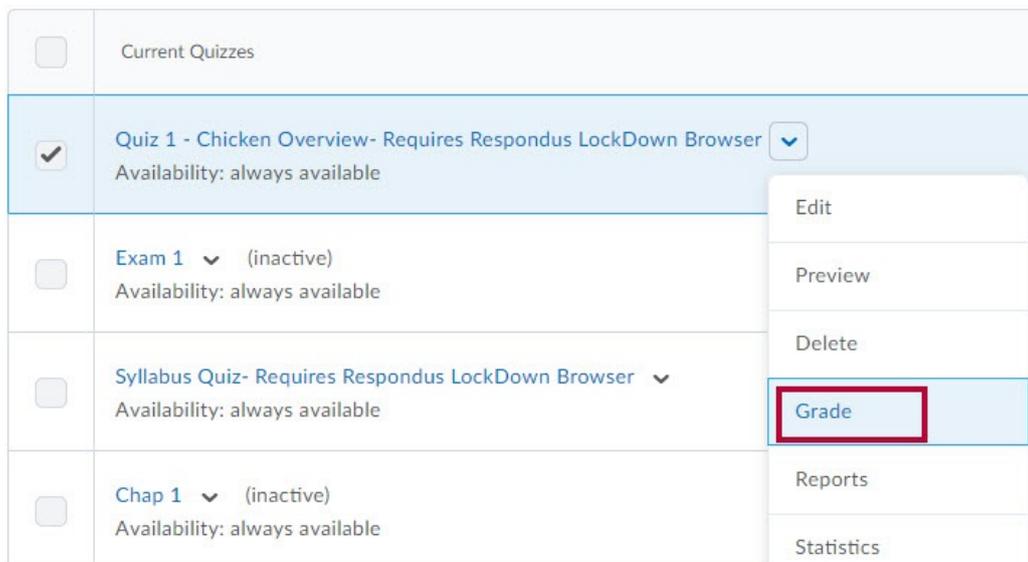
3. If the student's quiz attempt is **currently in-progress**:
   A. Click **[Show Search Options]** to display the **Restrict to** field.
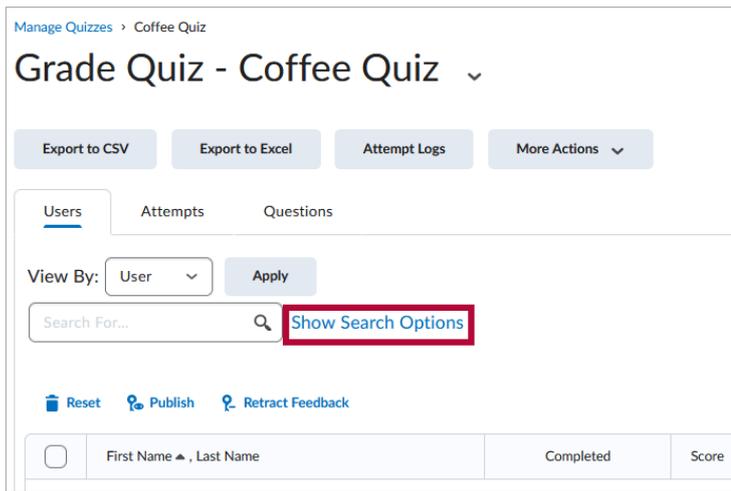
B. From the **Restrict to** dropdown box, select **[Users who have an attempt in progress]**.
Click the **[Magnifying Lens Icon]** to search.
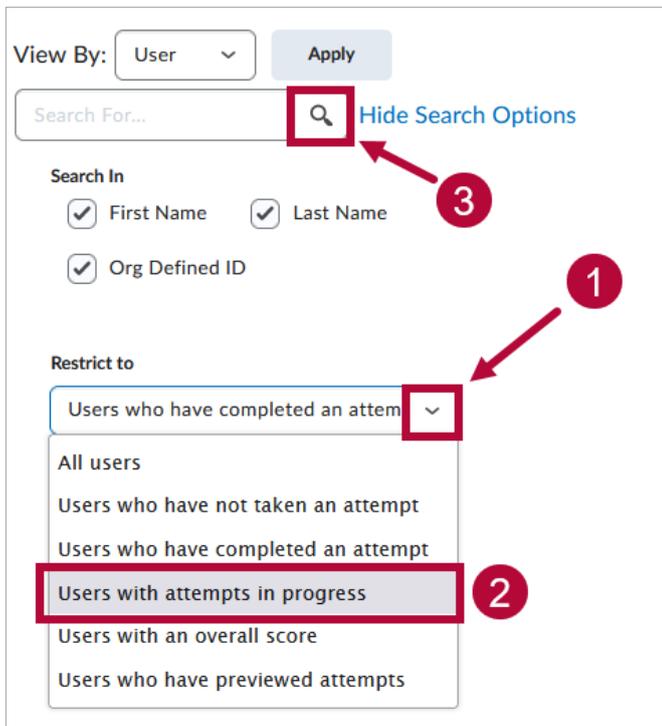
4. If the attempt in question has already been **completed**:
Check the **[Checkbox]** next to the attempt to reset, then click **[Reset]**.

5. On the confirmation window, click **[Yes]**.

> **NOTE:** You can view the attempt before you decide to delete it by clicking on **[Attempt #]**. You can also force the submission by clicking on the impersonate icon. See below for further instructions to submit an in-progress attempt for students.

Submit an In-Progress Attempt For Students

1. From **[Course Activities]** -> **[Quizzes]** -> **[Quiz Dropdown Menu]** -> **[Grade]**

2. Click the **[Enter Quiz as User]** icon beside the quiz attempt in progress.

3. Click **[Yes]** to confirm you wish to enter the quiz as the student.

4. Go to end of the quiz and click **[Submit Quiz]**.