Reset/Submit a Quiz Attempt

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In this article:

- Reset a Quiz Attempt
- Submit an In-Progress Attempt For Students

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]

Course Manager	nent 🗸 Content Grade	s Course Activities
es Setup Wizard	4	Assignments
o Standard View	More Actions V	Attendance
		Class Progress
ch Options		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**.

	Current Quizzes	
 Image: A start of the start of	Quiz 1 - Chicken Overview- Requires Respondus LockDown Brows Availability: always available	ser 🗸
	Exam 1 ✔ (inactive) Availability: always available	Preview
	Syllabus Quiz- Requires Respondus LockDown Browser 🗸 Availability: always available	Delete Grade
	Chap 1 ✔ (inactive) Availability: always available	Reports
		Statistics

3. If the student's quiz attempt is **currently in-progress**:

A. Click [Show Search Options] to display the Restrict to field.

Manage Quizzes > Coffee Quiz Grade Quiz - Coffee Quiz ~				
Export to CSV	Export to Excel	Attempt Logs	More Actions 🗸	
Users Atte	empts Questions			
View By: User Apply Search For Q Show Search Options				
🖀 Reset 💊 Publish 🦞 Retract Feedback				
First Name	e 🔺 , Last Name		Completed	Score

B. From the **Restrict to** dropdown box, select **[Users who have an attempt in progress]**.

Click the [Magnifying Lens Icon] to search.

View By: User ~ Apply
Search For Q Hide Search Options
Search In
First Name 🖌 Last Name
✓ Org Defined ID
Restrict to
Users who have completed an attem \sim
All users
Users who have not taken an attempt
Users who have completed an attempt
Users with attempts in progress
Users with an overall score
Users who have previewed attempts

 If the attempt in question has already been completed: Check the [Checkbox] next to the attempt to reset, then click [Reset].

Reset Publish P. Retract Feedback				
	First Name 🔺 , Last Name	Completed	Score	Grade
\bigcirc	attempt 1	Jul 31, 2023 1:54 PM	5 / 5	100 %
	overall grade (highest attempt)		5 / 5	100 %

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]

Current Quizzes	
Quiz 1 - Chicken Overview- Requires Respondus LockDown Browser Availability: always available	
Exam 1 ✔ (inactive) Availability: always available	Preview
Syllabus Quiz- Requires Respondus LockDown Browser v Availability: always available	Delete
Chap 1 ✔ (inactive) Availability: always available	Reports
	Statistics

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].

