

# Reset/Submit a Quiz Attempt

Last Modified on 07/31/2023 4:31 pm CDT

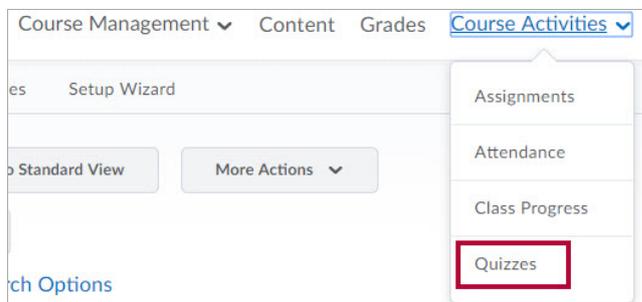
## In this article:

- [Reset a Quiz Attempt](#)
- [Submit an In-Progress Attempt For Students](#)

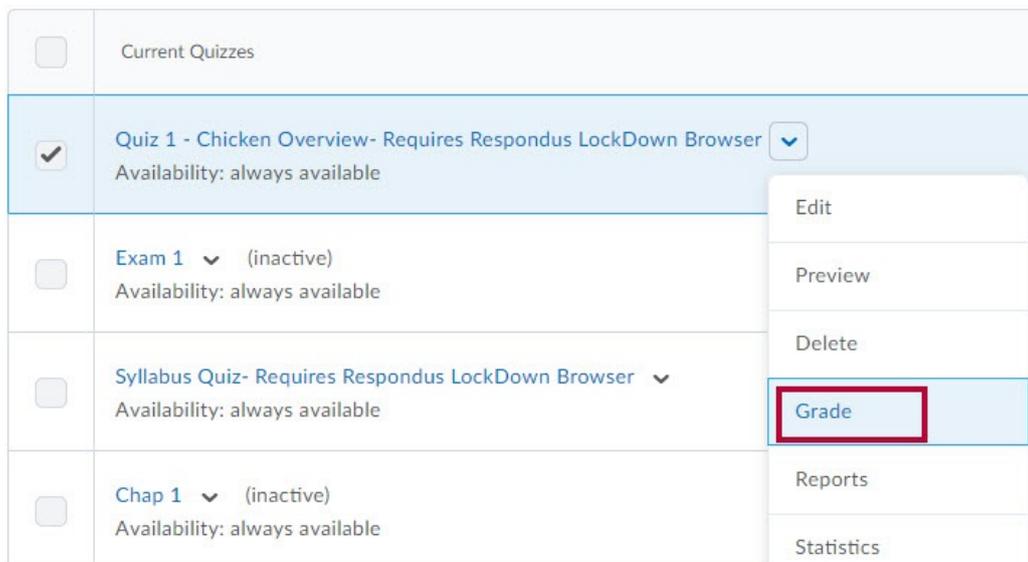
## Reset a Quiz Attempt

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

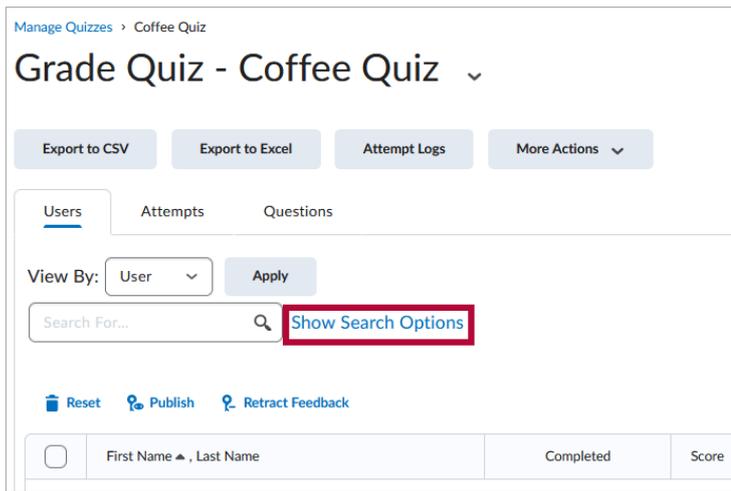
1. Go to **[Course Activities]** > **[Quizzes]**



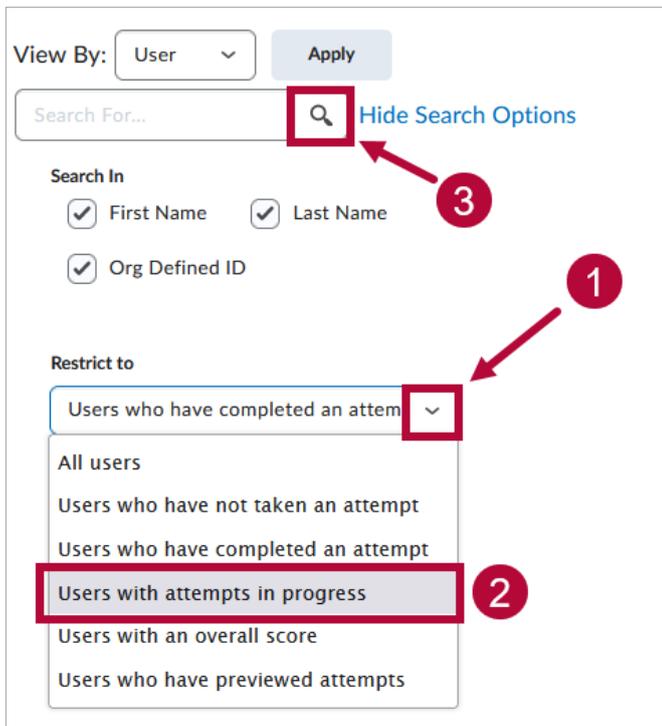
2. Click the arrow next to the quiz, and then select **[Grade]**.
  - A. If the student's quiz attempt is currently **in-progress**, proceed to **Step 3**.
  - B. If the attempt in question has already been **completed**, proceed to **Step 4**.



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]**.

<input type="checkbox"/> <b>Reset</b> <input type="checkbox"/> <b>Publish</b> <input type="checkbox"/> <b>Retract Feedback</b>				
<input type="checkbox"/> <b>2</b>	First Name ▲, Last Name	Completed	Score	Grade
<input type="checkbox"/> <b>1</b>				
<input checked="" type="checkbox"/>	attempt 1	Jul 31, 2023 1:54 PM	5 / 5	<input type="radio"/> 100 %
	overall grade (highest attempt)		5 / 5	<input type="radio"/> 100 %

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

**Confirmation**

**Reset Attempt**  
 This operation will permanently delete all data associated with these attempts of the quiz.  
 Are you sure that you want to proceed?

**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]**

<input type="checkbox"/>	Current Quizzes	
<input checked="" type="checkbox"/>	Quiz 1 - Chicken Overview- Requires Respondus LockDown Browser Availability: always available	<div style="border: 1px solid #ccc; padding: 5px;"> <a href="#">Edit</a> <hr/> <a href="#">Preview</a> <hr/> <a href="#">Delete</a> <hr/> <div style="border: 2px solid red; padding: 2px;"><a href="#">Grade</a></div> <hr/> <a href="#">Reports</a> <hr/> <a href="#">Statistics</a> </div>
<input type="checkbox"/>	Exam 1 <span style="font-size: small;">(inactive)</span> Availability: always available	
<input type="checkbox"/>	Syllabus Quiz- Requires Respondus LockDown Browser Availability: always available	
<input type="checkbox"/>	Chap 1 <span style="font-size: small;">(inactive)</span> Availability: always available	

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

<input type="checkbox"/>	attempt 2 (In progress) 
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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]**.

