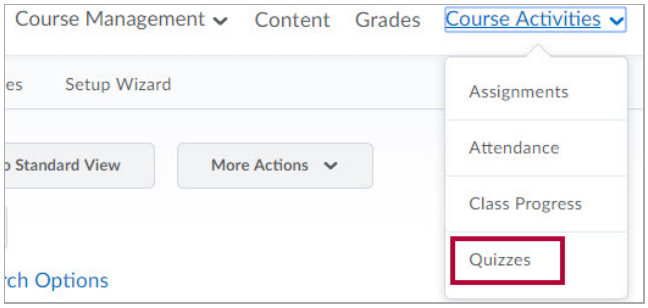
Reset or Submit a Quiz Attempt

Last Modified on 07/23/2026 4:19 pm CDT

Reset a Quiz Attempt

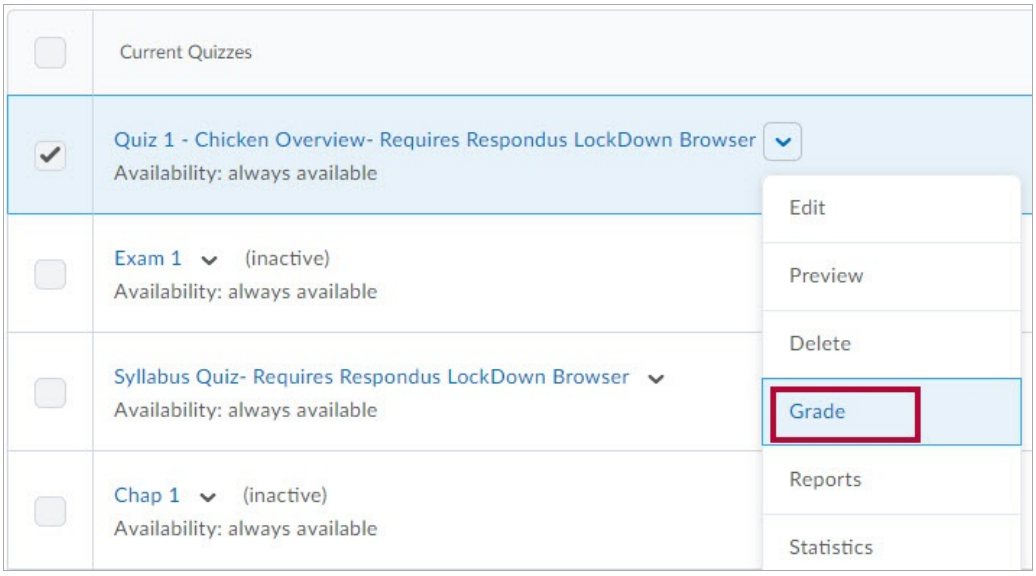
Follow the instructions below to reset a student's quiz attempt.

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



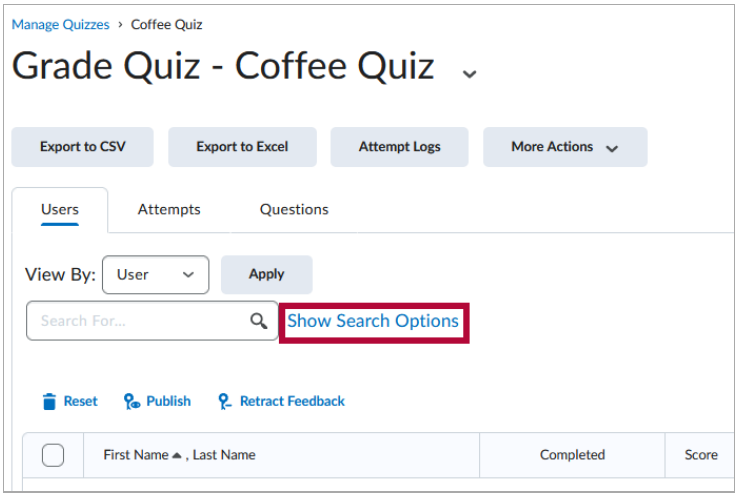
2. Click the arrow next to the quiz, then select **[Grade]**.

   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**.

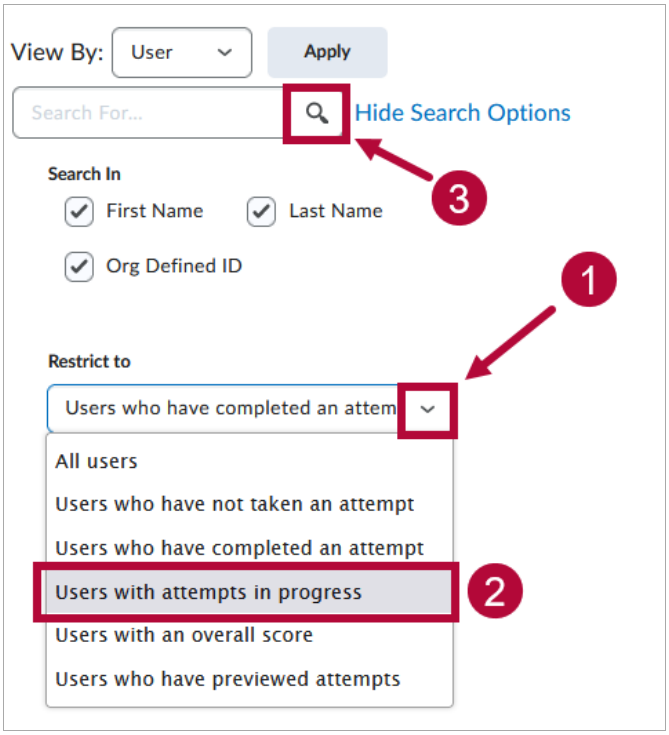


3. If the student's quiz attempt is **currently in-progress**:

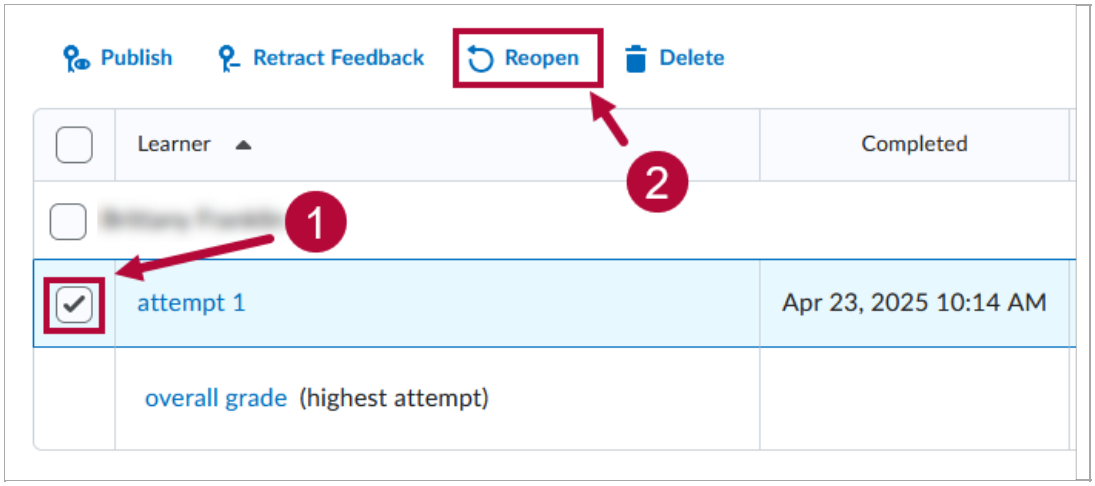
   A. Click **[Show Search Options]** to display the **Restrict to** field.



B. From the **Restrict to** dropdown, select **[Users who have an attempt in progress]**, then click the **[Magnifying Lens]** icon to search.

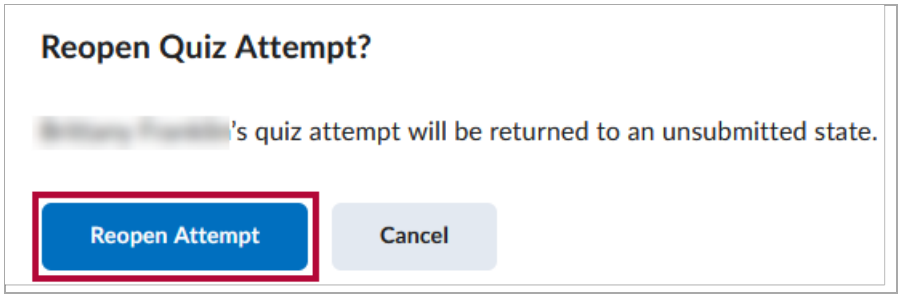


4. If the attempt in question has already been completed, enable the **[Checkbox]** next to the attempt to reset, then click **[Reopen]**.



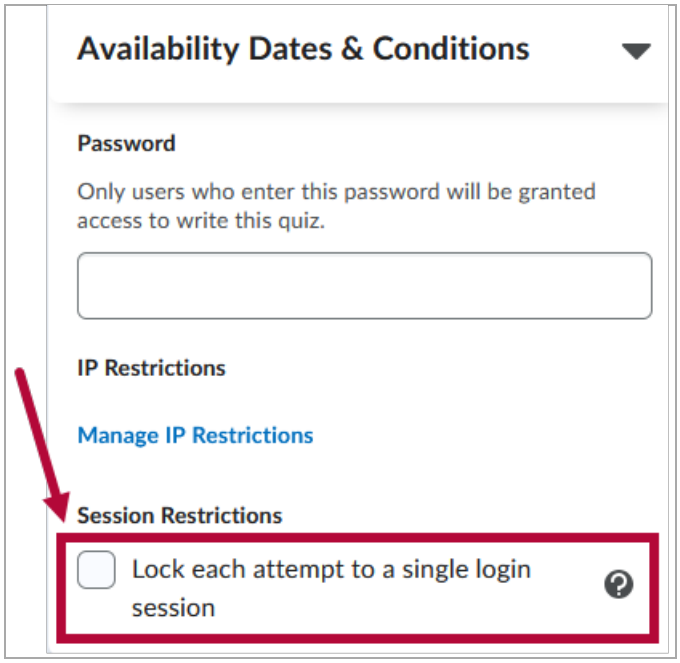
5. On the confirmation window, click **[Yes]**.

> **NOTE:** You can view the attempt before you decide to reset 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.

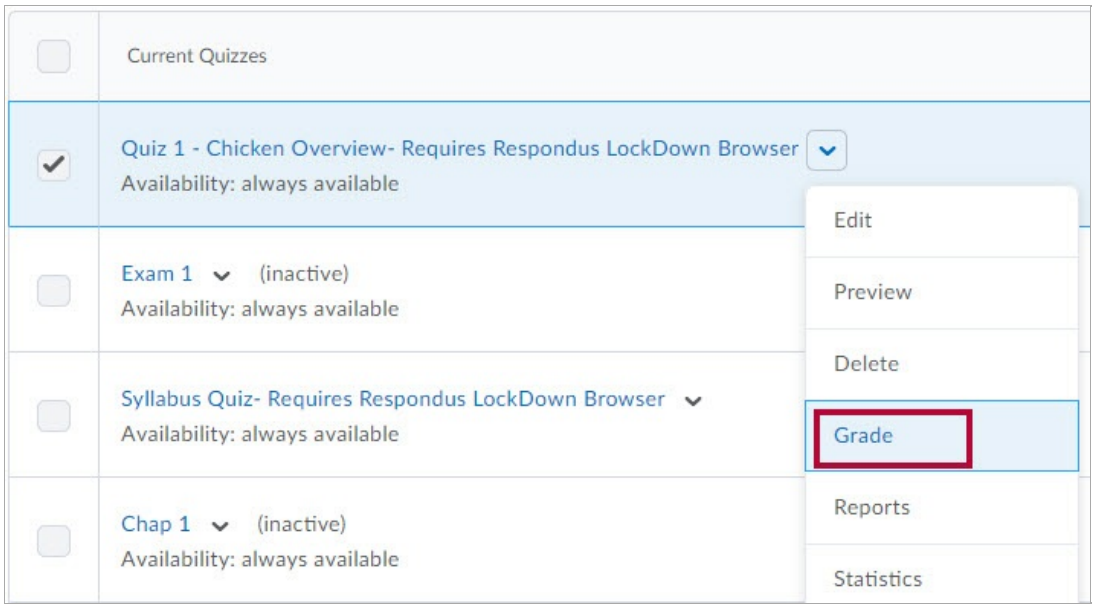


Submit an In-Progress Attempt For Students

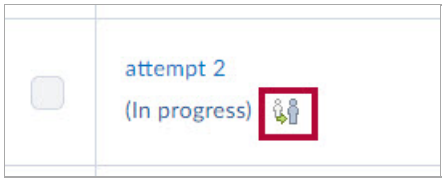
1. Before submitting an in-progress attempt, navigate via **[Edit Quiz] → [Availability Dates & Conditions] → [Session Restrictions]**. Verify that the **[Lock each attempt to a single login session]** checkbox is *disabled.*



2. From **[Course Activities]** → **[Quizzes]** → **[Quiz Dropdown Menu]** → **[Grade]**.



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



4. Click **[Yes]** to confirm you wish to enter the quiz as the student, then go to the end of the quiz and click **[Submit Quiz]**.

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP (4357)** or submit a ticket through the IT Service Desk Portal

(https://lonestar.teamdynamix.com/TDClient/Requests/ServiceCatalog).