

## Resetting Quizzes

Resetting a quiz occurs in two stages. The first is to submit the quiz on the student's behalf. The second stage is to then reset the quiz.

### Submit the Quiz

**Step 1:** Select the dropdown menu next to the quiz and select **Grade**.

The screenshot shows the 'Manage Quizzes' interface. At the top, there are tabs for 'Manage Quizzes', 'Question Library', and 'Statistics'. Below the tabs are three buttons: 'New Quiz', 'Edit Categories', and 'More Actions'. A 'Bulk Edit' icon is visible. The main area contains a table of quizzes. The first row is 'Current Quizzes'. The second row is 'Quiz 1 - Syllabus' with a dropdown arrow next to it. A dropdown menu is open for this quiz, showing options: 'Edit', 'Preview', 'Delete', 'Grade', 'Reports', 'Statistics', and 'Publish to LOR'. The 'Grade' option is highlighted with a red box. The third row is 'Randomized Quiz' with a dropdown arrow. The fourth row is 'Quiz 4' with a dropdown arrow and '(inac)'. The fifth row is 'Quiz 5' with a dropdown arrow and '(inac)'. The sixth row is 'Grammar Quiz--Pr' with a dropdown arrow and 'Availability: always...'. The 'Grade' option in the dropdown menu is highlighted with a red box.

Checkbox	Quiz Name	Availability
<input type="checkbox"/>	Current Quizzes	
<input type="checkbox"/>	Quiz 1 - Syllabus	Available on Sep 26, 2017 12:00 AM
<input type="checkbox"/>	Randomized Quiz	Available on Jun 2
<input type="checkbox"/>	Quiz 4	Available on Oct 1 (inac)
<input type="checkbox"/>	Quiz 5	Available on Oct 2 (inac)
<input type="checkbox"/>	Grammar Quiz--Pr	Availability: always...

**Step 2:** From the **Users** page, select the option **Users with attempts in progress** from the **Restrict to** dropdown menu. Select the magnifying glass icon in the search bar. This will reset your view to see only users with attempts in progress.

Grade Quiz - Quiz 1 - Syllabus ▾

Users Attempts Questions

View By: User ▾ Apply

Search For... 🔍 Hide Search Options

Search In

First Name  Last Name

Org Defined ID

Restrict to

Users with attempts in progress ▾

There are no attempts


Save and Close Save Cancel

**Step 3:** Select the **Enter Quiz as User** icon next to your student's name and impersonate the student to submit the exam.

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Published
ACC Student 27					
<input type="checkbox"/>	attempt 1 (In progress)		-	-	-
	overall grade		-	-	

A confirmation box will appear. Select **Yes** to enter the quiz as the user.

**Confirmation**

 **Enter Quiz As User**  
You are about to enter this quiz as this user. Are you sure that you want to proceed?


**Step 4: Select Save all Responses and Go to Submit Quiz.**


**Quiz 1 - Syllabus**  
Est. Length: 2:00:00 ACC Student 27: Attempt 1


**Questions**  
3 of 5 questions saved


Page 1:

Page 2:

**Legend**  
 Saved Response  
 Unsaved Response  
 Info Item

**Question 1** (1 point)   
 A) True  
 B) False

**Question 2** (1 point)   
Your first post to Discussions is by midnight on Thursdays of every week.  
 A) True  
 B) False

**Question 3** (1 point)   
You must respond to two classmates in the Discussions to receive full credit.  
 A) True  
 B) False

Page 1 of 2

Quiz Started

**Step 5: Select Submit quiz.**

### Quiz Submission Confirmation

You are about to submit your quiz...

To change your response to any question before submission, click on the question number in the **Quiz Info** menu.

Once you press the Submit Quiz button you cannot return to your quiz.

Submit Quiz

**Step 6: Once you are back on the Grade Quiz page use the Restrict to pulldown to change the option to Users who have completed an attempt.**

Restrict to

Users who have completed an attempt ▼


1 Search Result   [Clear Search](#)




	First Name ▲, Last Name	Completed	Score	Grade	Published
<input type="checkbox"/>	ACC Student 27				
<input type="checkbox"/>	attempt 1	Jun 26, 2018 3:09 PM	3 / 5	<span style="color: #f4a460;">60 %</span>	<input checked="" type="checkbox"/>
	overall grade (highest attempt)		3 / 5	<span style="color: #f4a460;">60 %</span>	


20 per page ▼

## Resetting the exam/quiz

**Step 7:** Select the attempt of that student. Select the trash can icon to delete the attempt.




<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Published 
<input type="checkbox"/>	ACC Student 27				
<input checked="" type="checkbox"/>	attempt 1	Jun 26, 2018 3:09 PM	3 / 5	 60 %	<input checked="" type="checkbox"/>
	overall grade (highest attempt)		3 / 5	 60 %	


20 per page 

**Save and Close** Save Cancel

A Confirmation box will appear. Select **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?

**Yes** No 

**Step 8:** Select the quiz to which you want to add Special Access. From the **Edit Quiz** page, select the **Restrictions** tab.

**Edit Quiz - Quiz 1 - Syllabus** ▾

Properties **Restrictions** Assessment Objectives Submission Views Reports Setup

### Dates and Restrictions

Status  
Active ▾

Due Date  
 Has Due Date  
7/3/2018 5:24 PM Now  
*United States - Denver*

Availability  
 Has Start Date 6/26/2018 11:07 AM Now  
*United States - Denver*  Has End Date 7/3/2018 1:07 PM Now  
*United States - Denver*

Display In Calendar

**Step 9:** Scroll down to **Special Access**. Select the **Add Users to Special Access** tab.

## Special Access

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

**Add Users to Special Access**

**Save and Close** Save Cancel

**Step 10: Set your Special Access Properties (Start and End dates, Time Limit, etc.).**

### Special Access Properties

**Due Date**

Has Due Date

7/3/2018 5:27 PM Now  
United States - Denver

**Availability**

Has Start Date  Has End Date

6/26/2018 3:27 PM Now 7/3/2018 1:07 PM Now  
United States - Denver United States - Denver

**Timing**

No changes  Recommended Time Limit  Enforced time limit

**Time Limit**

60 minute(s)

Assign an alternative grace period

**Grace Period**

5 minute(s) before flagged as exceeded time limit

You can also assign an alternative behavior for exceeding the time limit and override attempts allowed.

Assign an alternative behaviour for exceeding the time limit

**Exceeded Time Limit Behaviour**

*After the grace period, flag the quiz attempt as exceeded time limit, and*

Allow the student to continue working

Prevent the student from making further changes

Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

**Extended Deadline**

10 minute(s) after the grace period ends

**Attempts**

Override attempts allowed

**Attempts Allowed**

2 Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

**Step 11:** Select your student by selecting the checkbox to the left of the name. Select **Add Special Access**.

Users

View By: User

Search For...

More

<input type="checkbox"/>	First Name ▲, Last Name, Id
<input checked="" type="checkbox"/>	ACC Student 27 (Id: student27)
<input type="checkbox"/>	ACC Student28 (Id: student28)

You will now see the student listed under the **Special Access** section of the quiz.

**Special Access**

Type of Access

- Allow selected users special access to this quiz
- Allow only users with special access to see this quiz

ACC Student 27 60 minute(s)

Begins Jun 26, 2018 3:27 PM, Ends Jul 3, 2018 1:07 PM