Reopening or Submitting Quizzes for Students who Forgot to Submit – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved with re-opening a quiz for a student who has lost access (e.g., due to technical issues) but where the quiz has closed (or the time limit has run out.) It will also cover the steps involved in submitting quizzes for students who have forgotten to submit them (but where they no longer have access to go back in themselves and submit them).

Steps for re-opening a quiz for a student after a quiz has closed

If a student's computer or browser crashes or shuts down while they are writing a quiz, as long as the time limit and the end date for the quiz have not passed, the student can return to the **Quizzes** tool and continue the quiz.

If, however, the student tries to log back into the quiz after the time limit or the due date have passed, you may want to re-open that quiz so the student can pick up where they left off and submit the quiz. For this scenario, you will need to edit the **Special Access** for this quiz. To do this:

1. Go to the **Quizzes** tool in your course.

2. Click the arrow next to the title of the quiz you wish to grade, and select **Edit**.

3. In the **Restrictions** tab, scroll down to **Special Access** (at the bottom of the page), and select **Allow only users with special access to see this quiz** to ensure only the selected student(s) can see the quiz. Click **Add Users to Special Access**.

4. Set the desired **Due**, **Start**, and/or **End** dates as well as the **Access** limits for the student(s).

5. Scroll down to the **Users** area, and select the name(s) of the student(s) you want to re-open the quiz for. Click **Add Special Access**.
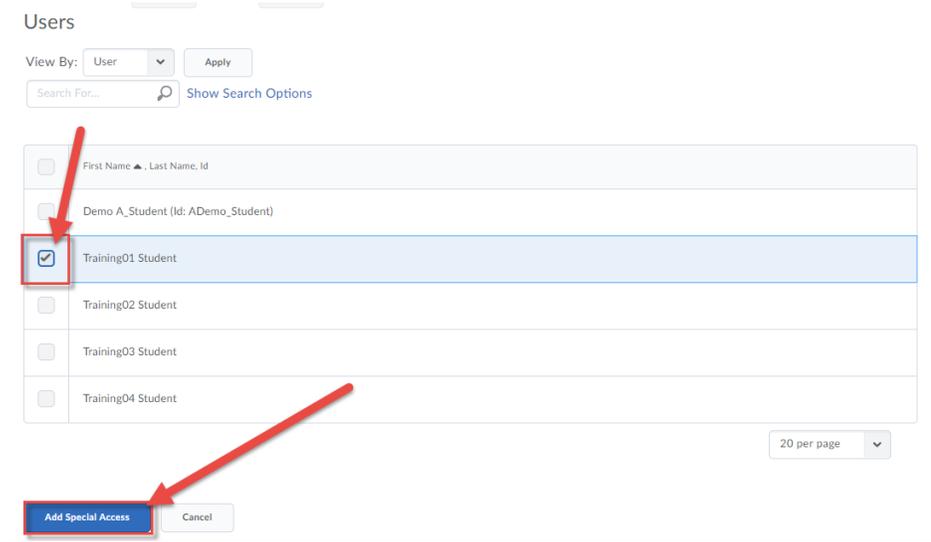
6. The selected student(s) will now be able to access the already active quiz for the set time periods (note that for this Special Access scenario, no other students will be able to access the quiz), and finish what they started earlier.

Steps for submitting a completed quiz for a student

If a student has forgotten to submit a quiz, but has saved all their answers, and cannot get back into the quiz because the time limit or due date has passed, you can go into the quiz and submit it on their behalf. To do this:

1. Go to the **Quizzes** tool in your course.

2. Click the arrow next to the title of the quiz you wish to grade, and select **Grade.**
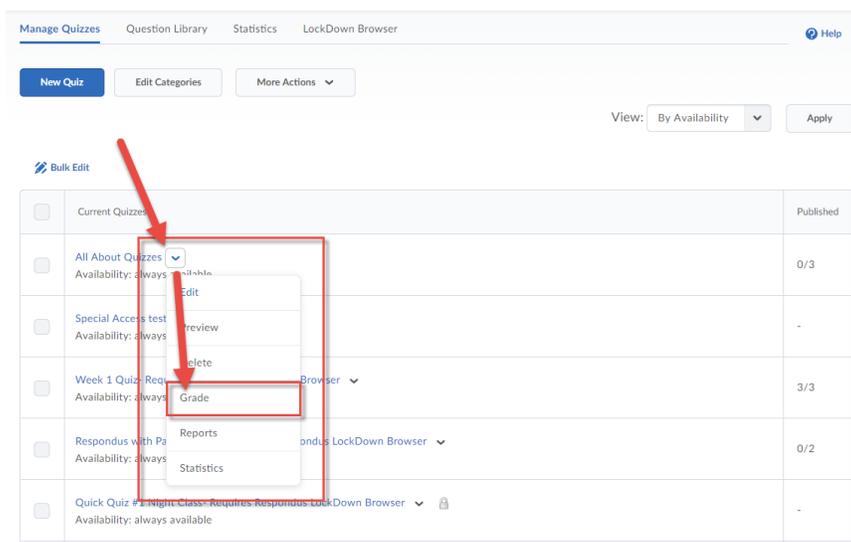
3. First, click the **Restrict to** drop-down menu and select **All users**. Then click on the magnifying glass next to the **Search For:** box. You will now see a list of all students, those who have completed the quiz and those who have not.
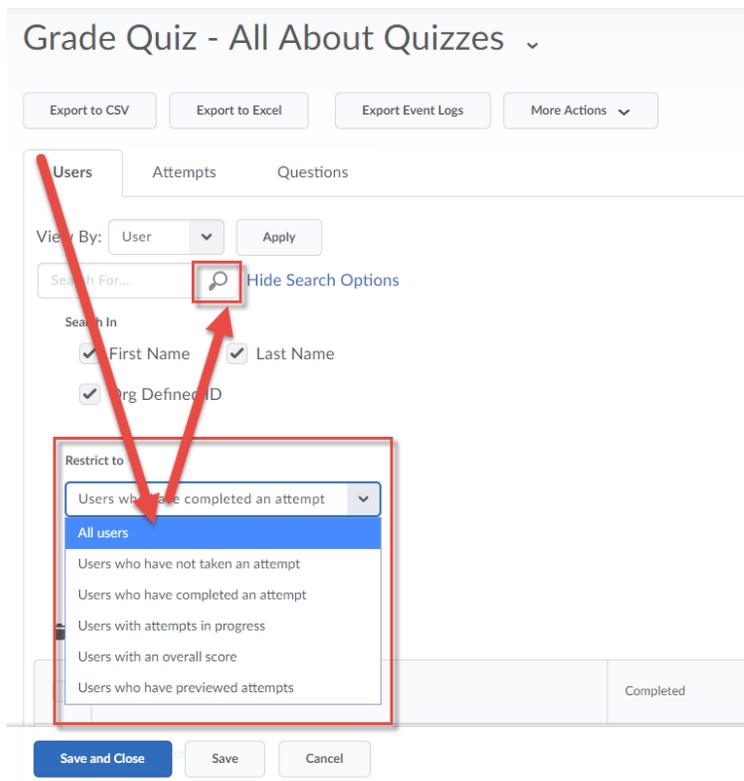
4. Scroll down to your student list. Next to students who have started a quiz attempt, but NOT submitted it, you will see an **(in progress)** note. Click the icon next to this note to **Enter Quiz as User**.
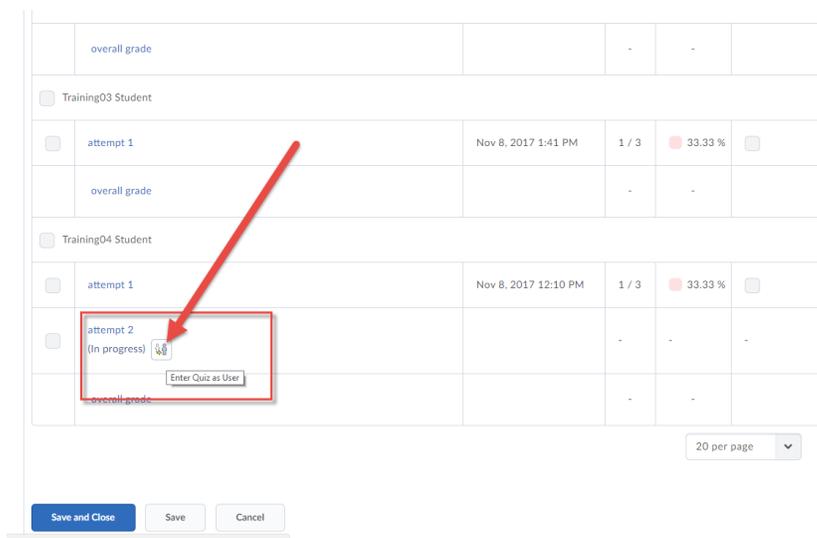
5. Click **Yes** in the **Confirmation** pop-up box.
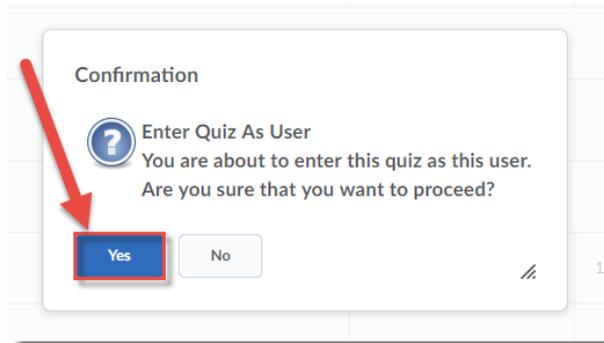
6. To submit the quiz as completed by the students, scroll down and click **Submit Quiz**.
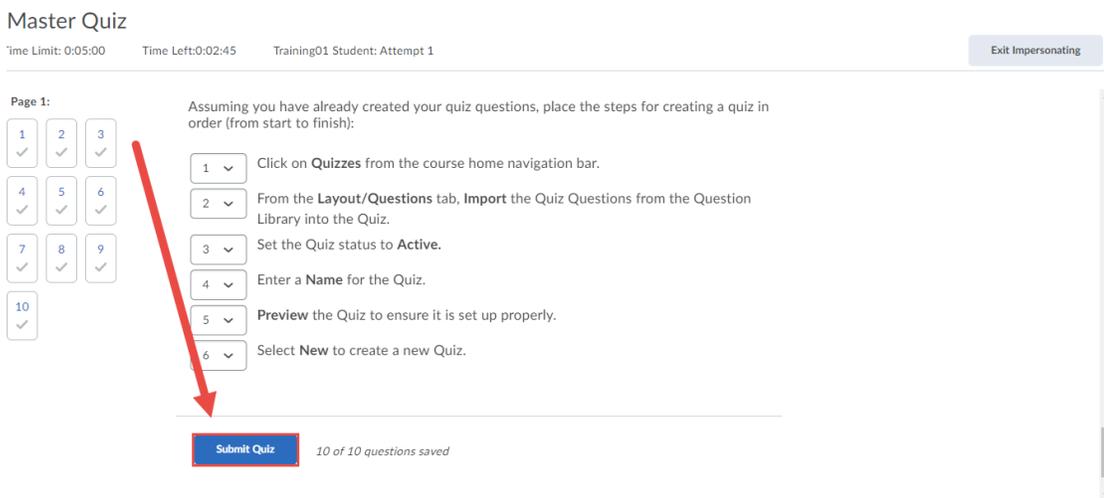
7. Click **Submit Quiz**.
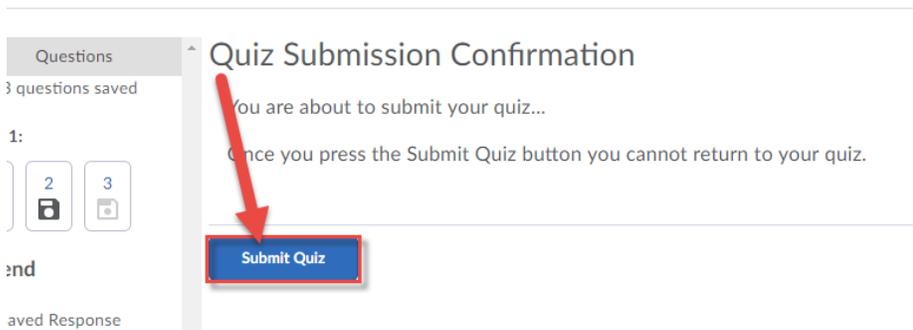
Things to Remember

Remember to publish the student's attempt to the **Grades** if that has not already been done automatically.