



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**.

The screenshot shows the D2L Quizzes tool interface. At the top, there are navigation links: Training Course 01, Course Home, My Tools, and Edit Course. Below this is a header for 'Manage Quizzes' with sub-links for Question Library, Statistics, and LockDown Browser. There are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' icon is visible. The main area is a table of quizzes. The second row, 'All About Quizzes', has a dropdown arrow next to its title. A red box highlights the 'Edit' option in this dropdown menu. Other quizzes listed include 'Special Access test', 'Week 1 Quiz-Req', 'Respondus with Pa', and 'Quick Quiz #1 Night Class-Requires Respondus LockDown Browser'.



- 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**.

Optional Advanced Restrictions

Expand optional advanced restrictions

Timing

Recommended Time Limit Enforced Time Limit

Time Limit: 10 minute(s) Grace Period: 1 minute(s) before flagged as exceeded 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.

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

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

Special Access Properties

Due Date

Has Due Date

9-19-2018 5:24 PM Now

Canada - Vancouver

Availability

Has Start Date

9-12-2018 10:24 AM Now

Canada - Vancouver

Has End Date

9-19-2018 5:24 PM Now

Canada - Vancouver

Timing

No changes Recommended Time Limit Enforced time limit

Time Limit

10 minute(s)

Assign an alternative grace period

Grace Period

1 minute(s) before flagged as exceeded time limit

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

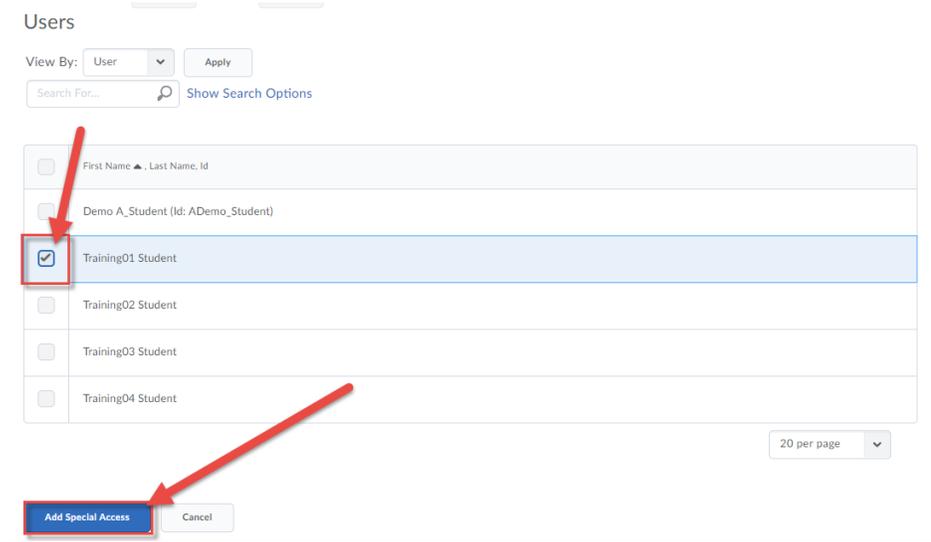
Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

Add Special Access Cancel



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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**.

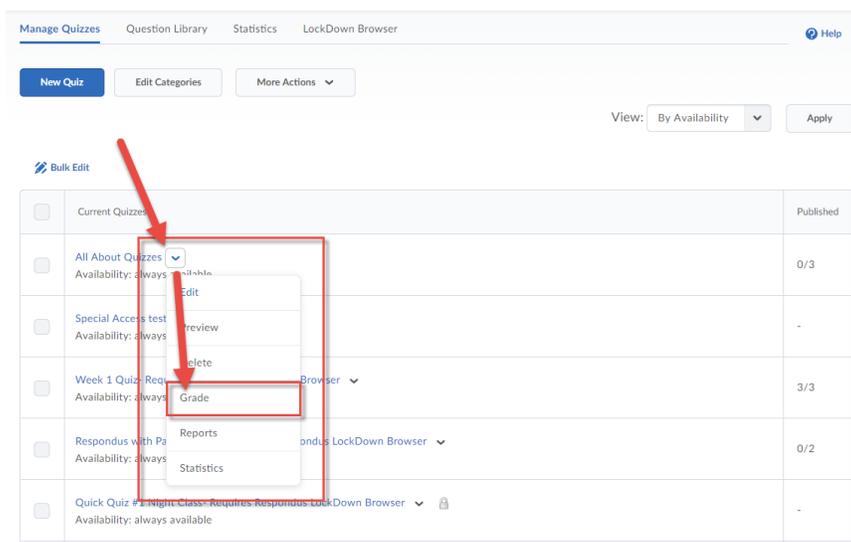


6. The selected student(s) will now be able to access the already active quiz for the set time periods (note that for this Special Access scenario, no other students will be able to access the quiz), and finish what they started earlier.

Steps for submitting a completed quiz for a student

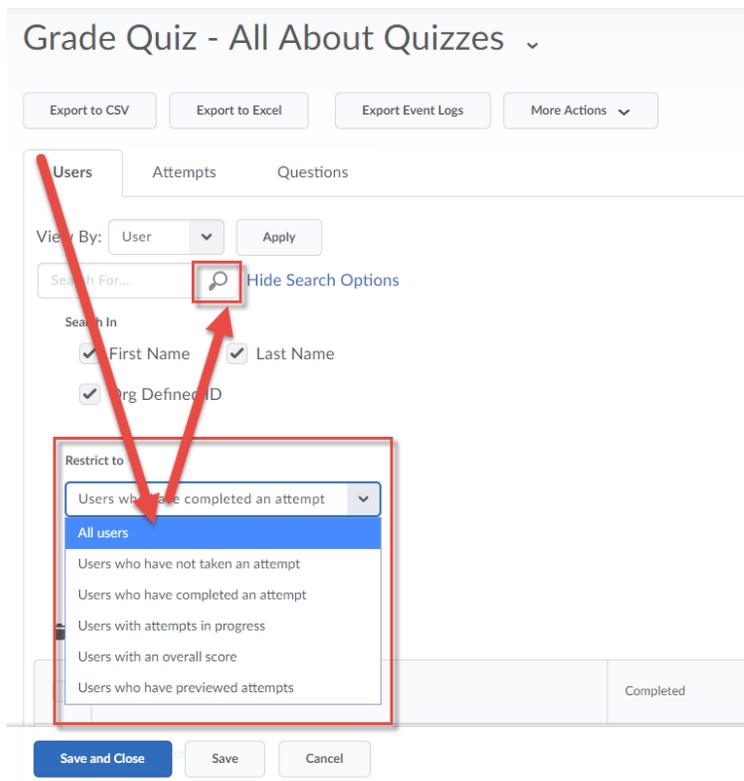
If a student has forgotten to submit a quiz, but has saved all their answers, and cannot get back into the quiz because the time limit or due date has passed, you can go into the quiz and submit it on their behalf. To do this:

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**.

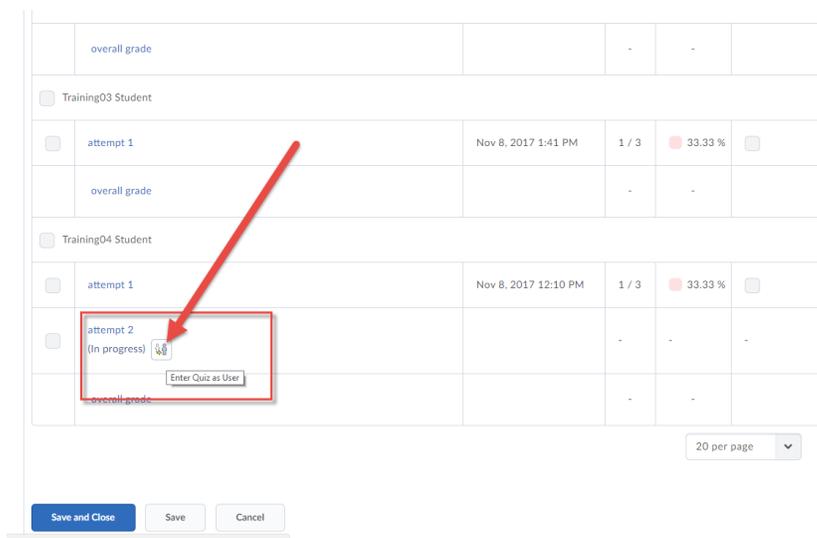


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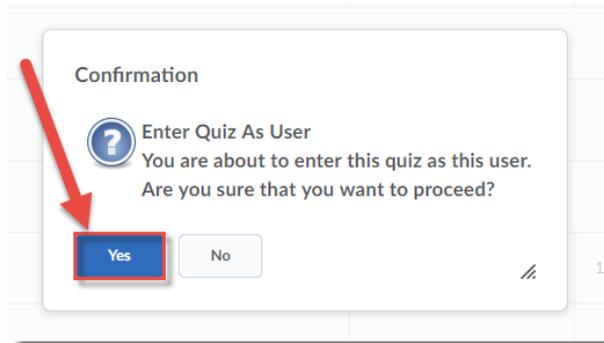
- First, click the **Restrict to** drop-down menu and select **All users**. Then click on the magnifying glass next to the **Search For:** box. You will now see a list of all students, those who have completed the quiz and those who have not.



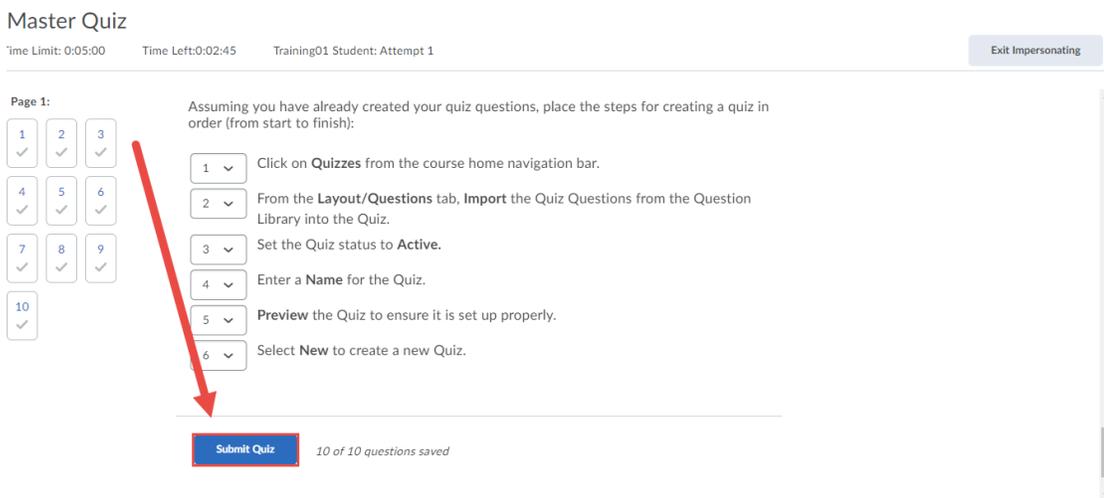
- Scroll down to your student list. Next to students who have started a quiz attempt, but NOT submitted it, you will see an **(in progress)** note. Click the icon next to this note to **Enter Quiz as User**.



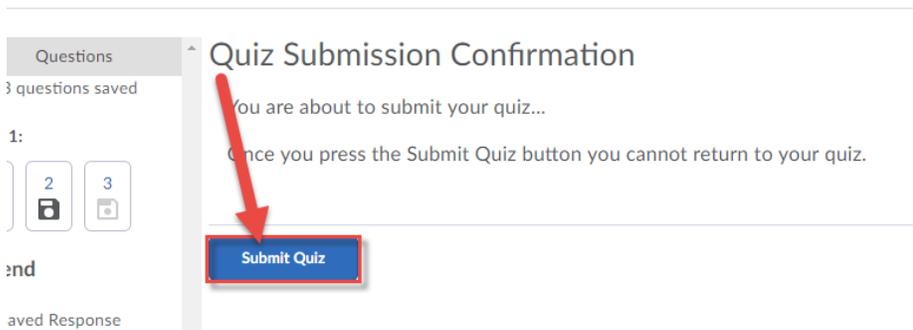
5. Click **Yes** in the **Confirmation** pop-up box.



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.



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