



## Resetting Quiz Attempts – 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 resetting a student's quiz attempt, for example, if a student has accidentally started and/or submitted a quiz. Essentially, this means you will need to delete their attempt so they can start over.

### Steps

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**.

The screenshot shows the D2L Quizzes tool interface. At the top, there are navigation tabs: "Manage Quizzes" (selected), "Question Library", "Statistics", and "LockDown Browser". Below these 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" link is visible. The main area is a table of quizzes. The "Week 1 Quiz- Requires Respondus LockDown Browser" row is highlighted, and its context menu is open, showing options: Edit, Preview, Delete, Grade (highlighted in blue), Reports, and Statistics. A red box and arrow point to the "Grade" option.

Quiz Title	Availability	Attempts	Status
Current Quizzes			Published
All About Quizzes-	Availability: always available	4/6	
Special Access test (inactive)	Availability: always available	-	
Week 1 Quiz- Requires Respondus LockDown Browser	Availability: always available	3/3	
Respondus with Password Test- Requires Respondus LockDo	Availability: always available	0/2	
Quick Quiz #1 Night Class- Requires Respondus LockDown Browser	Availability: always available	-	



3. Click the select box for the **attempt** you want to delete, and click the **trashcan** (delete icon).

Users Attempts Questions

View By: User

Search For...  Show Search Options

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Published <input type="button" value=""/>
<input type="checkbox"/>	Demo A_Student				
<input checked="" type="checkbox"/>	attempt 1 (Exceeded time limit by 240:53:45)	Sep 21, 2015 3:05 PM	1 / 3	33.33 %	<input type="checkbox"/>
	overall grade		-	-	
<input type="checkbox"/>	Training01 Student				
<input type="checkbox"/>	attempt 1	Mar 27, 2017 10:23 AM	6 / 3	200 %	<input type="checkbox"/>
	overall grade		-	-	

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

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?



5. Click **Save and Close** (this is VERY important when you need to update a published grade in the gradebook if the student has made MULTIPLE attempts).

The screenshot shows a gradebook interface with the following elements:

- Buttons at the top: Export to CSV, Export to Excel, Export Event Logs, More Actions (dropdown).
- Tabs: Users, Attempts, Questions.
- View By: User (dropdown), Apply.
- Search For... (input field) and Show Search Options (link).
- Table with columns: First Name, Last Name, Completed, Score, Grade, Published.
- Table rows:
  - Training01 Student
  - attempt 1 (Mar 27, 2017 10:23 AM, 6 / 3, 200%)
  - overall grade
  - Training03 Student
  - attempt 1 (Nov 8, 2017 1:41 PM, 1 / 3, 33.33%)
  - overall grade
- Buttons at the bottom: Save and Close (highlighted with a red box and arrow), Save, Cancel.
- Notification box: Deleted successfully (with a close icon).

## Things to Remember

If you delete an attempt (and have clicked on the **Save and Close** button in the Grade Quiz area) AFTER the quiz grade has been published to the gradebook, the grade in the gradebook should automatically update.

**NOTE** that the student's grade will NOT be updated in the gradebook *if you deleted the **only** attempt a student had made*. In this case, you will need to go to the Grades tool and reset the student's grade manually. When the student re-submits the quiz, that grade will automatically populate the gradebook.

If what you really want to do is keep the attempt and give the student a second (or third) attempt at a quiz, you will need to use **Special Access**, and give that students another attempt.



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