



## Viewing Students Who have Not Attempted a Quiz – 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 when you wish to see a list of students who have not yet attempted a Quiz yet.

### Steps

1. Go to the **Quizzes** tool in your course.
2. Click on the down arrow next to the Quiz you wish to see attempts for, and select **Grade**.

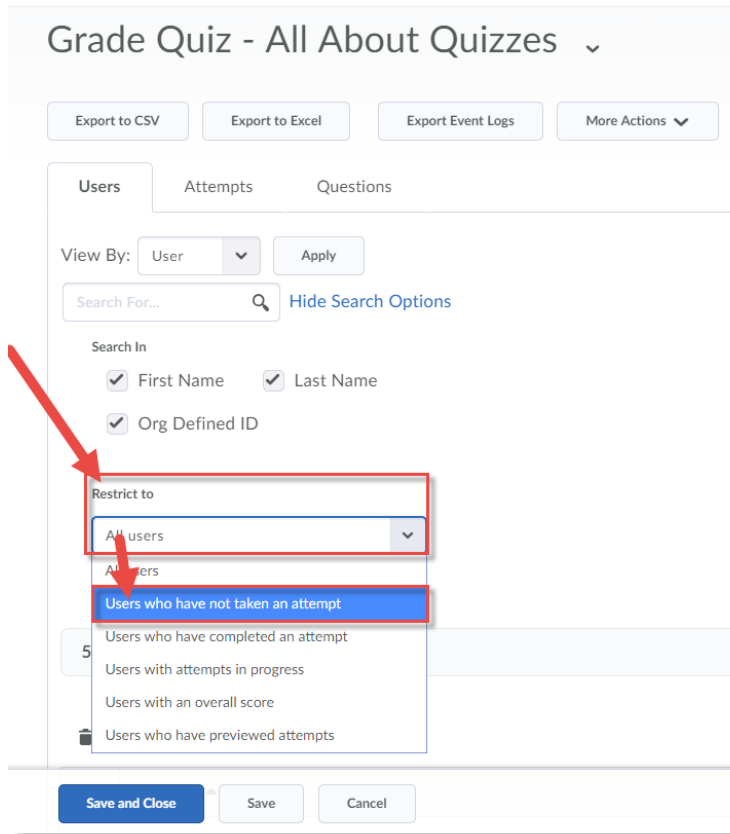
The screenshot shows the D2L Quizzes tool interface. At the top, there are navigation links: Training Course 03, Course Home, My Tools, Kaltura My media, Course Media gallery, and Edit Course. Below this is the 'Manage Quizzes' section, which includes a 'New Quiz' button, an 'Edit Quiz' button, and a 'Delete' button. A 'View:' dropdown menu is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' button is also visible. The main area contains a table of quizzes:

	Current Quizzes	Published
<input type="checkbox"/>	All About Quizzes Availability: always available	-
<input type="checkbox"/>	Master Quiz (inactive) Availability: always available	-

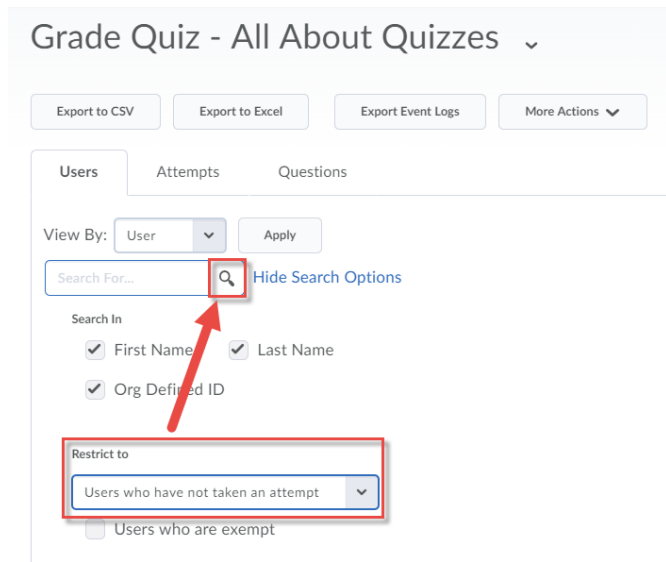
The 'All About Quizzes' row has a dropdown arrow next to it. A red box highlights this arrow, and a red arrow points from it to the 'Grade' option in the dropdown menu. Another red box highlights the 'Grade' option in the menu.



3. In the **Restrict to** drop-down menu, select **Users who have not taken an attempt**.



4. Click the magnifying glass in the **Search for** box near the top of the Grade Quiz area.



5. Scroll down, and you will now see a list of the students who have not yet attempted the quiz.

The screenshot shows a filter interface with a 'Restrict to' section. A dropdown menu is set to 'Users who have not taken an attempt'. Below it is a checkbox for 'Users who are exempt'. A search bar shows '5 Search results' and a 'Clear Search' button. A red arrow points from the dropdown menu to a table of results. The table has columns for 'First Name ▲, Last Name' and 'overall grade'. The results are:

First Name ▲, Last Name	overall grade
Training01 Student	
Training02 Student	
Training03 Student	

At the bottom of the interface is a 'Cancel' button.

## Things to Remember

When you go back to the **Grade Quiz** area, the **Restrict to** drop-down should retain the last option you selected, meaning if you want to see a list of students who **HAVE** attempted a quiz, you will need to select that option (**Users who have completed an attempt**) from the drop-down.



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