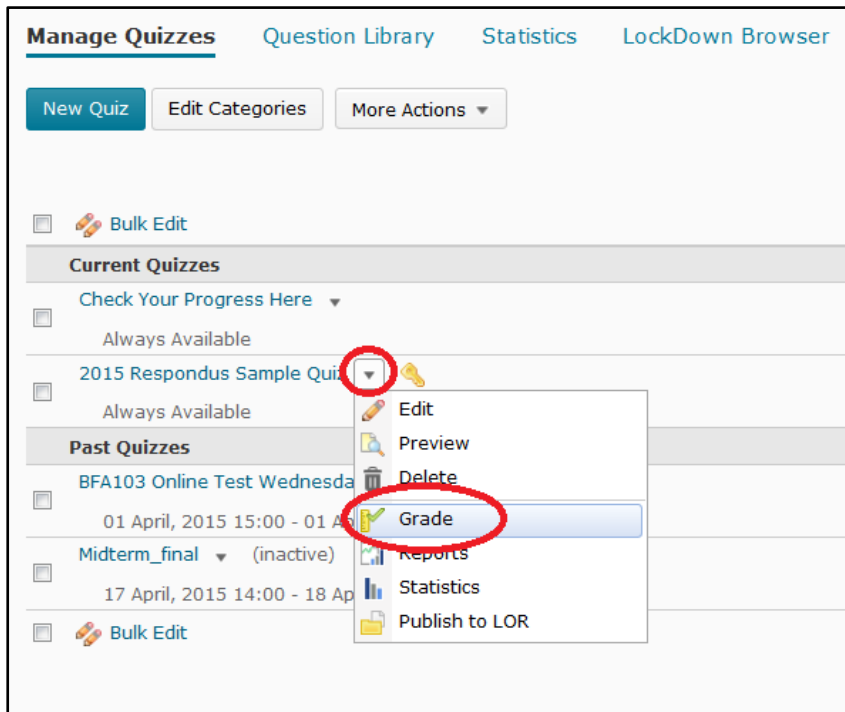


## Quick Guide – Delete a Student’s Quiz Attempt.

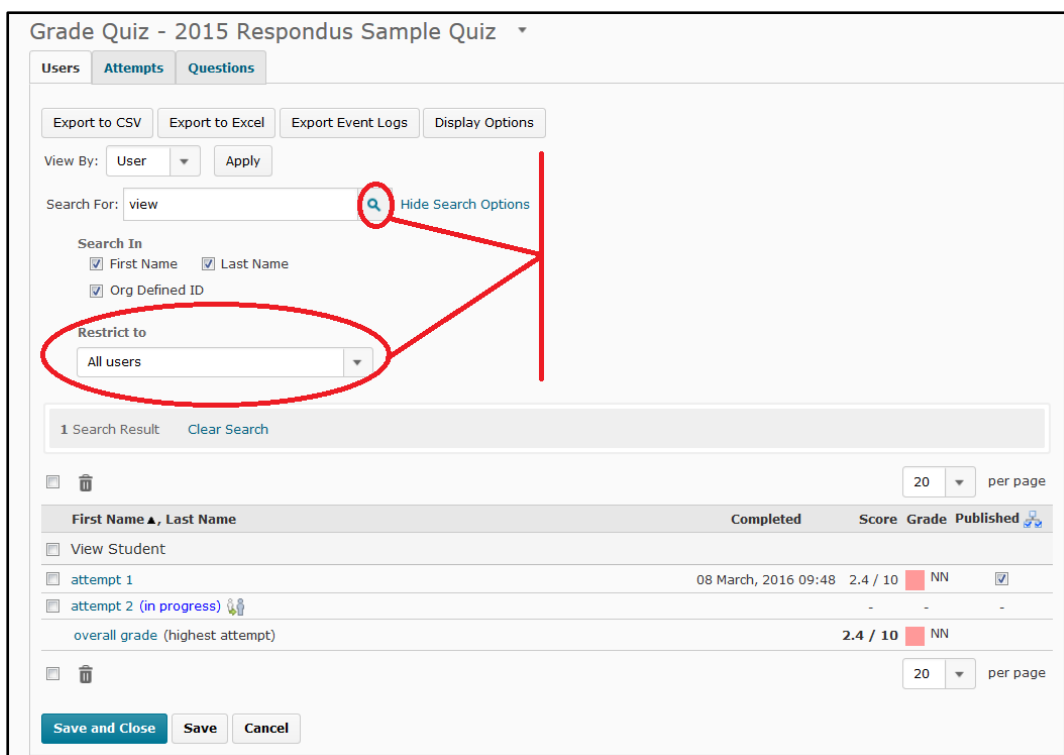
Please note – Deleting the attempt is your first step to giving students another go – if the quiz is beyond the due date you will either need to alter the date or set up special access for that student.

**Step 1:** Click through to the Quizzes tool and from the menu to the right of the quiz select ‘Grade’ from the menu options as shown below.



The screenshot shows the 'Manage Quizzes' interface. At the top, there are tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. Below these are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. The main content area is divided into 'Current Quizzes' and 'Past Quizzes'. In the 'Current Quizzes' section, there is a quiz titled '2015 Respondus Sample Quiz' with a dropdown menu open. The 'Grade' option is highlighted in blue and circled in red. Other options in the menu include 'Edit', 'Preview', 'Delete', 'Reports', 'Statistics', and 'Publish to LOR'. The 'Past Quizzes' section shows a quiz titled 'BFA103 Online Test Wednesday' and another titled 'Midterm\_final'.

**Step 2:** From the next window you should ensure the ‘Restrict to’ field is set to All Users and enter the student’s name and click the ‘search icon’ as shown below.



The screenshot shows the 'Grade Quiz - 2015 Respondus Sample Quiz' interface. At the top, there are tabs for 'Users', 'Attempts', and 'Questions'. Below these are buttons for 'Export to CSV', 'Export to Excel', 'Export Event Logs', and 'Display Options'. The 'View By' dropdown is set to 'User'. The 'Search For' field contains 'view' and has a search icon circled in red. Below this, there are checkboxes for 'Search In' with 'First Name', 'Last Name', and 'Org Defined ID' checked. The 'Restrict to' dropdown is set to 'All users' and is circled in red. Below the search fields, there is a '1 Search Result' section with a 'Clear Search' button. The main content area is a table with columns for 'First Name', 'Last Name', 'Completed', 'Score', 'Grade', and 'Published'. The table shows two attempts: 'attempt 1' and 'attempt 2 (in progress)'. The overall grade is shown as '2.4 / 10' with a grade of 'NN'. At the bottom, there are buttons for 'Save and Close', 'Save', and 'Cancel'.

**Step 3:** Once you have located the student's attempts you can view the attempts by clicking on the 'attempt [number]' text to view, if you wish to verify that you want to delete.

Click the checkbox for the attempt that you wish to delete and then click the trashcan icon, both are circled below in the example screenshot.

Grade Quiz - 2015 Respondus Sample Quiz

Users Attempts Questions

Export to CSV Export to Excel Export Event Logs Display Options

View By: User Apply

Search For: view Hide Search Options

Search In  
 First Name  Last Name  
 Org Defined ID

Restrict to  
All users

First Name ▲, Last Name	Completed	Score	Grade	Published
View Student				
<input type="checkbox"/> attempt 1	08 March, 2016 09:48	2.4 / 10	NN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> attempt 2 (late by 52:07:46)	26 May, 2017 16:30	0 / 10	NN	<input checked="" type="checkbox"/>
overall grade (highest attempt)		2.4 / 10	NN	

20 per page

Save and Close Save Cancel

You will see a confirmation box alerting you that the attempt will be deleted. Click 'yes' to confirm.

**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

The attempt and any associated score that had been sent to the gradebook will be erased. If you prefer to keep this attempt and allow another – there is a separate document covering those steps.