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.

![Manage Quizzes interface](image1)

**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.

![Grade Quiz interface](image2)
**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.

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

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.