
Please note – the quiz status of “In Progress” does NOT automatically mean it is stuck, only that the attempt has not yet been submitted. You should only take these steps below when student has indicated they are not able to return to the quiz themselves to continue/submit. Generally this would be after the end date of the quiz in question.

**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.

![Step 1 Image]

**Step 2:** From the next window you should ensure the ‘Restrict to’ field is set to All Users or Users with Attempt Still in Progress, and a name if known.

![Step 2 Image]
**Step 3:** When you have located the users attempt, if you see the term (in progress) this means the attempt has not been submitted by this user – and you will see a small icon to the right of the text as circled below, click on this icon and click ‘Yes’ to the confirmation window that appears (also below).

![Confirm Attempt](image)

**Step 4:** You will now see the quiz attempt as it has been left by the user. You will see any question answers they have saved, and any they have not saved (there will not be an answer selected for the unsaved questions so you don’t need to save the questions).

If there are answers saved that you want to grade/auto-grade you can submit the quiz on behalf of the user.

Scroll down until you see ‘Go to Submit Quiz’ as circled below.

![Submit Quiz](image)
You will see another 2 confirmation messages, click ‘Submit Quiz’ again, then ‘Yes’ as circled.

The users quiz attempt will now be auto-graded (if applicable) or be available for manual grading, and any score will be sent to the gradebook (if grade is attached and option for auto-publish is checked). You might also see a “late by” message by the attempt.

If you decide that the attempt did not have enough questions saved (or any) to warrant submitting it, you may choose to delete the attempt instead. A document on how is available separately.