



## How to reset attempt(s) of a quiz

1. Click **Quizzes** in the navbar to open the Quizzes tool.
2. Click the down arrow next to the quiz and select **Grade**.
3. Find the name of the student who needs their attempt(s) reset and either check the box next to the name or the boxes next to individual attempts.

The screenshot shows the 'Manage Quizzes' interface. On the left, a dropdown menu is open with 'Grade' selected, indicated by a blue arrow and the number '2'. On the right, a table lists quiz attempts for a student. The first row is the student's name, and the following three rows are 'attempt 1', 'attempt 2', and 'attempt 3', each with a checked checkbox. A blue arrow and the number '3' point to the checkbox for the student's name.

<input type="checkbox"/>	First Name ▲, Last Name
<input checked="" type="checkbox"/>	[Redacted]
<input checked="" type="checkbox"/>	attempt 1
<input checked="" type="checkbox"/>	attempt 2
<input checked="" type="checkbox"/>	attempt 3
	overall grade (highest attempt)

4. Click the **Reset** button at the top of the table to delete the attempts selected.
5. Select **Yes** on the confirmation pop-up window.

The screenshot shows a confirmation pop-up window titled 'Confirmation'. The text reads: 'Reset Attempt. This operation will permanently delete all data associated with these attempts of the quiz. Are you sure that you want to proceed?'. There are 'Yes' and 'No' buttons. A blue arrow and the number '4' point to the 'Reset' button in the background interface. Another blue arrow and the number '5' point to the 'Yes' button in the confirmation window.