Submit an In-progress Test

If a student has not clicked **Submit** on the two final screens of their quiz, the quiz will remain “In Progress.” To submit the quiz on behalf of the student, follow these steps and/or view the short video below.

1. Click **Quizzes** in the course Nav bar and locate the quiz.
2. Select the down arrow next to the quiz and select the **Grade** from the drop-down menu.
3. Click the **Attempts** tab.
4. Next to the magnifying glass, click **Show Search Options**, and in the **Restrict to** drop-down menu, select **Attempts in Progress.**
5. Click on the magnifying glass to start the search.
6. Scroll down to find the search results of the students that are marked as still in progress.
7. Next to the student’s name, you will see the **Impersonate** icon. Click on it and then click **Yes** to confirm the impersonation. (NOTE: both **Instructors** and **TA Lead** can impersonate a student in Quizzes.) This will take you into the student’s test and show which questions they have answered.
8. Scroll all the way down to the end of the quiz until you see **Submit Quiz**. Select it and select it again on the following page. You will be returned to the search result list and the student should no longer appear as **In Progress**.