## *D2L Quizzes: Stopping a quiz attempt in progress, deleting an attempt, and setting special access (v. 10.2)*

Sometimes students will lose their connection while taking a quiz. This means that their quiz remains "in progress" and will not be graded. If they need to retake the quiz, the first attempt must be submitted and/or reset if you are going to allow them to take the quiz over.

Submitting a quiz

1. Click on Quizzes on the nav bar.

2. Find the quiz in the quiz list and click on the drop down to select Grade.
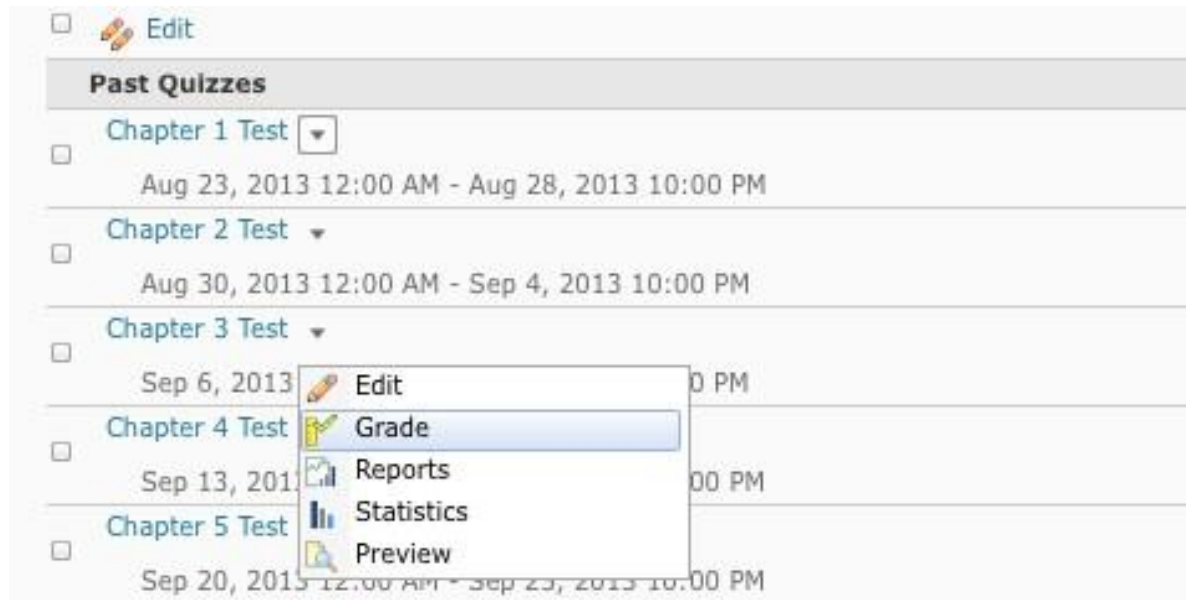
3. The default filter is set to users who have completed an attempt. Since you are looking for an attempt in progress, change the filter to Users with Attempts in progress. Click Search.
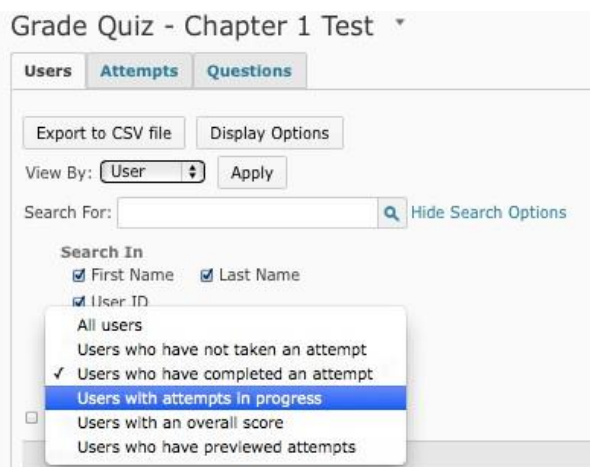
4. Find the student's name. Any attempt in progress will be indicated by "in progress" or possibly even other notations indicating that the quiz has been running for a very long time.

5. Click on attempt in progress. This allows you to impersonate the student and submit the quiz.

6. Follow the prompts to submit the quiz.

Deleting an attempt

Now that the quiz is no longer in progress, you can delete the attempt.

1. Click on quizzes on the nav bar.

2. Find the quiz in the quiz list and click on the ruler with the green check for that quiz on the right side of the list.

3. Find the student whose quiz needs to be deleted. Depending on your class size there may be several pages of student names.

4. Select the box in front of the attempt.

5. Click on the trashcan and follow the prompts.
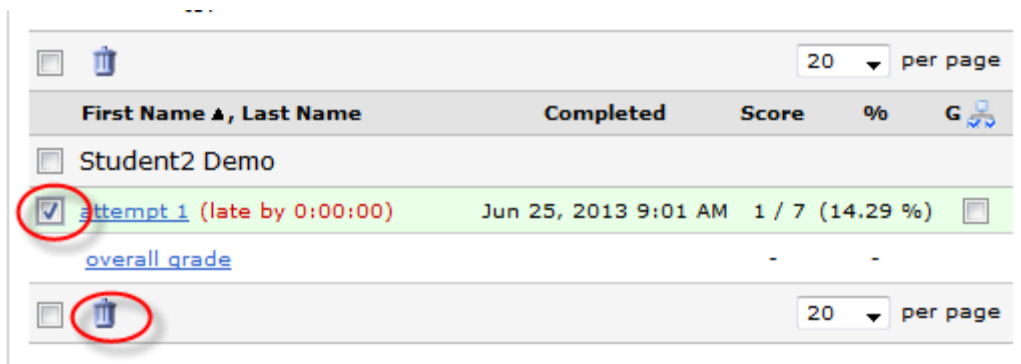
Setting special access

Now that the attempt has been deleted the student may reattempt if the quiz is still available to the class. If the quiz availability has ended you will need to set special access for this student on this quiz.

1. Click on quizzes on the nav bar.

2. Click on the link to the quiz in the quiz list.

3. Click on the restrictions tab.

4. Scroll all the way down to the bottom of the window and click on Add users to special access.

5. On the special access properties screen select the availability dates and access time.

6. Scroll down to the bottom of the screen and find the student in the list. Select the box in front of the student's name.

7. Click Add Special Access.

8. When you return to the Restrictions tab click Save Quiz.

9. Check the Advanced Availablity section at the bottom of the restrictions screen. You should see the student's name listed under Add users to special access along with the availability date and time. If anything is incorrect click the pencil icon to the right of the student's name to edit and the trashcan to delete.