




How to: Reset a quiz

First, click on the drop down menu next to the title of the Quiz you wish to reset.
Then select *Grade*.


Current Quizzes		Graded
<input type="checkbox"/> Pre-Test ▾		24/24
always		
<input type="checkbox"/> Week 2 Quiz ▾	 Grade	23/23
always	 Reports	
<input type="checkbox"/> Week 4 Quiz ▾	 Statistics	22/22
always	 Preview	
<input type="checkbox"/> Week 5 Quiz ▾		16/17
always		

Next, select the attempt (not the student) you wish to reset. **Then** click on the little *garbage can* located at the top of the quiz list.

Restrict to: Users who have completed an attempt


☐ 

20 per page

First Name ▲, Last Name	Completed	Score	%	G	
<input type="checkbox"/> Demo Design					
<input checked="" type="checkbox"/> attempt 1	Jan 14, 2011 12:24 PM	2 / 100	(2 %)	<input checked="" type="checkbox"/>	
overall grade (first attempt)		2 / 100 (2 %)			

This screen will pop up, as a precaution. If you wish to reset, **click Yes**.

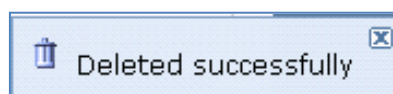
Confirmation



Reset Attempt
This operation will permanently delete all data associated with these attempts of the quiz.
Are you sure that you want to proceed?

You will see the *Deleted Successfully* message pop up. The student's name will also disappear from the list of completed attempts.

The student will now be able to attempt the quiz again.



***Please note that quizzes should only be reset with/for a good reason. If you need assistance in determining a good reason, please ask!!*