## DISTRIBUTED LEARNING

## USING BRIGHTSPACE TOOLS Resetting a Quiz Attempt



## How to Reset a Quiz Attempt in Brightspace

1. From the course navigation bar, **click Assessments** and **select Quizzes** from the drop-down.

| College of the<br>North Atlantic                         | Lisa Skinner P   | Practice Course |  |
|--|------------------|-----------------|--|
| Course Home <u>Content</u> Assessments ~ Communication ~ |                  |                 |  |
| Lisa Skinne  | Dropbox          | ourse           |  |
|  | Grades           |                 |  |
| News 🗸   | Quizzes          |                 |  |
| Welcome to   | Self Assessments |                 |  |
| Posted by Lisa Skinner • 7 Edited                        |                  |                 |  |

 Click the drop-down icon to the right of the quiz you would like to reset for a student and select Grade from the drop-down.

| 🅢 Bu   | k Edit  |                            |
|--------|---|----------------------------|
| $\Box$ | Without Category  |                            |
|        | Test 1 - Windows<br>Due on Jan 29, 2024<br>Available on Jan 2 | Edit                       |
|        | Test 2 - Word Qui:<br>Due on Feb 19, 20<br>Available on Feb 1 | Hide from Users<br>Preview |
|        | Test 3 - Excel Quiz<br>Due on Mar 19, 2(                      | Delete                     |
|        | Available on Mar 1<br>Test Training - Req                     | Grade vse                  |

 Check the box to the left of the student's attempt needing to be reset and then click Reset.



4. Click Yes on the pop-up to confirm.

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?



11.