

How do I reset an assessment?

Step1

Go to the Teach tab

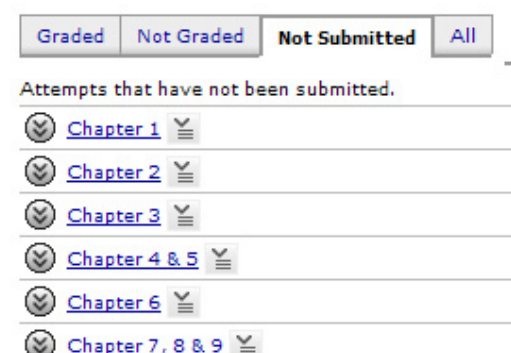


Step2




Select the Assessment Manager. This tool will enable you to manage the assessments (quizzes, surveys, self-tests).

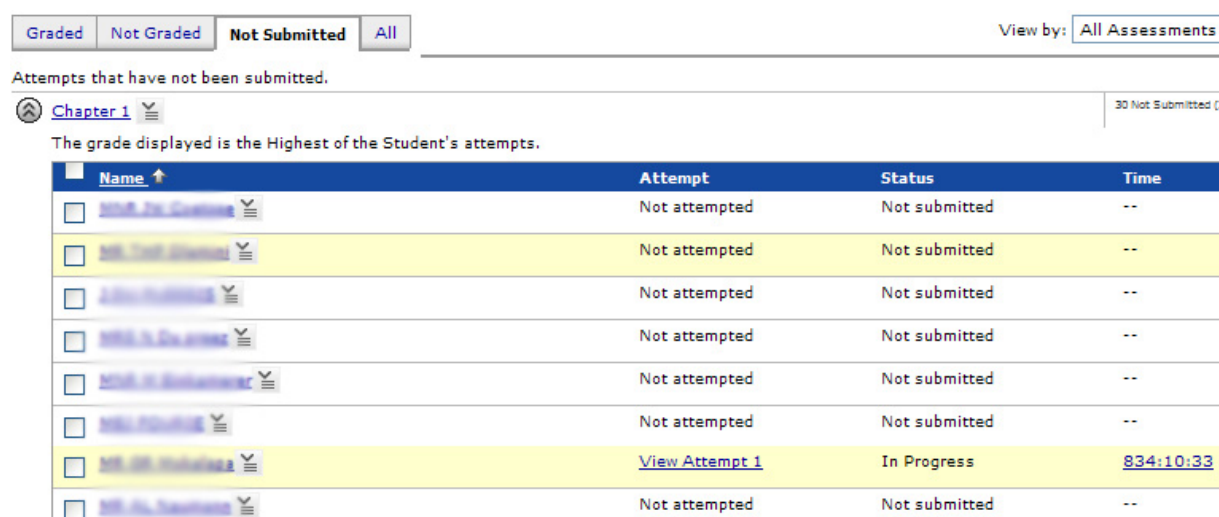
Step3



A list with the assessments will be displayed. Click on the **Not Submitted** tab. When students were not able to submit the assessment for whatever reason, their In progress assessment will be displayed on the Not Submitted tab.

Click on the  button to display all the names of students who has not yet submitted the assessment.

Step 4



Attempts that have not been submitted.

View by: [All Assessments](#)

Chapter 1 30 Not Submitted

The grade displayed is the Highest of the Student's attempts.

Name	Attempt	Status	Time
<input type="checkbox"/> [Student Name]	Not attempted	Not submitted	--
<input type="checkbox"/> [Student Name]	Not attempted	Not submitted	--
<input type="checkbox"/> [Student Name]	Not attempted	Not submitted	--
<input type="checkbox"/> [Student Name]	Not attempted	Not submitted	--
<input type="checkbox"/> [Student Name]	Not attempted	Not submitted	--
<input type="checkbox"/> [Student Name]	Not attempted	Not submitted	--
<input type="checkbox"/> [Student Name]	View Attempt 1	In Progress	834:10:33
<input type="checkbox"/> [Student Name]	Not attempted	Not submitted	--

Click in the tick box in front of the student'(s) names which you need to reset.

- If there is more than one student that you want to reset, scroll to the bottom of the page and click on the Reset entire submission button.
- For only one student, click on the action link next to the student's attempt. Select Reset attempt.

The status of the assessment will then change from "In progress", so that the student will be able to retry the assessment.