Deleting a quiz attempt

Step 1 - Click Assessments

A drop down menu will appear when you click Assessments.
Deleting a quiz attempt

Step 2 - Click Quizzes

A new page will appear when you click Quizzes
Step 3- Click the down arrow next to the quiz you want to edit.

A drop down menu will appear when you click the down arrow.
Deleting a quiz attempt

**Step 4 - Click Grade**

![Diagram showing the Manage Quizzes interface with an arrow pointing to the Grade option for Quiz 2]
Step 5 - Find the name of the student who needs the attempt deleted

Below each student's name is the number of attempts each student has tried. There is a checkbox to the left of each attempt.
Deleting a quiz attempt

Step 6 - Click the checkbox next to the attempt you want to delete and click the trash can.
Deleting a quiz attempt

Step 7 - Confirm the reset attempt by clicking yes.

![Confirmation dialog box]

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

**Step 8 - Click Save and Close**

![Image of the Grade Quiz - Sample Quiz 1 page displaying the option to save and close quizzes.](image)