Understanding Quiz Attempts Part 3 in D2L

1. In D2L, select the course you intend to modify.

2. Select Quizzes on the Navigation bar.

3. Within Quizzes, click the triangle and select Grade.
4. Not all attempts are shown by default. Locate un-submitted attempts by adjusting the display parameters. Under Restrict To, select All Users: displays all students whether they have taken the quiz or not, and then Click magnifying glass to update the display parameters.

5. Scroll down to locate un-submitted attempts to view, delete, or submit. Attempts can be deleted; student must re-take the quiz.
6. Instructors can manually submit a quiz attempt to be graded. Click on the **Enter Quiz as User** icon.

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7. Click **Yes**.
8. Enter Quiz as User to submit an attempt. At the bottom of the page, Save all Responses or Submit the Quiz as-is. In this case select Go to Submit Quiz.

9. Confirm the quiz submission. Quiz attempt is now submitted, and displays alongside all other attempts. Questions that can be auto-graded by D2L are taken care of when the attempt is submitted.

You should now know how to locate an unfinished quiz attempt, how to submit the attempt, and how to define search parameters for displaying quiz attempts for the entire class.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.