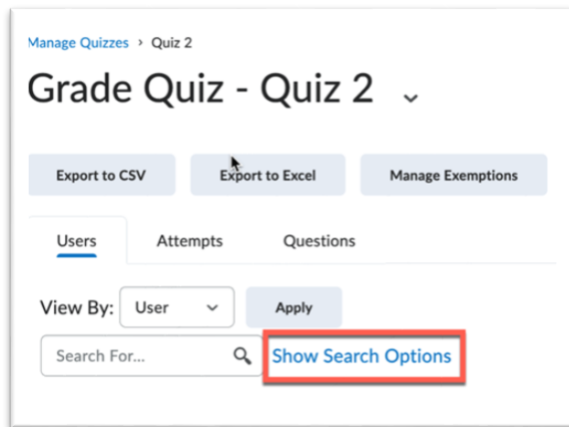


Force the Submission of a Quiz

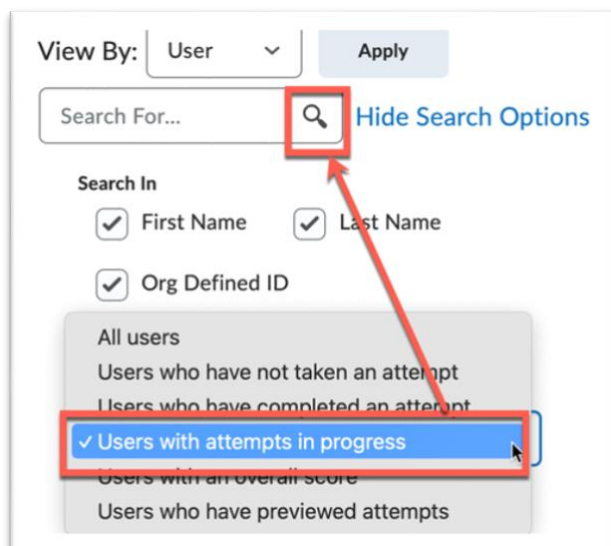
If a student experiences issues during a quiz and is unable to submit the quiz, as the instructor you have the ability to submit the quiz on their behalf.

To force the submission:


1. Go to the quiz via Assessment>>Quizzes and click the down arrow to the right of the quiz title. Select "grade" from the options.
2. This will bring you to the Grade area where you can do a search for learners who have not submitted their assessment. Click "Show Search Options" to expand the list of search options.



3. Locate "Restrict To" and from the drop-down menu, choose "Users with Attempts in progress".
4. Return to the search box and select the search icon.



5. This will narrow it down to that student with the attempt in progress. Select the person icon next to the text “In progress”.

<input type="checkbox"/>	First Name ▲ Last Name	Completed	Score	Grade	Status
Demo Student1					
<input type="checkbox"/>	attempt 1 (In progress) 		-	-	In progress

6. A pop-up box will appear notifying you that you are about to enter the quiz as the user. Select "Yes" to proceed.
7. You will then be in the test as the student and should be able to submit the test. If you decide not to submit the quiz, you can click the Exit Impersonating option in the upper right corner.