

How to force a quiz submission

If a student leaves a quiz without submitting an attempt, the quiz displays as "in progress" on the Quiz Grade page.

To enter a quiz and force submission:

- Click **Quizzes** on the course navbar
- Click the desired quiz link on the Manage Quizzes page
- Click the **Grade** icon on the top tool menu

The screenshot shows the LMS interface. In the top navigation bar, the 'Quizzes' menu item is highlighted with a red box. Below it, the 'Quiz 12 – Databases and Database Objects: An' page is displayed. In the top tool menu of this page, the 'Grade' icon (a green checkmark) is highlighted with a red box. The page also shows search options for users, including 'View By: User', 'Search For:', 'Search In: First Name, Last Name', and 'Restrict to: Users who have completed an attempt'.

- To search for a student whose attempt is in progress:
 - Select **"Users with attempts in progress"** in the **"Restrict to:"** field
 - Click the **Search** button next to the "Search For:" field (look at the following tutorial: http://gsu.edu/Assets/GaVIEW/files/D2L/TipsWeek/Restrict_To_Quizzes.pdf)
- Once you find the student with an attempt in progress, you will notice that the **"Enter Quiz as User"** icon appears next to the attempt:

The screenshot shows the search results for a student with an attempt in progress. The 'Restrict to' dropdown is set to 'Users with attempts in progress' (1). The 'Search' button is highlighted with a red circle and arrow (2). The 'Enter Quiz as User' icon is highlighted with a red circle and arrow (3). The search results table shows one result for 'Gella Voland' with an attempt in progress.

First Name ▲, Last Name	Completed	Score	%	G
Gella Voland				
attempt 1 (in progress)		-	-	-
overall grade		-	-	-

- If you want to submit the quiz for the student, you have to impersonate him/her:
 - Click the **“Enter Quiz as User”** icon next to the quiz with the attempt in progress
 - On the Confirmation dialog box, click **Yes**
 - Go to the end of the quiz and click the **“Go To Submit Quiz”** button

The screenshot shows a quiz interface with a sidebar on the left containing 'Saved Response', 'Unsaved Response', and 'Info Item'. The main area displays 'Question 15 (1 point)' with the text 'One way to create a table, is to click ____ on the'. Below the question are four radio button options: 'Create', 'Insert Table', 'Add', and 'New'. At the bottom of the main area, there are two buttons: 'Save All Responses' and 'Go To Submit Quiz'. A red arrow points to the 'Go To Submit Quiz' button. The sidebar also has a 'Quiz Status' section with a 'Quiz Started' indicator and a 'Save' button.

- You will see the screen with Warnings and the list of unanswered questions. Click the **“Submit Quiz”** button:

The screenshot shows a 'Warnings' dialog box. At the top, it says 'You have 13 unanswered questions.' Below this, it says 'To answer them now, click on the question'. A list of 13 questions is shown, each with a blue arrow icon and a question number (3 through 15). Below the list, there is a 'Quiz Submission Confirmation' section with the text: 'You are about to submit your quiz...', 'To change your response to any question', and 'Once you press the Submit Quiz button'. At the bottom of the dialog, there is a 'Submit Quiz' button. A red arrow points to the 'Submit Quiz' button.

- On the Confirmation dialog box, click **Yes**
- You will return to the Quiz Grade page and stop impersonating the student.