Topic: How to Delete a Quiz Attempt

In D2L Brightspace, instructors have the option to delete quiz attempts made by certain students. You can delete attempts from one student or multiple students at a time. This tutorial will help you to do carry out this process.

First, you are going to go to the Quizzes tool under ASSESSMENTS in the Navigation Bar of the course.

Once you are in the Quizzes page, click on Manage Quizzes.

Next, find the quiz from which you would like to delete an attempt and click the dropdown arrow right next to the name of the quiz.

You will then click Grade in the list.
Under the **Users** tab you will find the names of those students who have taken this quiz, as well as how many attempts they have made on the quiz.

Find the student’s name and under their name, click on the box next to the attempt you would like to delete for them.

Once you have checked all the attempts to be deleted, scroll up and click the little trash can icon above the names.

A confirmation window will then pop up and ask you if you are sure you want to delete the attempt. If you are sure, click **Yes**.

**For More Information**

Please contact Instructional Technology Services at **support@mnstate.edu** or 218.477.2603 if you have questions about this material.