

Once you have published a quiz, the quiz sidebar shows the Moderate Quiz link, which allows you to moderate the quiz for each student in your course. On the Moderate Quiz page you can view the progress of student submissions and view the number of quiz attempts each has taken. You can also grant students extra attempts, grant extra time for timed quizzes, and manually unlock quiz attempts. This is where you can “clear” or reset a student’s test attempt so the student can take your test again.

1. On the course navigation menu, click on **Quizzes** and select the test/quiz that you want to moderate:

START HERE:
[Course Orientation](#)
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Assignment Quizzes

- Test #1 Available until Jun 1
- Test #2 Not available until J
- Final Exam

(Click on the name of your quiz/test – it is a link)

2. Select **Moderate This Quiz**:

Test #1

Quiz Type Graded Quiz
 Points 75
 Assignment Group Test
 Shuffle Answers Yes
 Time Limit 90 Minutes
 Multiple Attempts No
 View Responses No

Quiz Statistics
 Moderate This Quiz
 SpeedGrader™

3. On the left, check the box next to the student whose quiz you want to moderate (e.g., “clear test attempt”):

| | | | | | | | |
|-------------------------------------|-----------------------------|----|--------------------------|---|----|--|--|
| <input type="checkbox"/> | Hamamoto, Stephanie | -- | 1 | | | | |
| <input type="checkbox"/> | Mendoza, Rina | -- | 1 | | | | |
| <input checked="" type="checkbox"/> | Ito, Corey | 1 | finished in about 1 hour | 0 | 45 | | |
| <input type="checkbox"/> | Joe San Juan (Test Student) | -- | 1 | | | | |
| <input type="checkbox"/> | Khorram, Ryan | -- | 1 | | | | |

4. Then on the right, click on the pencil icon :



5. Herein, you may “moderate” the test for the selected student – e.g., check the box to unlock the quiz – thereby allowing the student to take the quiz again.

Click on the **Save** button to process your request.

Student Extensions ✕

Extensions for Ito, Corey

Extra Attempts:
 everyone already gets 1 attempts

Extra time on every attempt:
 everyone already gets 90 minutes minutes

Manually unlock the quiz for the next attempt

Cancel Save