



Submitting an In Progress Quiz for a Student

Center for Innovation in Teaching and Learning

Occasionally, students forget to press the Submit button on a quiz or something happens when submitting and it leaves the quiz in an In Progress state. As long as the quiz is still available to the student, they can go in and submit it themselves. If the end date has passed, the instructor can submit the quiz for the student.

1. Go to the course in iLearn where the Quiz is located.
2. Select **Assessments – Quizzes**
3. Select the arrow to the right of the quiz and choose **Grade**.
4. By default, this area sorts by users who have completed an attempt. Select **Show Search Options** to select a different sorting option.

Grade Quiz - Homework 1: Nutrition Challenge ▾

Manage Exemptions Attempt Logs

Users Attempts Questions

View By: User ▾ Apply

Search For... 🔍 [Show Search Options](#)

There are no attempts

5. Once expanded, you will see quite a few more search options.

View By: User ▾ Apply

Search For... 🔍 [Hide Search Options](#)

Search In

First Name Last Name

Org Defined ID

Restrict to

Users who have completed an attempt ▾

Users who are exempt

Status

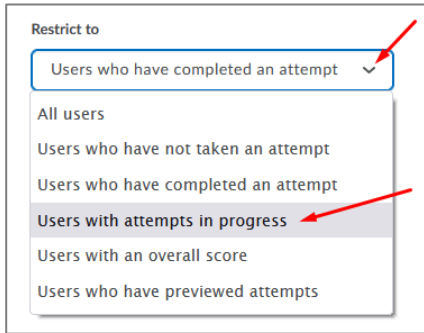
All evaluations

Published evaluations

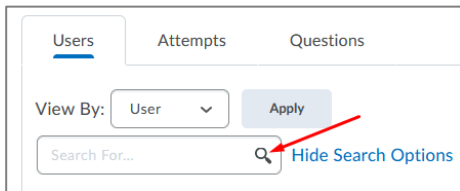
Unpublished evaluations

Pending evaluations

- Under *Restrict to*, select **Users with attempts in progress** from the drop-down box.

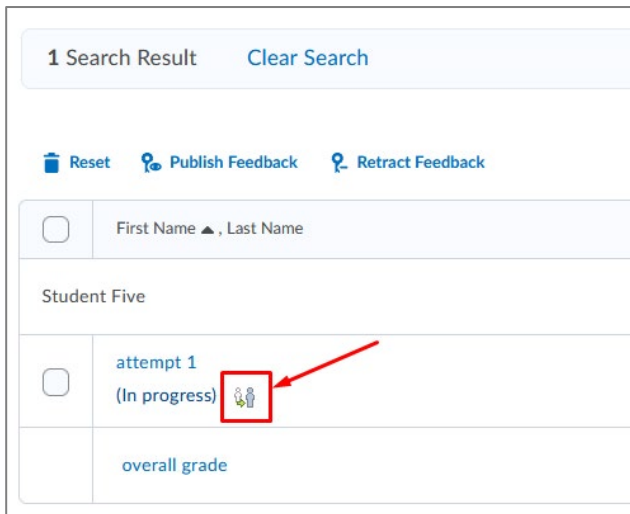


- Select the **Magnifying Glass icon** to search for the attempts that are in progress.

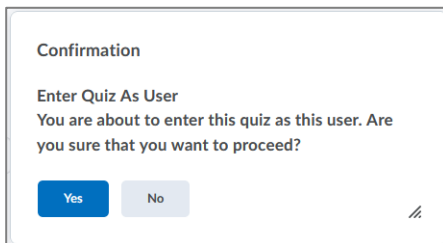


- If there are quizzes that are in progress, they will show in the list. An icon will show to the right. This is the **Enter Quiz as User** icon. It basically impersonates the student to allow you to submit it for them.

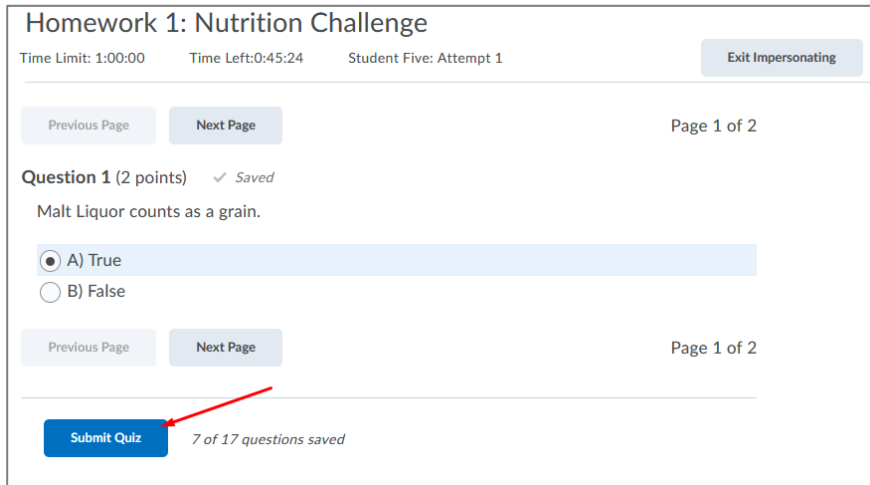
- Select the **Enter Quiz as User icon**.



- A confirmation window will open letting you know what you are about to do and give you an option to choose **Yes** to move forward, or **No** to stop.



11. You are now logged in as the student in an impersonation mode. *Note: If you decide you don't want to do anything, you can choose the **Exit Impersonation** button in the upper right corner.*
12. Select the **Submit Quiz** button at the bottom of the quiz.



The screenshot shows a quiz interface titled "Homework 1: Nutrition Challenge". At the top, it displays "Time Limit: 1:00:00", "Time Left: 0:45:24", and "Student Five: Attempt 1". There is an "Exit Impersonating" button in the top right corner. Below the title, there are "Previous Page" and "Next Page" buttons, and "Page 1 of 2" is shown on the right. The main content area contains "Question 1 (2 points) ✓ Saved" with the text "Malt Liquor counts as a grain." Below this, there are two radio button options: "A) True" (which is selected) and "B) False". At the bottom of the question area, there are "Previous Page" and "Next Page" buttons, and "Page 1 of 2" is shown on the right. At the very bottom of the interface, there is a blue "Submit Quiz" button with a red arrow pointing to it, and the text "7 of 17 questions saved" is displayed to its right.

13. It will take you to a confirmation page and show any questions the student hasn't answered. Click the **Submit Quiz** button at the bottom of the page.
14. Once the attempt has been submitted, you will no longer see the student's name in the list of Users with an attempt in progress. You will want to change the *Restrict to* options back to either **All Users** or **Users who have completed an attempt** to view all the submissions. Remember to select the **Magnifying Glass icon** to search.