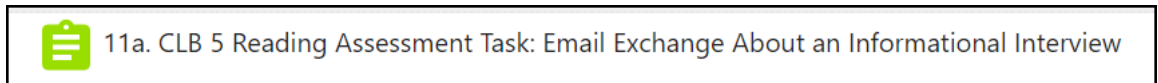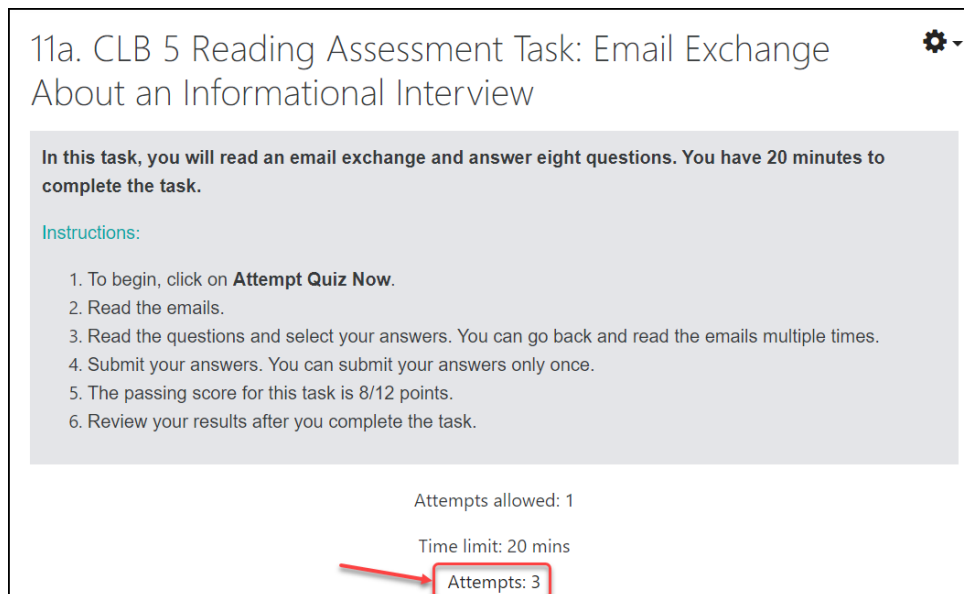## Deleting a Quiz Attempt

Instructors are able to delete *Quiz* attempts as needed. Follow the steps below to delete a learner's attempt on a *Quiz*.

1. Open the *Quiz* from the main course page.

> 📋 11a. CLB 5 Reading Assessment Task: Email Exchange About an Informational Interview

2. Click the *Attempts:* link.

> ## 11a. CLB 5 Reading Assessment Task: Email Exchange About an Informational Interview
>
> **In this task, you will read an email exchange and answer eight questions. You have 20 minutes to complete the task.**
>
> Instructions:
>
> 1. To begin, click on **Attempt Quiz Now**.
> 2. Read the emails.
> 3. Read the questions and select your answers. You can go back and read the emails multiple times.
> 4. Submit your answers. You can submit your answers only once.
> 5. The passing score for this task is 8/12 points.
> 6. Review your results after you complete the task.
>
> Attempts allowed: 1
>
> Time limit: 20 mins
>
> Attempts: 3

Note that the number after *Attempts:* indicates how many learners have completed the *Quiz* activity.

3. Scroll down and select the attempt to delete by checking the box next to the learner's name.

	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/12.00	Q. 1 /1.00	Q. 2 /1.00	Q. 3 /1.00	Q. 4 /2.00	Q. 5 /2.00	Q. 6 /1.00	Q. 7 /2.00	Q. 8 /2.00
☐	**Maria Guptez** Review attempt	mariaguptez@fakemail.ca	Finished	14 July 2021 6:16 AM	14 July 2021 6:17 AM	1 min 7 secs	**10.00**	✔ 1.00	✔ 1.00	✔ 1.00	✔ 2.00	✔ 2.00	✔ 1.00	✖ 0.00	✔ 2.00
☑	**Jorge Benito** Review attempt	jorgebenito@fakemail.ca	Finished	29 July 2021 10:15 AM	29 July 2021 10:21 AM	5 mins 54 secs	**9.00**	✔ 1.00	✖ 0.00	✖ 0.00	✔ 2.00	✔ 2.00	✖ 0.00	✔ 2.00	✔ 2.00
☐	**Ahmed Ali** Review attempt	ahmedali@fakemail.ca	Finished	30 July 2021 8:09 AM	30 July 2021 8:13 AM	4 mins 13 secs	**8.00**	✔ 1.00	✔ 1.00	✔ 1.00	✔ 2.00	✔ 2.00	✔ 1.00	✖ 0.00	✖ 0.00
	Overall average						**9.00 (3)**	1.00 (3)	0.67 (3)	0.67 (3)	2.00 (3)	2.00 (3)	0.67 (3)	0.67 (3)	1.33 (3)

Overall number of students achieving grade ranges

4. Click the *Delete selected attempts* button.

5. Click the *Yes* button if you are sure you want to delete the selected attempt(s).

The learner's attempt is deleted.

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All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Download table data as | Comma separated values (.csv) ⇕ | Download

	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/12.00	Q. 1 /1.00	Q. 2 /1.00	Q. 3 /1.00	Q. 4 /2.00	Q. 5 /2.00	Q. 6 /1.00	Q. 7 /2.00	Q. 8 /2.00
☐	**Maria Guptez** Review attempt	mariaguptez@fakemail.ca	Finished	14 July 2021 6:16 AM	14 July 2021 6:17 AM	1 min 7 secs	**10.00**	✔ 1.00	✔ 1.00	✔ 1.00	✔ 2.00	✔ 2.00	✔ 1.00	✖ 0.00	✔ 2.00
☐	**Ahmed Ali** Review attempt	ahmedali@fakemail.ca	Finished	30 July 2021 8:09 AM	30 July 2021 8:13 AM	4 mins 13 secs	**8.00**	✔ 1.00	✔ 1.00	✔ 1.00	✔ 2.00	✔ 2.00	✔ 1.00	✖ 0.00	✖ 0.00
	Overall average						**9.00 (2)**	1.00 (2)	1.00 (2)	1.00 (2)	2.00 (2)	2.00 (2)	1.00 (2)	0.00 (2)	1.00 (2)

Regrade selected attempts   Delete selected attempts

Overall number of students achieving grade ranges