# Search for and Reset a Quiz for a Student

Two most often asked questions are "How do I reset a quiz," and "How do I locate a quiz that a student told me he or she has taken, but I don't find it in the list?"

The Display Options can be set to allow the instructor to reset a quiz so a student can retake it.

* Click the Display Options button then check the box to Allow Reset. You may have to scroll to see the "Allow reset" option. This allows the instructor to reset students' quiz attempts. Check the box next to the student's attempt number and then click the trash can to delete a student's attempt. This will allow the student to sign in again and retake the quiz. However, there will no longer be a record that the student took the quiz.

The Search box can be used to filter quizzes that are displayed.

* First, select one of the options from the "Restrict to" dropdown list:
	+ All users
	+ Users who have not taken an attempt
	+ Users who have completed an attempt
	+ Users with attempts in progress
	+ Users with an overall score
	+ Users who have previewed attempts
* Second, leave the Search box blank and click the Search button. If you select "All users," every student in the class will be listed.
NOTE: If a student has started or completed the test but did not click on "Submit," you will see an icon (two people facing each other). If the student has completed the test, the instructor has an option to click on the icon and submit the test for the student. After submitting the test, click the Exit Impersonate button at the top right of the screen to exit the student's view. In some instances, a student may have started a test but did not complete it. The instructor determines the appropriate action.