

Search Options for Quiz Attempts

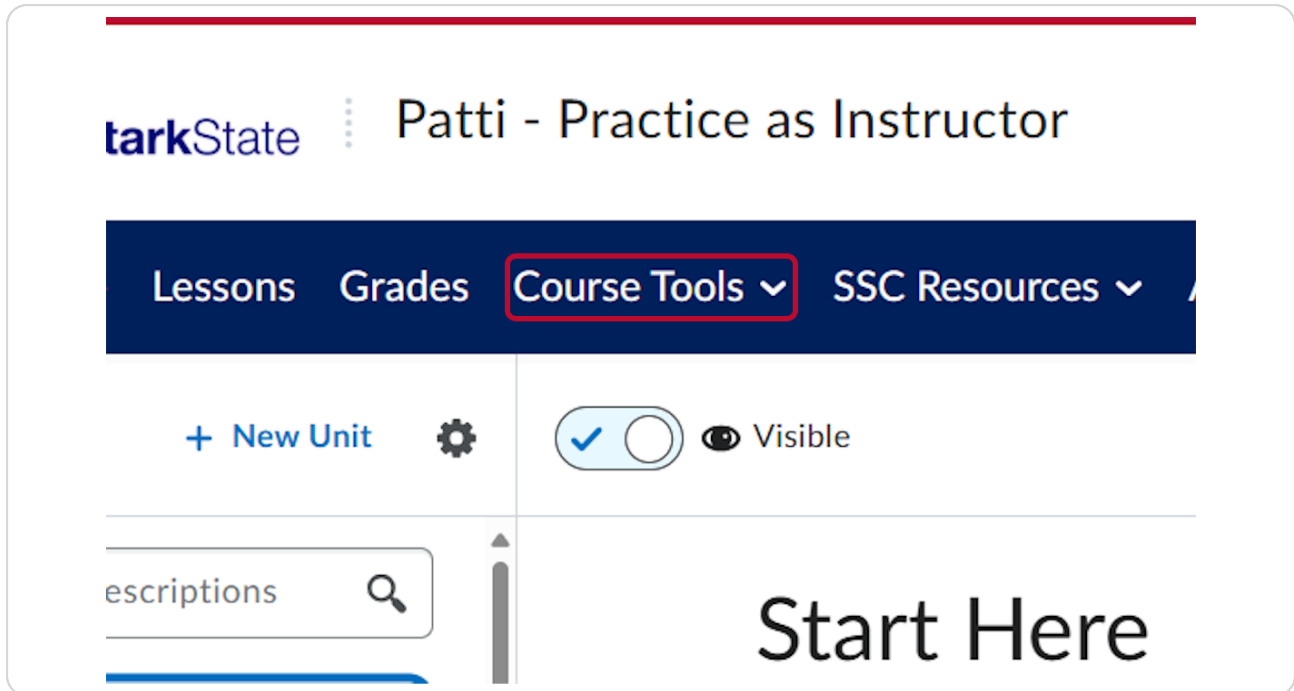
This tutorial will show you how to search quiz attempts for students who have not completed a quiz.

9 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
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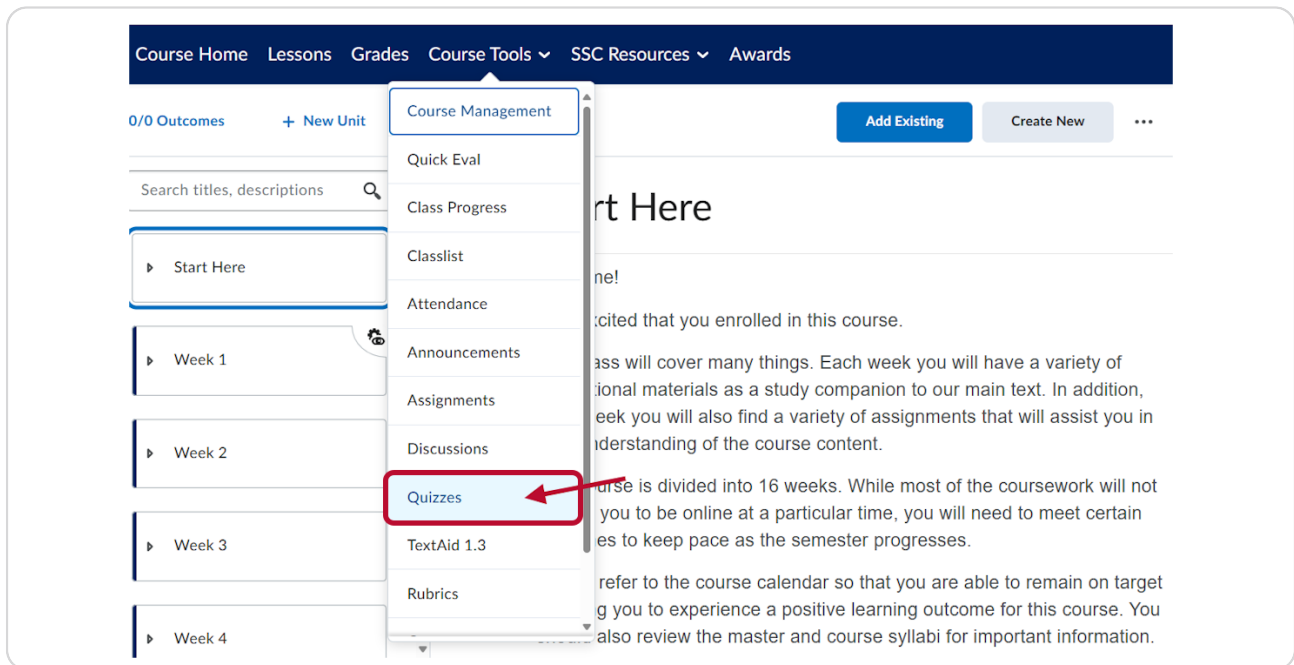
STEP 1

Click on Course Tools



STEP 2

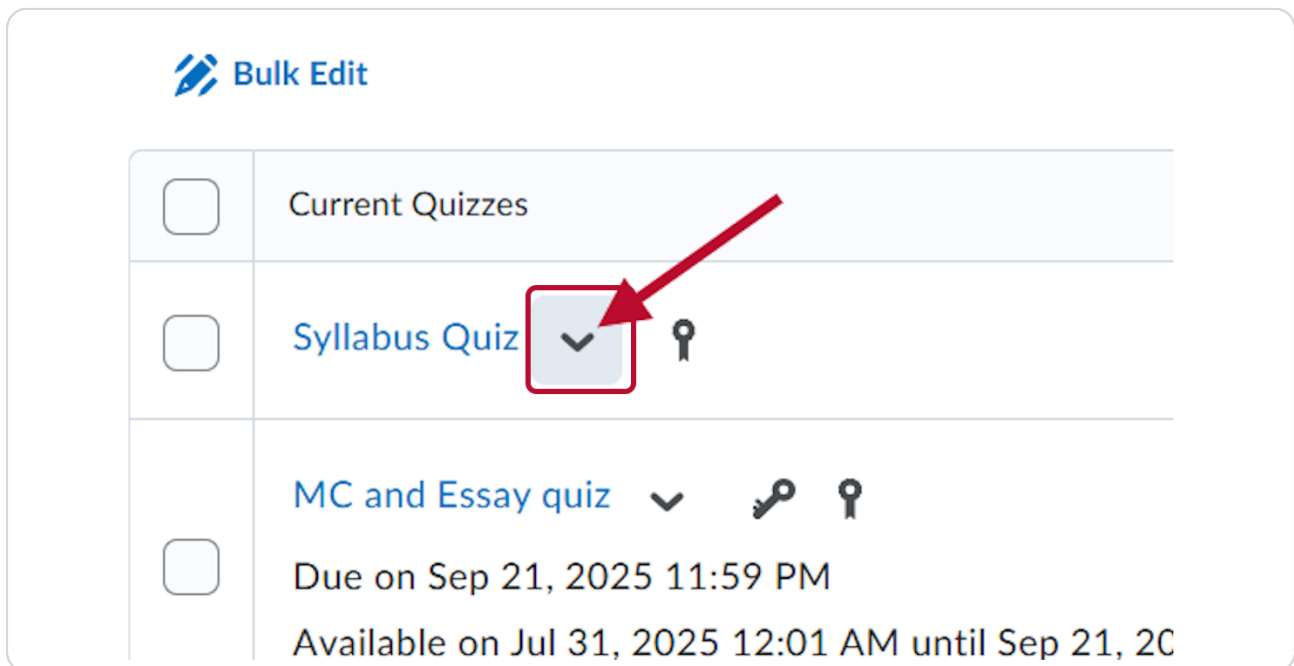
Click on Quizzes



The screenshot shows the top navigation bar of a course management system. The 'Course Tools' dropdown menu is open, and the 'Quizzes' option is highlighted with a red box and a red arrow. The menu includes options like Quick Eval, Class Progress, Classlist, Attendance, Announcements, Assignments, Discussions, Quizzes, TextAid 1.3, and Rubrics. The background shows a course home page with a search bar and a list of units (Start Here, Week 1, Week 2, Week 3, Week 4).

STEP 3

Click on the down arrow on the quiz you want to search attempts



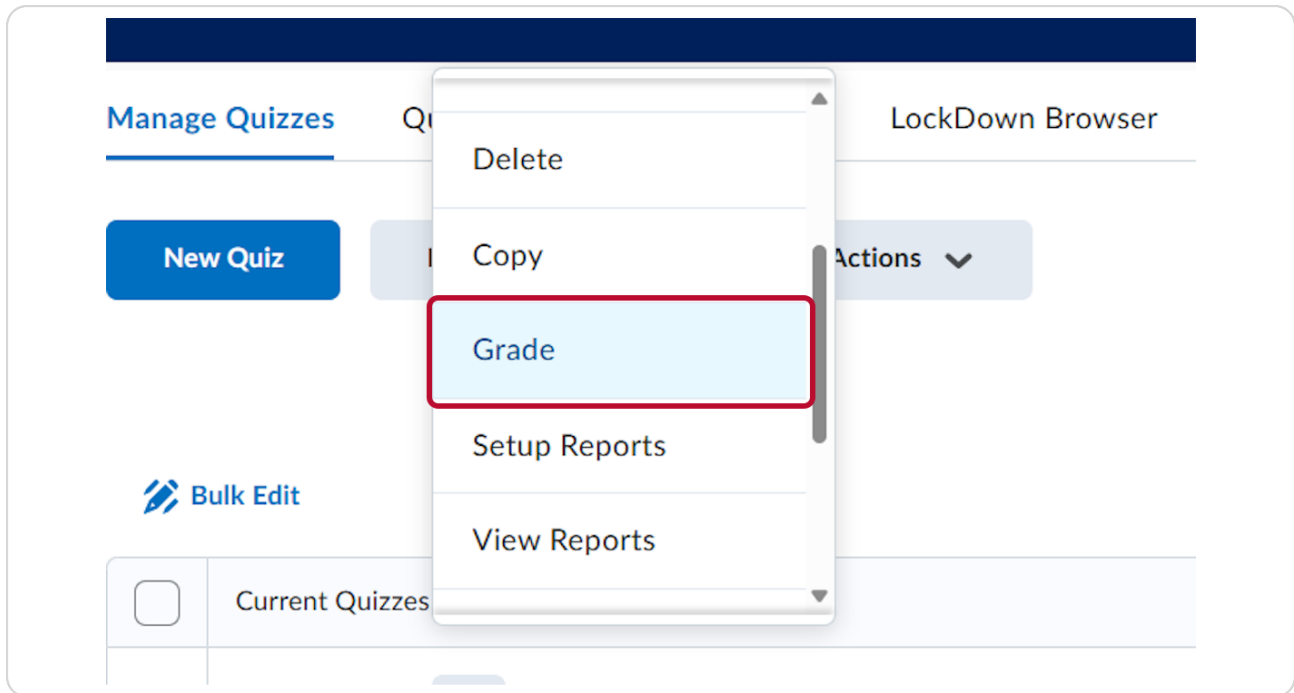
The screenshot shows a table of quizzes. The 'Syllabus Quiz' row is highlighted, and a red box with a red arrow points to the down arrow icon next to it. The table has columns for quiz name, status, and actions. The 'Syllabus Quiz' is currently 'Current Quizzes'. The 'MC and Essay quiz' is also listed, and the 'Due on Sep 21, 2025 11:59 PM' and 'Available on Jul 31, 2025 12:01 AM until Sep 21, 2025' are shown at the bottom.

	Current Quizzes	
<input type="checkbox"/>	Syllabus Quiz	▼ 🔑
<input type="checkbox"/>	MC and Essay quiz	▼ 🔑 🔑

Due on Sep 21, 2025 11:59 PM
Available on Jul 31, 2025 12:01 AM until Sep 21, 2025

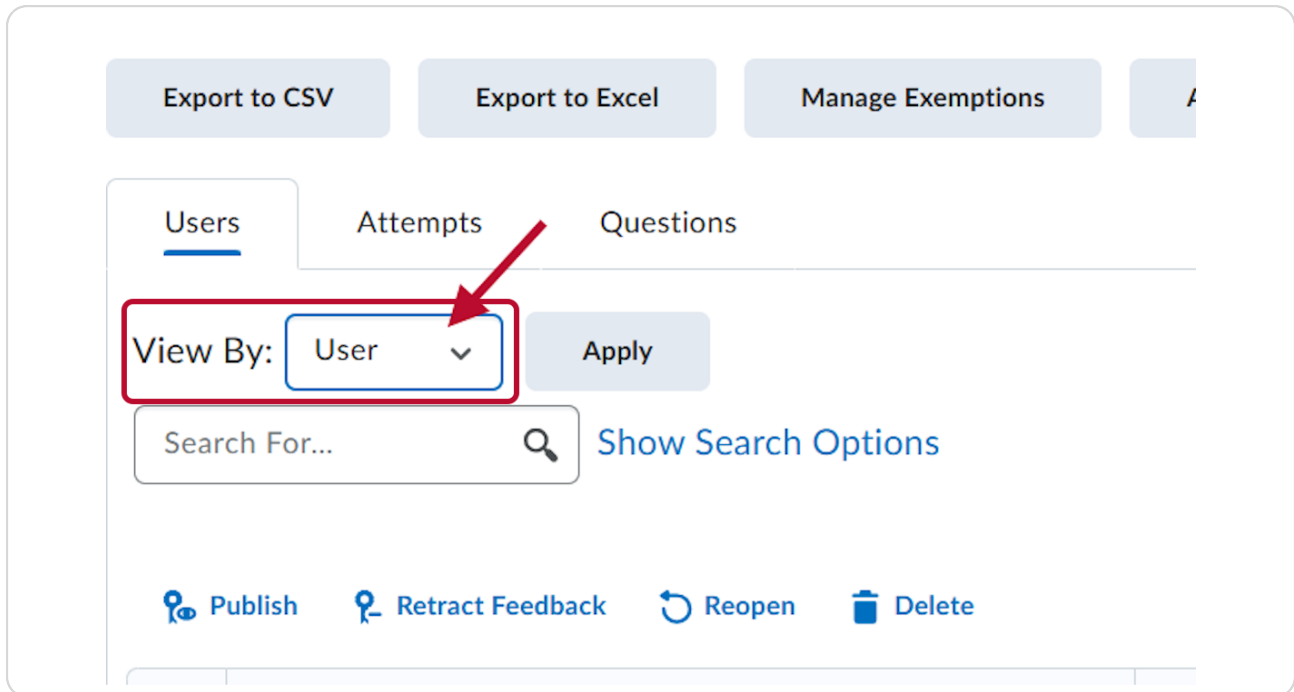
STEP 4

Click on Grade



STEP 5

Click the down arrow next to View By to select users or sections if you have merged courses. Then click Apply. If you have sections, you will want to select All Sections.



The screenshot displays a web interface with a top navigation bar containing buttons for 'Export to CSV', 'Export to Excel', 'Manage Exemptions', and a partially visible 'A' button. Below this is a tabbed interface with 'Users' (selected), 'Attempts', and 'Questions'. The 'View By:' dropdown menu is highlighted with a red box, showing 'User' as the current selection and a downward arrow. A red arrow points to this dropdown. To the right of the dropdown is an 'Apply' button. Below the 'View By:' dropdown is a search bar with the placeholder text 'Search For...' and a magnifying glass icon, followed by a link labeled 'Show Search Options'. At the bottom of the interface, there is a row of action buttons: 'Publish' (with a person icon), 'Retract Feedback' (with a person icon and a minus sign), 'Reopen' (with a circular arrow icon), and 'Delete' (with a trash can icon).

STEP 6

Click on Show Search Options

The screenshot shows a user search interface. At the top, there are tabs for 'Attempts' and 'Questions'. Below the tabs, there is a search filter section with a dropdown menu set to 'User' and an 'Apply' button. Below the dropdown, there is a search input field with the placeholder text 'h For...' and a magnifying glass icon. To the right of the search input field, the text 'Show Search Options' is highlighted with a red rectangular box. Below the search input field, there are four action buttons: 'Publish', 'Retract Feedback' (with a person icon), 'Reopen' (with a circular arrow icon), and 'Delete' (with a trash can icon). At the bottom, there is a table with two columns: 'Learner' and 'Con'.

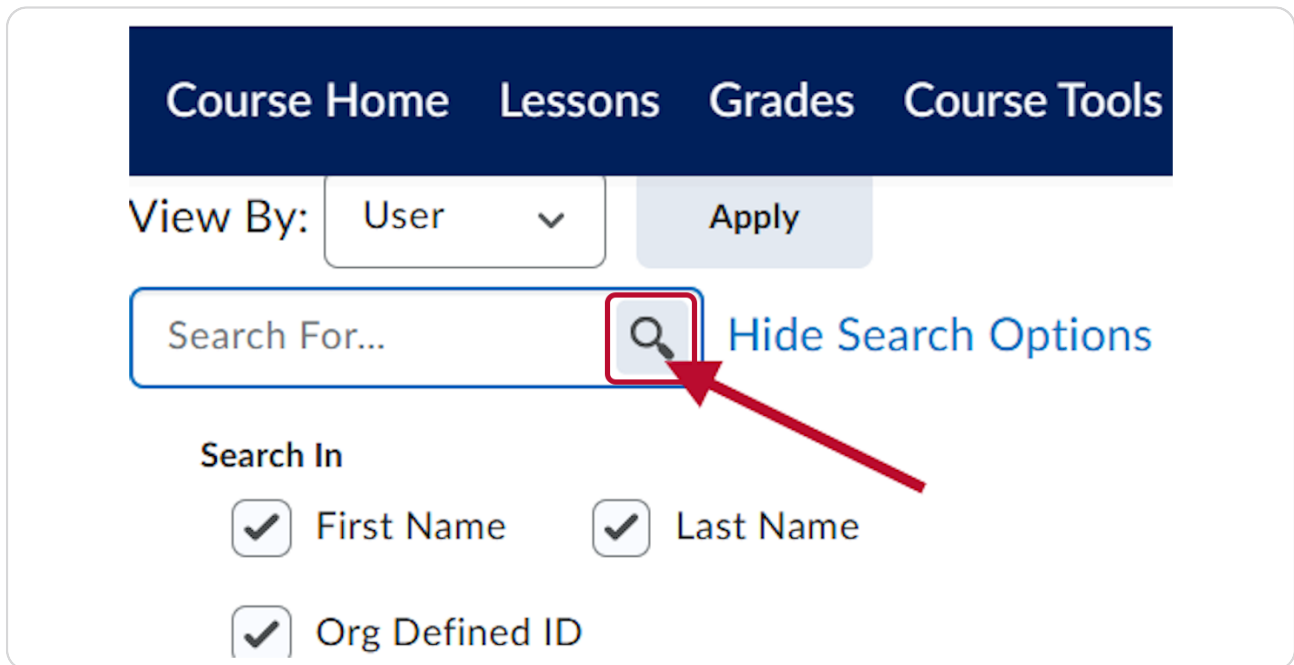
STEP 7

Select Users who have not taken an attempt

The screenshot shows a search options panel. Under the 'Search In' section, there are three checkboxes: 'First Name' (checked), 'Last Name' (checked), and 'Org Defined ID' (checked). Under the 'Restrict to' section, there is a dropdown menu with the text 'Users who have not taken an attempt' and a downward arrow. This dropdown menu is highlighted with a red rectangular box, and a red arrow points to it from the right. Below the dropdown menu, there is a checkbox for 'Users who are exempt' which is unchecked. Under the 'Status' section, there are four radio buttons: 'All evaluations' (selected), 'Published evaluations', 'Unpublished evaluations', and 'Pending evaluations'.

STEP 8

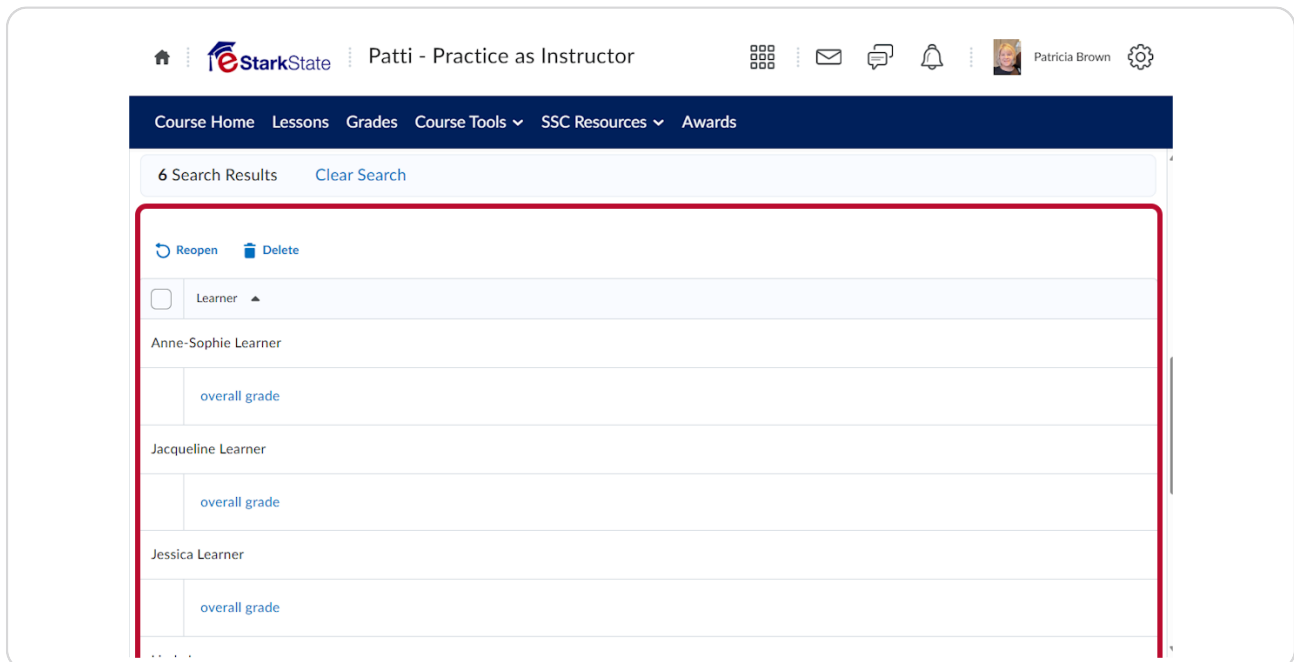
Click on Search



The screenshot shows a dark blue navigation bar with links: Course Home, Lessons, Grades, and Course Tools. Below this is a 'View By:' dropdown menu set to 'User' with an 'Apply' button. A search bar labeled 'Search For...' is highlighted with a red box, and a magnifying glass icon next to it is also highlighted with a red box. A red arrow points from the magnifying glass icon to the text 'Hide Search Options'. Below the search bar, the 'Search In' section has three checked checkboxes: 'First Name', 'Last Name', and 'Org Defined ID'.

STEP 9

The result of the search are all users who have not completed an attempt.



The screenshot shows the search results page. At the top, there's a header with the StarkState logo, the user 'Patti - Practice as Instructor', and various icons. Below the header is a dark blue navigation bar with links: Course Home, Lessons, Grades, Course Tools, SSC Resources, and Awards. The main content area shows '6 Search Results' and a 'Clear Search' link. A table of results is displayed, with a red box highlighting the first three rows. Each row has a 'Reopen' button, a 'Delete' button, a checkbox, and a 'Learner' column. The first three learners are Anne-Sophie Learner, Jacqueline Learner, and Jessica Learner. Each learner has an 'overall grade' column.

	Reopen	Delete		Learner	overall grade
<input type="checkbox"/>				Anne-Sophie Learner	
				Jacqueline Learner	
				Jessica Learner	

