

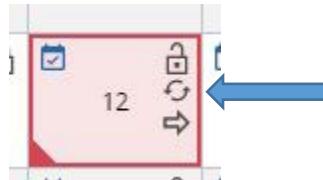


Apex -- How to Reset an Activity

Steps to Reset a Quiz:

1. Open the Apex Grade Book for the course > select the Unit (pulling down on Summary)
2. Click Reset icon for the one student in their quiz or assignment cell. Students have a total of two tries to pass a Quiz. After the 2nd failed attempt, the student must message you that they need a retake.
3. Click the **Save Changes button above the Grade Book** on the right side. Otherwise, the reset will not take. (see last screenshot on this page)
4. A bold dash will show in the cell where the Quiz has been reset.
5. Please remember that **anything you enter a grade, change a grade, reset a quiz, or permit progress for a failed quiz -- you will then need to click the Save button** at the top right corner of the Grade Book in order to save changes.

To reset an activity for an individual student, click the **Reset control icon** (looks like two arrows going in a circle) in a student's activity cell and click the **Save** button.



If a student fails the Quiz the 3rd time around (after the reset), the student will then send you a message that they cannot move forward. You will need to click the **Permit Progress arrow** (looks like a forward arrow inside of the Quiz cell) in the student assignment cell and then click **Save**. That will allow the student to move forward and they will have to take the grade that they made on the 3rd attempt of the Quiz.

