



Running Average

This process allows the student to be able to view their overall running grade average.

1. Log into D2L, and then go into your course.
2. Using the course navigation menu, **click** the Assessments tab, then Grades.

A screenshot of a D2L course navigation menu. The menu items are: Communication, Assessments, and Classlist. A red circle with the number '1' is placed over the 'Assessments' dropdown arrow. The 'Assessments' dropdown menu is open, showing a list of options: You-Attend, Checklist, Dropbox, Rubrics, StudyMate, Quizzes, Grades, Awards, BRANDON's Progress, and Video Assignments. A red circle with the number '2' is placed over the 'Grades' option, which is highlighted in light blue. The background of the page shows a partial view of the course content, including a date '2022 11:28 AM', a link 'm.us/j/89626256', and course identifiers '5158# US (Chicago)' and '5158# US (New York)'.

Communication ▾ Assessments ▾ 1 Classlist

You-Attend

Checklist

Dropbox

Rubrics

StudyMate

Quizzes

Grades 2

Awards

BRANDON's Progress

Video Assignments

2022 11:28 AM

to a scheduled 2

Tour

PM Central Time

m.us/j/89626256

8

5158# US (Chicago)

5158# US (New York)

3. **Click** on Settings on the right (looks like a gear icon)

Edit Course More ▾

 Settings  Help

4. **Click** on the Calculation Options tab

Calculation Options

Personal Display Options

Org Unit Display Options

Calculation Options

5. **Scroll** down to Final Grade Released (1) and **click** the Calculated Final Grade (2).

Final Grade Released 1

Release

Calculated Final Grade 2

Adjusted Final Grade ?

6. **Check** the box for Automatically release final grade.

Final Grade Released

Release

Calculated Final Grade ?


Adjusted Final Grade ?


Automatically release final grade ?

7. **Scroll** down to Grade Calculations and **check** Drop ungraded items (1). Check the box under Auto Update to Automatically keep final grades updated (2).

Grade Calculations

Ungraded Items


Drop ungraded items  **1**

Treat ungraded items as 0 

Auto Update

Automatically keep final grades updated **2**

8. **Click** Save.



9. **Confirm** your change by **clicking** Yes.

Confirmation

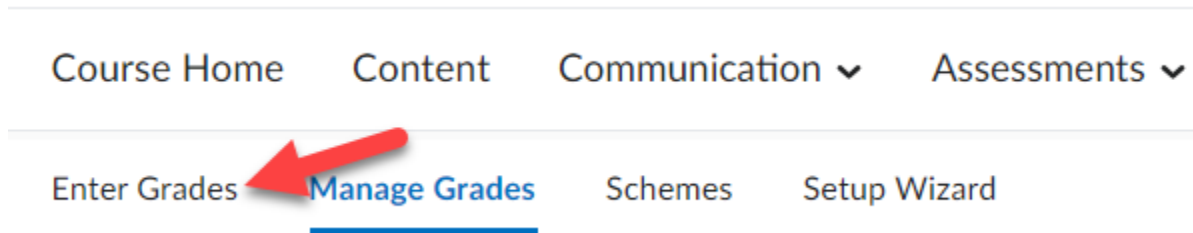
You are about to save changes. Are you sure you want to continue?



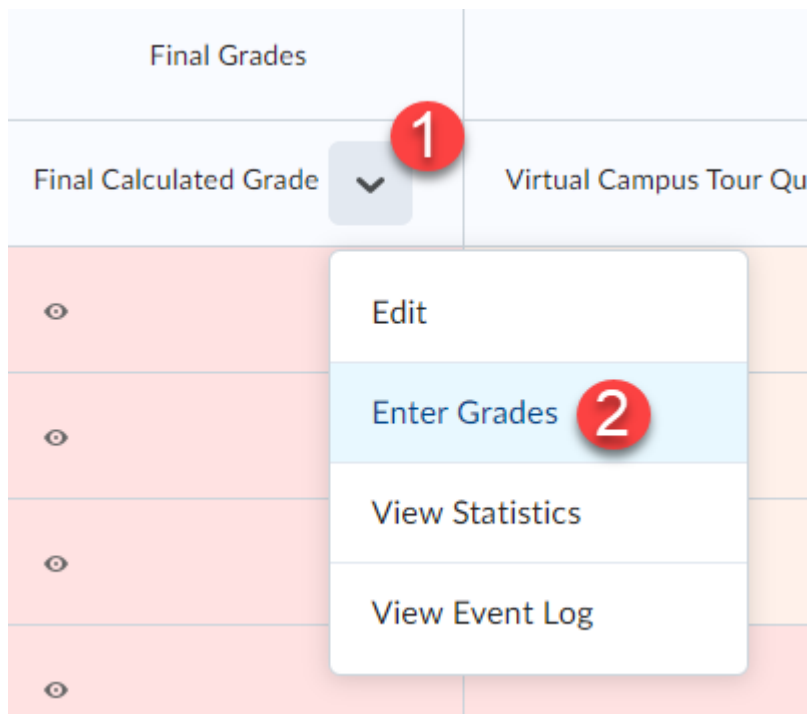
10. Click Close.



11. Click the Enter Grades tab.



12. Click the dropdown under Final Calculated Grade (1), located directly under the Final Grades Column. Choose Enter Grades (2).



13. Check the box to select all students.

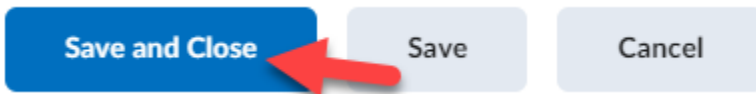
<input type="checkbox"/>	Last Name ▲, Fi
<input type="checkbox"/>	🚩 Ahrens, Lacey ▼
<input type="checkbox"/>	🚩 Barnes, Paige ▼

14. To release the Final Grade, click Release/Unrelease located above the table.

[🔑 Set Grades](#) [🔑 Clear Grades](#) [👤 Add Feedback](#) [✉ Email](#) [🔑 Release/Unrelease](#)

<input type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade
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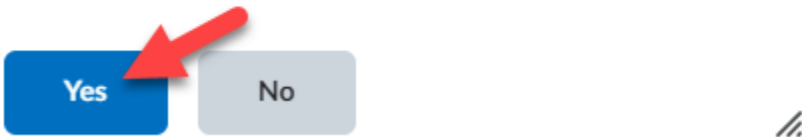
15. Select Save and Close button.



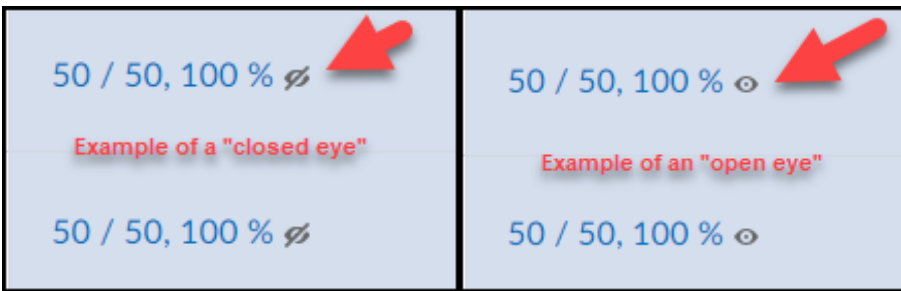
16. Click Yes on the Confirmation box.

Confirmation

You are about to save changes. Are you sure you want to continue?



You will also now see the “eye” is opened, meaning students now have the ability to see their running average.



(Eye Closed)

(Eye Opened)