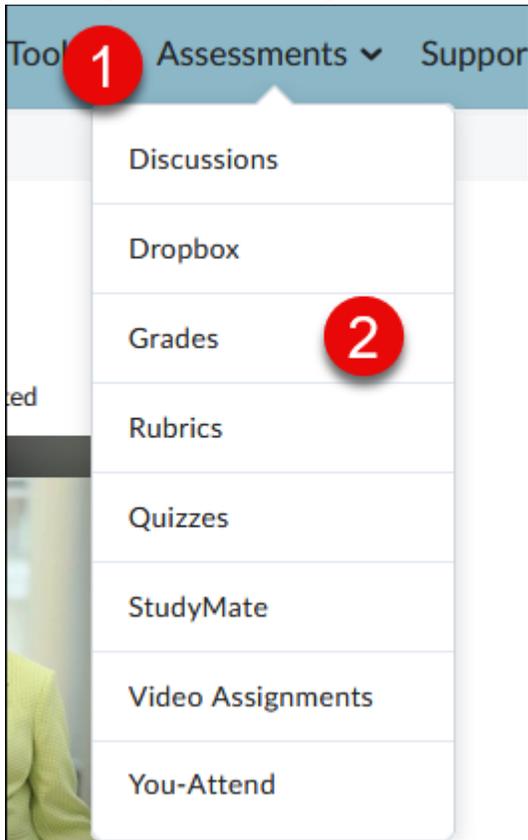




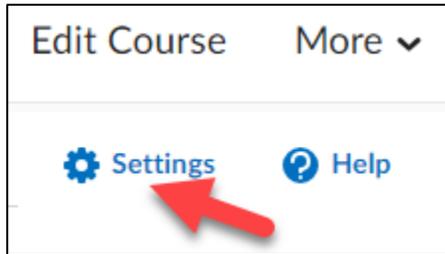
Running Average

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.



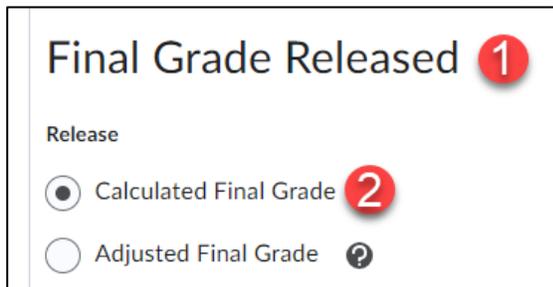
3. **Click** on Settings on the right (looks like a gear icon)



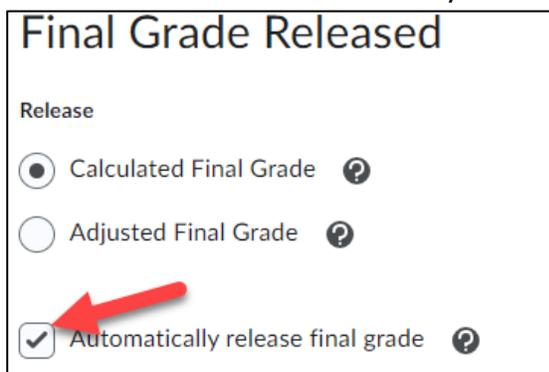
4. **Click** on the Calculation Options tab



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



6. **Check** the box for 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.

Save Close

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

Confirmation

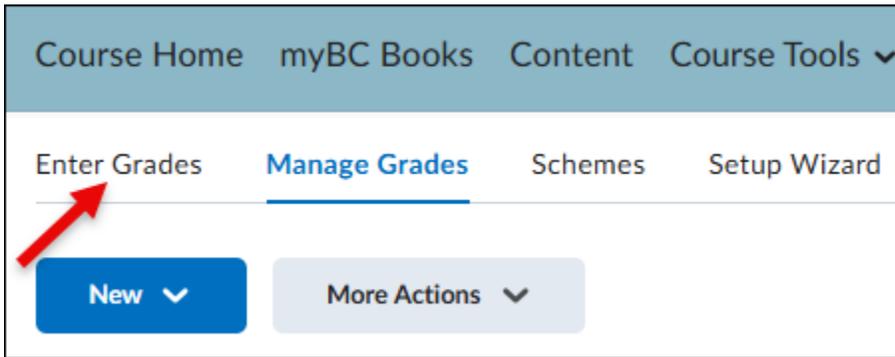
You are about to save changes. Are you sure you want to continue?

Yes No

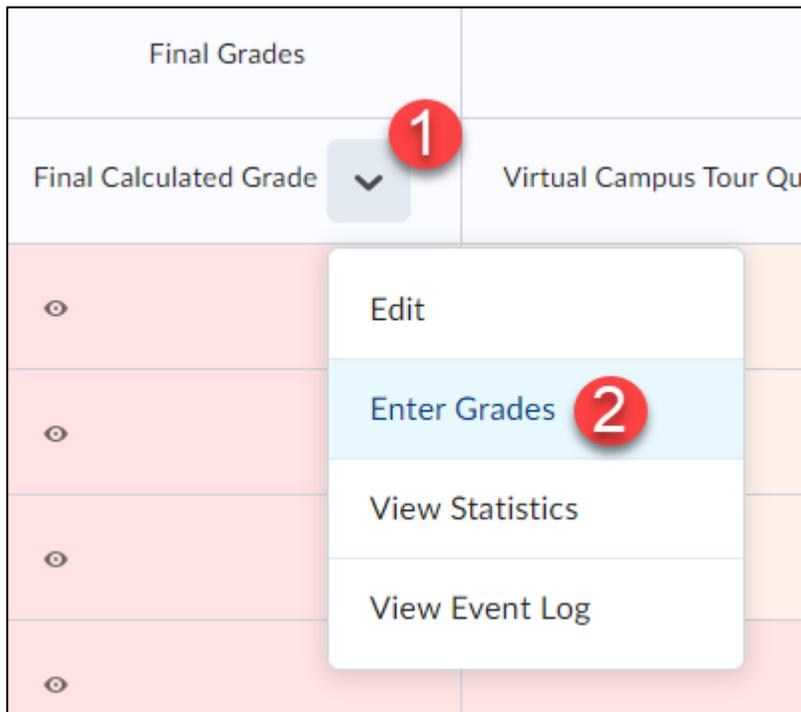
10. **Click** Close.

Save 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 ▼

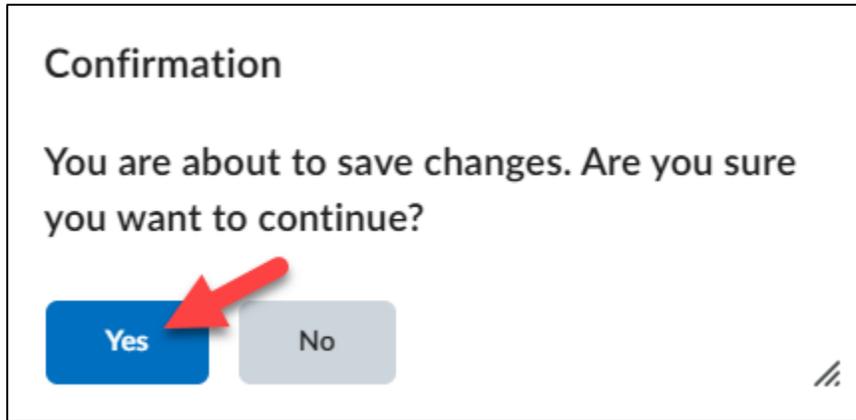
14. To release the Final Grade, click Release/Unrelease located above the table.

🔑 Set Grades 🔑 Clear Grades 🗨️ Add Feedback ✉️ Email 🔑 Release/Unrelease	
<input type="checkbox"/>	Last Name ▲ , First Name
	Final Calculated Grade

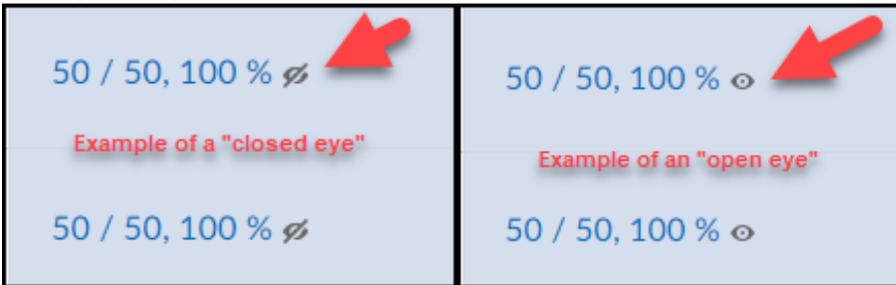
15. Select Save and Close button.

Save and Close	Save	Cancel
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16. Click Yes on the Confirmation box.



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



(Eye Closed)

(Eye Opened)