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**.



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



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



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



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



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



1. Click **Save**.



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



1. Click **Close**.



1. Click the **Enter Grades** tab.



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



1. **Checkmark the box** to select all students.



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



1. Select **Save and Close** button.



1. Click **Yes** on the **Confirmation** box.



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



**(Eye Closed)** (**Eye Opened)**