Creating a Running Total/Current Grade Item

Since students do not see the Final Calculated Grade until it is released, having a running total/current grade item could be beneficial.

**Step 1:** After you log in to your D2L course, select Grades from the navigation bar.

**Step 2:** To create a running total/current grade, select the Manage Grades tab, then select Item under the New dropdown menu to create a new grade item.
**Step 3:** Select the **Calculated** option

**New Item**

Choose a Grade Item Type

- **Numeric**
  - Grade users by assigning a value out of a specified total number of points.
  - E.g. 8/10

- **Selectbox**
  - **Note:** Selectbox type grade items cannot be created until at least one org unit grade scheme has been created.
  - Grade users by selecting the grade scheme level that best matches their achievement.
  - E.g. "Very Good" or "B+"

- **Pass/Fail**
  - Grade users using a simple pass/fail grade scheme.
  - E.g. "Pass" or "Fail"

- **Formula**
  - Automatically grade users using a custom formula based on achievement on other grade items.
  - E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
  - IF[ MIN[ P1.Percent, P2.Percent ] ] < 50; 0; 1

- **Calculated**
  - Calculate users' cumulative achievement across multiple grade items.
  - E.g. Midterm Grade
  - A1+A2+Q1+Q2 / Total Max. Points * 100 = 73%

- **Text**
  - Provide comments in the grade book that are not calculated in the final grade.
  - E.g. "Course Evaluation Completed"

**Step 4:** Enter a **Name** (required). The Short Name is optional (this name appears in the grade book). You can select **Can Exceed** (optional) if you allow this calculated item to display a value that is more than the possible point value (example 155/150). You can also select your grade scheme preference (optional) for this calculated item (if this is different from the default).
Step 5: Select the grade items that you would like to include in your running total calculation.
**Note:** If you are dropping grade items for any category, you will not be able to create a running total item as it does not exclude dropped items in the total.

**Step 6:** Choose your Display Options.

**Please Note:** The **Student View** and **Managing View** (your display options for this item) **Show** options are already checked by default, if you have successfully completed the Grades Setup Wizard.

Check the **Override display options for this item** box to customize the default settings for this item.

Check the **Points Grade** and **Grade Scheme Symbol** checkboxes if you want students to see the running points (Example 10/10) and the running Percentage (Example 100%).