

## 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.

The screenshot shows the top navigation bar of a D2L course. The course name is 'eLearning Practice Course 3'. The navigation menu includes: Course Home, Content, Assignments, Discussions, Quizzes, **Grades** (highlighted with a red box), Classlist, Attendance, Course Admin, Calendar, and More. Below the navigation bar is a banner image of a person writing on a chalkboard with the text 'eLearning Practice Course 3' overlaid.

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

The screenshot shows the 'Manage Grades' interface. The navigation bar includes: Course Home, Content, Assignments, Discussions, Quizzes, **Grades**, Classlist, and Attendance. Below the navigation bar, the 'Manage Grades' tab is selected and highlighted with a red box. Other tabs include 'Enter Grades', 'Schemes', and 'Setup Wizard'. Under the 'Manage Grades' tab, there is a 'New' dropdown menu (highlighted with a red box) and a 'More Actions' dropdown menu. The 'New' dropdown menu is open, showing 'Item' (highlighted with a red box) and 'Category'. Below the dropdown menu, there is a table with a checkbox and the text 'WRITING PRACTICE' with a dropdown arrow.

**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  
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$
- 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).

## General

Type

Calculated

Name \*

Short Name

 ?

▶ [Show Description](#)

## Grading

Can Exceed

 ?

Grade Scheme

-- Default Scheme -- (Percentage) ▼ ?

**Step 5:** Select the grade items that you would like to include in your running total calculation.

Calculation

More

<input checked="" type="checkbox"/>	Grade Item to Include
<input checked="" type="checkbox"/>	WRITING PRACTICE
<input checked="" type="checkbox"/>	Writing Practice 1
<input checked="" type="checkbox"/>	DISCUSSIONS
<input checked="" type="checkbox"/>	Discussion 1 - Introductions
<input checked="" type="checkbox"/>	Discussion 2 - Wallow in Complexity
<input checked="" type="checkbox"/>	Discussion 3 - The Rhetoric of Clothing
<input checked="" type="checkbox"/>	Discussion 4 - Technology
<input checked="" type="checkbox"/>	Discussion 5 - Mis-quoted?

**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 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%).

## Display Options

▼ Hide Display Options

**Student View**

Display class average to users ?

Display grade distribution to users ?

Override display options for this item ?

**Show**

Points grade

Grade scheme symbol

Grade scheme color

**Managing View**

Override display options for this item ?

**Show**

Points grade

Grade scheme symbol

Grade scheme color