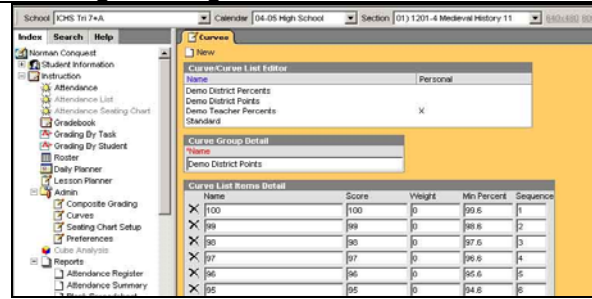


Window

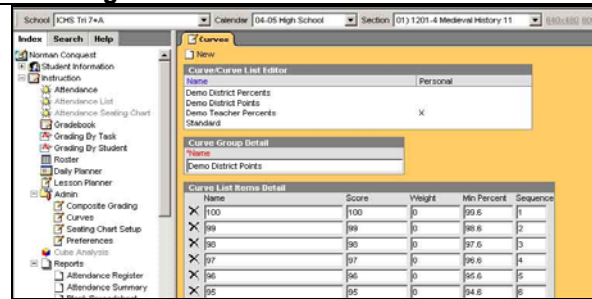
Information

Viewing Existing Curves



1. From the **Index**, open the **Admin** folder within the **Instruction** and select the **Curves** tool. A new window will open, displaying a **Curve/Curve List Editor**.
2. Select an existing curve from the options in this editor box by clicking the **Name** of the curve. When a curve has been selected, a **Curve Group Detail Curve List Items Detail** will be displayed.
Note: School curves cannot be edited, only viewed.
3. In the **Curve Group Detail**, a user will only see the name of the curve.
4. In the **Curve List Items Detail**, a user can see what letter grade is associated with what percentage.

Creating a New Curve



1. From the **Curves** tab, click the **New** icon at the top of the Curves tab. Below the Curve List Editor box will appear a **Curve Group Detail** box and a **Curve List Items Detail** box.
2. In the **Curve Group Detail** area, enter a **Name** for this curve. This is a required field.
3. Determine the letter grade and the corresponding minimum percentage.
4. In the **Name** column of the **Curve List Items Detail** box, enter a name for the score. For example, if a score is an A+, the name could be *Excellent*. This is an optional entry.
5. In the **Score** column, enter the letter grade.
6. In the **Credit Coeff.** column, enter the weight of this grade. This will most often be left blank. It is used as a multiplier.
7. In the **Min. Percent** column, enter in the minimum percentage of the letter grade. For example, if the percentage range for a B is 81 to 89.4, the minimum percentage would be 81. *Note: A letter grade of an F will have a minimum percentage of zero (0).*

	<ol style="list-style-type: none">8. In the Sequence column, determine the order in which this grade should appear. A sequence of one will put this grade at the top of the list.9. Click the Add CurveList Item button to add another row to this list.10. When finished creating the curve, click the Save icon at the top of the page.
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