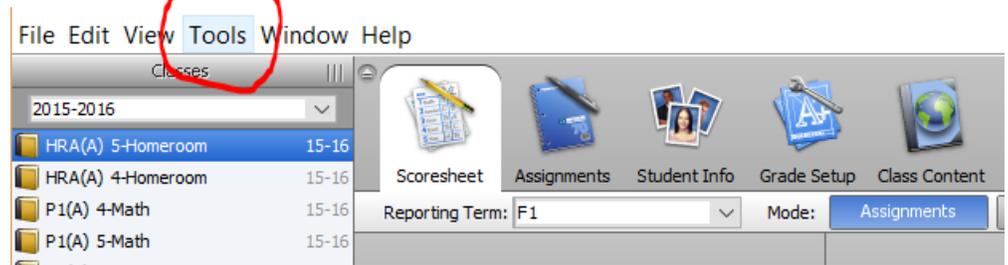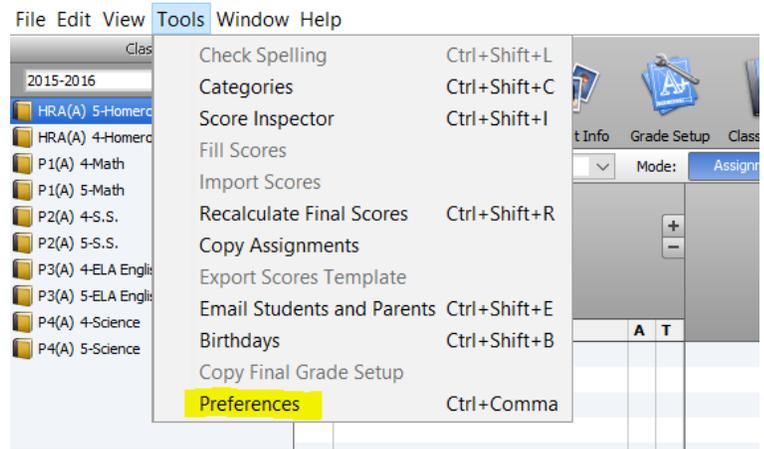# Auto-Calculate Standard Performance Level*
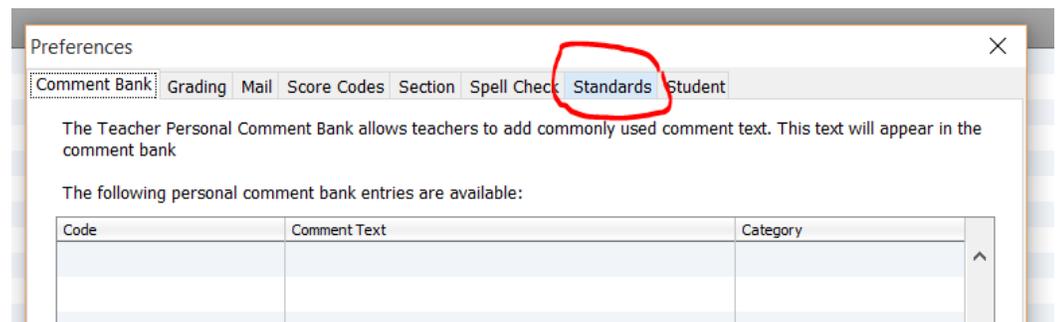
Step 1: On the Menu Bar select the **Tools** pull-down tab
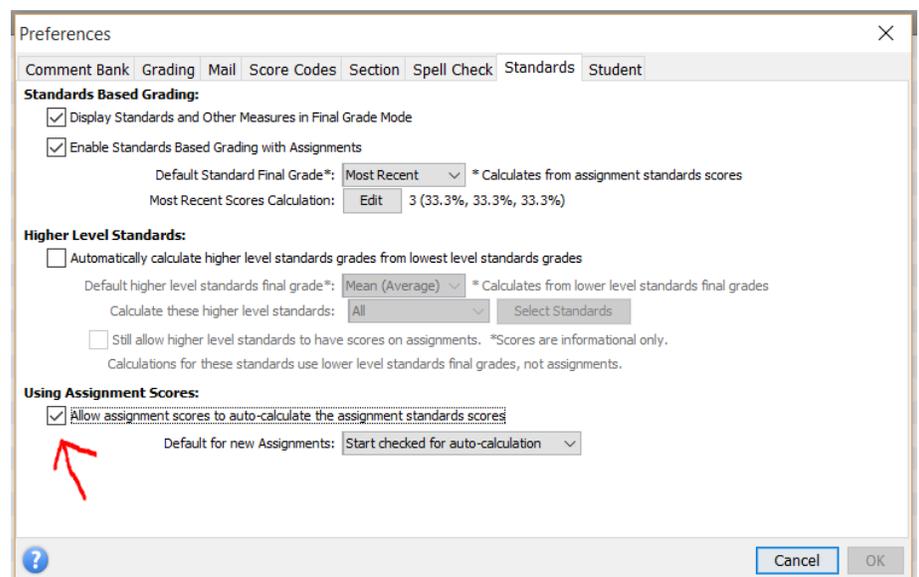

Step 2: Scroll down and select **Preferences**

Step 3: In the Preferences window that opens, select **Standards** from the Menu Bar

Step 4: Under that tab, go to the bottom and put a check in the box next to **Allow assignment scores to auto-calculate the assignment standards scores**

* this must be done before assigning standards to gradebook items