Create a new standard

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We do our best to provide you a self-assessment template that is accurate, but since we aren't part of NRPA, you may need to create a new standard that doesn't exist in our template.

We've included a template in your knowledge base to quickly create a new standard:

1. In the **Pages** page, select the chapter you need to create the standard in. For example, if I need to create a new standard 10.5, I'd select Chapter 10: Evaluation, Assessment, and Research.
2. In the grey righthand pane, select **+ Add**, then select **Article**. You can do this from the upper right or the option below the list of standards:

   The **New article** modal opens.
3. Enter the name of the standard in the **Title** box using this format: `Standard #.#: Text of standard`. If the standard is a fundamental standard, be sure to add a space and a star at the end. For example, if I'm adding a new fundamental standard for 10.5 titled Assessing owl effectiveness, I'd enter `Standard 10.5: Assessing owl effectiveness ★`.
4. In the **Body** section, select **Create from template**.
5. A dropdown appears. **Standard #.#: New Standard Template ★** should be selected in the dropdown. If it's not, select the dropdown to select it.
6. Select **Create** to create your new standard.

This will create the new standard using the underlying template and open it in the editor.

In the editor, follow the steps in the **Internal Note** at the top of the editor.

Your new standard will be added at the bottom of the chapter where you created it.

If you need to reorder the standards within the chapter:

1. On the **Pages** page, select the chapter you'd like to reorder.
2. The chapter will open in the righthand pane.
3. Find the standard you need to move. Hover your mouse over the title. You'll see a set of up/down arrows appear.

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4. Click on those arrows and drag the standard higher in the hierarchy where you'd like it to go.

5. Let go of your mouse button once you've gotten it to the correct place.

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