Moving your self-assessment report into the NRPA Portal

Last Modified on 05/24/2025 6:50 pm EDT

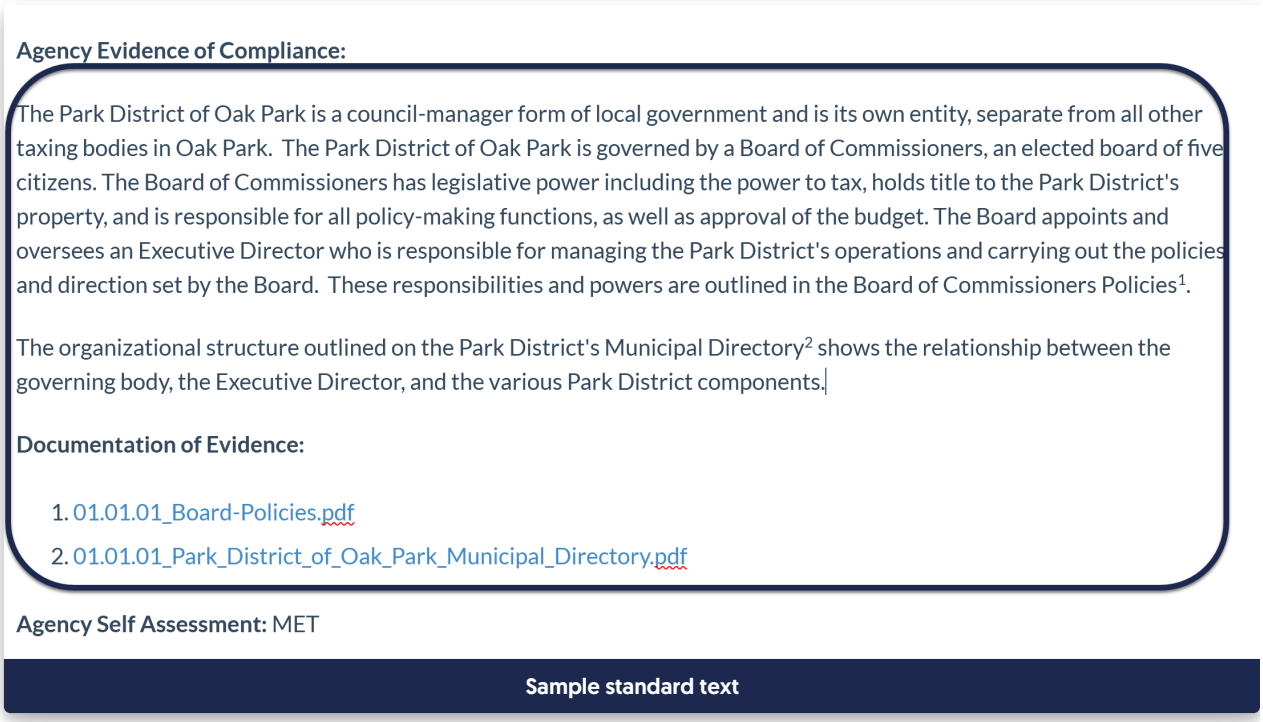
We've written these instructions with guidance from the NRPA; if you have questions on completing the self-assessment or using the Portal generally, we recommend contacting them directly or referencing their documentation on how to use the Portal:

- How to - log into CAPRA Portal.docx (last updated January 2021)
- How To Complete Online SA and upload EOCs.docx (last updated January 2021)

For most standards, you can copy and paste the narrative and hyperlinks you have in KnowledgeOwl into the relevant standard in the NRPA Portal.

To do so, you'll want to have the NRPA Portal open to your self-assessment, to one of the sections, and KnowledgeOwl opened to the corresponding chapter/section.

1. **In KnowledgeOwl, open the standard as if you're going to edit it.**
2. **Highlight the text below Agency Evidence of Compliance and your entire Documentation of Evidence section.**



Agency Evidence of Compliance:

The Park District of Oak Park is a council-manager form of local government and is its own entity, separate from all other taxing bodies in Oak Park. The Park District of Oak Park is governed by a Board of Commissioners, an elected board of five citizens. The Board of Commissioners has legislative power including the power to tax, holds title to the Park District's property, and is responsible for all policy-making functions, as well as approval of the budget. The Board appoints and oversees an Executive Director who is responsible for managing the Park District's operations and carrying out the policies and direction set by the Board. These responsibilities and powers are outlined in the Board of Commissioners Policies[1].

The organizational structure outlined on the Park District's Municipal Directory[2] shows the relationship between the governing body, the Executive Director, and the various Park District components.

Documentation of Evidence:

1. 01.01.01_Board-Policies.pdf
2. 01.01.01_Park_District_of_Oak_Park_Municipal_Directory.pdf

Agency Self Assessment: MET

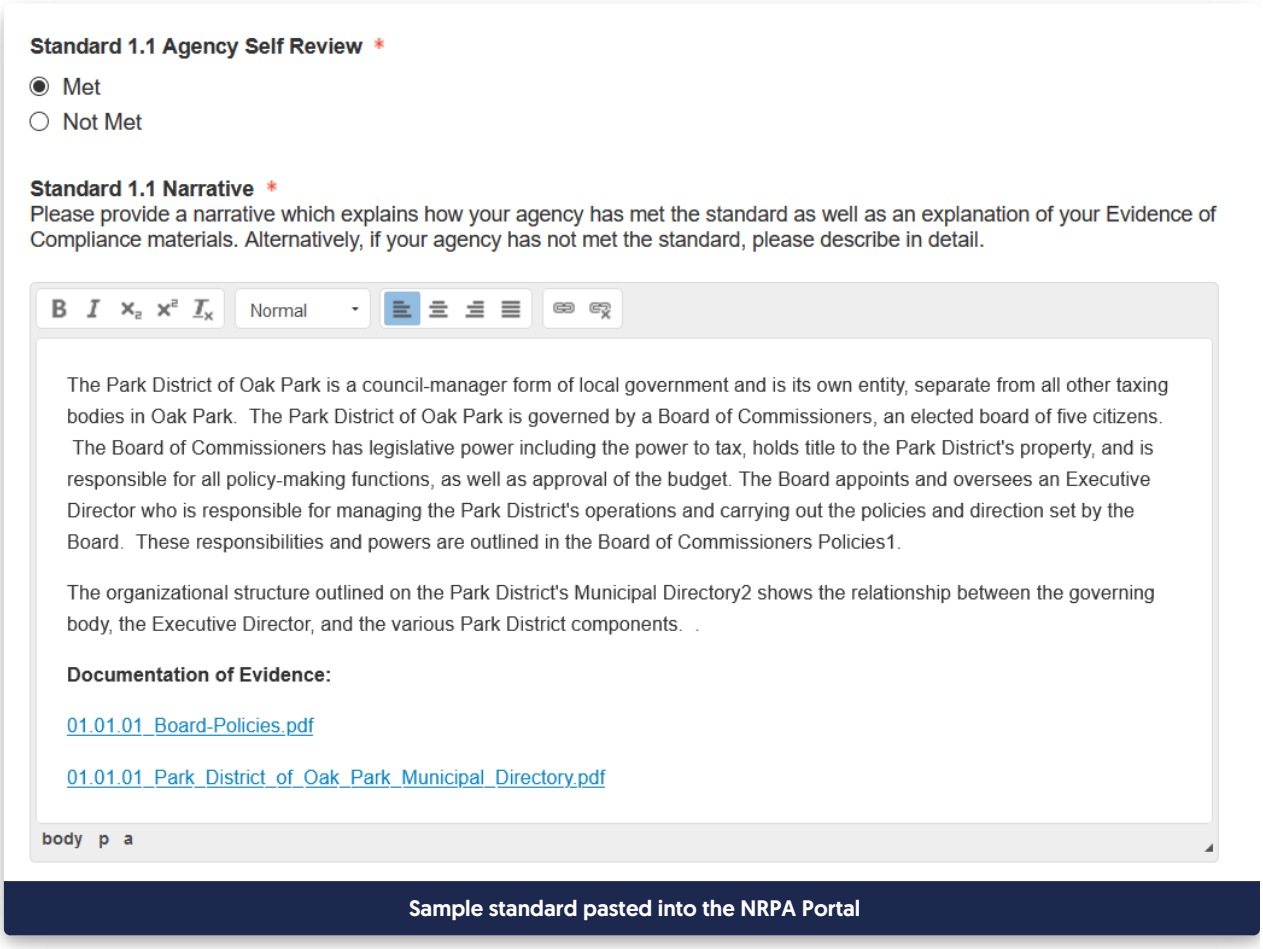
Sample standard text

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3. **Press Ctrl + C or right-click and select copy to copy the text and links you've highlighted.**

4. **In the Portal, click in the editor box for this standard.**

5. **Press Ctrl + V or right-click and select paste to paste the text and links into the Portal.**
   Your standard should look something like this in the Portal:



Sample standard pasted into the NRPA Portal

6. **You can now save or continue adding the text of additional standards.**

Copy/paste formatting issues

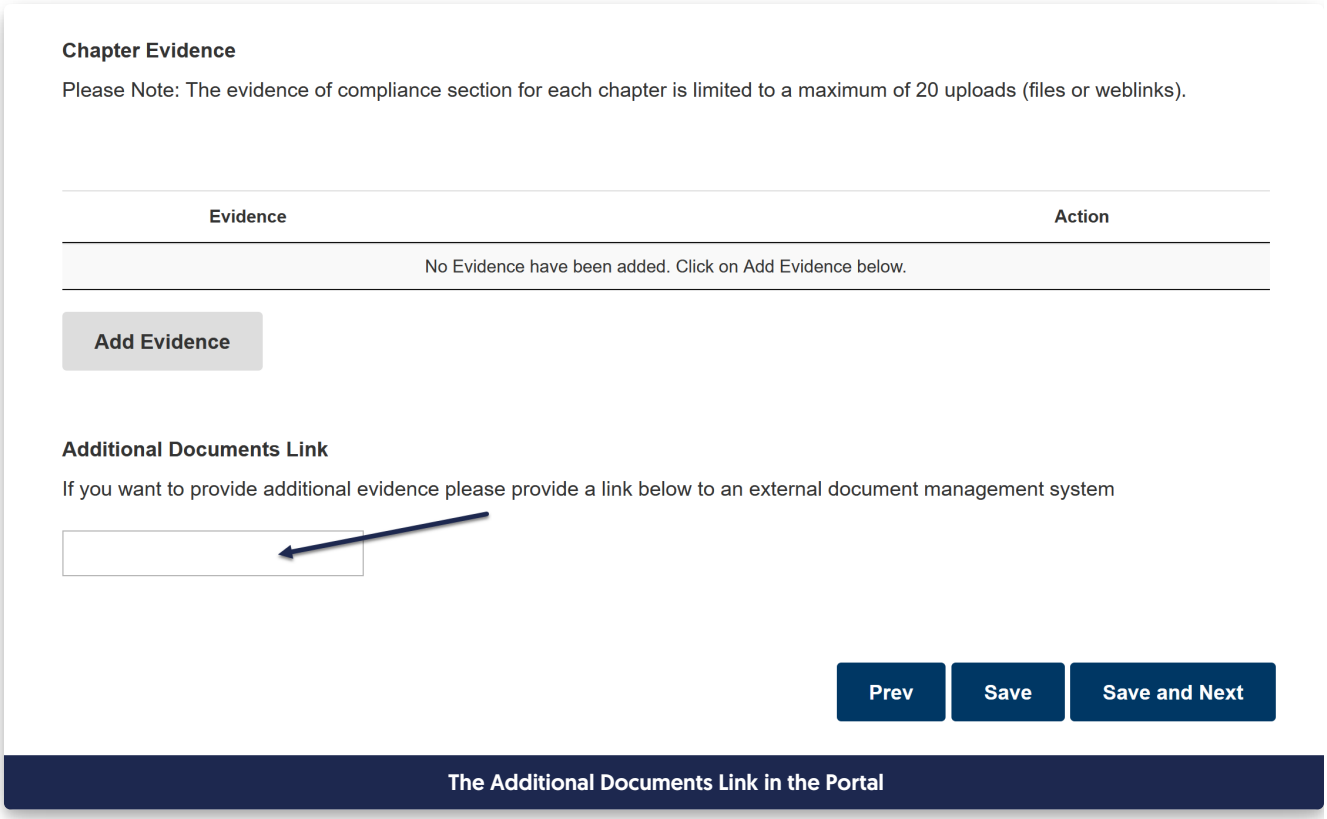
We've noticed two issues with copying and pasting between KnowledgeOwl and the NRPA Portal. These include:

- **Bulleted or numbered lists: The Portal editor does not support numbered or bulleted lists at this time, so these will just become separate paragraphs.**
- **Superscript or subscript references: If you look at the screenshot of our sample standard in KO, you'll see we had two superscript references for 1 and 2, which corresponded to the documents in the numbered list. These were pasted in as straight numbers; you'd need to highlight these in the Portal editor and select superscript/subscript options to change the format.**

Additional Documents Links

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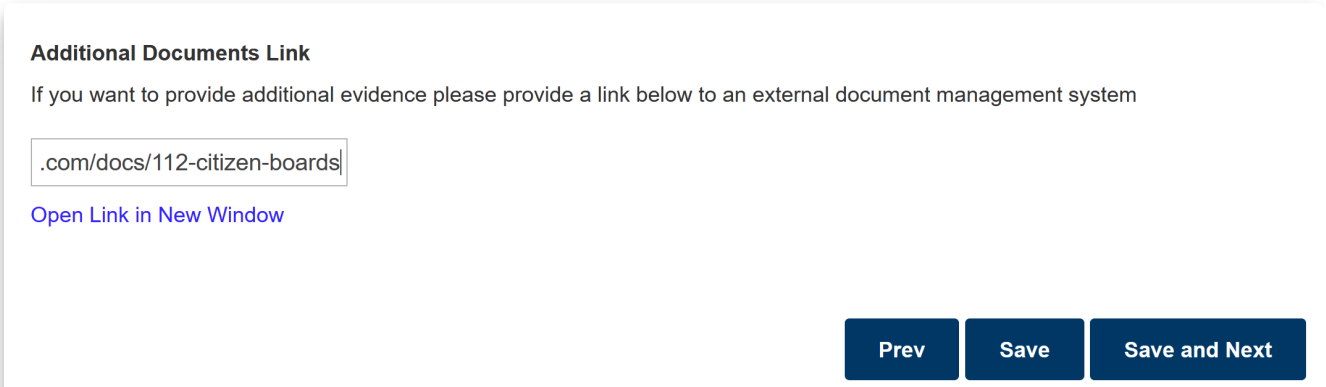
If for some reason you cannot add hyperlinks to all the documents you need within the standard, you can add a hyperlink to the full standard as it appears in KnowledgeOwl into the **Additional Documents Link** at the bottom of the section:



The Additional Documents Link in the Portal

Use the URL for the individual standard in this box; you can find this URL by clicking **View KB** and navigating to the standard, or by opening the standard to edit it and clicking the **View Article** link (this is discussed in more detail in The basics: editing standards in the View Article link section).

For example, if my knowledge base URL is https://sample-capra.knowledgeowl.com/docs and I want to direct someone to the 1.1.2 standard, I would copy the URL to it (https://sample-capra.knowledgeowl.com/docs/112-citizen-boards) and add it to the Additional Documents Link:



Sample additional documents link

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If you have to take this approach, see How do I give reviewers access to my CAPRA self-assessment? to ensure you have your knowledge base access configured properly so that reviewers can log in.

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