

Export & Trade Compliance *Configuration Guide*



Export & Trade Compliance Configuration Guide

Welcome to the Course Configuration Guide. The purpose of this resource is to provide useful information for administrators to understand what all the options are to customize their EVERFI courses. Whether every single configuration option is used or just the essential, it is important that learners are receiving the most up-to-date and relevant information they need.

Each EVERFI course has standard configuration options, such as custom policies and resources, while newer, updated courses have additional fully-configurable pages throughout the experience. These options allow you to tailor the learning experience to your unique organization. Not only will this impact the aesthetic, but it will also help the content resonate more with participants and build trust knowing their organization put thought and intention into the training.

The configurations are classified into two categories: **Basic** and **Advanced**. The basic configurations are those we recommend as essential for an effective learning experience. The advanced configurations include everything from a welcome letter to additional resources and custom content pages throughout. These can be found in the *Course Map & Configurations* section of the guide.

We recommend reading through the full guide to understand the course learning objectives which can help you plan what content to use. Collaborating with other departments and stakeholders is a great way to leverage existing resources and create buy-in at the community level.

What you can find in this guide:

1. Course Overview
2. Course Map & Configurations
3. Configurations Layouts

Course Overview



Course Overview

This course reviews key issues and concepts in U.S. export laws and how they affect employees' day-to-day job operations. Additionally, it helps employees understand the risks associated with violating trade laws.



Audience:
All Employees



Course Length:
25 minutes



Language(s):
English

Learning Outcomes

In this course, employees will learn:

- An overview of US export laws
- International Traffic in Arms Regulations (ITAR)
- deemed exports
- embargoes and sanctions
- red flags and risk areas,
- government expectations.



Course Map & Configurations

Overview

Introduction

The introduction presents a high level of all the concepts covered in Export and Trade Compliance. A one page tutorial instructs the learner on how to navigate the course.

What Is an Export?

In this module, learners will review who is covered by export law, when an export license is needed, and what items require a license to export.

Do You Need an Export License?

In this module, learners will review and practice using four key determining questions to decide if an item needs an export license

Red Flags

In this module, learners will review red flags to watch for, and practice the real-life scenarios that demonstrate the consequences of breaking export laws.

Course Summary

This final module summarizes the course content and offers numerous opportunities for corporate messaging.

[This is where you include your policies.](#)

Basic Configurations Checklist

This checklist is EVERFI's recommendations of the essential configurations you should add to ensure your learners receive the appropriate information they need and to have a positive, engaging experience. This is recommended for administrators who are focused on a quick launch timeline.

- Welcome letter | [see detailed configuration](#)
- Welcome Video | [see detailed configuration](#)
- Our Goals | [see detailed configuration](#)
- Company Policy | [see detailed configuration](#)

Detailed Course Map & Configurations

Module 1: Introduction

Learning Objectives: *Start the course with an understanding of what to expect (topically) and how the course works (functionally) | Begin to build an understanding surrounding the topic areas that comprise export and trade compliance*

1. Welcome to the Course
2. **Welcome Letter*** | *Standard Custom Page*
 - Introduction Module, Page 4 Image
 - Introduction Module, Page 4 Text
 - Introduction Module, Page 4 Header
3. **Welcome Video*** | *Standard Custom Page*
 - Introduction Module, Page 5 Custom Page Text
 - Introduction Module, Page 5 Custom Page Header
 - Introduction Module, Page 5 Video
4. **Our Goals*** | *Policy Page*
 - Introduction Module, Page 6 Image
 - Introduction Module, Page 6 Text
 - Introduction Module, Page 6 Header
5. Summary

Module 2: What is an Export

Learning Objectives: *Recognize how to determine if something is an export, including physical items, actions, and interactions | Identify who is covered by U.S. export laws | Define a deemed export*

1. What is an Export?
2. Did you know...
3. Who is covered by U.S. export laws?
4. Deemed Exports

Detailed Course Map & Configurations Continued

Module 2: What is an Export continued

5. Test Your Knowledge
6. Test Your Knowledge
7. Summary

Module 3: Do You Need an Export license

Learning Objectives: *Recognize when an export license is required | Recognize that encryption is subject to special rules when exported | Review the intangible concepts that require export licenses | Review the consequences of export law violations*

1. Where Are You Exporting?
 2. Four Questions to Ask
 3. What Are You Exporting?
 4. U.S. Content
 5. Test Your Knowledge
 6. Where Are You Exporting?
 7. Beyond the Destination
 8. Test Your Knowledge
 9. Who Will Receive Your Item?
 10. Test Your Knowledge
 11. What Will Your Item Be Used For?
 12. Test Your Knowledge
 13. Should You Have Known?
 14. Summary
-

Detailed Course Map & Configurations Continued

Module 4: Red Flags

Learning Objectives: *Recognize red flags when organizing exports | Explain and exemplify how to identify and avoid common traps | Recognize that third parties in exporting can pose unintended risks | Review proper planning and procedures to ensure export compliance*

1. Red Flags
2. Red Flags
3. **Custom Page 1** | *Standard Custom Page*
 - Introduction Module, Page 4 Image
 - Introduction Module, Page 4 Text
 - Introduction Module, Page 4 Header
4. Case Studies
5. Third Party Risks
6. Test Your Knowledge
7. How Do I Do My Job?
8. Test Your Knowledge
9. Summary

Module 5: Course Summary

Learning Objectives: *Recall organizational policies regarding export and trade compliance | Explore topics further through provided resources*

1. Course Summary
2. **Policy** | *Policy Page*
 - Page 2 Title
 - Page 2 Text
 - Policy: Conclusion Module, Page 2 Policy

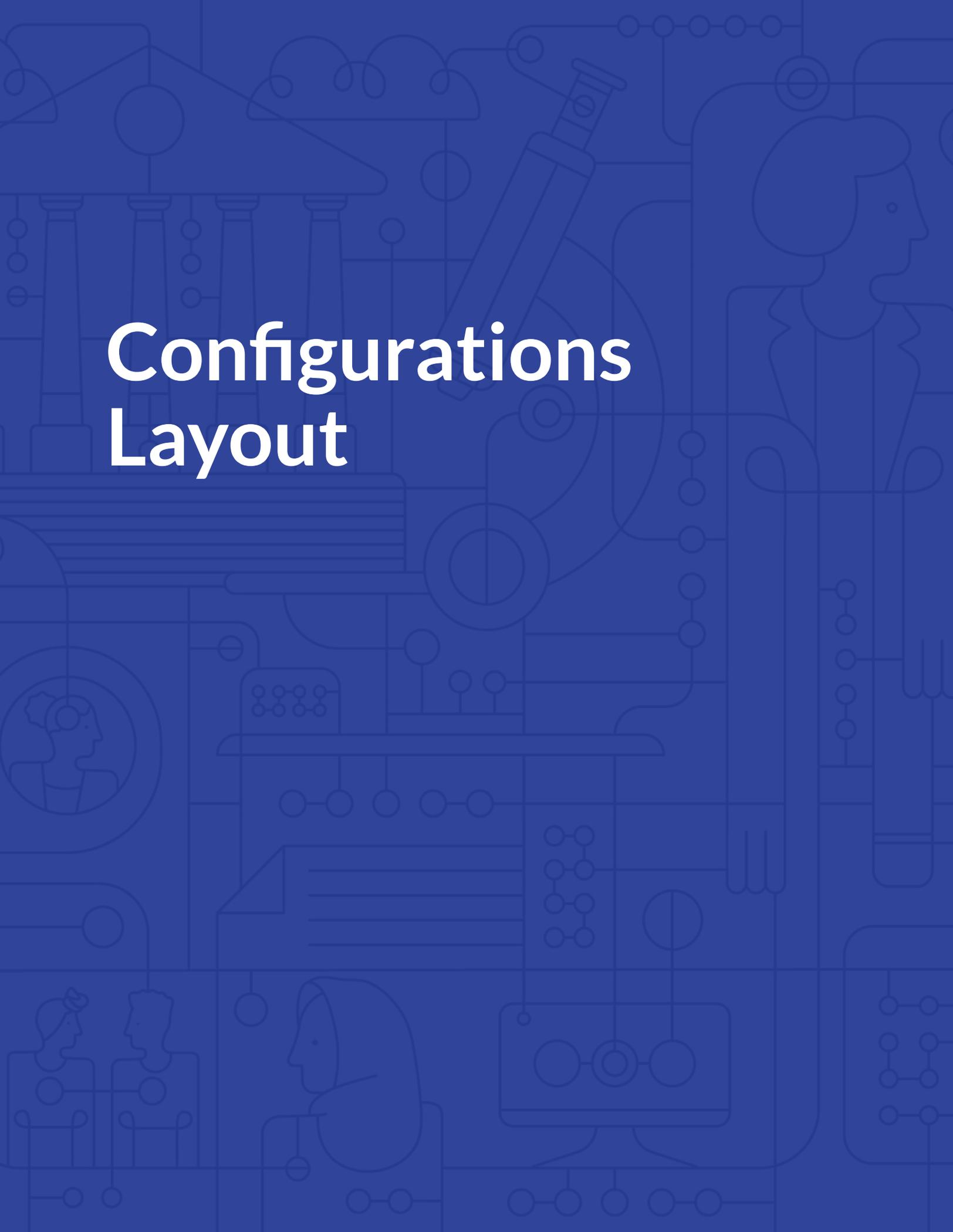
Detailed Course Map & Configurations Continued

Module 5: Course Summary continued

3. **Resource** | *Resource Page*
 - Page 3 Title
 - Page 3 Text
 - Page 3 Image
 - Resource: Conclusion Module, Page 3 Resource

4. **Closing Message** | *Standard Custom Page*
 - Page 4 Title
 - Page 4 Text
 - Page 4 Image

5. Course Complete



Configurations Layout

Configurations Layout: Standard Page

Important to note: All elements per page (Title, Body Text, and Image) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

1 Title

The title appears in the top center of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.



● Sample Custom Page Title

2 Body Text

This open text field is positioned under the image centered on the page.

This area supports text and you can even include URLs you want learners to visit.

3

Image

The image appears centered on the page below the title.

Using your organization's imagery here goes a long way. Forgo the stock photos if you can and upload familiar faces and places your learners will recognize.



● This page can be used to provide custom information to employees of your organization.



Configurations Layout: Custom Video Page

Important to note: All elements per page (Title, Body Text, and Video) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

1

Title

The title appears in the top center of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.

2

Body Text

This open text field is positioned under the title centered on the page.

This area supports text and you can even include URLs you want learners to visit.

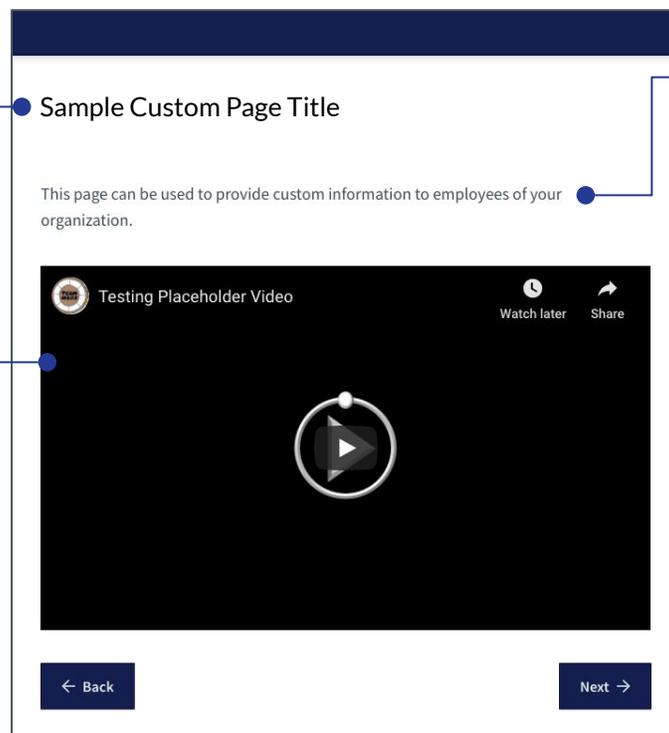
3

Video

The video appears centered on the page below the body text.

This needs to be hosted on YouTube and be sure to enable Closed Captioning and adjust privacy settings as needed.

We recommend keeping this video short, no longer than a few minutes.



Configurations Layout: Custom Policy Page

Important to note: All elements per page (Page Header, Body Text, Policy Name, Policy) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

For detailed instructions on how to upload a policy, [click here](#).

1 Policy Page Header

The page title appears in the top center of the configurable page just below the navigation bar. **This element is required for the page to appear for learners.**

We recommend having no more than 6 words that summarize the content below.

2 Policy

This is where the policy appears in the course after you upload it in the admin dashboard in Foundry. Learners will be able to e-sign here. For the policy in this course, it will appear on the content page within the course.

Some courses have the option to include multiple documents or web pages which will be indicated in the following pages. We strongly recommend using a URL for easy maintenance.

3 Policy Name

Add the name of the specific policy in this field related to the file. This is different from the Page Title.

4 Body Text

This open text field is positioned under the title centered on the page.

We recommend setting expectations about the policies on this page and instructions on where learners can go for more information.

The screenshot shows a configuration page for a custom policy. At the top, there is a dark blue header bar. Below it, a text field contains the placeholder "Custom: Insert Your Title". Underneath is a paragraph of text: "This page can be used to provide custom information to employees of your organization." Below that is a large white box representing the policy content. Inside this box, there is a section titled "Example Policy" containing the text "Review before e-signing". Below this is a section titled "View Policy" with a checkbox and the text "I hereby acknowledge that I have reviewed and understand this policy". At the bottom of the configuration area, there are two dark blue buttons: "← Back" on the left and "Next →" on the right. Four numbered callouts (1, 2, 3, 4) are connected to the interface elements by blue lines: 1 points to the title field, 2 points to the main text area, 3 points to the "Example Policy" section, and 4 points to the "View Policy" section.

Configurations Layout: Resource Page

Important to note: All elements per page (Page Header, Body Text, Resource Name, Resource) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

For detailed instructions on how to upload a resource, [click here](#).

1

Resource Title

Add the name of the specific resource in this field. This appears in the content page and in the course navigation menu.

To configure this element go to the Resources sections of the Admin Dashboard or through the Configurations menu.

2

Resource

This is where the resource appears in the course after you upload it in the admin dashboard in Foundry. For the resource, they will appear in the navigation window.

Some courses have the option to include multiple documents or web pages which will be indicated in the following pages. We strongly recommend using a URL for easy maintenance.

Resource Name

Add the name of the specific resource in this field related to the file. This is different from the Page Title.

3

Resource Title

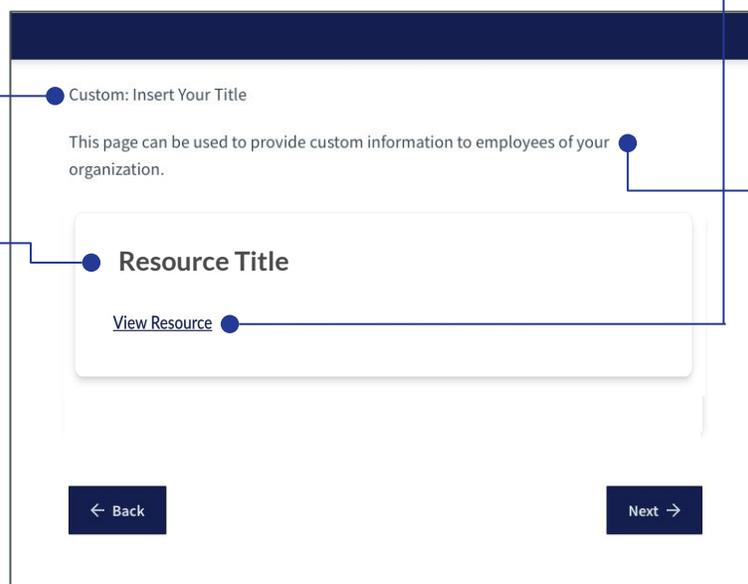
[View Resource](#)

4

Body Text

This open text field is positioned under the title centered on the page.

We recommend setting expectations about the resource on this page and instructions on where learners can go for more information.



EVERFI, Inc. is the leading education technology company that has revolutionized prevention and compliance training online through its industry-leading courseware and technology. EVERFI educates employees on important skills relating to harassment, diversity and inclusion, culture, ethics, code of conduct and data security. Courses are built by a team of attorneys, prevention experts, and instructional designers who ensure that EVERFI's prevention and compliance courses are aligned with applicable law and research-based best practices. Our industry leading instructional design and subject matter expertise demonstrates our commitment to the core issues behind critical topics that are at the center of healthy workplace culture.

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