

Preventing Harassment & Discrimination *Configuration Guide*



Preventing Harassment & Discrimination 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

Cultivate and maintain a workplace culture resistant to discrimination, harassment and retaliation by equipping faculty and staff with the information and skills that promote intervention, empathy, and allyship.



Audience:

Supervisors &
Non-supervisors
versions,
Higher Education
version



Course Length:

35 - 120 minutes
(depending on version)



Format:

Includes a course
survey and a part 2



Language(s):

English
*Forthcoming: Chinese
(simplified & traditional),
Spanish (Latin America),
Tagalog*

Learning Outcomes

In this course, employees will learn about:

- Allyship
- Bystander intervention
- Discrimination & bias in the workplace
- Harassment & harassment prevention
- Protected categories
- Retaliation
- Title IX and Clery Act



Course Map & Configurations

Module Overview

Building Positive Workplaces

Building Positive Workplaces introduces learners to the course topics, functionality, and the idea of positive workplace culture in which everyone plays a role.

Developing Awareness and Recognizing Discrimination

This module introduces learners to the concept of developing awareness in the context of discrimination, protected categories, and bias in the workplace. They also learn about the personal and professional impacts of discriminatory behavior, and topics such as inclusivity and equity.

Leading Workplaces Resistant to Discrimination *(Supervisors)*

This supervisor-only module prepares learners with supervisory duties to set a positive example for their employees, identify and respond to problematic behavior, be aware of discriminatory biases in the context of hiring, promotion, termination, etc., and provide reasonable accommodation to employees.

Cultivating Attitudes & Identifying Harassment

This module allows learners to explore the attitudes that people bring to the workplace, and those that they expect from their colleagues. They also learn about the spectrum of behavior that can lead to harassment, and steps to prevent harassment. With a focus on cultivating positive, productive attitudes in the workplace, this module addresses barriers to intervention and problematic behaviors, including microaggressions, hostile work environments, quid pro quo harassment, and abusive conduct (bullying).

Leading Workplaces Resistant to Harassment *(Supervisors)*

This module prepares learners with supervisory duties to promote a respectful workplace culture, communicate and support their employees, and intervene when appropriate. Supervisors also review the consequences of harassment, including legal implications, and their duty to report misconduct, including casually worded complaints.

Taking Action Against Retaliation

This module introduces learners to the steps that can be taken to address a broad range of potential or actual harmful conduct, and available remedies and penalties to hold offenders accountable.

Module Overview Continued

Leading Workplaces Resistant to Retaliation *(Supervisors)*

This module prepares learners with supervisory duties to lead in the workplace by modeling appropriate responses to troubling behaviors, and addresses legal obligations to take action in situations regarding retaliation and other behavior.

Maintaining Positive Workplaces (Course Conclusion)

Maintaining Positive Workplaces concludes the course by reinforcing the elements of bystander intervention and why a positive workplace culture matters. Learners are encouraged to explore additional resources before the conclusion

Building Supportive Communities *(Higher Education only)*

This module prepares faculty and staff to identify safe, positive, and effective responses when someone may have experienced sexual or relationship abuse or violence. Legal definitions of consent, sexual assault, dating and domestic violence, and stalking, are provided, and scenarios present situations to show how these behaviors manifest. Interactions also give learners an opportunity to practice identifying signs that someone may be experiencing abuse or violence, how to respond in a supportive manner, what are the available reporting options, and what may occur after a report is made. This is an optional module that appears before Maintaining Positive Workplaces for partners implementing it.

Exploring Identity and Allyship *(CT only)*

In this section, we discuss the many overlapping and intersecting parts of identity, and how they impact the way we ally with those have experienced sexual harassment. The activities presented in this module will help learners be better colleagues and create safer, more inclusive workplace environments.

Version Overview

There are six versions of the course. To determine which version you should be using, please consider who you are training (supervisor/non-supervisor), which content is appropriate for your organization (company vs. higher education institution), and where your learners are based. The matrix below shows which modules are in each version. For more details on selecting the correct version, please click [here](#).

		Supervisors	Supervisor w/Title IX/Clery	Non-Supervisors
Modules	Building Positive Workplaces	✓	✓	✓
	Developing Awareness and Recognizing Discrimination	✓	✓	✓
	Leading Workplaces Resistant to Discrimination	✓	✓	
	Cultivating Attitudes & Identifying Harassment	✓	✓	✓
	Leading Workplaces Resistant to Harassment	✓	✓	
	Taking Action Against Retaliation	✓	✓	✓
	Exploring Identity and Allyship			
	Leading Workplaces Resistant to Retaliation	✓	✓	
	Building Supportive Communities		✓	
	Maintaining Positive Workplaces (Course Conclusion)	✓	✓	✓

Version Overview Continued

There are six versions of the course. To determine which version you should be using, please consider who you are training (supervisor/non-supervisor), which content is appropriate for your organization (company vs. higher education institution), and where your learners are based. The matrix below shows which modules are in each version. For more details on selecting the correct version, please click [here](#).

		Non-Supervisor w/ Title IX/Clery	Non-Supervisor, Extended	Non-Supervisor w/ Title IX/Clery Extended
Modules	Building Positive Workplaces	✓	✓	✓
	Developing Awareness and Recognizing Discrimination	✓	✓	✓
	Leading Workplaces Resistant to Discrimination			
	Cultivating Attitudes & Identifying Harassment	✓	✓	✓
	Leading Workplaces Resistant to Harassment			
	Taking Action Against Retaliation	✓	✓	✓
	Exploring Identity and Allyship		✓	✓
	Leading Workplaces Resistant to Retaliation			
	Building Supportive Communities			✓
	Maintaining Positive Workplaces (Course Conclusion)	✓	✓	✓

Detailed Course Map & Configurations

Module: Building Positive Workplaces

Learning Objectives: *Recognize the course topics and interface functionality | Recognize the value of a positive, productive, professional workplace | Recognize the role they play in building and maintaining a positive workplace*

1. Preventing Harassment & Discrimination
2. Navigating This Course
3. Sensitive Content Warning
4. **Welcome Letter*** | *Standard Custom Page*
 - [Building Positive Workplaces-M01] Custom Welcome Message Title
 - [Building Positive Workplaces-M01] Custom Welcome Message Text
 - [Building Positive Workplaces-M01] Custom Welcome Message Image
5. **Welcome Video*** | *Standard Custom Page*
 - [Building Positive Workplaces-M01] Welcome Video Title
 - [Building Positive Workplaces-M01] Welcome Video
6. Pre-Course Survey
7. The Power of Bystanders
8. The Ideal Workplace
9. Perspectives: What Makes For a Positive, Productive Workplace?
10. Good Culture is No Accident
11. **Custom Page*** | *Standard Custom Page*
 - [Building Positive Workplaces-M01] 1-Custom Page Title
 - [Building Positive Workplaces-M01] 1-Custom Page Text
 - [Building Positive Workplaces-M01] 1-Custom Page Title Image
12. Being an Active Bystander

Detailed Course Map & Configurations Continued

Module: Building Positive Workplaces continued

13. Perspectives: The Importance of Anti-Discrimination Efforts
14. Keep In Mind
15. Choose What Happens Next: Episode 1
16. **Custom Page*** | *Standard Custom Page*
 - [Building Positive Workplaces-M01] 2-Custom Page Title
 - [Building Positive Workplaces-M01] 2-Custom Page Title Text
 - [Building Positive Workplaces-M01] 2-Custom Page Title Image
17. Summary

Module: Developing Awareness and Recognizing Discrimination

Learning Objectives: *Define “awareness” in the context of the three A’s of bystander intervention (action, awareness, attitude) | Define the concept of a respectful workplace | Define discrimination and discriminatory behavior | Identify concerning workplace behavior such as discrimination and how to address it | Understand the Various ways Title VII prohibits Discrimination | Understand Title VI protections against discrimination | Understand Title IX protections against discrimination*

1. Developing Awareness and Recognizing Discrimination
2. **Custom Page*** | *Standard Custom Page*
 - [Developing Awareness and Recognizing Discrimination-M02] Values and Principles Page Title
 - [Developing Awareness and Recognizing Discrimination-M02] Values and Principles Page Text
 - [Developing Awareness and Recognizing Discrimination-M02] Values and Principles Page Image
3. Developing Awareness and Recognizing Discrimination
4. What is Discrimination?
5. Understanding Protected Categories
6. Choose What Happens Next: Episode 2
7. An Optimized Organization
8. Supporting Your Colleagues

Detailed Course Map & Configurations Continued

Module: Developing Awareness and Recognizing Discrimination continued

9. Perspectives: Contributing to a Positive Workplace
10. Developing Awareness
11. Implicit Bias and Inclusion
12. The Power of Intervention
13. Your State's Protected Categories (CA, IL)
14. Skills Workshop
15. Inclusivity and Respect
16. Perspectives: Inclusivity and Access
17. Respectful Conflict
18. Social Media Conflict
19. Phone Decorum
20. Understanding How Problems Manifest (3 scenarios)
21. Non-Fluent English
22. Forget the Checklist
23. Procurement Travel Cards for All but One
24. Title VII: The Civil Rights Act of 1964
25. A Spectrum of Concerning Behavior
26. Practical Examples of Employment Discrimination

Detailed Course Map & Configurations Continued

Module: Developing Awareness and Recognizing Discrimination continued

27. Custom Page* | Standard Custom Page

- [Developing Awareness and Recognizing Discrimination-M02] 1-Custom Page Title
- [Developing Awareness and Recognizing Discrimination-M02] 1-Custom Page Text
- [Developing Awareness and Recognizing Discrimination-M02] 1-Custom Page Image

28 Summary

Module: Leading Workplaces Resistant to Discrimination

Learning Objectives: *Identify their role as supervisors in creating a climate of equity | Identify and respond to problematic behavior at all levels before it escalates | Recognize discriminatory conduct when it occurs in situations of hiring, firing, assignments, management, promotions, or other terms and conditions of employment | Identify obligations under federal and state laws related to discrimination | Recognize and respond appropriately to requests for reasonable accommodations related to religion and disabilities throughout the work lifecycle*

1. Leading Workplaces Resistant to Discrimination

2. Custom Page* | Standard Custom Page

- [Leading Workplaces Resistant to Discrimination-M02s] 1-Custom Page Title
- [Leading Workplaces Resistant to Discrimination-M02s] 1-Custom Page Text
- [Leading Workplaces Resistant to Discrimination-M02s] 1-Custom Page Image

3. Leading Workplaces Resistant to Discrimination

4. Timeline of Hiring Discrimination

5. Career Advancement Discrimination

6. Perspectives: Microaggressions

7. Opportunities to Accommodate

8. Custom Page* | Standard Custom Page

- [Leading Workplaces Resistant to Discrimination-M02s] 2-Custom Page Title
- [Leading Workplaces Resistant to Discrimination-M02s] 2-Custom Page Text
- [Leading Workplaces Resistant to Discrimination-M02s] 2-Custom Page Image

Detailed Course Map & Configurations Continued

Module: Leading Workplaces Resistant to Discrimination continued

9. Skills Workshop
10. Writing Job Descriptions
11. Reducing Bias in Hiring
12. Strategies for Fair Interviews
13. Performance Reviews
14. Improving Fairness in Performance Reviews
15. Breaking Barriers
16. Recommended Hire
17. Late to Work
18. Diagnosed with Depression
19. Responding to Requests
20. Why Is He Leaving Early?
21. Should I Ask?
22. Accommodating Disabilities
23. **Custom Page*** | *Standard Custom Page*
 - [Leading Workplaces Resistant to Discrimination-M02s] 3-Custom Page Title
 - [Leading Workplaces Resistant to Discrimination-M02s] 3-Custom Page Text
 - [Leading Workplaces Resistant to Discrimination-M02s] 3-Custom Page Image
24. Identify the Early Warning Signs
25. Addressing Signs of Discrimination

Detailed Course Map & Configurations Continued

Module: Leading Workplaces Resistant to Discrimination continued

26. A Performance Dip
27. Addressing Concerns
28. **Custom Page*** | *Standard Custom Page*
 - [Leading Workplaces Resistant to Discrimination-M02s] 4-Custom Page Title
 - [Leading Workplaces Resistant to Discrimination-M02s] 4-Custom Page Text
 - [Leading Workplaces Resistant to Discrimination-M02s] 4-Custom Page Image
29. Summary

Module: Cultivating Attitudes & Identifying Harassment

Learning Objectives: *Define “attitudes” in the context of the three A’s of bystander intervention | Define harassment and behavior that may lead to harassment | Identify the barriers that may inhibit employees from feeling personal responsibility to intervene | Identify concerning workplace behaviors that may lead to harassment, including sexual harassment | Identify harassment, including sexual harassment, before and after it occurs*

1. Cultivating Attitudes and Identifying Harassment
2. **Custom Page*** | *Standard Custom Page*
 - [Cultivating Attitudes and Identifying Harassment-M03] 1-Values and Principles Title
 - [Cultivating Attitudes and Identifying Harassment-M03] 1-Values and Principles Text
 - [Cultivating Attitudes and Identifying Harassment-M03] 1-Values and Principles Image
3. Cultivating Attitudes and Identifying Harassment
4. We Are All Contributors
5. Knowing When to Intervene
6. Discrimination vs. Harassment
7. Abusive Conduct
8. Types of Harassment

Detailed Course Map & Configurations Continued

Module: Cultivating Attitudes & Identifying Harassment continued

9. Experiencing Sexual Harassment
10. Choose What Happens Next: Episode 3
11. Subtle Harassment
12. Case Studies in Sexual Harassment
13. What is a Hostile Work Environment?
14. Gender and Sexual Orientation
15. **Custom Page*** | *Standard Custom Page*
 - [Cultivating Attitudes and Identifying Harassment-M03] 2-Values and Principles Title
 - [Cultivating Attitudes and Identifying Harassment-M03] 2-Values and Principles Text
 - [Cultivating Attitudes and Identifying Harassment-M03] 2-Values and Principles Image
16. Skills Workshop
17. Harassment and Abusive Conduct Have Consequences
18. Perspectives: The Human Impact of Harassment and Discrimination
19. Take a Moment to Reflect
20. The Spectrum of Potential Harassment
21. Staying Silent
22. The Cutest
23. Happy Hour Invites
24. Helping Those Who Need It Most
25. The Bystander Effect

Detailed Course Map & Configurations Continued

Module: Cultivating Attitudes & Identifying Harassment continued

26. Empowered to Intervene
27. Pregnancy Questions
28. Emotional Intelligence
29. Perspectives: Fostering Empathy
30. **Custom Page*** | *Standard Custom Page*
 - [Cultivating Attitudes and Identifying Harassment-M03] 3-Values and Principles Title
 - [Cultivating Attitudes and Identifying Harassment-M03] 3-Values and Principles Text
 - [Cultivating Attitudes and Identifying Harassment-M03] 3-Values and Principles Image
31. Summary

Module: Leading Workplaces Resistant to Harassment

Learning Objectives: *Understand their responsibility to intervene when they witness problematic behavior, including harassment | Recognize that they have a responsibility to report misconduct that they learn about, even when no one complains or the reporter requests no action be taken | Recognize the need to communicate with and show their support for employees and peers who intervene when they see concerns | Identify their obligations to promote a workplace culture that does not tolerate harassment*

1. Leading Workplaces Resistant to Harassment
2. **Custom Page*** | *Standard Custom Page*
 - Page 2: Custom Page 1
 - [Leading Workplaces Resistant to Harassment-M03s] 1-Custom Page Text
 - [Leading Workplaces Resistant to Harassment-M03s] 1-Custom Page Image
3. Leading Workplaces Resistant to Harassment
4. Your Unique Role
5. The Power of Early Intervention
6. Expert Opinions: Engaging With Empathy

Detailed Course Map & Configurations Continued

7. Preventive Strategies
8. Perspectives: Impacts of Abusive Conduct, Harassment and Problematic Behaviors
9. Practicing Your Skills
10. Ambiguous Expressions
11. Fresh Report
12. Attention Seeker
13. I Should Ignore It, Right?
14. Set Good Precedents
15. Encourage Positive Behavior
16. Danger to Others?
17. End of the Day
18. I Can Handle This
19. **Custom Page** | *Standard Custom Page*
 - [Leading Workplaces Resistant to Harassment-M03s] 2-Custom Page Title
 - [Leading Workplaces Resistant to Harassment-M03s] 2-Custom Page Text
 - [Leading Workplaces Resistant to Harassment-M03s] 2-Custom Page Image
20. Summary

Detailed Course Map & Configurations Continued

Module: Taking Action Against Retaliation

Learning Objectives: Define “action” in the context of the three A’s of bystander intervention. | Define retaliation, behavior, and actions that may constitute retaliation, and legitimate actions that are not unlawful retaliation. | Describe how building a respectful, professional, and inclusive workplace helps reduce the likelihood of retaliation. | Identify and practice using bystander intervention techniques, including direct action, distraction, delegation, and delay | Identify the proper channels to report retaliation and discrimination, including harassment. | Understand the types of legal remedies and penalties that are available when someone harasses, or discriminates or retaliates against, another person in the workplace.

1. Taking Action Against Retaliation
2. **Custom Page*** | *Standard Custom Page*
 - [Taking Action Against Retaliation-M04] 1-Custom Page Title
 - [Taking Action Against Retaliation-M04] 1-Custom Page Text
 - [Taking Action Against Retaliation-M04] 1-Custom Page Image
3. Taking Action Against Retaliation
4. What Is Retaliation?
5. What Does Retaliation Look Like?
6. Skills Workshop
7. Choose What Happens Next: Episode 4
8. Countering Retaliation
9. **Custom Page*** | *Standard Custom Page*
 - [Taking Action Against Retaliation-M04] 2-Custom Page Title
 - [Taking Action Against Retaliation-M04] 2-Custom Page Text
 - [Taking Action Against Retaliation-M04] 2-Custom Page Image
10. **Custom Page*** | *Standard Custom Page*
 - [Taking Action Against Retaliation-M04] 3-Custom Page Title
 - [Taking Action Against Retaliation-M04] 3-Custom Page Text
 - [Taking Action Against Retaliation-M04] 3-Custom Page Image

Detailed Course Map & Configurations Continued

Module: *Taking Action Against Retaliation continued*

11. How Common Are False Accusations?
12. Is It Retaliation?
13. Cool Conditions
14. Hugging Hack
15. Taking Positive Action
16. When to Take Direct Action
17. How to Take Direct Action
18. Other Ways to Take Action
19. Close Call
20. Extreme Meme
21. Legal Penalties and Remedies
22. **Custom Page*** | *Standard Custom Page*
 - [Taking Action Against Retaliation-M04] 4-Custom Page Title
 - [Taking Action Against Retaliation-M04] 4-Custom Page Text
 - [Taking Action Against Retaliation-M04] 4-Custom Page Image
23. Summary

Detailed Course Map & Configurations Continued

Module: Leading Workplaces Resistant to Retaliation

Learning Objectives: *Identify their role as supervisors to support, monitor, and fix ongoing issues, and to be available and accessible to their employees | Recognize their duty to report claims of discrimination, harassment, and retaliation promptly to the appropriate channels to report misconduct | Apply appropriate bystander intervention techniques to address discrimination, harassment, and retaliation | Recognize how to respond if they are personally accused of retaliation, harassment or another form of misconduct | Identify obligations under federal and state laws related to retaliation .*

1. Leading Workplaces Resistant to Retaliation
2. **Custom Page*** | *Standard Custom Page*
 - [Leading Workplaces Resistant to Retaliation-M04s] 1-Custom Page Title
 - [Leading Workplaces Resistant to Harassment-M03s] 1-Custom Page Text
 - [Leading Workplaces Resistant to Harassment-M03s] 1-Custom Page Image
3. Leading Workplaces Resistant to Retaliation
4. Support Your People
5. Be Available, Be Accessible
6. Intervene as Appropriate
7. Expert Opinions: Recognizing Retaliation
8. Speaking Up As A Leader
9. Expert Opinions: Challenging Conversations
10. Don't Forget To Follow Up
11. Skills Workshop
12. Time Crunch
13. Nickname Shame
14. Expert Opinions: Retaliation Awareness

Detailed Course Map & Configurations Continued

Module: Leading Workplaces Resistant to Retaliation continued

15. Harassment Aftermath (3 parts)
16. Encouragement is Key
17. Spotlight the Positive
18. Reporting Is a Duty And a Tool
19. **Custom Page*** | *Standard Custom Page*
 - [Leading Workplaces Resistant to Harassment-M03s] 2-Custom Page Title
 - [Leading Workplaces Resistant to Harassment-M03s] 2-Custom Page Text
 - [Leading Workplaces Resistant to Harassment-M03s] 2-Custom Page Image
20. Just Between Us
21. Threat Alert
22. How to Respond to Accusations
23. **Custom Page*** | *Standard Custom Page*
 - [Leading Workplaces Resistant to Retaliation-M04s] 3-Custom Page Title
 - [Leading Workplaces Resistant to Retaliation-M04s] 3-Custom Page Text
 - [Leading Workplaces Resistant to Retaliation-M04s] 3-Custom Page Image
24. Summary

Module: Maintaining Positive Workplaces

Learning Objectives: *Recognize the value of a positive, productive and professional workplace | Recognize the role they play in building and maintaining a positive workplace | Recognize that a safe and respectful workplace requires a culture where everyone is a stakeholder | Share text of Title VII of the Civil Rights Act of 1964 | Share text of Title IX of the Education Amendments Act of 1972*

1. Maintaining Positive Workplaces

Detailed Course Map & Configurations Continued

Module: Maintaining Positive Workplaces continued

2. **Custom Page*** | *Standard Custom Page*
 - Maintaining Positive Workplaces-M05] 1-Custom Page Title
 - Maintaining Positive Workplaces-M05] 1-Custom Page Text
 - Maintaining Positive Workplaces-M05] 1-Custom Page Image
 3. Reviewing the 3 A's of Bystander Intervention
 4. Expert Opinions: Why a Positive Workplace Culture Matters
 5. Final Reflection
 6. Resources
 7. **Custom Reporting Resources*** | *Custom Resource Page*
 - Resources: Reporting Contact Information
 - Resources: Confidential Reporting Resources
 - Resources: School and Local Support Information
 - Resources: Title IX Coordinator Contact Information
 - Resources: Other Resources
 8. **Closing Letter*** | *Standard Custom Page*
 - [Maintaining Positive Workplaces-M05] Closing Letter Title
 - [Maintaining Positive Workplaces-M05] Closing Letter Text
 - [Maintaining Positive Workplaces-M05] Closing Letter Image
 9. **Our Policies*** | *Custom Policy Page*
 - Policy: Harassment/Retaliation Policy [Default]
 - Policy: Harassment Policy
 - Policy: Other Policy
 10. **Closing Video*** | *Custom Video Page*
 - [Maintaining Positive Workplaces-M05] Conclusion Video Title
 - [Maintaining Positive Workplaces-M05] Conclusion Video
 11. Post-Survey
 12. Time Check!
 13. Thank You
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Detailed Course Map & Configurations Continued

Module: Building Supportive Communities

Learning Objectives: *Identify the factors that contribute to a safe and healthy campus community | Understand rights and responsibilities under Title IX | Recognize different forms of sexual harassment/assault, dating/domestic violence, and stalking that are common in a college environment | Identify safe, positive and effective responses, and intervention options applicable to people experiencing sexual and relationship violence | Practice empathetic and active listening to someone who has experienced sexual or relationship harassment or violence | Understand reporting options and disciplinary proceedings for sexual and relationship misconduct*

1. Building Supportive Communities
 2. Building Supportive Communities
 3. Building Supportive Communities
 4. The 3 A's of Bystander Intervention
 5. **Custom Page*** | *Standard Custom Page*
 - [Creating Safe and Healthy Campuses] 1-Custom Page Title
 - [Creating Safe and Healthy Campuses] 1-Custom Page Text
 - [Creating Safe and Healthy Campuses] 1-Custom Page Image
 6. **Custom Page*** | *Standard Custom Page*
 - [Creating Safe and Healthy Campuses] 2-Custom Page Title
 - [Creating Safe and Healthy Campuses] 2-Custom Page Text
 - [Creating Safe and Healthy Campuses] 2-Custom Page Image
 7. Building Positive Relationships
 8. Reflecting on Relationships
 9. Healthy Relationships
 10. Unhealthy Relationships
 11. Forms of Relationship Abuse
 12. Skills Workshop
 13. Signs of Struggle
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Detailed Course Map & Configurations Continued

Module: Building Supportive Communities continued

14. Registering Concern
 15. A Disturbing Disclosure
 16. **Dating and Domestic Violence Custom Page*** | *Standard Custom Page*
 - [Creating Safe and Healthy Campuses] Dating and Domestic Violence Custom Page Title
 - [Creating Safe and Healthy Campuses] Dating and Domestic Violence Custom Page Text
 - [Creating Safe and Healthy Campuses] Dating and Domestic Violence Custom Page Image
 17. Federal and State Laws: Dating and Domestic Violence
 18. Skills Workshop Review: Relationships
 19. Consent
 20. **Custom Consent Definition*** | *Standard Custom Page*
 - [Creating Safe and Healthy Campuses] Consent Defined Custom Page Title
 - [Creating Safe and Healthy Campuses] Consent Defined Custom Page Text
 - [Creating Safe and Healthy Campuses] Consent Defined Custom Page Image
 21. State Law: Consent
 22. Absence of Consent
 23. **Custom Sexual Assault Definition*** | *Standard Custom Page*
 - [Creating Safe and Healthy Campuses] Sexual Assault Defined Custom Page Title
 - [Creating Safe and Healthy Campuses] Sexual Assault Defined Custom Page Text
 - [Creating Safe and Healthy Campuses] Sexual Assault Defined Custom Page Image
 24. Federal and State Laws: Sexual Assault
 25. Sexual Assault and Your Response
 26. Understanding the Impacts of Trauma
 27. Skills Workshop
 28. Raising Questions
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Detailed Course Map & Configurations Continued

Module: Building Supportive Communities continued

29. Doctor's Duty
30. Just the Facts
31. Review of Consent and Sexual Assault
32. Stalking
33. The Signs of Stalking
34. Hard to Pinpoint
35. Barriers to Intervention
36. Skills Workshop
37. Student Stressor
38. Collegial Dilemma
39. Graduate Student on Edge
40. **Custom Stalking Definition*** | *Standard Custom Page*
 - [Creating Safe and Healthy Campuses] Stalking Defined Custom Page Title
 - [Creating Safe and Healthy Campuses] Stalking Defined Custom Page Text
 - [Creating Safe and Healthy Campuses] Stalking Defined Custom Page Image
41. Federal and State Laws: Stalking
42. Review of Stalking
43. Reporting and Disclosure
44. **Reporting Disclosure Custom Page*** | *Standard Custom Page*
 - [Creating Safe and Healthy Campuses] Reporting Disclosure Custom Page Title
 - [Creating Safe and Healthy Campuses] Reporting Disclosure Custom Page Text
 - [Creating Safe and Healthy Campuses] Reporting Disclosure Custom Page Image

Detailed Course Map & Configurations Continued

Module: Building Supportive Communities continued

45. Reporting Options
46. Barriers to Reporting
47. Expert Perspectives: Responding Supportively to Disclosures
48. Supportive Measures
49. Review of Reporting Options and Supportive Measures
50. The Grievance Process
51. **After a Report Occurs Custom Page*** | *Standard Custom Page*
 - [Creating Safe and Healthy Campuses] After The Grievance Process Page Title
 - [Creating Safe and Healthy Campuses] After The Grievance Process Page Text
 - [Creating Safe and Healthy Campuses] After The Grievance Process Page Image
52. Federal and State Laws: Legal Protections
53. Forms of Retaliation
54. Expert Perspectives: The Work Is Important
55. **Custom Conclusion Page*** | *Standard Custom Page*
 - [Creating Safe and Healthy Campuses] Conclusion Title
 - [Creating Safe and Healthy Campuses] Conclusion Text
 - [Creating Safe and Healthy Campuses] Conclusion Image
56. **Custom Title IX Policy*** | *Custom Policy Page*
 - Policy: Title IX Policy
57. Reflection and Summary

Detailed Course Map & Configurations Continued

Module: Exploring Identity and Allyship

Learning Objectives: *The way different parts of our identity inform how we can demonstrate allyship to others | Actions to take in order to grow as an ally | How to be an ally in different workplace scenarios involving types of harassment—including sexual harassment*

1. Exploring Identity and Allyship
2. **Custom Page*** | *Standard Custom Page*
 - [Exploring Identity and Allyship] 1-Custom Page Title
 - [Exploring Identity and Allyship] 1-Custom Page Text
 - [Exploring Identity and Allyship] 1-Custom Page Image
3. Introduction
4. Key Concepts
5. The Johari Window
6. Reflecting on Identity
7. Intersections Create Vulnerability
8. Practice Listening
9. Building Empathy
10. Identity of an Ally
11. Acting as an Ally
12. Skills Workshop
13. I Should Ignore it, Right?
14. Space Invader
15. Unsettling Advances

Detailed Course Map & Configurations Continued

Extended: Exploring Identity and Allyship continued

16. Kymani's Quandary
17. Defamed and Blamed
18. Final Reflection
19. **Custom Page*** | *Standard Custom Page*
 - [Exploring Identity and Allyship-] 2-Custom Page Title
 - [Exploring Identity and Allyship-] 2-Custom Page Text
 - [Exploring Identity and Allyship-] 2-Custom Page Image
20. Summary

Preventing Harrassment and Discrimination - Part Two

This is a separate learning activity that is to be assigned after a 30-45 day intersession.

1. Follow-Up Survey Custom Section



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.

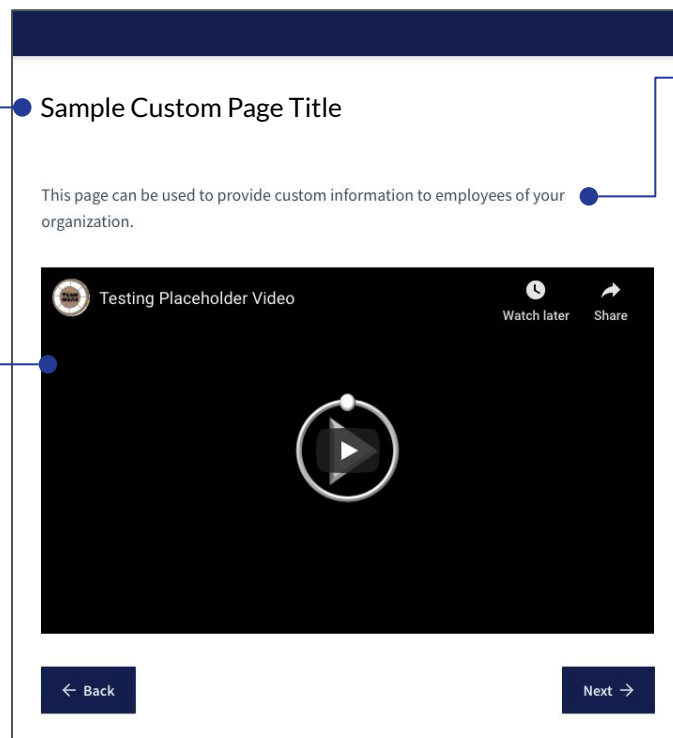
3

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, a paragraph of text reads "This page can be used to provide custom information to employees of your organization." Below this is a large white box containing an "Example Policy" section. This section includes the text "Review before e-signing", a "View Policy" link, and a checkbox with the text "I hereby acknowledge that I have reviewed and understand this policy". At the bottom of the page, there are two dark blue buttons: "Back" with a left arrow and "Next" with a right arrow. Four numbered callouts (1, 2, 3, 4) are connected to the page by blue lines, pointing to the title field, the main text area, the policy name field, and the body text area respectively.

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

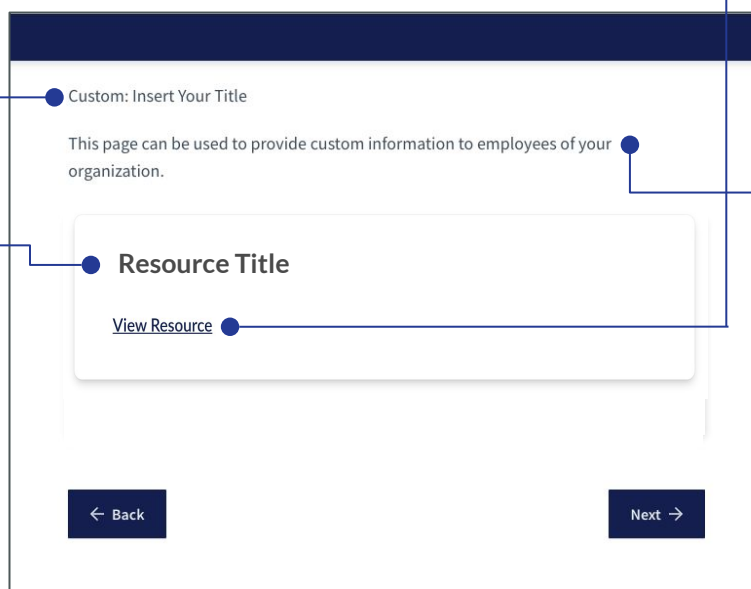
This is where the resource appears in the course after you upload it in the admin dashboard in Foundry. For the resource, they will appear in the navigation window.

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

3

Add the name of the specific resource 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 resource on this page and instructions on where learners can go for more information.

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