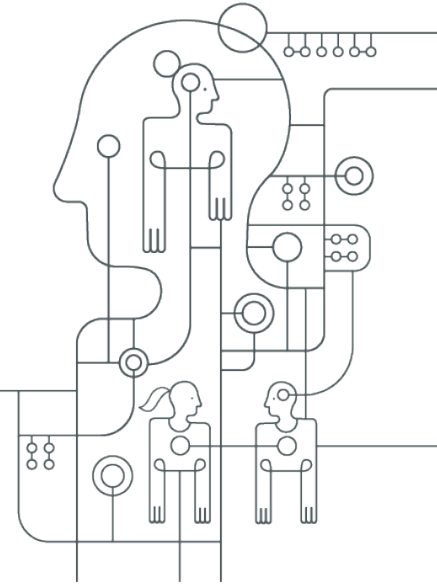# Customizing EVERFI Faculty & Staff Courses

Customizing EVERFI Faculty & Staff Courses

All courses in the current faculty/staff catalog can be customized. Click **here** to view the course catalog.

Customizations allow you to tailor the participant experience to your unique school/organization environment. Custom content should be finalized at least one week prior to your implementation start date.

Customization Options

Please note: Customization options vary by course. For course specific customization options refer to the following section.

Logo

- For each course you can add your organization's logo. The logo will appear in the top right hand of the course navigation bar.

Resources

- We strongly encourage you to add relevant resources that participants will see in the course.
- Note that EVERFI has also added several national resources to the course, along with the ability to disable them if you prefer.

Policies

- We strongly encourage you to add organization policies that participants will see in the course.
- Adding policies ensures that your learners have reviewed your institution's policy as it requires learners to provide an electronic signature before progressing in the course.

Custom Text – Welcome Letter

- Custom text customizations allow you to add your own content to specific areas of the course, such as a Welcome Letter or Closing Letter.
- Custom welcome and closing messages are great opportunities to remind participants of due dates, provide contact information, and share important resources.

Custom Text – Pages

- Custom pages allow you to add a custom title, text, and image to specific pages in the course.
- Please note that custom images for custom pages are located under the "Custom Images" section.

Custom Welcome Images

- You can enhance the school/organization-specific "look and feel" of the course by adding a custom image.
- Follow the on-screen instructions to upload your image according to the size specifications.
- We recommend previewing the image in your course to ensure it displays properly.

Custom Welcome Videos

- Custom video options enable you to embed a video featuring members of your institution or organization.
- Custom welcome videos can be an effective method for sharing expectations for your learners and introducing key members of your community.

Course-Specific Customization Options

The courses below include the following customization options: Organization Logo, Welcome Logo, Welcome Image, Welcome Letter, Policy, and Resources

- Accommodating Disabilities
- Bloodborne Pathogens
- Bridges: Building a Supportive Community
- Bridges: Taking Action
- Checkpoint: Data Security and Privacy
- Clery Act Basics
- Code of Conduct: Books and Records
- Code of Conduct: Business Courtesies*
- Code of Conduct: Business Ethics
- Code of Conduct: Data Security*
- Code of Conduct: Workplace Conduct
- Conflicts of Interest
- Diversity: Inclusion in the Modern Workplace
- FERPA Basics
- General Data Protection Regulation
- Harassment & Discrimination Prevention
- Hazard Communication
- HIPAA Basics
- Managing Bias
- Social Media and Your Job
- Tools for an Ethical Workplace

* Denotes only four customizations: Welcome letter, organization logo, resources and policy. They do not include welcome image.

The course(s) below have additional customization options.

Protecting Youth: Abuse and Neglect Prevention	
Custom Text	• Welcome Letter • Closing Letter • Custom Pages*
Custom Video	• Welcome Video • Closing Video
Custom Image	• Welcome Letter Image

*Custom Page Title/Text/Images Locations

Custom Page 1	This text will appear on your custom page at the end of the Introduction module, after the Custom Welcome Video. Content suggestions include any additional material you feel would be beneficial for learners at the start of the course.
Custom Page 2	This text will appear on your custom page in the Establishing Healthy Relationships; Recognizing Problems module between the "Look for Problems, Not People" page and the "Watching out for Youth" page. Content suggestions include specific additional areas where youth may be present on your campus ("In addition to the areas on the following page, our school incorporates youth in…"), or specific programs you want to highlight in the context of making faculty and staff aware of youth on campus.
Custom Page 3	This text will appear on your custom page in the Understanding Abuse and Neglect Module between the "Introduction" page and the "Preventing Abuse and Neglect" page. Content suggestions include any framing you wish to include in support of the content of the module.
Custom Page 4	This text will appear on your custom page in the Understanding Abuse and Neglect Module between the "Healing Is Possible" page and the "Summary and Reflection" page. Content suggestions include additional information you wish to provide for survivors who may be taking the course, or regarding the content covered in the module.
Custom Page 5	This text will appear on your custom page in the Taking Action Module between the "We Can Create A Safer Culture" page and the "Our Policies" page. Default content is provided and can be used as a jumping off point, but you are encouraged to customize this page to reflect your institution's values.
Custom Page 6	This text will appear on your custom page in the Taking Action Module between the "Penalties for Not Reporting" page and the "Making A Report" page. Content suggestions include your state's and your institution's penalties for not reporting. State penalties also appear in the state content popup on the State Law page earlier in this module.
Custom Page 7	This text will appear on your custom page in the Taking Action Module between the "Penalties for Not Reporting" page and the "Making A Report" page. Content suggestions include your state's and your institution's penalties for not reporting. State penalties also appear in the state content popup on the State Law page earlier in this module.
Custom Page 8	This text will appear on your custom page in the Conclusion module before the Conclusion page and before the Resources page. Suggestions for content include any procedures you wish to call extra attention to, or any material from Module 4 about Taking Action that you want to reinforce.