

Configuring Preventing Harassment & Discrimination



Configuring Preventing Harassment & Discrimination

Item & Name in Foundry	Location in Course	Description & Recommendations
Module 1: Building Positive Workplaces		
<p>Welcome Letter</p> <ul style="list-style-type: none"> [Building Positive Workplaces-M01] Custom Welcome Text [Building Positive Workplaces-M01] Custom Welcome Message Title 	<p>Start of course, after Sensitive Content Warning</p>	<ul style="list-style-type: none"> Introduce the course and its purpose Remind learners of deadlines Provide important information about your institution (e.g., your goals, expectations, support structures, etc.) Custom Image & Title (recommended Image size: 1024px wide x 512px tall) Example Content: President’s Welcome Letter & Image of President or campus
<p>Welcome Video</p> <ul style="list-style-type: none"> [Building Positive Workplaces-M01] Welcome Video [Building Positive Workplaces-M01] Welcome Video Title 	<p>After Welcome Message</p>	<ul style="list-style-type: none"> Example Content: Video from President and/or Key Administrator Video Upload Requirements <ul style="list-style-type: none"> » Upload the highest quality video possible -- HD preferred. » YouTube will adjust quality based on the viewer’s connection speed. » Enable Closed Captioning for visually impaired users
<p>Pre-Course Survey</p>	<p>After Welcome Video</p>	<ul style="list-style-type: none"> Add up to 10 custom pre-course survey questions <p><i>This is located in the “Surveys” section of the Customizations dropdown menu in foundry</i></p>
<p>Module 1 Custom Page 1</p> <ul style="list-style-type: none"> [Building Positive Workplaces-M01] 1-Custom Page Text [Building Positive Workplaces-M01] 1-Custom Page Title) [Building Positive Workplaces-M01] 1-Custom Page Image) 	<p>After “Good Culture is No Accident” page</p>	<ul style="list-style-type: none"> Custom Title & Image Recommended Image size: 1024px wide x 512px tall Highlight what makes your workplace especially unique, positive and productive.

Item & Name in Foundry	Location in Course	Description & Recommendations
------------------------	--------------------	-------------------------------

Module 1 Custom Page 2

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • [Building Positive Workplaces-M01] 2-Custom Page Text • [Building Positive Workplaces-M01] 2-Custom Page Title • [Building Positive Workplaces-M01] 2-Custom Page Image | <p>Introduction: Building Positive Workplaces Module after Choose What Happens Next: Episode 1 Video</p> | <ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include content for the learner to reflect on that is not included in the summary and reflection |
|---|--|--|

Module 2: Developing Awareness and Recognizing Discrimination

Module 2 Custom Page 1

- | | | |
|--|--------------------------------|--|
| <ul style="list-style-type: none"> • [Developing Awareness and Recognizing Discrimination-M02] 1-Custom Page Image • [Developing Awareness and Recognizing Discrimination-M02] 1-Custom Page Text • [Developing Awareness and Recognizing Discrimination-M02] 1-Custom Page Title | <p>After Introduction page</p> | <ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include content for the learner to reflect on that is not included in the summary and reflection |
|--|--------------------------------|--|

Module 2 Custom Page 2

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • [Developing Awareness and Recognizing Discrimination-M02] Values and Principles Page Image • [Developing Awareness and Recognizing Discrimination-M02] Values and Principles Page Text • [Developing Awareness and Recognizing Discrimination-M02] Values and Principles Page Title | <p>After “A Spectrum of Concerning Behavior”
or
“Practical Examples of Employment Discrimination”
(California Only)</p> | <ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Highlight your values, guiding principles or commitments related to anti-discrimination |
|---|---|---|

Module 2-S: Leading Workplaces Resistant to Discrimination

Module 2-S Custom Page 1

- | | | |
|--|--------------------------------|---|
| <ul style="list-style-type: none"> • [Leading Workplaces Resistant to Discrimination-M02s] 1-Custom Page Image • [Leading Workplaces Resistant to Discrimination-M02s] 1-Custom Page Text • [Leading Workplaces Resistant to Discrimination-M02s] 1-Custom Page Title | <p>After Introduction Page</p> | <ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Highlight your values, guiding principles or commitments related to anti-discrimination |
|--|--------------------------------|---|

Item & Name in Foundry	Location in Course	Description & Recommendations
<p>Module 2-5 Custom Page 2</p>		
<ul style="list-style-type: none"> • [Leading Workplaces Resistant to Discrimination-M02s] 2-Custom Page Image • [Leading Workplaces Resistant to Discrimination-M02s] 2-Custom Page Text • [Leading Workplaces Resistant to Discrimination-M02s] 2-Custom Page Title 	<p>After “Opportunities to Accommodate”</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Highlight your commitment educate leadership about sensitivity and accommodation
<p>Module 2-5 Custom Page 3</p>		
<ul style="list-style-type: none"> • [Leading Workplaces Resistant to Discrimination-M02s] 3-Custom Page Image • [Leading Workplaces Resistant to Discrimination-M02s] 3-Custom Page Text • [Leading Workplaces Resistant to Discrimination-M02s] 3-Custom Page Title 	<p>After “An Institution’s Responsibility”</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Highlight your commitments to accommodation, equal access, and inclusion
<p>Module 2-5 Custom Page 4</p>		
<ul style="list-style-type: none"> • [Leading Workplaces Resistant to Discrimination-M02s] 4-Custom Page Image • [Leading Workplaces Resistant to Discrimination-M02s] 4-Custom Page Text • [Leading Workplaces Resistant to Discrimination-M02s] 4-Custom Page Title 	<p>After “Interstitial: Addressing Concern, Dig Deeper: Expert Opinions: Concerning Behavior”</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include content for the learner to reflect on that is not included in the summary and reflection
<p>Module 3: Cultivating Attitudes and Identifying Harassment</p>		
<p>Module 3 Custom Page 1</p>		
<ul style="list-style-type: none"> • [Cultivating Attitudes and Identifying Harassment-M03] 1-Values and Principles Image • [Cultivating Attitudes and Identifying Harassment-M03] 1-Values and Principles Text • [Cultivating Attitudes and Identifying Harassment-M03] 1-Values and Principles Title 	<p>After Introduction page</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include content related to your values, guiding principles or commitments related to recognizing and preventing harassment

Item & Name in Foundry	Location in Course	Description & Recommendations
------------------------	--------------------	-------------------------------

Module 3 Custom Page 2

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • [Cultivating Attitudes and Identifying Harassment-M03] 2-Values and Principles Image • [Cultivating Attitudes and Identifying Harassment-M03] 2-Values and Principles Text • [Cultivating Attitudes and Identifying Harassment-M03] 2-Values and Principles Title | <p>After “What’s Illegal Sexual Harassment?”
or
“Sexual Harassment Under Illinois Law”
(<i>Illinois Only</i>)</p> | <ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Highlight content related to your commitment to skill-building around anti-harassment efforts |
|---|---|---|

Module 3 Custom Page 3

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • [Cultivating Attitudes and Identifying Harassment-M03] 3-Values and Principles Image • [Cultivating Attitudes and Identifying Harassment-M03] 3-Values and Principles Text • [Cultivating Attitudes and Identifying Harassment-M03] 3-Values and Principles Title | <p>After “Gauging Your Motivation”</p> | <ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include content for the learner to reflect on that is not included in the summary and reflection |
|---|--|--|

Module 3-S: Leading Workplaces Resistant to Harassment

Module 3-S Custom Page 1

- | | | |
|--|--------------------------------|--|
| <ul style="list-style-type: none"> • [Leading Workplaces Resistant to Harassment-M03s] 1-Custom Page Image • [Leading Workplaces Resistant to Harassment-M03s] 1-Custom Page Text • [Leading Workplaces Resistant to Harassment-M03s] 1-Custom Page Title | <p>After Introduction page</p> | <ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include content related to your values, guiding principles or commitments related to recognizing and preventing harassment |
|--|--------------------------------|--|

Module 3-S Custom Page 2

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • [Leading Workplaces Resistant to Harassment-M03s] 2-Custom Page Image • [Leading Workplaces Resistant to Harassment-M03s] 2-Custom Page Text • [Leading Workplaces Resistant to Harassment-M03s] 2-Custom Page Title | <p>After “Scenario: I Can Handle This”</p> | <ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include content for the learner to reflect on that is not included in the summary and reflection |
|--|--|--|

Item & Name in Foundry	Location in Course	Description & Recommendations
Module 4: Leading Workplaces Resistant to Harassment		
Module 4 Custom Page 1		
<ul style="list-style-type: none"> [Taking Action Against Retaliation-M04] 1-Custom Page Image [Taking Action Against Retaliation-M04] 1-Custom Page Text [Taking Action Against Retaliation-M04] 1-Custom Page Title 	<p>After Introduction Page</p>	<ul style="list-style-type: none"> Custom Title & Image Recommended Image size: 1024px wide x 512px tall Highlight content related to your values, guiding principles or commitments related to reporting and preventing retaliatory behavior
Module 4 Custom Page 2		
<ul style="list-style-type: none"> [Taking Action Against Retaliation-M04] 2-Custom Page Image [Taking Action Against Retaliation-M04] 2-Custom Page Text [Taking Action Against Retaliation-M04] 2-Custom Page Title 	<p>After “Countering Retaliation”</p>	<ul style="list-style-type: none"> Custom Title & Image Recommended Image size: 1024px wide x 512px tall Include content related to your policies on reporting retaliation
Module 4 Custom Page 3		
<ul style="list-style-type: none"> [Taking Action Against Retaliation-M04] 3-Custom Page Image [Taking Action Against Retaliation-M04] 3-Custom Page Text [Taking Action Against Retaliation-M04] 3-Custom Page Title 	<p>After Module 4 Custom Page 2</p>	<ul style="list-style-type: none"> Custom Title & Image Recommended Image size: 1024px wide x 512px tall Include content related to your resources on reporting and preventing retaliation
Module 4 Custom Page 4		
<ul style="list-style-type: none"> [Taking Action Against Retaliation-M04] 4-Custom Page Image [Taking Action Against Retaliation-M04] 4-Custom Page Text [Taking Action Against Retaliation-M04] 4-Custom Page Title 	<p>After “Legal Penalties and Remedies” or Whistleblower Protections (Illinois Only)</p>	<ul style="list-style-type: none"> Custom Title & Image Recommended Image size: 1024px wide x 512px tall Include content for the learner to reflect on that is not included in the summary and reflection

Item & Name in Foundry	Location in Course	Description & Recommendations
Module 4-S: Leading Workplaces Resistant to Retaliation		

<p>Module 4-S Custom Page 1</p> <ul style="list-style-type: none"> • [Leading Workplaces Resistant to Retaliation-M04s] 1-Custom Page Image • [Leading Workplaces Resistant to Retaliation-M04s] 1-Custom Page Text • [Leading Workplaces Resistant to Retaliation-M04s] 1-Custom Page Title 	<p>After Introduction Page</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include content related to your values, guiding principles or commitments related to ethical leadership, reporting, and preventing retaliation
--	--------------------------------	--

<p>Module 4-S Custom Page 2</p> <ul style="list-style-type: none"> • [Leading Workplaces Resistant to Retaliation-M04s] 2-Custom Page Image • [Leading Workplaces Resistant to Retaliation-M04s] 2-Custom Page Text • [Leading Workplaces Resistant to Retaliation-M04s] 2-Custom Page Title 	<p>After “Reporting is a Duty and a Tool</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include content related to your consulting policies on retaliation, identify responsible officials to take complaints to, reporting, and being available for any follow-up questions or concerns
--	--	--

<p>Module 4-S Custom Page 3</p> <ul style="list-style-type: none"> • [Leading Workplaces Resistant to Retaliation-M04s] 3-Custom Page Image • [Leading Workplaces Resistant to Retaliation-M04s] 3-Custom Page Text • [Leading Workplaces Resistant to Retaliation-M04s] 3-Custom Page Title 	<p>After “How to Respond to Accusations”</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include content for the learner to reflect on that is not included in the summary and reflection
--	--	--

Module 5: Maintaining Positive Workplaces (Course Conclusion)		
--	--	--

<p>Module 5 Custom Page 1</p> <ul style="list-style-type: none"> • [Maintaining Positive Workplaces-M05] 1-Custom Page Image • [Maintaining Positive Workplaces-M05] 1-Custom Page Text • [Maintaining Positive Workplaces-M05] 1-Custom Page Title 	<p>After Introduction Page</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Highlight your values, guiding principles or commitments related to cultivating and maintaining a positive workplace culture.
---	--------------------------------	---

Item & Name in Foundry	Location in Course	Description & Recommendations
National Resources	After “Final Reflections”	<ul style="list-style-type: none"> • These can be hidden from the course page
Reporting Resources	After Resources	<ul style="list-style-type: none"> • List any reporting resources you would like to present to your learners
<p>Closing Letter</p> <ul style="list-style-type: none"> • [Maintaining Positive Workplaces-M05] Closing Letter Image • [Maintaining Positive Workplaces-M05] Closing Letter Text • [Maintaining Positive Workplaces-M05] Closing Letter Title 	After Reporting Resources	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Reaffirm your commitment to preventing harassment and discrimination, and to continue to cultivate and maintain a positive workplace.
Our Policies	After Closing Letter	<ul style="list-style-type: none"> • Add your institution’s Title IX policy • Add your institution’s Harassment and Discrimination Policy • Description: Add any of your institution’s policies
Closing Video	After Our Policies	<ul style="list-style-type: none"> • Video Upload Requirements <ul style="list-style-type: none"> » Upload the highest quality video possible -- HD preferred. » YouTube will adjust quality based on the viewer’s connection speed. » Enable Closed Captioning for visually impaired users

Item & Name in Foundry	Location in Course	Description & Recommendations
Module 6: Creating Safe and Healthy Campuses (Optional)		
<p>Module 6 Custom Page 1</p> <ul style="list-style-type: none"> • [Module: Creating Safe and Healthy Campuses] Custom Page 1 Image • [Creating Safe and Healthy Campuses] 1-Custom Page Text • [Creating Safe and Healthy Campuses] 1-Custom Page Title 	<p>Intro: Creating Safe & Healthy Campuses section, after “Bystander Steps Review”</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include a special welcome that reinforces the institution’s commitment to bystander action and reminds learners of their role in maintaining a community free from sexual and other violence, harassment and discrimination. • Include information about how your institution approaches the question of who is a responsible employee and who is a mandated reporter, or provide a link to your policies.
<p>Module 6 Custom Page 2</p> <ul style="list-style-type: none"> • [Creating Safe and Healthy Campuses] 2-Custom Page Image • [Creating Safe and Healthy Campuses] 2-Custom Page Text • [Creating Safe and Healthy Campuses] 2-Custom Page Title 	<p>After Module 6 Custom Page 1</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Add information pertaining to how your institution defines dating and domestic violence, or any special definitions required in your jurisdiction
<p>Module 6 Custom Page 3</p> <ul style="list-style-type: none"> • [Creating Safe and Healthy Campuses] Sexual Assault Defined Custom Page Image • [Creating Safe and Healthy Campuses] Sexual Assault Defined Custom Page Text • [Creating Safe and Healthy Campuses] Sexual Assault Defined Custom Page Title 	<p>After Consent & Sexual Assault section Introduction</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Add information to this page pertaining to how your institution defines consent, especially if it differs from state law

Item & Name in Foundry	Location in Course	Description & Recommendations
<p>Module 6 Custom Page 4</p> <ul style="list-style-type: none"> [Creating Safe and Healthy Campuses] Dating and Domestic Violence Custom Page Image [Creating Safe and Healthy Campuses] Dating and Domestic Violence Custom Page Text [Creating Safe and Healthy Campuses] Dating and Domestic Violence Custom Page Title 	<p>Consent & Sexual Assault section, after “Absence of Consent”</p>	<ul style="list-style-type: none"> Custom Title & Image Recommended Image size: 1024px wide x 512px tall Add additional information to this page pertaining to how your institution defines or approaches sexual assault
<p>Module 6 Custom Page 5</p> <ul style="list-style-type: none"> [Creating Safe and Healthy Campuses] Stalking Defined Custom Page Image [Creating Safe and Healthy Campuses] Stalking Defined Custom Page Image [Creating Safe and Healthy Campuses] Stalking Defined Custom Page Image 	<p>Stalking section, after “Scenario: Grad Student on Edge”</p>	<ul style="list-style-type: none"> Custom Title & Image Recommended Image size: 1024px wide x 512px tall Add information to this page pertaining to how your institution defines or approaches stalking.
<p>Module 6 Custom Page 6</p> <ul style="list-style-type: none"> [Creating Safe and Healthy Campuses] Reporting Disclosure Custom Page Image [Creating Safe and Healthy Campuses] Reporting Disclosure Custom Page Text [Creating Safe and Healthy Campuses] Reporting Disclosure Custom Page Title 	<p>Reporting & Disclosure section, after “Expert Perspectives: Handling Disclosures Video”</p>	<ul style="list-style-type: none"> Custom Title & Image Recommended Image size: 1024px wide x 512px tall Add information to this page pertaining to your institution’s process for proper reporting and disclosure of incidents of harassment, violence, or assault. Provide information about handling gender-related assumptions in relation to reporting and disclosures.
<p>Module 6 Custom Page 7</p> <ul style="list-style-type: none"> [Creating Safe and Healthy Campuses] After A Report Occurs Custom Page Image [Creating Safe and Healthy Campuses] After A Report Occurs Custom Page Text [Creating Safe and Healthy Campuses] After A Report Occurs Custom Page Title 	<p>After a Report is Filed section, after “After a Report Occurs”</p>	<ul style="list-style-type: none"> Custom Title & Image Recommended Image size: 1024px wide x 512px tall Add information to this page pertaining to your institution’s duty and commitment to respond to reports and Clery Act requirements for fair and impartial disciplinary proceedings

Item & Name in Foundry	Location in Course	Description & Recommendations
<p>Conclusion</p> <ul style="list-style-type: none"> • [Creating Safe and Healthy Campuses] Conclusion Image • [Creating Safe and Healthy Campuses] Conclusion Text • [Creating Safe and Healthy Campuses] Conclusion Title 	<p>Conclusion section</p>	<ul style="list-style-type: none"> • Custom Title & Image • Recommended Image size: 1024px wide x 512px tall • Include concluding thoughts, or areas related to Title IX or the Clery Act that the institution wants to emphasize. It could also include information about Title IX programming taking place on campus or remotely.
<p>Our Policies</p>	<p>After Conclusion</p>	<ul style="list-style-type: none"> • Add your institution's Title IX policy • Add your institution's Harassment and Discrimination Policy • Description: Add any of your institution's policies