EVERFI

Configuring Protecting Youth

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Item & Name in Foundry	Location in Course	Description & Recommendations
Welcome Letter • Welcome Letter • Welcome Letter Image	Start of course	• 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 (Image size: 575px high by 495px wide) • Example Content: President's Welcome Letter & Image of President or campus
Welcome Video	After Welcome Message	• Example Content: Video from President and/or Key Administrator • Introduce the course and its purpose • Remind learners of deadlines • Provide important information about your institution (e.g., your goals, expectations, support structures, etc.) • Video Upload Requirements » Upload the highest quality video possible -- HD preferred. » YouTube will adjust quality based on the viewer's connection speed. » Enable Closed Captioning for deaf and hearing impaired users
Welcome Page Image	Course Introduction Page	• Custom Image - use a large image size
Custom Page 1 • Custom Page 1 Image • Custom Page 1 Text • Custom page Title 1	End of Introduction Module	• Suggested content: additional materials you feel would be beneficial for learners at the start of the course • Custom Title & Image

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Custom Page 2 • Custom Page 2 Image • Custom Page 2 Text • Custom page Title 2	Establishing Healthy Relationships; Recognizing Problems module, after "Look for Problems, Not People"	• Suggested Content: 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 Title & Image
Custom Page 3 • Custom Page 3 Image • Custom Page 3 Text • Custom page Title 3	Understanding Abuse and Neglect Module, after "Introduction"	• Suggested Content: framing you wish to include in support of the content of the module. • Custom Title & Image
Custom Page 4 • Custom Page 4 Image • Custom Page 4 Text • Custom page Title 4	Understanding Abuse and Neglect Module, after "Healing Is Possible"	• Suggested Content: additional information you wish to provide for survivors who may be taking the course, or regarding the content covered in the module. • Custom Title & Image
Custom Page 5 • Custom Page 5 Image • Custom Page 5 Text • Custom page Title 5	Taking Action Module, after "We Can Create A Safer Culture"	• Suggested Content: 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 Title & Image
Custom Page 6 • Custom Page 6 Image • Custom Page 6 Text • Custom page Title 6	Taking Action Module, after "Penalties for Not Reporting"	• Suggested Content: 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 Title & Image
Custom Page 7 • Custom Page 7 Image • Custom Page 7 Text • Custom page Title 7	Taking Action Module, after "Penalties for Not Reporting"	• Suggested Content: 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 Title & Image

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Custom Page 8 • Custom Page 8 Image • Custom Page 8 Text • Custom page Title 8	Conclusion Module, before "Conclusion" and "Resources"	• Suggested Content: any procedures you wish to call extra attention to, or any material from Module 4 about Taking Action that you want to reinforce • Custom Title & Image
Custom Page 9 • Custom Page 9 Image • Custom Page 9 Text • Custom page Title 9	Conclusion Module, after "Conclusion" and before "Resources"	• Suggested Content: Any procedures you wish to call extra attention to, and any specific introduction you would like to make to the resources provided on the following page • Custom Title & Image
Closing Letter • Closing Letter • Closing Image	After the exam at the end of the course	• Custom Image • Example Content: Summarize the purpose of the course, remind students if you will be giving a followup, share important information about your institution (e.g. your goals, expectations, support structures, social norms data, etc.).
Course Conclusion Video	End of course after closing letter	• Address content that encourage students to get involved, encourage students to play a positive role in creating safe communities, and/or information on the support services and reporting options available at your institution • Video recommendations 　» 1920x1080 mp4 using the h264 codec 　» Enable Closed Captioning for deaf and hearing impaired users