

# Customizing EVERFI Student Courses

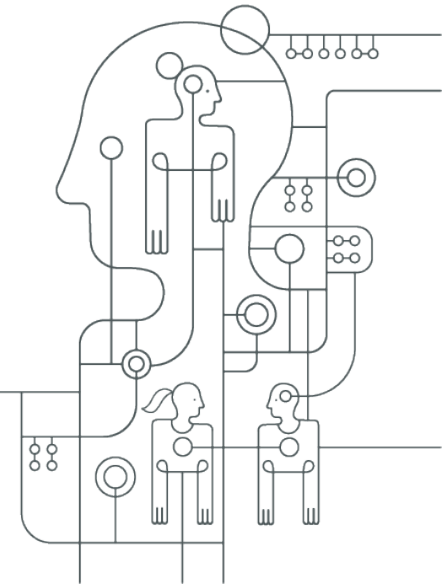


# Customizing EVERFI Student Courses

The following student courses can be customized within Foundry:

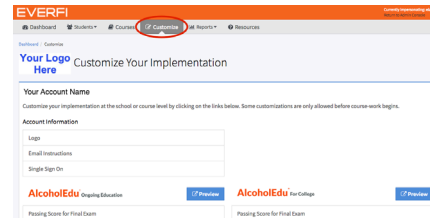
- [AlcoholEdu for College](#)
- [AlcoholEdu for Sanctions](#)
- [AlcoholEdu Ongoing Education](#)
- [GreekLifeEdu](#)
- [Transit - Financial Wellness](#)
- [Prescription Drug Abuse Prevention](#)
- [Sexual Assault Prevention for Undergraduate Students](#)
- [Sexual Assault Prevention for Community Colleges](#)
- [Sexual Assault Prevention for Graduate Students](#)
- [Sexual Assault Prevention for Adult Learners](#)
- [Sexual Assault Prevention Ongoing Education](#)
- [Sexual Assault Prevention for Student Athletes](#)
- [Sexual Assault Prevention for Athletic Staff](#)
- [Diversity, Equity & Inclusion for Students](#)

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.



## Accessing Customization Menu

1. Log in to your administrator account at [www.everfi.com/login](http://www.everfi.com/login)
2. Select “Customize” from the menu to display the options for each course



**Account Information :** Content added to this area will affect ALL of your EVERFI courses, so if your school/organization has an implementation already underway, please proceed with caution!

### Account Information

Logo
Email Instructions
Single Sign On

This logo will be displayed on the student dashboard and within courses.!

### Upload Logo

No file selected.

png, jpg or gif formats

logo is available immediately, refresh the page to view

### For best results

- Use png format
- Use wide/horizontal rectangular images
- Use images with file size less than 1MB (most images will be much less than this)
- Logos with transparent backgrounds look best

**Logo:** Select “Logo” and follow the on-screen prompts and guidance. Once uploaded, your logo will display in the box and will appear in ALL of your EVERFI courses. The “remove” link will immediately delete the logo.

**Email Instructions:** While an email address is required at registration, we cannot prevent participants from misspelling their email or entering any email address they want. If school email is the official method of communication for your institution, we suggest providing instructions to assist your course participants in filling out this information correctly. Be sure to click “Enabled” AND “Save.”

### Suggestions for email instructions:

- Provide directions to participants on how to obtain their new school email address
- Suggest that participants must use their campus email to receive credit for completion
- Provide an example of how to spell and format the part after the @

*NOTE: Schools/organizations using Single Sign On registration must coordinate with your IT team whether email address will be passed from your system to ours, or entered by participants. We advise passing the email address whenever possible, in which case custom instructions are not necessary.*

**Single Sign On:** This section describes the Single Sign On registration option. Contact your Customer Success Manager if your school or organization would like to explore this method of registering participants for EVERFI courses via a link from your campus portal or webpage.

## Customization Options

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

### Survey Questions

- You may add up to 10 questions to the pre-survey and/or post-survey. Questions may differ per survey, but we recommend using the same pre- and post-survey questions to obtain comparative data.

### Resources

- We strongly encourage you to add relevant resources that participants will see in the course. Select “Add Resource,” and follow the on-screen prompts.
- 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 school policies that participants will see in the course. Select “Add Policy,” and follow the on-screen prompts.
- 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.

### Student Leadership Opportunities/Groups and Organizations

- Adding student involvement opportunities is a great way to share healthy opportunities for students to get engaged and serve as a leader.
- We recommend providing program contact information so that students have the necessary information to reach out and get involved.

### Custom Text – Welcome/Closing Letter

- Custom text customizations allow you to add your own content to specific areas of the course, such as a Welcome Message/Letter, Closing Message/Letter
- Custom welcome and closing messages (end of Part 1) are great opportunities to remind students of due dates, provide contact information, and share important resources.

### Custom Text – Definitions

- The VAWA Amendments to the Clery Act require every institution to provide students and employees with definitions of key terms “in the applicable jurisdiction.” As such, EVERFI’s sexual assault courses will prompt participants to select their state and view that state’s legal definition of the term.
- As you’ll see in the next section below, some sexual assault courses will also allow the school to provide their own custom definition. If you choose to add a custom definition, the participant will see your definition instead of the state legal definition.

### 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 Images

- You can enhance the school/organization-specific “look and feel” of the course by adding custom images.
- Follow the on-screen instructions to upload your image according to the size specifications.

### Custom 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 Customizations

### AlcoholEdu<sup>®</sup> For College Customization Options

Passing Score for Final Exam	
Survey Questions	<ul style="list-style-type: none"> <li>• Survey 1 (pre-survey)</li> <li>• Survey 3 (post-survey)</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Alcohol Policy</li> <li>• Honor Policy</li> <li>• Medical Amnesty/Good Samaritan Policy</li> <li>• Relationship Violence Policy</li> <li>• Other</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Substance Resource</li> <li>• Relationship Resource</li> <li>• Other</li> </ul>
Student Leadership Opportunities	
Custom Text	<ul style="list-style-type: none"> <li>• Welcome Message</li> <li>• Closing Message</li> </ul>
Custom Video	<ul style="list-style-type: none"> <li>• Introductory Video</li> </ul>

### AlcoholEdu<sup>®</sup> Sanctions Customization Options

Passing Score for Final Exam	
Survey Questions	<ul style="list-style-type: none"> <li>• Survey 1 (pre-survey)</li> <li>• Survey 3 (post-survey)</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Alcohol Policy</li> <li>• Other</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Substance Resource</li> <li>• Other</li> </ul>
Custom Text	<ul style="list-style-type: none"> <li>• Welcome Letter</li> </ul>
Custom Images	<ul style="list-style-type: none"> <li>• Course Welcome Page</li> <li>• Materials Front Page</li> <li>• Welcome Letter</li> </ul>
Custom Video	<ul style="list-style-type: none"> <li>• Welcome Video</li> </ul>

**AlcoholEdu** Ongoing Education Customization Options

Passing Score for Final Exam	
Survey Questions	<ul style="list-style-type: none"> <li>• Survey 1 (pre-survey)</li> <li>• Survey 3 (post-survey)</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Alcohol and Other Drug Policy</li> <li>• Good Samaritan Policy</li> <li>• Other</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• School and Local Resource</li> <li>• Other</li> </ul>
Student Leadership Opportunities	
Custom Text	<ul style="list-style-type: none"> <li>• Welcome Message</li> <li>• Closing Message</li> </ul>
Custom Images	<ul style="list-style-type: none"> <li>• Course Welcome Page</li> <li>• Welcome Letter</li> <li>• Closing Letter</li> </ul>
Custom Video	<ul style="list-style-type: none"> <li>• Welcome Video</li> </ul>

**Prescription Drug Abuse Prevention** Customization Options

Passing Score for Final Exam	
Survey Questions	<ul style="list-style-type: none"> <li>• Pre-survey</li> <li>• Post-survey</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Alcohol and Other Drug Policy</li> <li>• Good Samaritan Policy</li> <li>• Other</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Substance Resource</li> <li>• Other</li> </ul>
Custom Text	<ul style="list-style-type: none"> <li>• Welcome Message</li> <li>• Closing Message</li> </ul>
Custom Images	<ul style="list-style-type: none"> <li>• Course Welcome Page</li> <li>• Portfolio Front Page</li> <li>• Welcome Message</li> </ul>
Custom Video	<ul style="list-style-type: none"> <li>• Welcome Video</li> </ul>

## GreekLifeEdu Customization Options

Passing Score for Final Exam	
Survey Questions	<ul style="list-style-type: none"> <li>• Survey 1 (pre-survey)</li> <li>• Survey 3 (post-survey)</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Alcohol Policy</li> <li>• Hazing Policy</li> <li>• Membership Agreement</li> <li>• Mission and Values</li> <li>• Sexual Assault Policy</li> <li>• Other</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Hazing Resource</li> <li>• Relationship Resources</li> <li>• Substance Resource</li> <li>• Other</li> </ul>
Custom Text	<ul style="list-style-type: none"> <li>• Welcome Message</li> </ul>
Custom Images	<ul style="list-style-type: none"> <li>• Course Welcome Page</li> <li>• Materials Front Page</li> <li>• Welcome Letter</li> </ul>
Custom Video	<ul style="list-style-type: none"> <li>• Welcome Video</li> </ul>

## Transit Financial Wellness Customization Options

Passing Score for Final Exam	
Survey Questions	<ul style="list-style-type: none"> <li>• Survey 1 (pre-survey)</li> <li>• Survey 3 (post-survey)</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Other</li> </ul>



**Sexual Assault Prevention** For Undergraduates    **Sexual Assault Prevention** For Community Colleges

**Sexual Assault Prevention** For Graduate Students    **Sexual Assault Prevention** For Adult Learners

**Sexual Assault Prevention** Ongoing Education

## Customization Options

Passing Score for Final Exam	
Survey Questions	<ul style="list-style-type: none"> <li>• Pre-survey</li> <li>• Post-survey</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Sexual Misconduct Policy</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Confidential Reporting Resources</li> <li>• Medical/Healthcare Options</li> <li>• Local Support Information</li> <li>• Reporting Contact Information</li> <li>• Other</li> </ul>
Student Leadership Opportunities	
Custom Text	<ul style="list-style-type: none"> <li>• Welcome Letter</li> <li>• Closing Letter</li> <li>• Consent Definition</li> </ul>
Custom Image	<ul style="list-style-type: none"> <li>• Course Welcome Page</li> <li>• Welcome Letter</li> <li>• Closing Letter</li> </ul>
Custom Video	<ul style="list-style-type: none"> <li>• Welcome Video</li> <li>• Consent Video</li> <li>• Support Video</li> <li>• Bystander Intervention Video</li> <li>• Diversity Video</li> <li>• Conclusion Video</li> </ul>

## Sexual Assault Prevention For Student Athletes

### Customization Options

Passing Score for Final Exam	
Survey Questions	<ul style="list-style-type: none"> <li>• Survey 1 (pre-survey)</li> <li>• Survey 2 (post-course survey)</li> <li>• Survey 3 (post-survey)</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Sexual Misconduct Policy and Procedures for Students</li> <li>• Sample Sexual Misconduct Policy and Procedures for Faculty and Staff</li> <li>• Code of Conduct</li> <li>• Athlete Recruiting and Campus Visit Policy</li> <li>• Athletic Department Policy</li> <li>• Non-Discrimination Policy</li> <li>• Other</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Athletic Department Resources</li> <li>• Athletic Department Responsible Employees and Campus Security Authorities</li> <li>• Confidential Reporting Resources</li> <li>• Local Support Information</li> <li>• Medical/Healthcare Options</li> <li>• Reporting Contact Information</li> <li>• Title IX Resources</li> <li>• Other</li> </ul>
Student Groups and Organizations	
Custom Text	<ul style="list-style-type: none"> <li>• Welcome Letter</li> <li>• Closing Letter</li> </ul>
Custom Images	<ul style="list-style-type: none"> <li>• Course Welcome Page</li> <li>• Welcome Letter</li> <li>• Closing Letter</li> </ul>
Custom Video	<ul style="list-style-type: none"> <li>• Welcome Video</li> <li>• Conclusion Video</li> </ul>

## Sexual Assault Prevention For Athletic Staff

### Customization Options

Passing Score for Final Exam	
Survey Questions	<ul style="list-style-type: none"> <li>• Survey 1 (pre-survey)</li> <li>• Survey 2 (post-course survey)</li> <li>• Survey 3 (post-survey)</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Sexual Misconduct Policy and Procedures for Students</li> <li>• Sample Sexual Misconduct Policy and Procedures for Faculty and Staff</li> <li>• Code of Conduct</li> <li>• Athlete Recruiting and Campus Visit Policy</li> <li>• Athletic Department Policy</li> <li>• Non-Discrimination Policy</li> <li>• Other</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Athletic Department Resources</li> <li>• Athletic Department Responsible Employees and Campus Security Authorities</li> <li>• Confidential Reporting Resources</li> <li>• Local Support Information</li> <li>• Medical/Healthcare Options</li> <li>• Reporting Contact Information</li> <li>• Title IX Resources</li> <li>• Other</li> </ul>
Student Groups and Organizations	
Custom Text	<ul style="list-style-type: none"> <li>• Welcome Letter</li> <li>• Closing Letter</li> </ul>
Custom Images	<ul style="list-style-type: none"> <li>• Course Welcome Page</li> <li>• Welcome Letter</li> <li>• Closing Letter</li> </ul>
Custom Video	<ul style="list-style-type: none"> <li>• Welcome Video</li> <li>• Conclusion Video</li> </ul>

**Diversity, Equity & Inclusion** For Students  
**Customization Options**

Passing Score for Final Exam	
Survey Questions	<ul style="list-style-type: none"> <li>• Survey 1 (pre-survey)</li> <li>• Survey 2 (post-course survey)</li> <li>• Survey 3 (post-survey)</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Diversity, Equity, and Inclusion Policy</li> <li>• Harassment and Discrimination Policy</li> <li>• Other</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Reporting Contact Information</li> <li>• Confidential Reporting Resources</li> <li>• School and Local Resources</li> <li>• Other</li> </ul>
Custom Text	<ul style="list-style-type: none"> <li>• Welcome Letter</li> <li>• (7) Custom Pages</li> <li>• Closing Letter</li> </ul>
Custom Images	<ul style="list-style-type: none"> <li>• Welcome Page</li> <li>• Welcome Letter</li> <li>• (7) Custom Page Images</li> <li>• Closing Letter</li> </ul>
Custom Video	<ul style="list-style-type: none"> <li>• Welcome Video</li> <li>• Conclusion Video</li> </ul>