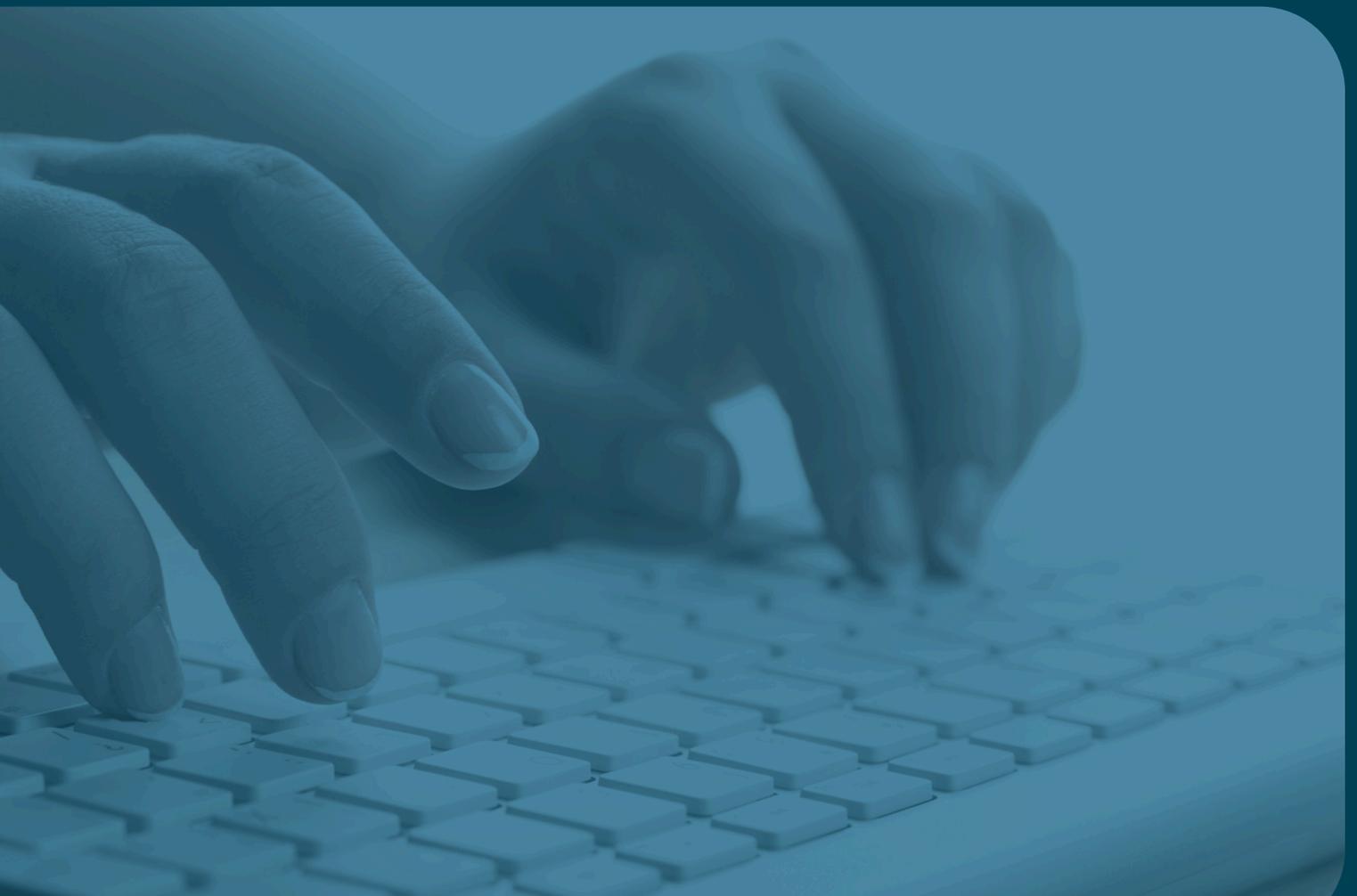


EVERFI®

Workplace Training Configurations Setup Guide



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 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.

[← Back](#)[Next →](#)

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.

Sample Custom Page Title

This page can be used to provide custom information to employees of your organization.

2

Body Text

This open text field is positioned under the title centered on the page.

This area supports text and can even include URLs you want learners to visit.

3

Video

The video appears centered on the page below the 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.



← Back

Next →

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 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.

4

Custom: Insert Your Title

This page can be used to provide custom information to employees of your organization.

Body Text

This open text field is positioned under the title centered on the page.

We recommend setting expectations about policies on this page and instructions on where learners can go for more information.

3

Policy Name

Add the name of the specific policy in this field related to the file. This is different from the Page Title.

Example Policy

Review before e-signing

View Policy

I hereby acknowledge that I have reviewed and understand this policy

← Back

Next →

Configurations Layout: Resource Page

Important to note: All elements per page (Page Header, Body Text, 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 course 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.

4

Body Text

This open text field is positioned under the title centered on the page.

We recommend setting expectations about policies on this page and instructions on where learners can go for more information.

Custom: Insert Your Title

This page can be used to provide custom information to employees of your organization.

Resource Title

[View Resources](#)

← Back

Next →

3

Resource Name

Add the name of the specific resource in this field related to the file. This is different from the Page Title.