

### **YMCA of Greater Rochester NEO Part 1:**

1. Welcome: Must listen to audio before next is enabled
2. George's Intro (This is CEO welcome video): Must watch video before next is enabled
3. Y Mission: Must listen to audio before next is enabled
4. The Y Is: Must listen to audio before next is enabled
5. About the Y Clips: This page has two videos. Must watch both before next is enabled
6. Core Values: Must listen to intro audio and click all four cards before next is enabled.
7. Timeline: Must click all 7 circles on timeline before next is enabled. Checkmarks will indicate which circles have been clicked.
8. Map (Branch information): Must click on every branch before next is enabled. Checkmarks will appear on buttons beside branch names to indicate which have been clicked.
9. Operating Principles: Must click all 10 buttons before next is enabled. A checkmark will appear in the top left corner of each button once it is clicked.
10. Staff Pledge: Must roll over all 7 letters in the word MISSION that appear on the left side of the page after the intro audio before next is enabled.
11. Diversity Statement: Must click on all 5 pieces of the circle diagram (outside 4 and middle) before next is enabled. Circle diagram does not appear until intro audio is complete.
12. Harassment Policy: Must listen to intro audio, and then watch video that pops up. After the video, user must click through all four remaining screens by using the folded edges at the bottom of the colored shapes before next is enabled.
13. Employee Handbook: Must click all 7 tabs and listen to audio within each section before next is enabled. The final tab, Open Communication, has a video that must be watched and then some buttons to click after the video. A checkmark will appear on each tab once that section is complete.
14. HR FAQs: This page is open navigation.
15. Next Steps: User clicks button that says "Begin Part II" to open the Child Abuse Prevention course.

### **YMCA of Greater Rochester NEO Part 2:**

1. Welcome Screen (title page): User automatically advances after clicking "Continue" on intro message (or if coming back into the course, either can click "Continue From Where I Left" or "Start Over", but either way will be automatically advanced).
2. Intro Video: Must watch video before next is enabled; user is automatically advanced once video is complete.
3. Welcome: Must listen to audio before next is enabled.
4. Section 1 Intro: Must listen to audio before next is enabled.
5. Stats: Must listen to audio before next is enabled.
6. Types of Abuse: Must click all four types of abuse, then an activity starts. Must complete drag and drop activity before next is enabled.
7. Family Characteristics: Must click each of the 10 pictures before next is enabled. Checkmarks will appear on pictures that have been clicked.
8. Profiles of Abusers: Must go through all 10 questions and view end note before next is enabled.
9. Strategies of Child Abusers: Must listen to each of the four strategies scenarios/explanations before next is enabled.
10. Child on Child Abuse: Must answer T/F at beginning, then click the 8 buttons that appear before next is enabled. Checkmarks appear on buttons that have been clicked.

11. Normal Sexual Behavior: Must go through each age group and complete the activity within it before next is enabled. Checkmarks appear on completed age groups.
12. Section 2 Intro: Must listen to audio before next is enabled.
13. Program/Staffing Issues: Must watch video at beginning, then click each of the 8 buttons before next is enabled. Checkmarks appear in the top left corners of buttons once they're clicked.
14. Facility Policies: Must click on all three categories and go through each before next is enabled.
15. Appropriate Touching (Part 1): Must listen to scenario. As scenario progresses, buttons must be pressed to continue scenario. When scenario/audio is complete, "Done" button appears. User can click "Done" or next button to move forward.
16. Appropriate Touching (Part 2): Must click through all three examples before next is enabled. "Sitting on Your Lap" section has a video that must be watched. A question pops up during video, as well, that must be answered.
17. Showing Affection: All five guidelines must be clicked, and all information within each guideline must be listened to, before next is enabled. Checkmarks appear on completed guidelines' buttons.
18. Code of Conduct: All pieces of the code of conduct must be clicked. "Outside Program" piece has video that must be watched (second row, second from right.) When a piece has been completed, it will appear as a solid color with text. Once all are clicked, next is enabled.
19. Section 3 Intro: Must listen to audio before next is enabled.
20. How to Respond: Must watch video. During video, suggestions will appear for the user to read. Users must manually continue video by clicking buttons that prompt them to do so. Once video is complete, next will be enabled.
21. Common Ways Children Disclose: Must click three most common ways and listen to scenarios before next is enabled. Checkmarks appear on completed sections when user returns to main screen following each scenario.
22. Making the Report: Must watch video at beginning, then click each of the 8 "steps" buttons that appear (buttons are circles, like timeline). Step 1 has 2 videos that must be watched before it is considered complete. Checkmarks will appear on step circles once they are complete.
23. The First 24 Hours: Must watch video at beginning, then click each of the 6 steps before next is enabled.
24. Final Thoughts: Must watch video, then final steps appear.

**For technical support call: 1-888-685-4440**

**System requirement page:**

<https://collabornation.net/system-requirements>

It can also be found in the upper right section of the page just below My Courses. Then click on the second link, Option 2: System Requirements.

IE and Firefox. Chrome and Safari will have issues.