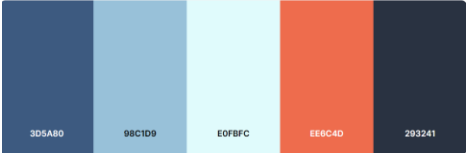



Information Security: Incident Response and Reporting

Target Audience: All <i>Alliance insurance</i> employees using computer systems in the office workplace or on a work computer at home		
<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Define cyber security incidents 2. List the steps to report a security incident 3. Identify common security incidents 4. Identify who to contact in case of a security incident 	<p>Outline:</p> <ul style="list-style-type: none"> • Welcome • Navigation • Purpose • Learning Objectives • What is a Cyber Security Incident? • Security Incident Examples • Reporting an Incident • Report and Respond • Who to Contact • Final Quiz • Summary • Congratulations 	<p>Seat Time: 20 minutes</p> <p>Color Palette:</p> 
<p>Additional Information:</p> <ul style="list-style-type: none"> • Module Resources/References: [none] • Any notes in [brackets] not to be placed in training – simply for information for designer • Assessments will include: <ul style="list-style-type: none"> ○ 2 knowledge checks <ul style="list-style-type: none"> ▪ 2 attempted allowed ○ 5 question final quiz <ul style="list-style-type: none"> ▪ 80% to pass ▪ Unlimited attempts 	<p>Directions:</p> <ul style="list-style-type: none"> • Use Font: Calibri • Player Set-up: <ul style="list-style-type: none"> ○ Modern Player ○ Sidebar – Menu only ○ List only menu titles listed in Outline ○ Player controls include those listed on Navigation Slide ○ Seekbar: Allow user to drag seekbar ○ Title: Information Security: Incident Response and Reporting 	


<ul style="list-style-type: none"> • Note to SMEs: Provide any feedback/ notes/ change requests in NOTES section for each slide. • VO = Voiceover 	<ul style="list-style-type: none"> • Use custom color scheme for shapes throughout (see Color Palette); white font on colored background / black or dark blue font on white background • Use two avatars – Aliyah and Sarah • 3 VO voices required – 2 for avatars, 1 for narrator
---	---

Slide 1.1/ Menu Title: <i>Welcome</i>		Objective: n/a	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image when slide is opened:</p>  <p>Course title set in semitransparent shape in partial overlay of the background image</p> <p>Custom Start and Navigation buttons</p>	<p>[Slide Title] Alliance Insurance Information Security: Incident Response & Reporting</p> <p>[Buttons] Start Navigation</p>	<p>Welcome to the Information Security training. Today, your focus will be on Incident Response and Reporting. If you experience a security incident, you should know what to do immediately, and who to contact.</p> <p>If you are familiar with the course navigation player, click the Start button to begin. If you would like some guidance with navigating the course, click the Navigation button.</p> <p>When you're ready, let's get started.</p>	<p>Semitransparent shape and the title will fly in at a 1.00 duration from left side.</p> <p>The Start and Navigation buttons will float up in time with the VO reference.</p> <p>The Start button will jump to slide 1.6.</p> <p>The Navigation button will jump to slide 1.2.</p>
Notes:			

Slide 1.2/ Menu Title: <i>Navigation</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Player shows Menu on the left.</p> <p>Background image: Screenshot of slide 1.1</p> <p>Orange arrows with glow feature point to player features.</p>	<p>[Slide Title]</p> <p>Navigation</p>	<p>When navigating through this course, use the following tools. Click on the play icon to play or pause the presentation. Use the seek bar to move forward or backward on the presentation. Click the restart icon to watch the presentation again. Use the volume icon to adjust the sound. Click on the full screen icon to expand the presentation to full screen. Click on previous or next to return to the previous slide or to move on to the next slide. Revisit a slide by using the menu on the left.</p> <p>Click the next button to continue the course.</p>	<p>Arrows will fly in at a .75 duration in time with their reference in the VO.</p> <p>Next button will jump to slide 1.6.</p>
Notes:			

Slide 1.6/ Menu Title: <i>Purpose</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Avatar – Aliyah – will have 3 poses: Pose 1 – Thinking Pose 2 – Explaining Pose 3 – Showing</p> <p>Four rectangular semitransparent shapes (light color from color palette) with text located on right</p>	<p>[Slide Title]</p> <p>Why is this Important?</p> <p>[Bullets]</p> <p>Recognize security incident</p> <p>Act immediately</p>	<p>You may be asking yourself: why do I need this course? That’s a great question! This course will provide you with the skills you need to recognize a security incident and act immediately. Tackling a risk quickly not only saves system information from theft or damage, but will also help you learn more about weaknesses to prevent any future attacks.</p>	<p>Avatar will start at pose 1, switch to pose 2 at “That’s a great question!” Then switch to pose 3 at “you need to recognize...”</p> <p>Four rectangular semitransparent shapes with text fade in from the right side of the slide at a .75 duration with their reference in the VO.</p>


side of slide; width approximately 1/3 of slide	Save system information Prevent future attacks		Auto advance to slide 1.3.
Notes:			

Slide 1.3/ Menu Title: <i>Learning Objectives</i>			Objective: all listed
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Background image when slide is opened:</p>  <p>The learning objectives will appear on the left half of the slide diagonally, in the space next to the left arm and laptop (of the image). The objectives will each appear next to a number in a blue polygon shape. Shape will be a dark color from color palette.</p>	<p>[Slide Title]</p> <p>Learning Objectives</p> <p>[Learning Objectives]</p> <ol style="list-style-type: none"> 1. Define cyber security incidents 2. List the steps to report a security incident 3. Identify common security incidents 4. Identify who to contact in case of a security incident 	<p>By the end of this course, you will be able to define cyber security incidents, list the steps you need to know in order to report a security incident, identify the most common security incidents that can occur in the workplace, and identify who to contact when a security incident occurs.</p> <p>Click the next button to continue.</p>	<p>Each learning objective will float up at a .75 duration with their reference in the VO.</p> <p>Next button disabled until audio is complete.</p> <p>Next button will jump to slide 1.4.</p>
Notes:			


Slide 1.4/ Menu Title: <i>What is a Cyber Security Incident</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Nearly the entire slide is taken up by an accordion interaction.</p> <p>Four tabs displaying the tab titles take up 1/3 of the accordion area on the left side of the slide, and are shown vertically, leaving the remainder space for ongoing stock video of glowing keyhole.</p> <p>The closed accordion will show on the screen to start.</p> <p>When the learner clicks on each tab, it will glide to its open position and display the information for that tab.</p> <p>The four tabs will be two alternating colors from the color palette. The layer associated with each tab, and therefore the “open” section of each accordion area, will have the same background palette color as the tab for that section.</p> <p>4 decoys are off slide.</p>	<p>[Slide Title]</p> <p>What is a Cyber Security Incident?</p> <p>[Tab Titles]</p> <p>Definition</p> <p>Time Matters</p> <p>What’s At Risk</p> <p>Failure to Report</p>	<p>Let’s begin by reviewing what a cyber security incident is.</p> <p>Click on each of the following sections to learn more about security incidents.</p> <p>Once you have viewed all 4 sections, click next to continue.</p>	<p>Until a tab is clicked, the stock video will play inside the area that is the “cover” of the closed accordion.</p> <p>The tabs cannot be clicked until the VO is complete.</p> <p>The tabs will have selected visited states.</p> <p>The decoys will have a visited state.</p> <p>The learner will be able to click on tabs, which will open the accordion and show the corresponding slide layer.</p> <p>When the learner clicks on each tab, the accordion will glide open to the corresponding layer.</p> <p>The Next button will be restricted until all 4 of the tabs have been selected and all 4 decoy states have switched to Visited.</p>

When the learner clicks on the Next button, it will jump to Slide 1.7.


Notes:

Slide 1.4a/ Menu Title: [What is a Cyber Security Incident - Definition]			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layer Title will be vertical in tab. Tab color will be same as on base layer.</p> <p>Open accordion for tab will have same background color as tab.</p> <p>Subtitle in bold at top of open accordion section.</p> <p>Topic and bullets listed below subtitle but above image.</p> <p>Image located under text:</p> 	<p>[Layer Title] Definition</p> <p>[Subtitle] Cyber Security Incident</p> <p>[Text] Violation or imminent threat of violation of</p> <p>[Bullets] • Computer security policies • Acceptable use policies • Standard security practices</p>	<p>A cyber security incident refers to any violation or imminent threat of violation of computer security policies, acceptable use policies, or standard security practices.</p>	<p>Tab title glides from base layer location to right side of slide.</p> <p>Each bullet will float up in time with the VO reference.</p> <p>At end of timeline, decoy 1 state will switch to Visited.</p>


Notes:


Slide 1.4b/ Menu Title: <i>[What is a Cyber Security Incident – Time Matters]</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layer Title will be vertical in tab. Tab color will be same as on base layer.</p> <p>Open accordion for tab will have same background color as tab.</p> <p>Subtitle in bold at top of open accordion section.</p> <p>Topic and bullets listed below subtitle but above image.</p> <p>Image located under text:</p> 	<p>[Layer Title] Time Matters</p> <p>[Subtitle] Time Matters</p> <p>[Text] Today's high-speed Internet</p> <p>[Bullets]</p> <ul style="list-style-type: none"> • Access for adversaries • Stolen gigabytes • In seconds 	<p>When addressing how to deal with a cyber security incident, time matters. Today's high-speed Internet connections can allow an adversary to steal gigabytes of your or your company's data in seconds!</p>	<p>Tab title glides from base layer location to right side of slide next to tab for Definition.</p> <p>Each bullet will float up in time with the VO reference.</p> <p>At end of timeline, decoy 2 state will switch to Visited.</p>
Notes:			

Slide 1.4c/ Menu Title: <i>[What is a Cyber Security Incident – What's At Risk]</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layer Title will be vertical in tab. Tab color will be same as on base layer.</p>	<p>[Layer Title] What's At Risk</p> <p>[Subtitle] What's At Risk?</p>	<p>Consider what is at risk when a security incident occurs. Your information or the information systems you use could be compromised.</p>	<p>Tab title glides from base layer location to right side of slide next to tab for Time Matters.</p>

<p>Open accordion for tab will have same background color as tab.</p> <p>Subtitle in bold at top of open accordion section.</p> <p>Bullets listed below subtitle but above image.</p> <p>Image located under text:</p> 	<p>[Bullets]</p> <ul style="list-style-type: none"> • Your information • Information systems 		<p>Each bullet will float up in time with the VO reference.</p> <p>At end of timeline, decoy 3 state will switch to Visited.</p>
<p>Notes:</p>			

Slide 1.4d/ Menu Title: <i>[What is a Cyber Security Incident – Failure to Report]</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layer Title will be vertical in tab. Tab color will be same as on base layer.</p> <p>Open accordion for tab will have same background color as tab.</p> <p>Subtitle in bold at top of open accordion section.</p>	<p>[Layer Title] Failure to Report</p> <p>[Subtitle] Failure to Report</p> <p>[Text] Allows the hacker</p> <p>[Bullets] • More time</p>	<p>And since every second counts when it comes to reporting security incidents, failing to report immediately allows the hacker more time to operate unnoticed in the company's network.</p>	<p>Tab title glides from base layer location to right side of slide next to tab for What's At Risk.</p> <p>Each bullet will float up in time with the VO reference.</p> <p>At end of timeline, decoy 4 state will switch to Visited.</p>

<p>Topic and bullets listed below subtitle but above image.</p> <p>Image located under text:</p> 	<ul style="list-style-type: none"> • Go unnoticed • Access to company's network 		
<p>Notes:</p>			

<p>Slide 1.7/ Menu Title: Security Incident Examples</p>			<p>Objective: 3</p>
<p>Visual / Display:</p>	<p>Slide Text:</p>	<p>Narration / Voiceover:</p>	<p>Animation / Interaction:</p>
<p>Orange title bar / title right aligned</p> <p>Directions located under the title bar</p> <p>Background Image at 50% transparency:</p> 	<p>[Slide Title]</p> <p>Security Incident Examples</p> <p>[Directions]</p> <p>Click on each image to reveal examples of security incidents:</p>	<p>It is your responsibility to report security incidents as soon as you identify them. It is important to know what to look for when trying to identify a security incident. Here are four common security incident types.</p> <p>Click on each image below to reveal a type of security incident. Once you have viewed all four types, click next to continue.</p>	<p>When VO says “Click on each image...” the directions will fade in.</p> <p>When VO says “Once you have viewed all four types, click next to continue”, the four images will float in at a .75 duration - .25 seconds apart.</p> <p>When an image is clicked, the state will change to Visited and reveal the layer associated with the image.</p>

Four images to represent examples
- each image will be outlined by a
light color from the color palette.

Image 1:



Image 2:




Image 3:



The Next button is restricted
until all 4 images have been
visited.

When the learner clicks on the
Next button, it will jump to
Slide 1.5.

<p>Image 4:</p> 			
<p>Notes:</p>			

<p>Slide 1.7a/ Menu Title: <i>[Security Incident Examples – Accidentally sending a report]</i></p>			<p>Objective: 3</p>
<p>Visual / Display:</p>	<p>Slide Text:</p>	<p>Narration / Voiceover:</p>	<p>Animation / Interaction:</p>
<p>Dark blue box with white text (colors part of palette)</p> <p>Box located in place of Image 1.</p>	<p>[Image 1 Text] Accidentally sending confidential report</p>	<p>[When Image 1 is clicked] Accidentally sending a report containing confidential information to a person not authorized to view the report, or sending it unencrypted.</p>	<p>Will fade in at .50 when Image 1 is clicked.</p>
<p>Notes:</p>			

<p>Slide 1.7b/ Menu Title: <i>[Security Incident Examples – Unauthorized use]</i></p>			<p>Objective: 3</p>
<p>Visual / Display:</p>	<p>Slide Text:</p>	<p>Narration / Voiceover:</p>	<p>Animation / Interaction:</p>
<p>Dark blue box with white text (colors part of palette)</p> <p>Box located in place of Image 2.</p>	<p>[Image 2 Text] Unauthorized use of computer or credentials</p>	<p>[When Image 2 is clicked] Allowing an unauthorized person to use your computer or credentials to access Controlled Unclassified Information.</p>	<p>Will fade in at .50 when Image 2 is clicked.</p>
<p>Notes:</p>			

Slide 1.7c/ Menu Title: <i>[Security Incident Examples – Computer Virus]</i>			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Dark blue box with white text (colors part of palette) Box located in place of Image 3.	[Image 3 Text] Virus Phishing email Social engineering attack	[When Image 3 is clicked] Encountering a security situation that could compromise company information or information systems such as a virus, a fishing email, or a social engineering attack.	Will fade in at .50 when Image 3 is clicked.
Notes:			

Slide 1.7d/ Menu Title: <i>[Security Incident Examples – Damaged Computer]</i>			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Dark blue box with white text (colors part of palette) Box located in place of Image 4.	[Image 4 Text] Loss, damage, or theft of equipment, media, or documents	[When Image 4 is clicked] Experiencing loss, damage, or theft of equipment, media, or documents containing controlled unclassified information.	Will fade in at .50 when Image 4 is clicked.
Notes:			

Slide 1.5/ Menu Title: <i>Workplace Scenario 1</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background image when slide is opened:	[Aliyah caption] Hello, Sarah! Welcome to the Alliance team. My name is Aliyah and I am going to be your supervisor.	Aliyah [1]: Hello, Sarah! Welcome to the Alliance team. My name is Aliyah and I am going to be your supervisor. [2] I understand that you are going through your Incident Response and Reporting training.	Both avatars start with pose 1. Avatar 1 will fade into pose 2 at Aliyah [5] narration. Avatar 2 will fade into pose 2 at Sarah [6] narration.



Two avatars on screen: Sarah (avatar 2 – Corporate outfit) and Aliyah (avatar 1 – Business Casual outfit)

Avatar 1 – 3 poses

Pose 1 – Welcoming
Pose 2 – Questioning
Pose 3 - Smiling

Avatar 2 – 3 poses

Pose 1 – Smiling and listening
Pose 2 – Questioning
Pose 3 – Smiling only

Caption bubbles for when each avatar speaks.

Transparent box with directions

I understand that you are going through your Incident Response and Reporting training.

[Sarah caption]

It's nice to meet you, Aliyah. I am looking forward to being part of the team.

And yes, I am currently going through the training. We just reviewed all the different types of cyber security incidents.

[Aliyah caption]

There is a lot of information to know. Can I help clarify anything?

[Sarah caption]

I would really appreciate your help. Can we take a moment and review the different types of incidents?

[Aliyah caption]

Happy to!

Sarah [3]: It's nice to meet you, Aliyah. I am looking forward to being part of the team.

[4] And yes, I am currently going through the training. We just reviewed all the different types of cyber security incidents.

Aliyah [5]: There is a lot of information to know. Can I help clarify anything?

Sarah [6]: I would really appreciate your help. Can we take a moment and review the different types of incidents?

Aliyah [7]: Happy to!

Narrator [8]: Let's take a moment and check our understanding along with Sarah. Click next to continue.

Avatar 1 will fade into pose 3 at **Aliyah [7]** narration.

Avatar 2 will fade into pose 3 after **Aliyah [7]** narration.


Caption bubbles track their conversation, with slide text fading in and out on time with timeline, timed with the VO.

Directions will fade in - timed with VO.

The Next button will be hidden on this slide until all audio is played.

The Next button will jump to slide 1.8.

	[Directions] Click Next		
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Slide 1.8/ Menu Title: <i>Knowledge Check</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Background image at 70% transparency:</p>  <p>Question and answers located underneath the orange title bar.</p> <p>There are check boxes in front of all answers.</p> <p>This slide is a multiple answer option.</p>	<p>[Slide Title] Knowledge Check</p> <p>[Question] What information is true about a cyber security incident? Select all that apply.</p> <p>[Answer 1 - correct] It is a violation of computer security policies, acceptable use policies, or standard security practices.</p> <p>[Answer 2 - correct] It can allow the hacker more time to operate unnoticed in the company's network.</p> <p>[Answer 3 - correct] It can compromise your information or the information systems you use.</p>	<p>Let's take a moment and check for understanding. Determine what information is true about cyber security incidents. Select all answers that apply. If you make an error, you will have a second attempt to correct your answers. Once you have chosen your answers, please click Submit.</p>	<p>Clicking on answers is disabled until audio is complete.</p> <p>Allow for 2 attempts in form settings.</p> <p>When the learner clicks Submit, it will show either the correct or try again feedback layer on the first attempt.</p> <p>After the second attempt, the learner will see either the correct or incorrect layer.</p>

	<p>[Answer 4 - correct] It can allow an adversary to steal gigabytes of your or your company's data in seconds.</p> <p>[Answer 5] It is an incident that only occurs when using a work computer from home.</p> <p>[Answer 6] It is only a problem when there is a violation of a supervisor's computer.</p>		
Notes:			

Slide 1.8a/ Menu Title: [Knowledge Check – Correct]			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Set Feedback Master to Accessible]</p> <p>Circle icon in green <i>with white check</i> located above text.</p> <p>Layer Title is located above text. Text is located above button.</p> <p>All items are centered on the slide.</p>	<p>[Layer Title] Correct</p> <p>[Text under title] That's right! A cyber security incident is a violation of computer policies, can allow the hacker more time to operate, can compromise your</p>	<p>That's right! A cyber security incident is a violation of computer policies, can allow the hacker more time to operate, can compromise your information, and can allow for theft in seconds.</p> <p>Please click continue to move on to the next section.</p>	<p>The Continue button jumps to Slide 1.9.</p>

<p>Button is set in a dark palette color with white text.</p> <p>Aliyah avatar with a thumbs up located on left of text.</p>	<p>information, and can allow for theft in seconds.</p> <p>[Button] Continue</p>		
Notes:			

Slide 1.8b/ Menu Title: <i>[Knowledge Check – Incorrect]</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Set Feedback Master to Accessible]</p> <p>Circle icon in red <i>with white X</i> located above text.</p> <p>Layer Title is located above text. Text is located above button.</p> <p>All items are centered on the slide.</p> <p>Button is set in a dark palette color with white text.</p> <p>Aliyah avatar in thinking pose with 1 arm crossed and the other hand under the chin looking at the text – located on right of text.</p>	<p>[Layer Title] Incorrect</p> <p>[Text under title] That is incorrect. A cyber security incident is a violation of computer policies, can allow the hacker more time to operate, can compromise your information, and can allow for theft in seconds.</p> <p>[Button] Continue</p>	<p>That is incorrect. A cyber security incident is a violation of computer policies, can allow the hacker more time to operate, can compromise your information, and can allow for theft in seconds.</p> <p>Please click continue to move on to the next section.</p>	<p>The Continue button jumps to Slide 1.9.</p>
Notes:			

Slide 1.8c/ Menu Title: <i>[Knowledge Check – Try Again]</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Set Feedback Master to Accessible]</p> <p>Circle icon in red <i>with white X</i> located above text.</p> <p>Layer Title is located above text. Text is located above button.</p> <p>All items are centered on the slide.</p> <p>Button is set in a dark palette color with white text.</p> <p>Aliyah avatar with hands together and tilt of her head – located on left of text.</p>	<p>[Layer Title] Try Again</p> <p>[Text under title] That is incorrect. Please try again.</p> <p>[Button] Try Again</p>	<p>That is incorrect. Please click try again to redo your answers.</p>	<p>The Try Again button hides the layer and returns the learner to the base layer.</p>
Notes:			

Slide 1.9/ Menu Title: <i>Reporting an Incident</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Background image at 10% transparency:</p>	<p>[Slide Title] Reporting a Cyber Security Incident</p> <p>[1st bar text] If you see something,</p> <p>[2nd bar text] say something!</p>	<p>A question you may ask yourself is this. How do I know when I should report an incident? The answer is simple. If you see something, say something. If it turns out that the incident is not an issue, there is no harm done. However, if the issue is a security risk, you will want to address it as soon as possible. Always err on the side of caution and report any concerns you may have.</p>	<p>Once audio is complete, this slide will auto advance to slide 1.10.</p>



Two semitransparent bars:

1st bar set midway down picture on left side of the image and no longer than ½ way to the right. The bar is a light palette color at 40% transparency with black text.

2nd bar set approximately ¾ down picture on right side of the image and no longer than ½ way to the left. The bar is a light palette color at 40% transparency with black text.

Notes:

Slide 1.10/ Menu Title: <i>Workplace Scenario 2</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background image when slide is opened:	<p>[Aliyah caption] Good morning, Sarah. Are you doing okay?</p> <p>You look concerned.</p>	<p>Aliyah [1]: Good morning, Sarah. How are you doing today?</p> <p>[2] You look concerned.</p>	<p>Avatar 2, in pose 1, is on slide at the beginning – left side.</p> <p>Avatar 1, in pose 1, glides in from right side at the</p>



Two avatars on screen: Sarah (avatar 2 – Business Casual outfit) and Aliyah (avatar 1 – Corporate outfit)

Avatar 1 – 4 poses

- Pose 1 – Inquiring
- Pose 2 – Understanding
- Pose 3 – Smiling
- Pose 4 – Facing Forward and Smiling

Avatar 2 – 4 poses

- Pose 1 – Concerned
- Pose 2 – Questioning
- Pose 3 – Excited
- Pose 4 – Facing Forward and Smiling

Caption bubbles for when each avatar speaks.

Transparent box with directions

[Sarah caption]
Good morning, Aliyah. I want to make sure I understand what I need to do in case of a cyber security incident.

I feel comfortable recognizing when an incident occurs; however, I am not sure how I should report it.

[Aliyah caption]
I can understand your concern. Our motto is, if you see something, say something.

It looks like you understand the see something part, but you just need clarification on how to say something.

[Sarah caption]
Exactly!

[Aliyah caption]
Well I can definitely help you with that.

Sarah [3]: Good morning, Aliyah. I want to make sure I understand what I need to do in case of a cyber security incident.

[4] I feel comfortable recognizing when an incident occurs; however, I am not sure how I should report it.

Aliyah [5]: I can understand your concern. Our motto is, if you see something, say something.

[6] It looks like you understand the see something part, but you just need clarification on how to say something.

Sarah [7]: Exactly!

Aliyah [8]: Well, I can definitely help you with that.

[9] Let's take a moment and review the steps in reporting an incident.

Narrator [10]: Click next to review the steps necessary to report a cyber security along with Sarah and Aliyah.

beginning of **Aliyah [1]** VO. Stops at midpoint of slide.

Avatar 2 will fade into pose 2 at **Sarah [3]** narration.

Avatar 1 will fade into pose 2 at **Aliyah [5]** narration.

Avatar 2 will fade into pose 3 at **Sarah [7]** narration.

Avatar 1 will fade into pose 3 after **Aliyah [8]** narration.

Both avatars fade into pose 4 at **Narrator [10]**.


Caption bubbles track their conversation, with slide text fading in and out on time with timeline, timed with the VO.

Directions will fade in when timed with VO.


The Next button will be hidden on this slide until all audio is played.

The Next button will jump to slide 1.11.


	<p>Let's take a moment and review the steps in reporting an incident.</p> <p>[Directions] Click Next</p>		
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Slide 1.11/ Menu Title: <i>Report and Respond</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Background Image at 10% transparency:</p>  <p>5 rounded rectangles located on the left side of the slide on the lower part of the slide. They are a dark color on the color palette with white text.</p> <p>Off slide – 5 decoy buttons</p>	<p>[Slide Title] Report & Respond</p> <p>[Directions] Click on the five steps below to know the actions you should take.</p> <p>[Button 1] Step 1: Stop</p> <p>[Button 2] Step 2: Call</p> <p>[Button 3] Step 3: Email</p> <p>[Button 4] Step 4: Write</p>	<p>If you suspect a breach of computer security or confidential information disclosure has occurred or is occurring, you must react quickly and say something about it immediately.</p> <p>Review the 5 steps below in order. Each describes a step you should take in the process of reporting an incident.</p> <p>When you have reviewed all 5 steps, click next to continue.</p>	<p>The Next button is restricted until all 5 decoy button states are Visited.</p> <p>Step buttons are disabled until audio is complete.</p> <p>Buttons will be set to normal one at a time. Must be clicked in order.</p> <p>Clicking <i>Step 1</i> button will jump to Tab 1 Step 1 layer.</p> <p>Clicking <i>Step 2</i> button will jump to Tab 2 Step 2 layer.</p> <p>Clicking <i>Step 3</i> button will jump to Tab 3 Step 3 layer.</p> <p>Clicking <i>Step 4</i> button will jump to Tab 4 Step 4 layer.</p>


	[Button 5] Step 5: <i>Follow Up</i>		Clicking <i>Step 5</i> button will jump to Tab 5 Step 5 layer. When the learner clicks on the Next button, it will jump to Slide 1.12.
Notes:			

Slide 1.11a/ Menu Title: <i>[Report and Respond - Step 1]</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Rectangular Shape (506w X 434h) in dark blue outline with light to medium blue background. Text color will match outline color. Both colors are from color palette. Shape is located to the right of the 5 buttons.</p> <p>Image above text:</p>  <p>Text subtitle located under image.</p> <p>4 bullets indented with checked boxes as bullets located under title.</p>	<p>[Slide Subtitle] DO NOT...</p> <p>[Bullets]</p> <ul style="list-style-type: none"> • try to fix the problem or stop the attack yourself. • turn off the affected system(s). • use or allow others to use the affected system, except for incident responders. • share removable media. 	<p>Stop Everything!</p> <p>Do not try to fix the problem or stop the attack yourself.</p> <p>Do not turn off the affected system(s).</p> <p>Do not use or allow others to use the affected system, except for incident responders.</p> <p>And do not share removable media.</p>	<p>Step buttons are disabled until audio is complete.</p> <p>Once audio is complete, learner is able to click on buttons for Step 1 to Step 5.</p> <p>Once audio is complete, the state of decoy 1 will change to Visited.</p>
Notes:			


Slide 1.11b/ Menu Title: <i>[Report and Respond – Step 2]</i>	Objective: 2
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Rectangular Shape (506w X 434h) in dark blue outline with light to medium blue background. Text color will match outline color. Both colors are from color palette. Shape is located to the right of the 5 buttons.</p> <p>Image above text:</p>  <p>Text subtitle located under image.</p> <p>3 bullets indented with checked boxes as bullets located under title.</p>	<p>[Slide Subtitle] Contact...</p> <p>[Bullets]</p> <ul style="list-style-type: none"> • Supervisor • Company Call Center • 1-555-555-5000, Extension 1 	<p>If you suspect you have experienced a security breach or incident, contact your supervisor and call the company call center immediately to report it!</p> <p>Company Call Center 1-555-555-5000, extension 1</p>	<p>Step buttons are disabled until audio is complete.</p> <p>Once audio is complete, learner is able to click on buttons for Step 1 to Step 5.</p> <p>Once audio is complete, the state of decoy 2 will change to Visited.</p>
Notes:			

Slide 1.11c/ Menu Title: <i>[Report and Respond - Step 3]</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Rectangular Shape (506w X 434h) in dark blue outline with light to medium blue background. Text color will match outline color. Both colors are from color palette. Shape</p>	<p>[Slide Subtitle] SEND MITIGATING EMAIL...</p> <p>[Bullets]</p>	<p>If you experience an incident such as data breaches and spillage, follow company policy and send a mitigating email to the same recipients of the original breached email or data spill.</p>	<p>Step buttons are disabled until audio is complete.</p>

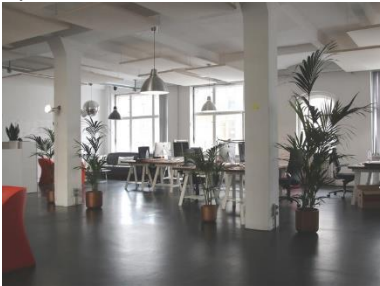
<p>is located to the right of the 5 buttons.</p> <p>Image above text:</p>  <p>Text subtitle located under image. 3 bullets indented with checked boxes as bullets located under title.</p>	<ul style="list-style-type: none"> • If you experience incident like data breaches and spillage. • to the same recipients of original email or data spill. • to the same recipients of original email or data spill. 	<p>The email and data in question should be deleted from your email folder and removed from the recycle bin.</p>	<p>Once audio is complete, learner is able to click on buttons for Step 1 to Step 5.</p> <p>Once audio is complete, the state of decoy 3 will change to Visited.</p>
<p>Notes:</p>			

Slide 1.11d/ Menu Title: <i>[Report and Respond - Step 4]</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Rectangular Shape (506w X 434h) in dark blue outline with light to medium blue background. Text color will match outline color. Both colors are from color palette. Shape is located to the right of the 5 buttons.</p> <p>Image above text:</p>	<p>[Slide Subtitle] WRITE DOWN INFORMATION...</p> <p>[Bullets] <ul style="list-style-type: none"> • date /time of the incident • what you were doing at the time you first </p>	<p>Write down any information that may be helpful to investigators, such as:</p> <p>The date/time of the incident,</p> <p>What you were doing at the time you first noticed the suspicious activity,</p> <p>What you observed, and</p> <p>Names of others who may have observed the same suspicious activity.</p>	<p>Step buttons are disabled until audio is complete.</p> <p>Once audio is complete, learner is able to click on buttons for Step 1 to Step 5.</p> <p>Once audio is complete, the state of decoy 4 will change to Visited.</p>


	<p>noticed the suspicious activity</p> <ul style="list-style-type: none"> • what you observed • names of others who may have observed the same suspicious activity 		
<p>Text subtitle located under image.</p> <p>4 bullets indented with checked boxes as bullets located under title.</p>			
<p>Notes:</p>			

Slide 1.11e/ Menu Title: <i>[Report and Respond - Step 5]</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Rectangular Shape (506w X 434h) in dark blue outline with light to medium blue background. Text color will match outline color. Both colors are from color palette. Shape is located to the right of the 5 buttons.</p> <p>Image above text:</p>  <p>Text subtitle located under image.</p>	<p>[Slide Subtitle] FOLLOWING AN INCIDENT...</p> <p>[Bullets]</p> <ul style="list-style-type: none"> • do not use systems until given okay • supervisor will review incident • supervisor will follow up on open report 	<p>Following an incident, you should not use the affected systems until you are told that it is okay to do so by your supervisor.</p> <p>Your supervisor will review any and all incidents, and will follow up on open reports in order to improve recovery efforts.</p>	<p>Step buttons are disabled until audio is complete.</p> <p>Once audio is complete, learner is able to click on buttons for Step 1 to Step 5.</p> <p>Once audio is complete, the state of decoy 5 will change to Visited.</p>

3 bullets indented with checked boxes as bullets located under title.			
Notes:			

Slide 1.12/ Menu Title: <i>Workplace Scenario 3</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image when slide is opened:</p>  <p>Two avatars on screen: Sarah (avatar 2 – Business Casual outfit) and Aliyah (avatar 1 – Corporate outfit)</p> <p>Avatar 1 – 3 poses Pose 1 – Smiling & questioning Pose 2 – Excited (with finger pointing up) Pose 3 – Smiling only</p> <p>Avatar 2 – 2 poses Pose 1 – Small smile with concern Pose 2 – Excited</p>	<p>[Aliyah caption] So, what do you think? Do those steps make sense?</p> <p>[Sarah caption] They do. But it might help if we reviewed it one more time.</p> <p>[Aliyah caption] I have an idea! Why don't I show you the steps in random order, and you determine the correct order in which they need to be done.</p> <p>[Sarah caption] That sounds great! That will really help me remember. Thank you.</p> <p>[Directions] Click Next</p>	<p>Aliyah [1]: So, what do you think? [2] Do those steps make sense? Sarah [3]: They do. But it might help if we reviewed it one more time. Aliyah [4]: I have an idea! Why don't I show you the steps in random order, and you can determine the correct order in which they need to be done. Sarah [5]: That sounds great! That will really help me remember. Thank you. Narrator [6]: Click next to review the steps and place them in their proper order.</p>	<p>Both avatars start in pose 1.</p> <p>Avatar 1 will fade into pose 2 at Aliyah [4] narration.</p> <p>Avatar 2 will fade into pose 2 at Sarah [5] narration.</p> <p>Avatar 1 will fade into pose 3 after Sarah [5] narration.</p> <p>Caption bubbles track their conversation, with slide text fading in and out on time with timeline, timed with the VO.</p> <p>Directions will fade in when timed with VO.</p> <p>The Next button will be hidden on this slide until all audio is played.</p> <p>The Next button will jump to slide 1.13.</p>

Caption bubbles for when each avatar speaks.			
Transparent box with directions			

Slide 1.13/ Menu Title: <i>Knowledge Check</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Background Image at 50% transparency:</p>  <p>Directions located under title bar.</p> <p>On the left, 5 rectangular shapes (tiles), all the same size – not to pass ½ the slide. Each rectangle has a light blue outline and a dark blue background with white text. Each shape contains a step description.</p> <p>On the right, 5 rectangular shapes, the same size as the rectangles on the left – not to past ½ the slide. Each rectangle has a dark blue dashed outline and a light blue background with dark blue text.</p>	<p>[Slide Subtitle] Knowledge Check</p> <p>[Directions] Drag and drop the steps provided in the order they should occur.</p> <p>[Step Directions] [LEFT Shape 1] Write down all relevant information for investigators. <i>[matches with RIGHT Shape 4]</i></p> <p>[LEFT Shape 2] Call your supervisor and the call center to report the incident. <i>[matches with RIGHT Shape 2]</i></p> <p>[LEFT Shape 3] Wait for follow-up from your supervisor.</p>	<p>Let's check for understanding.</p> <p>If you suspect a cyber security breach, you should perform the following steps.</p> <p>Drag and drop the steps provided in the order they should occur.</p> <p>When you are done, click submit to see how you did.</p>	<p>Previous and Next buttons are hidden.</p> <p>Allow 2 attempt in the form settings.</p> <p>Arrange the dropped items in a "Tile" or "Free" format so that they are all visible to the learner once they are dropped.</p> <p>When VO says "you should perform the following steps", the 5 LEFT shapes will fly in from the left at a .75 duration from the left.</p> <p>When VO says "Steps provided in the order...", the 5 RIGHT shapes will fly in from the right at a .75 duration from the left.</p> <p>Each tile on the left will be dragged and dropped into a right sided rectangular shape.</p>


<p>There is a subtitle above these shapes.</p> <p>Colors are from color palette.</p> <p>This is a drag and drop knowledge check.</p>	<p><i>[matches with RIGHT Shape 5]</i></p> <p>[LEFT Shape 4] Stop everything you are doing on the computer. <i>[matches with RIGHT Shape 1]</i></p> <p>[LEFT Shape 5] Send a mitigating email to recipients of the original email. <i>[matches with RIGHT Shape 3]</i></p> <p>[Subtitle] STEPS</p> <p>[RIGHT Shape 1] 1</p> <p>[RIGHT Shape 2] 2</p> <p>[RIGHT Shape 3] 3</p> <p>[RIGHT Shape 4] 4</p> <p>[RIGHT Shape 5] 5</p>		<p>Once the learner has all tiles placed, they will click Submit.</p> <p>If the answers are correct, the learner will be allowed to continue to the next slide.</p> <p>If the answers are incorrect after the first attempt, the learner will be allowed to try again. When the learner returns to the base layer, the tiles will be back to their original order (same as first attempt).</p> <p>If answers are incorrect after the second attempt, the learner will be allowed to continue to the next slide.</p>
<p>Notes:</p>			

Slide 1.13a/ Menu Title: [Knowledge Check – Correct]			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Set Feedback Master to Accessible]</p> <p>Check icon in green with white check located above text.</p> <p>Title is located above text. Text is located above button.</p> <p>All items are centered on the slide.</p> <p>Button is set in a dark palette color with white text.</p> <p>Aliyah avatar with thumbs up on left side of text.</p>	<p>[Slide Title]</p> <p>Correct</p> <p>[Text under title]</p> <p>That's right! The order of the steps are stop everything, call your supervisor and the call center, send an email, write down all relevant information, and wait for follow-up from your supervisor.</p> <p>[Button]</p> <p>Continue</p>	<p>That's right! The order of the steps are stop everything, call your supervisor and the call center, send an email, write down all relevant information, and wait for follow-up from your supervisor.</p> <p>Click continue to move forward.</p>	<p>The Continue button jumps to Slide 1.11.</p>
Notes:			


Slide 1.13b/ Menu Title: [Knowledge Check – Incorrect]			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Set Feedback Master to Accessible]</p> <p>Circle icon in red <i>with white X</i> located above text.</p>	<p>[Slide Title]</p> <p>Incorrect</p> <p>[Text under title]</p>	<p>That is incorrect. The order of the steps are stop everything, call your supervisor and the call center, send an email, write down all relevant information, and wait for follow-up from your supervisor.</p>	<p>The Continue button jumps to Slide 1.11.</p>

<p>Title is located above text. Text is located above button.</p> <p>All items are centered on the slide.</p> <p>Button is set in a dark palette color with white text.</p> <p>Aliyah avatar with hands held in front on right side of text.</p>	<p>That is incorrect. The order of the steps are stop everything, call your supervisor and the call center, send an email, write down all relevant information, and wait for follow-up from your supervisor.</p> <p>[Button] Continue</p>	<p>Click continue to move forward.</p>	
<p>Notes:</p>			


<p>Slide 1.13c/ Menu Title: <i>[Knowledge Check – Try Again]</i></p>		<p>Objective: 2</p>	
<p>Visual / Display:</p>	<p>Slide Text:</p>	<p>Narration / Voiceover:</p>	<p>Animation / Interaction:</p>
<p>[Set Feedback Master to Accessible]</p> <p>Circle icon in red <i>with white X</i> located above text.</p> <p>Title is located above text. Text is located above button.</p> <p>All items are centered on the slide.</p> <p>Button is set in a dark palette color with white text.</p> <p>Aliyah avatar with 1 arm crossed and other hand on face on left side of text.</p>	<p>[Slide Title] Try Again</p> <p>[Text under title] That is incorrect. Click Try Again.</p> <p>[Button] Try Again</p>	<p>That is incorrect. Click try again to redo your responses.</p>	<p>The Try Again button hides the layer and returns the learner to the base layer.</p>
<p>Notes:</p>			

Slide 1.14/ Menu Title: <i>Who to Contact</i>			Objective: 4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Background image when slide is opened:</p>  <p>Two avatars on screen: Sarah (avatar 2 – Casual) and Aliyah (avatar 1 – Casual)</p> <p>Avatar 1 – 3 poses Pose 1 – Smiling & facing right Pose 2 – Smiling with arms out Pose 3 – Listening and smiling Pose 4 – Smiling only (different pose)</p> <p>Avatar 2 – 3 poses Pose 1 – Smiling facing left with finger pointing Pose 2 – Excited Pose 3 – Confident smile</p>	<p>[Slide Title] Who to Contact?</p> <p>[Aliyah caption] Hey, Sarah! Happy Friday!</p> <p>[Sarah caption] Same to you.</p> <p>[Aliyah caption] I wanted to congratulate you on handling your first cyber security incident.</p> <p>[Sarah caption] Thank you! The steps provided made it easy to follow.</p> <p>I made sure to call the Call Center immediately.</p> <p>Then I emailed all of the same recipients of the original breached email.</p> <p>Finally, I reported the incident to you.</p>	<p>Aliyah [1]: Hey, Sarah! Happy Friday!</p> <p>Sarah [2]: Same to you.</p> <p>Aliyah [3]: I wanted to congratulate you on handling your first cyber security incident.</p> <p>Sarah [4]: Thank you! The steps provided made it easy to follow.</p> <p>[5] I made sure to call the Call Center immediately.</p> <p>[6] Then I emailed all of the same recipients of the original breached email.</p> <p>[7] Finally, I reported the incident to you.</p> <p>[8] Thanks for letting me know that everything has been handled.</p> <p>[9] I feel confident that I can handle any security risk that occur.</p> <p>Aliyah [10]: I'm so glad. You are a great addition to our team!</p> <p>Narrator [11]: Click next to assess your understanding of the information provided.</p>	<p>Avatar 1, in pose 1, is on slide at the beginning – left side.</p> <p>Avatar 2, in pose 1, glides in from right side at the beginning of Aliyah [1] VO. Stops at midpoint of slide.</p> <p>Avatar 1 will fade into pose 2 at Aliyah [3] narration.</p> <p>Avatar 2 will fade into pose 2 at Sarah [4] narration.</p> <p>Avatar 1 will fade into pose 3 at Sarah [4] narration.</p> <p>Avatar 1 will fade into pose 4 at Aliyah [10] narration.</p> <p>Avatar 2 will fade into pose 3 after Aliyah [10] narration.</p> <p>Caption bubbles track their conversation, with slide text fading in and out on time with timeline, timed with the VO.</p> <p>Directions will fade in when timed with VO.</p>

<p>Caption bubbles for when each avatar speaks.</p> <p>Transparent box with directions</p>	<p>Thanks for letting me know that everything has been handled.</p> <p>I feel confident that I can handle any security risk that occur.</p> <p>[Aliyah caption] I'm so glad. You are a great addition to our team!</p> <p>[Directions] Click Next</p>		<p>The Next button will be hidden on this slide until all audio is played.</p> <p>The Next button will jump to slide 1.15.</p>
<p>Notes:</p>			

Slide 1.15/ Menu Title: Final Quiz			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Background image when slide is opened:</p> 	<p>[Slide Title] Final Quiz</p> <p>[Quiz Information] 5 Questions</p> <p>80% to Pass</p> <p>[Directions] Click Next to begin the Quiz.</p>	<p>It is now time to assess what you have learned. In the following graded quiz, you will answer 5 questions. You must earn an 80 percent in order to pass.</p> <p>Click Next to begin the quiz.</p>	<p>The Quiz Information and Directions will float up in time with the VO reference.</p> <p>Next button is restricted until end of audio.</p> <p>Next button will jump to slide 1.16.</p>

<p>Quiz information in bold letters, in two lines – located on the left under the keyboard image.</p> <p>Directions will be under the quiz information in smaller font.</p> <p>Notes:</p>			
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Slide 1.16/ Menu Title: Quiz Question 1			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Left side image at 10% transparency:</p>  <p>Quiz question will be at the top right of the image, under the title bar.</p> <p>Question is true/false.</p>	<p>[Slide Title]</p> <p>Question 1</p> <p>[Quiz Question]</p> <p>Is the following statement true or false?</p> <p><i>Phishing emails are a common security incident. Click on your answer.</i></p> <p>[Answers]</p> <p>True [correct]</p> <p>False</p>	<p>Is the following statement true or false?</p> <p>Phishing emails are a common security incident. Click on your answer.</p>	<p>Settings Information:</p> <ul style="list-style-type: none"> • <i>1 attempt only; no feedback.</i> • <i>For Results Slide, set to 1.21 Quiz Results.</i> • <i>Set points to 10.</i> <p>Once answer is clicked, learner will click Submit.</p> <p>When Submit is clicked, slide will jump to 1.17.</p>
Notes:			

Slide 1.17/ Menu Title: Quiz Question 2			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p>	<p>[Slide Title]</p> <p>Question 2</p>	<p>What is the definition of a cyber security incident? Click on your answer.</p>	<p>Settings Information:</p> <ul style="list-style-type: none"> • <i>1 attempt only; no feedback.</i>

Background image at 40% transparency:



Quiz question will be to the top center, under the title bar, on a white semitransparent rectangle shape.

Question is a multiple choice.

Answers are under the question and are in a white semitransparent rectangle shape.

[Quiz Question]
What is the definition of a cyber security incident? Click on your answer.

[Answers]
Any violation or imminent threat of violation of computer security policies, acceptable use policies, or standard security practices [correct]

A violation of an employee's personal computer and personal information

An incident that involves the theft of company equipment such as furniture and office supplies

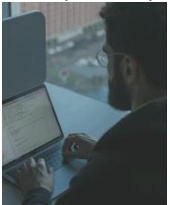
A break-in to any facility owned by the company with the intent to cause harm to property or employees


- *Shuffle answers.*
- *For Results Slide, set to 1.21 Quiz Results.*
- *Set points to 10.*

Once answer is clicked, learner will click Submit.

When Submit is clicked, slide will jump to 1.18.


Notes:


Slide 1.18/ Menu Title: Quiz Question 3			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Right side image at 10% transparency:</p>  <p>Quiz question will be to the top left of the image, under the title bar.</p> <p>Question is a multiple choice.</p>	<p>[Slide Title] Question 3</p> <p>[Quiz Question] What is a common security incident? Click on your answer.</p> <p>[Answers] Accidentally sending a report containing confidential information [correct]</p> <p>Taking your computer home to update your work</p> <p>Shutting down your computer before you leave for the day</p> <p>Allowing authorized personnel to use your computer</p>	<p>What is a common security incident? Click on your answer.</p>	<p>Settings Information:</p> <ul style="list-style-type: none"> • <i>1 attempt only; no feedback.</i> • <i>Shuffle answers.</i> • <i>For Results Slide, set to 1.21 Quiz Results.</i> • <i>Set points to 10.</i> <p>Once answer is clicked, learner will click Submit.</p> <p>When Submit is clicked, slide will jump to 1.19.</p>
Notes:			

Slide 1.19/ Menu Title: Quiz Question 4			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Orange title bar / title right aligned</p> <p>Background image at 40% transparency:</p>  <p>Quiz question will be to the top center, under the title bar, on a white semitransparent rectangle shape.</p> <p>Question is a drag and drop.</p> <p>Steps and Answers are under the question and are on white linking shapes – 5 on either side.</p>	<p>[Slide Title] Question 4</p> <p>[Quiz Question] Place the five steps you should take if a security breach occurs in the correct order by matching the steps to the descriptions. Drag the descriptions on the right to the correct steps on the left.</p> <p>[STEPS] [LEFT Shape 1] Step 1 [match with RIGHT shape 1]</p> <p>[LEFT Shape 2] Step 2 [match with RIGHT shape 2]</p> <p>[LEFT Shape 3] Step 3 [match with RIGHT shape 3]</p> <p>[LEFT Shape 4] Step 4 [match with RIGHT shape 4]</p> <p>[LEFT Shape 5]</p>	<p>Place the five steps you should take if a security breach occurs in the correct order by matching the steps to the descriptions. Drag the descriptions on the right to the correct steps on the left.</p>	<p>Settings Information:</p> <ul style="list-style-type: none"> • <i>1 attempt only; no feedback.</i> • <i>Shuffle answers.</i> • <i>For Results Slide, set to 1.21 Quiz Results.</i> • <i>Set points to 10.</i> <p>Once answer is clicked, learner will click Submit.</p> <p>When Submit is clicked, slide will jump to 1.20.</p>

	<p>Step 5 [match with RIGHT shape 5]</p> <p>[ANSWERS] [RIGHT Shape 1] Stop everything and do not attempt to fix the problem.</p> <p>[RIGHT Shape 2] Contact the call center to report the security breach.</p> <p>[RIGHT Shape 3] Send a mitigating email to the recipients of the original breached data.</p> <p>[RIGHT Shape 4] Write down any information that may be helpful to investigators.</p> <p>[RIGHT Shape 5] Wait for your supervisor to follow up on the security breach report.</p>		
Notes:			

Slide 1.20/ Menu Title: Quiz Question 5		Objective: 4	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Orange title bar / title right aligned</p> <p>Right side image at 10% transparency:</p>  <p>Quiz question will be to the top left of the image, under the title bar.</p> <p>Question is a multiple choice.</p>	<p>[Slide Title] Question 5</p> <p>[Quiz Question] Who should you contact if a security incident occurs? Click on your answer.</p> <p>[Answers] Company's Call Center [correct]</p> <p>Co-worker</p> <p>No one</p> <p>Human Resources</p>	<p>Who should you contact if a security incident occurs? Click on your answer.</p>	<p>Settings Information:</p> <ul style="list-style-type: none"> • <i>1 attempt only; no feedback.</i> • <i>Shuffle answers.</i> • <i>For Results Slide, set to 1.21 Quiz Results.</i> • <i>Set points to 10.</i> <p>Once answer is clicked, learner will click Submit.</p> <p>When Submit is clicked, slide will jump to 1.21.</p>
<p>Notes:</p>			

Slide 1.21/ Menu Title: Quiz Results			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image at 10% transparency:</p> 	<p>[Slide Title] Quiz Results</p> <p>[Score Information] Your Score: XX% Passing Score: YY%</p>	<p><i>[Narration only on layers]</i></p>	<p>Use a Result side to show Success layer 1.21a when timeline starts if results are equal to or greater than the passing score.</p> <p>Show Failure layer 1.21b when timeline starts if results are less than passing score.</p>


<p>Title is located top left of man in image. Title is large bold white font.</p> <p>Score information is located center left of man in image. Score information is smaller white font.</p>			<p>Base layer will be visible from Success or Failure slide layers.</p> <p>Results variable reference shows the percent score only. Do not show the points variable reference.</p> <p>Built in graded quiz variable reference displays learner score where XX appears on slide.</p> <p>80% to pass shown where YY appears on slide.</p>
<p>Notes:</p>			

Slide 1.21a/ Menu Title: <i>[Quiz Results – Success]</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Green percentage score will show up on Passing Score line.</p> <p>Directions under base layer title.</p> <p>Congratulation text under score.</p> <p>Two buttons under text.</p>	<p>[Text] Nice job, you passed!</p> <p>[Directions] Click the Review button to review your answers.</p> <p>Click the Continue button to move on.</p>	<p>Nice job! You passed! Click Review Quiz if you would like to review your answers or click Continue to move on.</p>	<p>Review Quiz button: shows correct/incorrect response when reviewing.</p> <p>Continue button: jumps to Slide 1.22.</p>

	[Buttons] Review Quiz Continue		
Notes:			

Slide 1.21b/ Menu Title: <i>[Quiz Results – Failure]</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Red percentage score will show up on Passing Score line. Directions under base layer title. Didn't pass text under score. Two buttons under text.	[Text] Sorry, you didn't pass. [Directions] Click the Review button to review your answers. Click the Retry to retake the quiz. [Buttons] Review Quiz Retry Quiz	Sorry, you didn't pass. Click Review Quiz if you would like to review your answers or click Retry Quiz to retake your test.	Review Quiz button: shows correct/incorrect response when reviewing. Retry Quiz button: resets results slide and jumps to Slide 1.16.
Notes:			

Slide 1.22/ Menu Title: <i>Summary</i>			Objective: all
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Orange title bar / title right aligned Background image at 60% transparency:	[Slide Title] Summary [Subtitle] You should now be able to: [Bullets]	After completing this course, you are now able to Define what a cyber security incident is List all the necessary steps needed in order to report a security incident	Each bullet will fly in from the left at a .75 duration in time with the VO reference. Once timeline is complete, this slide will auto advance to slide 1.23.

	<p>Define cyber security incidents</p> <p>List the steps to report a security incident</p> <p>Identify common security incidents</p> <p>Identify who to contact in case of a security incident</p>	<p>Identify the most common security incidents that can occur in the work place</p> <p>And identify who you need to contact when a security incident occurs.</p>	
<p>Subtitle located upper left side below title bar.</p> <p>Four bullets with arrows (arrows are a color palette color) located under the subtitle. Bullet information does not go past ½ the slide to the right.</p>			
<p>Notes:</p>			

Slide 1.23/ Menu Title: <i>Congratulations</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Title set in semitransparent shape in partial overlay of the background image – shape located mid-slide</p> <p>Custom Complete button</p> <p>Avatar 1 on the right of the slide and avatar 2 located on the left side of slide. Both are smiling. Avatar 1 is pointing out and avatar 2 has her arms crossed.</p>	<p>[Slide Title]</p> <p>Congratulations!</p> <p>[Buttons]</p> <p>Complete</p>	<p>Congratulations on completing the Information Security course focusing on Incident Response and Reporting. Now you have the knowledge to recognize a cyber security incident and act accordingly.</p> <p>Click on the Complete button to end this course.</p>	<p>Semitransparent shape and the title will fly in at a 1.00 duration from left side.</p> <p>The Complete button will float up in time with the VO reference.</p> <p>The Complete button will exit the course.</p>
<p>Notes:</p>			

