Information Security

Target Audience: New and current employees as well as future employees that join the company.
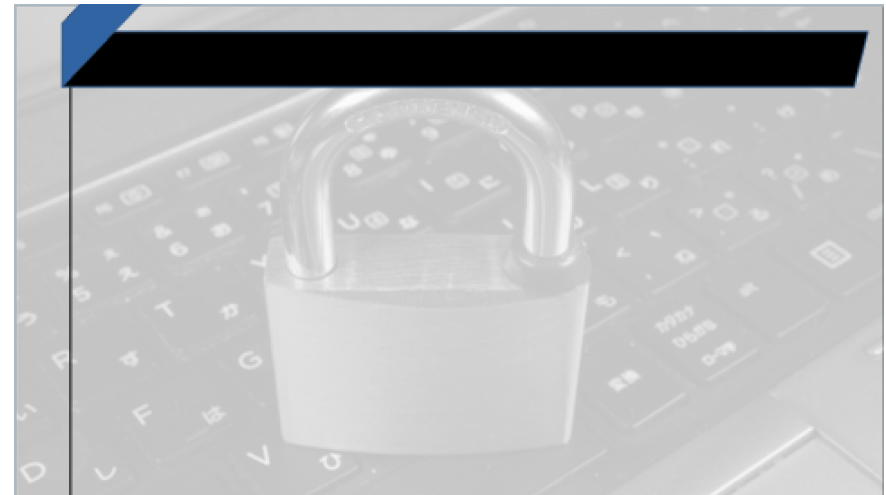
Learning Objectives: [make however many are applicable]

1. Describe the importance and components of privacy and security.
2. Identify different types of privacy.
3. Describe sanctions and consequences for misuse of privacy.
4. Explain how to appropriately share Controlled Unclassified Information (CUI).

Seat Time: 30-45 minutes

Outline:

- Welcome
- Navigation
- Objectives
- Lesson 1: Understanding Privacy and Security
- Knowledge Check
- Lesson 2: Types of Privacy
- Knowledge Check
- Lesson 3: Sanctions and Penalties
- Knowledge Check
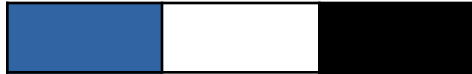- Summary
- Quiz
- Congratulations

Directions:

Font:

- Arial Black
- Arial (when needed due visual design)

Color Palette:

- Hex Code: #3164A3
- Hex Code: #FFFFFF
- Hex Code: #000000

Global Comments

- Use custom color scheme for shapes throughout (see Color Palette); white font on colored background / black font on white background
- Hex code: #3164A3 can be used on font in special cases (congratulations slide, to set directions apart from a question, or to enhance visual design)
- Title Page will conclude custom color palette and Maclin Security Management Logo (see asset library for logo)
- All slides (except navigation and welcome slide) will have the custom top border with lines going down the left side like a margin on a piece of lined paper with a semi transparent picture of a lock and keyboard
- Title bar (and applicable direction/subtitle bar) set on the black custom border (see above)
- Use Classic Player in Storyline.
- All slides will have the lock/keyboard picture as the background set to 75% transparency
- Text in [brackets] should not appear on the slide or be recorded in voiceover (VO)
- Seekbar visible and controllable for learner on all slides and layers; Menu is "free" in the Player properties.
- Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide number
- Slide dimensions are 16:9 ratio with slide size (1280:720)
- Text within [brackets] should not be included in Voice Over or on the slide

- Any time photos or assets are mentioned below, please check the Asset Library.

Module Resources/References:

- [Information Security Basics Powerpoint](#)

Notes for Reviewers:

· Please focus on the **accuracy** and **completeness** of the content during this review cycle. "Page breaks" for the online course will be adjusted after the content is edited.

· Questions for reviewers are indicated with <mark>green highlighting</mark>. All questions will need to be resolved before programming can begin.

· Remember, the text in the "narration/voiceover" column will be narrated audio.

o There will be "connecting" words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.

o Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.

o Capitalization is not important in the "narration/Voice Over" column, but is very important in the "Visual/Display" and "slide text" columns.

· Optional Tip: Hiding the top and bottom margins of this document (double-clicking between the pages to "Hide/Show White Space") will enable you to go through the storyboard more smoothly.

Slide [1.1]/ Menu Title: Welcome			Objective: [#]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
No top/bottom border Background will be an overall color of HEX Code: #3164A3. The	[Slide Title] **Information Security** [Buttons]	Welcome to Maclin Security Management's, Information Security, elearning course. This course will teach new, and current employees about	All animations align with the VO. MM Logo zooms in

Visual / Display	Slide Text	Narration / Voiceover	Animation / Interaction
Maclin Security Management Logo will be in the upper left corner.

Course title set in a black rectangle about ¾ way down the slide. On the left of the black rectangle is a white diagonal stripe at a rotation of 287 degrees. (This will create the look of a ribbon).

Coming out of the rectangle with the title is another wider rectangle stretching from the top of the title rectangle to the top of the slide. On top of that rectangle will be a picture of the lock and keyboard (shown above) in the blue picture preset.

Beneath the Title rectangle is the Navigation button and Begin Course Button. | Navigation

Begin Course | privacy and security. Click the navigation button to learn how to move through this course, or click begin course to start. | Title: Information Security, Navigation button and begin course buttons are animated with random bars.

The Navigation button will take the course to a navigation layer (1.1a).

The begin course button will take the learner to the course objectives (1.2).

Next and previous buttons are disabled but are able to be seen on the screen. |
| **Notes:** | | | |

Slide [1.1a]/ Menu Title: Navigation (hidden from menu)			Objective: [#]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background]
Full, semi transparent, picture of a person using a computer for a course. The custom top border and | [Slide Title]
Navigation | In order to successfully navigate this course, you will need to know some common buttons. First, to the left, you will see the menu bar. This will allow you | All animations align with VO.

[Objects] |

lines on the side (as described above) are on top of the picture. [Objects] Left arrow pointing to the main menu. Down arrow pointing to the seek bar. Down arrow pointing to the volume control. Diagonal arrow pointing at the prev and next buttons. [Button] Interactive Buttons	[Objects] [Left arrow pointing to the main menu.] [Down arrow pointing to the seek bar]. [Down arrow pointing to the volume control.[[Diagonal arrow pointing at the prev and next buttons.] [Button] Interactive Buttons	to track progress through the course. At the bottom, is the seekbar. This will allow you to keep track of the time on each slide. Next to that, is the volume button that you can adjust as you see fit. To the bottom right, is the next and previous buttons to advance or return to any slide. Finally, there will be interactive buttons throughout the course. Click on the interactive button on this screen to advance to the course objectives.	Left arrow pointing to the main menu flys in from right. Down arrow pointing to the seek bar flies in from top. Down arrow pointing to the volume control flies in from top. Diagonal arrow pointing at the prev and next buttons flies in from top left [Button] Interactive Buttons appears with random bars Next and previous buttons are disabled but are able to be seen on the screen.
Notes:			

Slide [1.2]/ Menu Title: Course Objectives			Objective: [#]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout Custom icon: Border of a square with a checkmark in the middle. (Simulates a checkbox) Each custom icon serves as a "bullet" for each learning objective.	[Slide Title] In the title menu bar the text will be: **Learners will be able to:** [Learning Objectives] Describe the importance and components of privacy and security.	In this course learners will be able to: In this course learners will be able to: Describe the importance, and components of privacy and security. Identify different types of privacy.	All animation aligns with VO. Each custom "bullet" icon is grouped with the learning objective and the group flies in from the right Next button takes the learner to slide 2.1.

	Identify different types of privacy.	Describe sanctions and consequences for misuse, of personally identifiable information, P.I.I.; and sensitive personally identifiable information, S.P.I.I.;	
	Describe sanctions and consequences for misuse of privacy.		
	Explain how to appropriately share Controlled Unclassified Information (CUI).	And finally, explain how to appropriately share Controlled Unclassified Information, C.U.I.	
		Click Next to continue to lesson 1!	
Notes:			

Slide [2.1]/ Menu Title: Lesson 1			Objective: [#]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout	[Slide Title] **Lesson 1** Information Security: Understanding Privacy & Security	Welcome to lesson 1! In this lesson, you will learn more about privacy and security. Click next to continue.	Text will have a grow animation.
Notes:			

Slide [2.2]/ Menu Title: What is Privacy & Security			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout [Icon]	[Slide Title] **What is Privacy & Security**	There can't be effective privacy without information security, but privacy is more than security.	Group the lock bullet with the text to ensure appropriate animation.

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
A lock icon will be used as a "bullet" for the 2 main points. [Bullet] The 3 principles will be a bulleted list under the appropriate heading [Button] The MM Privacy Basics Button will be positioned to the right of the slide aligned vertical center.	[Lock Bullet] Privacy & Security include 3 principles: ● Transparency ● Notice ● Choice It is a fundamental responsibility of federal organizations to protect the privacy of its employees and data. [Button] MM Privacy Basics	Privacy and security include 3 core principles. Transparency, Notice, and choice. It is important to note that it is a fundamental responsibility of federal organizations to protect the privacy of its employees, and data being processed, stored, transmitted, and disposed of throughout its organization and information systems. Click the M.M. privacy basics button to learn more about Maclin Security Management's privacy guidelines.	All text/groups and buttons will fly in from the right. All animations align with VO. The MM Privacy Basics Button will take the learner to layer 2.2a.
Notes:			

Slide [2.2a]/ Menu Title: MM Privacy Basics (hidden from menu)			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] Allow the background picture, header and side line to be seen from the base layer. Utilize the same lock icon as slide 2.2 for the "bullet" Utilize the same bullets from the sublist from slide 2.2	[Slide Title] **Privacy Basics at Maclin Security Management** [Lock Icon Bullet] Maclin Security Management employees, managers, contractors, and grantees working on behalf of MM shall: ● Safeguard	At Maclin Security Management, employees, managers, contractors, and grantees working on behalf of M.M. shall: safeguard all P.I.I. in their possession. Follow agency procedures when teleworking, using mobile devices and cloud technologies. Protect P.I.I. from disclosures to unauthorized individuals.	Group the lock bullet with the text to ensure appropriate animation. All animations align with VO [Lock Bullet] Floats Up [Sublist Bullet] Individually fly in from the right.

	• Follow Agency procedures • Protect PII • Comply in all areas of privacy	And, comply with the provisions of the privacy act, office of management and budget directives, and agency regulations, and policies pertaining to collecting, accessing, maintaining, disseminating, and disposing of P.I.I. and privacy act information.	The next button is disabled when the timeline starts on the slide and is set to normal when the timeline starts on layer 2.2a.
Notes:			

Slide [2.3]/ Menu Title: The Importance of Privacy & Security — **Objective: [1]**

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] see global comments for layout Directions for the interaction lie just below the title bar. Interactive buttons 1-7 are arranged in 2 columns. 1-3 in one column and 4-7 in the second.	[Slide Title] **The Importance of Privacy and Security** [Directions] Click the number to learn about the reasons information security and privacy are important [Buttons] 1-7	There are 7 main reasons why information security and privacy are important. Click on each button to learn more.	The next button is set to disabled or hidden when the timeline starts on this slide. It is set to normal after all the numbered button states have been viewed. Each button will take the learner to the appropriate layer Allow buttons to be clickable on the layer
Notes:			

Slide [2.3a]/ Menu Title: Reason 1 (hidden from menu) — **Objective: [1]**

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] Allow the background picture, header, side line and all buttons to be seen from the base layer.	[slide text] Limit risk and potential consequences	The first reason is that it limits risk and potential consequences by keeping information safe.	Text box has a random bar animation. Animation aligns with the VO.

[Pop Up Box} A rectangle box with text will appear and be centered next to the appropriate number.			
Notes:			

Slide [2.3b]/ Menu Title:Reason 2 (hidden from menu)			**Objective: [1]**
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] Allow the background picture, header, side line and all buttons to be seen from the base layer. [Pop Up Box} A rectangle box with text will appear and be centered next to the appropriate number.	Protect individual privacy	Next, it protects individual privacy of P.I.I. and S.P.I.I. in Agency care.	Text box has a random bar animation. Animation aligns with the VO
Notes:			

Slide [2.3c]/ Menu Title:Reason 3 (hidden from menu)			**Objective: [1]**
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] Allow the background picture, header, side line and all buttons to be seen from the base layer. [Pop Up Box} A rectangle box with text will appear and be centered next to the appropriate number.	Identify potential threats	Third, it identifies potential threats to sensitive information.	Text box has a random bar animation. Animation aligns with the VO
Notes:			

Slide [2.3d]/ Menu Title: Reason 4 (hidden from menu)			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] Allow the background picture, header, side line and all buttons to be seen from the base layer. [Pop Up Box} A rectangle box with text will appear and be centered next to the appropriate number.	Limit resource usage and vulnerabilities	Fourth, it limits resource usage violations and vulnerabilities.	Text box has a random bar animation. Animation aligns with the VO
Notes:			

Slide [2.3e]/ Menu Title: Reason 5 (hidden from menu)			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] Allow the background picture, header, side line and all buttons to be seen from the base layer. [Pop Up Box} A rectangle box with text will appear and be centered next to the appropriate number.	Provide non-repudiation protection	Fifth, it provides non-repudiation protection.	Text box has a random bar animation. Animation aligns with the VO
Notes:			

Slide [2.3f]/ Menu Title: Reason 6 (hidden from menu)			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] Allow the background picture, header, side line and all buttons to be seen from the base layer. [Pop Up Box} A rectangle box with text will appear and be centered next to the appropriate number.	Ensure integrity and availability	Sixth, it ensures integrity and availability of system and data for our customers and emergency responders.	Text box has a random bar animation. Animation aligns with the VO
Notes:			

Slide [2.3g]/ Menu Title: Reason 7 (hidden from menu)			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] Allow the background picture, header, side line and all buttons to be seen from the base layer. [Pop Up Box} A rectangle box with text will appear and be centered next to the appropriate number.	Safeguard CUI	Finally, it safeguards C.U.I. entrusted to our care.	Text box has a random bar animation. Animation aligns with the VO
Notes:			

Slide [2.4]/ Menu Title: Cybersecurity & Privacy			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

[Background] see global comments for layout	[Slide Title] **Cybersecurity & Privacy**	Cybersecurity is an important piece of privacy. Cybersecurity consists of 3 pillars that are fundamental to maintaining information security. The 3 pillars limit access to protect information stored, processed, and transmitted. Click on each pillar in the order of Integrity, Confidentiality, and Availability to learn more.	Group the lock bullet with the text to ensure appropriate animation.
Lock icon as bullet set up the same as slide 2.2 with text next to it.

Triangle to the right of the slide (taking up half of the space). The triangle has a filled in black background with 3 buttons arranged on each side.

The integrity button has the hex code of:#A15FA7
The Confidentiality button has the hex code of: #00A3E4
The availability button has the hex code of: #8CC63E

In the upper right corner below the title bar is the directions for the slide | [Lock bullet]

3 Pillars

Limit Access and protect information

[Center of the triangle] Information Security

[Buttons on the side of the triangle]

Integrity
Confidentiality
Availability | | All animations align with VO

[Lock Icon bullet]
Fly in from Right

[Triangle (all parts)]
Fly in from Right

[Button States]
Each button has a normal, hover and viewed state

The next button is disabled at the start of the timeline on the slide.

The next button is set to normal after all the buttons have been viewed.

Ensure that buttons can not be clicked from other layers. |
| **Notes:** | | | |
| | | | |

| [Background] Allow the background picture, header, side line and triangle with | [Text in Pop Up Rectangle] | When you think of integrity, imagine a computer worm infiltrating a computer system and modifying the system | Rectangle and back button have a random bar animation. |

| all buttons to be seen from the base layer.

[Pop Up Box}
A rectangle box with text will appear to the left of the triangle and the color will match the button the learner clicked.

Back button will appear in the upper right corner under the title bar.

Bring the triangle from the base layer to this layer. | A computer worm infiltrates a computer system, causing the system to malfunction while providing false system status. The integrity of the system's software was violated in this attack. | software causing the system to malfunction while providing a false system status. The integrity of the system's software was violated in this attack. Select the next pillar. | Animation aligns with the VO

The Integrity button state changes to viewed when the user clicks.

Buttons from other layers should not be clickable. |
|---|---|---|---|
| **Notes:** | | | |

Slide [2.4b]/ Menu Title: Confidentiality (hidden from menu)			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background]
Allow the background picture, header, side line and triangle with all buttons to be seen from the base layer.

[Pop Up Box}
A rectangle box with text will appear to the left of the triangle and the color will match the button the learner clicked.

Back button will appear in the upper right corner under the title bar. | [Rectangle]

Information on one of your documents shows project information assigned to you, and is labeled Confidential Unclassified Information (CUI). If your document was shared without your authorization, this is a breach of confidentiality because CUI should not be shared without | When thinking of confidentiality, imagine that information on one of your documents shows project information assigned to you, and is labeled confidential unclassified information or C.U.I. If your document was shared without your authorization, this is a breach of confidentiality because C.U.I. should not be shared without authorization or permission. Select the next pillar. | Rectangle and back button have a random bar animation.

Animation aligns with the VO

The state of the Confidentiality button to viewed when the user clicks.

Buttons from other layers should not be clickable. |

Bring the triangle from the base layer to this layer.	authorization or permission.		

Notes:

Slide [2.4c]/ Menu Title: Availability (hidden from menu)			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] Allow the background picture, header, side line and triangle with all buttons to be seen from the base layer. [Pop Up Box} A rectangle box with text will appear to the left of the triangle and the color will match the button the learner clicked. Back button will appear in the upper right corner under the title bar. Bring the triangle from the base layer to this layer.	[Rectangle] You return to your workstation and no longer can access your computer because someone else has locked you out. This is a breach of availability because information is only allowed to be accessed by anyone authorized to do so in an appropriate manner and timeline.	When thinking of availability, imagine you return to your workstation and no longer can access your computer because someone else has locked you out. this is a breach of availability because information is only allowed to be accessed by anyone authorized to do so in an appropriate manner and timeframe. Select the next pillar.	Rectangle and back button have a random bar animation. Animation aligns with the VO The state of the Availability button to viewed when the user clicks. Buttons from other layers should not be clickable.

Notes:

Slide [2.5]/ Menu Title: Knowledge Check			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] see global comments for layout [Question] Graded multiple answer question (not included in quiz) The question is positioned below the title bar and the options are below the question.	[Slide Title] **Let's Check Your Learning** [Question] What are the 3 principles of Privacy & Security? [Options] Safeguarding **Transparency** **Notice** **Choice** [Custom Feedback] [Correct] Great job! You are correct! Transparency, notice and choice are the 3 principles of privacy and security. [Incorrect] Nice Try! The 3 principles of privacy and security are transparency, notice and choice. [Try Again] Nice Try! Try again!	Let's check your learning! What are 3 principles of privacy and security? [Custom feedback given on all layers] [Failure Layer] Nice Try! The 3 principles of privacy and security are transparency, notice and choice. [Success Layer] Great job! You are correct! transparency, notice, and choice are the 3 principles of privacy and security. [Try Again Layer] Nice Try! Try again!	Question flies in from the right and the animation is aligned with VO. Learner will have 2 tries on the KC. Custom feedback given with try again, correct and incorrect. Continue button advances learner to next slide.

Notes:

[Background] see global comments for layout	[Slide Title] **Lesson 2** Information Security: Types of Privacy	Welcome to lesson 2. In this lesson, you will learn about the types of privacy. Click next to continue.	Text will have a grow animation.
Notes:			

Slide [3.2]/ Menu Title: Types of Privacy			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout 3 Large Lock Icons (made into a button) as used in previous slides are lined up to the line from background on the left to about the same distance on the right and are evenly distributed horizontally. Below the lock icon is the type of privacy for the icon	[Slide Title] **Types of Privacy** [Under each lock icon] Personally Identifiable Information (PII) Sensitive Personally Identifiable Information (SPII) Controlled Unclassified Information (CUI)	[*Insert Script Text*] There are 3 main types of privacy. P.I.I. or Personally Identifiable Information, S.P.I.I. or Sensitive personally identifiable information, and C.U.I. or Controlled unclassified information. Each type of privacy involves a different level of security. Click on the lock icon to learn more.	Learners should not be able to click on the icon until the end of the VO. Icons and text are animated with random bars. All animation is aligned with VO. States are set for the Lock Icon Buttons to hover, normal and viewed. The next button is disabled at the start of the timeline on this slide The next button should return to normal after all the lock icons have a state of viewed.

Notes:

Slide [3.2a]/ Menu Title: PII (hidden from menu)			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] The picture, title bar and left line appear through from the base layer. A semi transparent box takes up the majority of the slide and icons that fit the different types of privacy are located inside the box with the label under them. The back button is located in the lower right corner of the slide.	[text under icon] Name Social Security Number Driver's License Gender Birthday Place of Birth Citizenship Various other types of information [Button] Back	[*Insert Script Text*] P.I.I. is information that can be found and distributed without consent. This information includes your name, social security number, driver's license, gender, birthday, place of birth, citizenship, and other various types of information. Click back to select a new type of privacy.	The semitransparent box and all the icons inside have a random bar animation. The back button has random bar animation. All animations align with VO. The back button takes the learner back to "this slide".
Notes:			

Slide [3.2b]/ Menu Title: SPII (hidden from menu)			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] The picture, title bar and left line appear through from the base layer. 3 semi transparent boxes takes up the majority of the slide and are allied from the lines on the left of the base layer to an equal distance	[Box 1–far left] Category 1 ● Social Security Number ● Driver's License ● State ID Number ● Passport Number	[*Insert Script Text*] S.P.I.I. has 3 different categories and includes things that should not be made public. Information in category 1 includes things like: social security numbers, driver's license, state identification numbers, passport numbers, alien	The semi transparent boxes and all text inside have a random bar animation. The back button has random bar animation. All animations align with VO.

on the right and horizontally distributed. Text inside the box is in bullet form.

The back button is located in the lower right corner of the slide. | • Alien Registration Number
• Biometric Identifiers

[Box 2–middle]
Category 2
• Medical Information

[Box 3–far right]
Category 3
• Financial Information | registration numbers, and biometric identifiers. Category 2 information includes any medical information associated with an individual. And, finally, category 3 includes any financial account information associated with an individual. Click back to select a new type of privacy. | The back button takes the learner back to "this slide". |

Notes:

Slide [3.2c]/ Menu Title: CUI (hidden from menu)			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background]
The picture, title bar and left line appear through from the base layer.

A semi transparent boxes takes up half of the slide and is aligned under the title. Text inside the box is in bullet form.

The back button is located in the lower right corner of the slide. | [bullet 1]
Confidential

[bullet 2]
Severe Adverse Affects | [*Insert Script Text*]

C.U.I. is information that has a degree of confidentiality that, if lost, misused, accessed without authorization, or modified, its confidentiality could be compromised and adversely affect national interests, various operations, and yourself. Click back to select a new type of privacy. | The semi transparent box has a random bar animation.

Each bullet inside the box is animated with fly in from right.

The back button has random bar animation.

All animations align with VO.

The back button takes the learner back to "this slide". |
| | | | |

Notes:

Slide [3.3]/ Menu Title: Controlled Unclassified Information			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout Directions are positioned under the title bar. [Tab Interaction] 2 tabs are aligned equidistant from the line on the left of the background to the edge of the right side of the slide. The tabs are different colors within the color palette.	[Slide Title] **Controlled Unclassified Information** [Directions] Click on each tab to learn more! [Button 1–left] Protecting CUI [Button 2–right] Sharing CUI	[*Insert Script Text*] Controlled Unclassified Information has to be treated in a very specific way. There are certain ways it can be shared and who can share it. Click on each tab starting with protecting C.U.I. to learn more.	The next button is disabled at the start of this slide. The next button is set to normal after both tabs have a state of viewed and the Limited Dissemination layer timeline has ended.. The tabs have states of normal, hover and viewed. A transparent rectangle box is over each tab (individually) to restrict the learner from clicking too early. Protecting CUI is clickable first, then Sharing CUI later. Both tabs are clickable from the layers. After the Sharing CUI layer's timeline has finished, the slide automatically advances to the Limited Dissemination layer.
Notes:			

Slide [3.3a]/ Menu Title: Protecting CUI (hidden from menu)			Objective: [2,4]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] The picture, title bar and left line, directions and tabs appear through from the base layer. A box that is the same color as the tab aligns the width of the 2 tabs and extends to close to the bottom of the slide with some space left. Heading text inside the box is bigger than the bulleted text. All text is inside the semi transparent box.	[Heading in Box] Ways to protect CUI [Bullets] ● Safeguard information systems ● Set restrictions	[*Insert Script Text*] Protecting C.U.I. is very important. Protections for C.U.I. are in place through safeguarding information systems from unauthorized access, use, disclosure, modification, or destruction. C.U.I. is protected by restricting how, who, and when information can be shared and used.	Box flies in from the top making it seem like a file folder is opening. Text animation is random bars (set individually). All animation is aligned with VO. Learner can click on both buttons from the layer
Notes:			

Slide [3.3b]/ Menu Title: Sharing CUI (hidden from menu)			Objective: [2,4]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] The picture, title bar and left line, directions and tabs appear through from the base layer. A box that is the same color as the tab aligns the width of the 2 tabs and extends to close to the bottom of the slide with some space left. Heading text inside the box is bigger	[Heading in box] Ways to share CUI [bullet] ● Federal Information designated as CUI has potential *adverse impacts* if compromised.	[*Insert Script Text*] Sharing C.U.I. can only be done in certain ways. Federal information designated as C.U.I. has potential adverse impacts if compromised. Limited Dissemination markings are used to clarify the types of C.U.I. information that can be shared and who it can be shared with.	Box flies in from the top making it seem like a file folder is opening. Text animation is random bars (set individually). All animation is aligned with VO.

than the bulleted text. All text is inside the semi transparent box.			Learner can click on both buttons from the layer Layer will automatically advance to Limited Dissemination layer when the timeline ends.
Notes:			

Slide [3.3c]/ Menu Title: Limited Dissemination Markings (hidden from menu)			Objective: [4]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] The picture, title bar and left line, directions and tabs appear through from the base layer. A 2 column, 8 row table is below the title bar. Heading of the left column is Marking and the heading of the right column is Description. The text under Markings is all caps.	[Slide Title] **Limited Dissemination Markings** [Table] [Left Column] Marking ● NOFORN ● FED ONLY ● FEDCON ● NOCON ● DL ONLY ● REL TO ● DISPLAY [Right column] Description ● No foreign dissemination ● Federal Employees Only	[*Insert Script Text*] Limited dissemination markings will tell who, and how C.U.I. can be shared. The following table shows the marking and description for who it can be shared with. Click the next button when you are ready to move on.	The table flies in from the bottom. All animation aligns with VO. The next button is normal at the completion of the timeline of this layer.

	● Federal Employees and Contractors Only ● No dissemination to Contractors ● Dissemination List Controlled ● Authorized for release to certain nationals only ● Display Only		
Notes:			

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] see global comments for layout [Question] Open form Drag and Drop question (not included in quiz) Directions are positioned under the title. The draggable options are in outlined boxes under the directions. 2 rows of 3. The areas the text is being drug to is 3 lockboxes with the type of privacy	[Slide Title] **Let's Check Your Learning** [Draggable Text] ● passport number **[SPII]** ● alien registration number **[SPII]** ● medical information **[SPII]** ● federal information that can't be compromised **[CUI]**	Let's check your understanding! Drag the types of personal information to the correct type of privacy. [Custom feedback on each layer] [Success Layer] That's right! You selected the correct responses. [Failure Layer] Nice try! PII are things that can be shared without your consent, SPII and things you want to keep secret, and CUI can be harmful if shared and are highly confidential. [Try Again Layer]	Lock Icon and text inside animate with random bars and align with VO. Draggable text disappears when it is dropped to one of the lockboxes. Number variable is set to give 1 point per correct answer. Learner will have 2 tries on the KC. Custom feedback given with try again, correct and incorrect.

inside them. (the lockboxes are the same as slide 3.2 but smaller). Counting up variable score is in upper left corner to keep track.	• name **[PII]** • location of birth **[PII]** [Custom Feedback] [Correct] Great job! You are correct! You selected the correct responses. [Incorrect] Nice Try! PII are things that can be shared without your consent, SPII are things you want to keep secret, and CUI can be harmful if shared and are highly confidential. [Try Again] Nice Try! Try again! [Button on Try again layer] Continue	Nice Try! If you scored less than 5, Try again! If you scored 5 or more or you tried twice, click continue.	Continue buitton on try again layer advances to next slide Continue button advances the learner to the next slide.
Notes:			

Slide [4.1]/ Menu Title: Lesson 3			Objective: [#]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**

[Background] see global comments for layout	[Slide Title] **Lesson 3** Information Security: Sanctions & Penalties	Welcome to Lesson 3. In this lessons you will learn about sanctions and penalties for misuse of private information. Click next to continue.	Text will have a grow animation.
Notes:			

Slide [4.2]/ Menu Title: Misuse of PII & SPII			Objective: [3]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Directions appear under the title bar. [Accordion Interaction] 2 vertical rectangles that take up half the slide together are positioned to the left of the slide, aligned with the lines on the background. The 2 rectangles are different colors out of the color palette.	[Slide Title] **Misuse of PII & SPII** [Rectangle 1-left] Consequences [Rectangle 2-right] Sanctions	There are different sanctions and consequences as a result of the misuse of P.I.I. and S.P.I.I., click on each tab to learn more.	The next button is disabled at the start of the timeline and is then set to normal after both rectangles are viewed. Rectangles have states of normal, hover and viewed. The appropriate layer is shown when the user clicks the rectangle.
Notes:			

Slide [4.2a]/ Menu Title: Sanctions (hidden from menu)			Objective: [3]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] The title, directions and picture of the base layer show through.	[Top text box] Criminal Penalties • Disclosure of PII to any person	There are both criminal and civil penalties under the privacy act. Criminal penalties include: knowingly and willfully disclose P.I.I. to any person not entitled to receive it. Maintain a system of records	Text in the middle rectangle flies in from the bottom and is aligned with VO.

Visual / Display	Slide Text	Narration / Voiceover	Animation / Interaction
The tabs on the accordion are the same color as the base layer. The Sanctions tab is shifted to the far right and the consequences tab is in the same location. There is an added rectangle in between the consequences tab and sanctions tab with headings and bullets.	not entitled to receive it. ● Not meeting public notice requirements with systems of records ● Asking or getting information under false pretenses [Bottom text box] Civil Penalties ● Refuses to amend or grant access ● Fail to comply and maintain accurate, relevant, timely and complete records.	without meeting the public notice requirements. Request or obtain privacy protected information concerning an individual from an agency record under false pretenses. Civil penalties include: unlawfully refusing to amend or grant access for a record after receiving proper request. Failure to comply and maintain accurate, relevant, timely, and complete records in a manner consistent with the privacy act previsions.	Both tabs are clickable from the layers. The sanctions tab changes to a viewed state after the user clicks on it.

Notes:

Slide [4.2b]/ Menu Title: Consequences (hidden from menu)			Objective: [3]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] The title, directions and picture of the base layer show through. The tabs on the accordion are the same color as the base layer.	[Top text box] Criminal Penalties ● Misdemeanors and/or fine up to $5000 for each offense	Linking with the sanctions are both criminal and civil consequences. Criminal consequences include misdemeanors and, or a fine up to $5,000 for each offense. Civil penalties include a payment of at least $1,000 in actual damages and	Text in far left rectangle flies in from the bottom and is aligned with VO. Both tabs are clickable from the layers.

		reasonable attorney's fees for each offense.	
The Sanctions and consequences tab are shifted to the far right. There is an added rectangle in open space to the left with headings and bullets.	[Bottom text box] Civil Penalties ● Payment of at least $1000 actual damages and reasonable attorney's fees for each offense		The Consequences tab changes to a viewed state after the user clicks on it.
Notes:			

Slide [4.3]/ Menu Title: Knowledge Check			Objective: [3]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout [Question] Graded multiple choice question (not included in quiz) The question is positioned below the title bar and the options are below the question.	[Slide Title] **Let's Check Your Learning** [Question] Which type of offense is it when you knowingly and willfully disclose PII to any person not entitled to receive it? [Options] **Criminal** Civil [Custom Feedback] [Correct]	Let's Check your learning! Which type of offense is it when you knowingly and willfully disclose P.I.I. to any person not entitled to receive it? [Custom feedback on each layer] [Success Layer] That's right! Click continue to go to the next lesson! [Failure Layer] Nice try! It is a criminal penalty to knowing and willfully share P.I.I. information. Click continue to go to the next lesson.	Question flies in from the right and the animation is aligned with VO. Learner will have 2 tries on the KC. Custom feedback given with try again, correct and incorrect. Continue button advances the learner to the next slide.

		Great job! You selected the correct response! [Incorrect] Nice Try! The 3 principles of privacy and security are transparency, notice and choice. [Try Again] Nice Try! Try again!	
Notes:			

Slide [5.1]/ Menu Title: Course Summary			Objective: [#]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout [Icon] A lock icon will be used as a "bullet" for 4 learning objectives The heading is positioned under the title	[Slide Title] **Course Summary** [Heading] Now you are able to: [icon "bullets"] Describe the importance and components of Privacy & Security. Identify the types of privacy (CUI, PII, SPII) Describe the sanctions and consequences of misusing PII and SPII.	Welcome to the course summary and quiz! After completing this course, you are now able to: describe the importance and components of Privacy and security. identify the types of privacy (C.U.I.; P.I.I.; and S.P.I.I.). describe the sanctions and consequences of misusing P.I.I. and S.P.I.I.; as well as, explain how to share C.U.I. information and with whom it can be shared. click next to continue.	Group the lock bullet with the text to ensure appropriate animation. All text and buttons will fly in from the right. All animations align with VO.

	Explain how to share CUI information.		
Notes:			

Slide [5.2]/ Menu Title: Quiz			Objective: [#]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout The heading is positioned under the title. Directions and Quiz description is under the heading. The "Start Quiz" button is on the bottom right-center of the slide.	[Slide Title] **Quiz** [Heading] Time to Check Your Understanding [Directions/Quiz Description] The next 6 slides have questions regarding the information you just learned. In order to pass the course, you need a score of 80% or higher. Click Start Quiz to begin. [Button] Start Quiz	Now it is time to check your understanding of the course. The next 6 slides have questions regarding the information you just learned. In order to pass this course, you need a score of 80% or higher. Click Start Quiz to begin.	Head has the grow animation. Directions/Quiz Description flies in from the right. Start Quiz button flies in from the bottom. All animation is aligned with VO. Start quiz button takes the learner to the first question on slide 5.3.
Notes:			

Slide [5.3]/ Menu Title: Question 1 (hidden from menu)			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout [Question] Graded multiple choice question (graded in results) The question is positioned below the title bar and the options are below the question.	[Slide Title] **Question 1** [Question] What are the 3 principles of Privacy & Security? [Options] Transparency, Notice, Information **Transparency, Notice, Choice** Visibility, Notice, Choicel	Question 1: What are the 3 principles of Privacy and security?	Question is animated with random bars and is aligned to the VO. Submit button advances the learner to the next slide.
Notes:			

Slide [5.3a]/ Menu Title: Question 1 Review (hidden from menu)			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
All text from the base layer is showing through to this layer Semi transparent box is in the open space to not cover the text on the base layer.	[Slide Title] Allow for people to have choice Know when their information is being shared	The 3 principles of Privacy and Security involve core principles that allow for people to have choice, know when their information is being shared and understand when it is being shared.	semi transparent box with text animates with random bars at the start of the slide.

	understand when it is being shared		
Notes:			

Slide [5.4]/ Menu Title: Question 2 (hidden from menu)			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout [Question] Graded multiple answer question (graded in results) The question is positioned below the title bar and the options are below the question.	[Slide Title] **Question 2** [Question] Why is information security and privacy important? (Select all that apply) [Options] Ensure all data is accessible **Limit risk and potential consequences by keeping information safe** **Protect individual privacy of PII and SPII in Agency care** **Limit resource usage violations and vulnerabilities**	Question 2: Why is information security and privacy important? (Select all that apply).	Question is animated with random bars and is aligned to the VO. Submit button advances the learner to the next slide.
Notes:			

Slide [5.4a]/ Menu Title: Question 2 Review (hidden from menu)			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
All text from the base layer is showing through to this layer Semi transparent box is in the open space to not cover the text on the base layer.	[Slide Title] Keep information private and secure.	There are 7 reasons why information security are important. All of the reasons involve keeping information private and secure.	semi transparent box with text animates with random bars at the start of the slide.
Notes:			

Slide [5.5]/ Menu Title: Question 3 (hidden from menu)			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] see global comments for layout [Question] Graded multiple answer question (graded in results) The question is positioned below the title bar and the options are below the question.	[Slide Title] **Question 3** [Question] What are the 3 pillars of cybersecurity? [Options] **Integrity** Safety **Confidentiality** **Availability**	Question 3: What are the 3 pillars of cybersecurity?	Question is animated with random bars and is aligned to the VO. Submit button advances the learner to the next slide.
Notes:			

Slide [5.5a]/ Menu Title: Question 3 Review (hidden from menu)			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
All text from the base layer is showing through to this layer Semi transparent box is in the open space to not cover the text on the base layer.	[Slide Title] Stored Processed Transmitted	The 3 pillars limit access to protect information stored, processed, and transmitted.	semi transparent box with text animates with random bars at the start of the slide.
Notes:			

Slide [5.6]/ Menu Title: Question 4 (hidden from menu)			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] see global comments for layout [Question] Graded matching drag and drop question (graded in results) The question is positioned below the title bar and the options are below the question.	[Slide Title] **Question 4** [Question] Match the definition to the type of privacy. [privacy type] CUI SPII PII [Definition] Information that can cause adverse impacts and can be critical to	Question 4: Match the definition to the type of privacy by dragging the definition.	Question is animated with random bars and is aligned to the VO. Submit button advances the learner to the next slide.

	mission and success of federal agencies **(CUI)** Has 3 categories with different levels of privacy. This data should not be made public. **(SPII)** Can be distributed without consent (ex. name, birthday, gender) **(PII)**		
Notes:			

Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
All text from the base layer is showing through to this layer Semi transparent box is in the open space to not cover the text on the base layer.	[Slide Title] CUI is private. SPII has different categories. PII could possibly be shared without your knowledge.	C.U.I. is information that is highly private. There are different categories of S.P.I.I.; and P.I.I. is informaiton that could possibly be shared without your knowledge.	semi transparent box with text animates with random bars at the start of the slide.
Notes:			

Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**

[Background]	[Slide Title]	Question 5: Choose the correct	Question is animated with
see global comments for layout	**Question 5**	description for each sanction or	random bars and is aligned to
		consequence. choose the description by	the VO.
[Question]	[Question]	clicking on the drop down and selecting.	
Graded matching drop down	Choose the correct		Submit button advances the
question (graded in results)	description for each		learner to the next slide.
	sanction or		
The question is positioned below	consequence.		
the title bar and the options are			
below the question.	[option]		
	Criminal Sanction		
	Civil Sanction		
	Criminal Consequence		
	Civil Consequence		
	[Description]		
	maintain a system of		
	records without meeting		
	the public notice		
	requirements **(Criminal**		
	Sanction)		
	unlawfully refuse to		
	amend or grant access to		
	records after proper		
	request has been sent		
	(Civil Sanction)		
	misdemeanor and/or		
	fine up to $5000		
	(Criminal Consequence)		
	at least $1000 in		
	damages and attorney		
	fees **(Civil**		
	Consequences)		

Notes:

Slide [5.7a]/ Menu Title: Question 5 Review (hidden from menu)			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
All text from the base layer is showing through to this layer Semi transparent box is in the open space to not cover the text on the base layer.	[Slide Title] Civil sanctions are more sever than criminal sanctions	The consequences for criminal are more severe than the civil, and the criminal sanctions involve not meeting public requirements while the civil sanctions involve not granting access.	semi transparent box with text animates with random bars at the start of the slide.
Notes:			

Slide [5.8]/ Menu Title: Question 6 (hidden from menu)			Objective: [4]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] see global comments for layout [Question] Graded matching drag and drop question (graded in results) The question is positioned below the title bar and the options are below the question.	[Slide Title] **Question 6** [Question] Match the Limited Dissemination Markings. [Marking] FED ONLY DISPLAY FEDCON [Description]	Question 6: Match the description to the Limited Dissemination marking by dragging the definition.	Question is animated with random bars and is aligned to the VO. Submit button advances the learner to the next slide.

	Federal Employees Only **(FED ONLY)** Display Only **(DISPLAY)** Federal Employee and Contractors Only **(FEDCON)**		
Notes:			

Slide [5.8a]/ Menu Title: Question 6 Review (hidden from menu) 4			Objective: [4]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
All text from the base layer is showing through to this layer

Semi transparent box is in the open space to not cover the text on the base layer. | [Slide Title] Display only (DISPLAY) Federal employees only (FED) Federal employees and contractors only (FEDCON) | The Limited Dissemination Markings allow documents to be display only, be viewed by federal employees only or federal employees and contractors only. | semi transparent box with text animates with random bars at the start of the slide. |
| **Notes:** | | | |

Slide [5.9]/ Menu Title: Quiz Results (hidden from menu)			Objective: [#]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout

The learners percent score should be the only one that displays | [Slide Title] **Results**

Storyline generated box with "Your Score" | [*Insert Script Text*] | Learner will have as many attempts to pass the quiz as needed. |
| **Notes:** | | | |

Slide [5.9a]/ Menu Title: Success (Hidden from menu)			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] see global comments for layout The learners percent score should be the only one that displays Storyline generated green checkmark Buttons located below the learners score next to each other.	[Slide Title] [Object] Green check mark in circle [test] Nice job, you passed! Learner's score [Buttons] Review Quiz Finish	[*Insert Script Text*] Congratulations! You Passed!	Review Quiz button takes the learner through the quiz to see the answers Finish button takes the learner to slide 5.10
Notes:			

Slide [5.9b]/ Menu Title: Failure (hidden from menu)			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Background] see global comments for layout The learners percent score should be the only one that displays Storyline generated red circle with x Buttons located below the learners score next to each other.	[Slide Title] [Object] Red circle with X [test] Sorry, you didn't pass Learner's score [Buttons]	[*Insert Script Text*] Nice Try! You need to score an 80% to successfully pass this course. Take some time to review the quiz and try again!	Review Quiz button takes the learner through the quiz to see the answers Retry Quiz button takes the learner to beginning of quiz and the quiz results are reset.

	Review Quiz		
	Retry Quz		

Notes:

Slide [5.10]/ Menu Title: Congratulations			Objective: [#]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Background] see global comments for layout Green check animation below the title bar. Message to the learner below the animation. Button at the bottom left of the slide.	[Slide Title] **Congratulations!!** [object] Green check video [Text] Congratulations on successfully completing the course on Information Security! [Button] Exit Course	[*Insert Script Text*] Congratulations! You have successfully completed this course! Click Exit Course to finish.	[Video] Green checkmark to signify success! The Exit Course button exits the learner from the course.
Notes:			