

Module Title: Email Security for Employees

Target Audience: All current Safe & Sound Insurance employees and new hires.

- This will include a range of ages and computer expertise. However, all employees should have basic (entry-level) knowledge of and be able to use a computer and email account.
- Current employees will already have passwords set up for their email accounts, but they may need to be updated after the training.

Learning Objectives:

Terminal LOs:

1. Create a strong password.
2. Identify phishing email scams
3. Respond to phishing email scams appropriately

Enabling LOs:

1. Explain the vital role of email security in safeguarding client information.
2. Identify the 3 criteria for a strong password.

Seat Time:

- 20 mins.

Outline:

- Welcome
- Navigation
- Introduce Workplace Scenario
- Learning Objectives
- Importance of Email Security
- Pre-Assessment
- How to Secure Your Email
- Knowledge Check
- Phishing Email Awareness
- How to Identify a Phishing Email
- Knowledge Check
- How to Handle Phishing Email
- Summary
- Wrap-Up
- Final Graded Quiz
- Congratulations

Font:

- Roboto Black (headings), font size 30
- Open Sans (body)

Color Palette: using colors of Safe & Sound logo

**Module Resources/References:**

- [Shell Gas Card Phishing Example](#).pdf
- [FedEx Phishing Example](#).pdf

Directions:

- Please provide feedback, especially on phishing content, via comments

Global Comments:

- Slide dimensions are 16:9 ratio with slide size (1280:720)
- Use Modern Player in Storyline
- All slides and layers will show a custom solid black bottom border (except first and last slides)
- All slides and layers will show a custom title bar using company logo and color palette(except first and last slides)



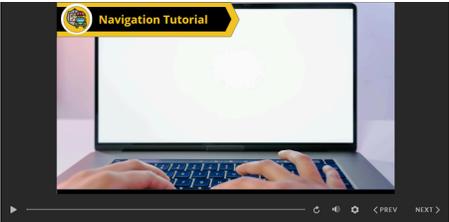
- Use custom color scheme for shapes throughout (see Color Palette); white font on colored background / dark blue font on white background
- Text in [brackets] should not appear on the slide or be recorded in voiceover (VO)
- If text in a caption bubble (speech bubble) is too long to display at once, fade-out/fade-in text in the caption (speech bubble) and arrange sequentially on timeline; do not use scrolling text in captions
- Seekbar visible and controllable for learner on all slides and layers; Menu is “free” in the Player properties.
- Avatars: 2 photographic avatars (Jet and Laura from Storyline Content 360 library) represent Daniel (employee) and Ava (IT Dept.)

Slide: [1.1] / Menu Title: Welcome			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No top/bottom border</p> <p>Background image: Photographic image of open laptop keyboard</p>  <p>Course title set in semitransparent rectangular shape overlaying the background image (toward the left, off center), palette color #AAB2BD, 10% transparency</p> <p>Company logo centered above course title</p>  <p>Custom Start and Navigation buttons, palette color #C0504D</p>	<p>[Slide Title] Email Security Training for Employees</p> <p>[buttons] Click the Start button to begin. Start</p> <p>[Directions] Click the Navigation button or a navigation tutorial. Navigation</p>	<p><i>Welcome to Email Security Training for all Safe & Sound Insurance employees. All current and new employees are required to pass the course, as you are our first line of defense in safeguarding client information.</i></p> <p><i>For a brief tutorial of the course menu and navigation, click the Navigation button. Or click Start to begin the course now.</i></p>	<p>The Start and Navigation buttons will fade in timed with the VO reference</p> <p>The Start button will jump to slide 1.2</p> <p>The Navigation button will jump slide 1.3</p> <p>Next/Previous removed from Player</p>

Slide: [1.2] / Menu Title: Workplace Scenario			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top title bar and black bottom border</p> <p>Background image: Photographic image of casual office space</p>  <p>Both Ava (Laura avatar) and Daniel (Jet avatar) are on the slide, slightly off center toward the right side (like they are standing in the hallway)</p> <p>Daniel- is on the left facing front</p> <p>Ava- is on the right, first pose is looking down at tablet, then switches to looking up, happy to help, once Daniel addresses her (2 poses)</p> <p>Caption bubbles (speech bubbles) track Daniel's thoughts and their conversation on screen. As Daniel and Ava converse, the caption shape will remain between them.</p>	<p>[Slide Title] Workplace Scenario</p> <p>[Ava caption] Oh no! Another phishing email has gone undetected.</p> <p>[Daniel caption] Ava, what are you talking about?</p> <p>[Ava caption] At Safe & Sound Insurance we prioritize safeguarding client information, but everyone needs to do their part including you Daniel.</p> <p>[Daniel Caption] I want to be part of the solution, but I don't even know what a phishing email is!</p> <p>Ava, since you're in the IT department, can you help?</p> <p>[Ava caption] I will absolutely teach you about phishing emails so you can help protect confidential information.</p> <p>[Directions] Click the computer to find out</p>	<p>[Ava] [1] Oh no! Another phishing email has gone undetected by an employee.</p> <p>[Daniel] [2] Ava, what are you talking about?</p> <p>[Ava] [3] At Safe & Sound Insurance we prioritize safeguarding client information stored in emails, but everyone needs to do their part, including you Daniel.</p> <p>[Daniel] [4] I want to be part of the solution, but I don't even know what a phishing email is.</p> <p>[5] Ava, since you're in the IT department, can you help?</p> <p>[Ava] [6] I will absolutely teach you about phishing emails so you can help protect confidential information.</p>	<p>Slide begins with both Daniel and Ava already on the slide.</p> <p>Caption bubbles track their conversation, with slide text fading in and out on timeline, timed with the VO.</p> <p>When VO directs learner to click on computer, computer state will change to glow</p> <p>When VO directs the learner to click on the computer, it will trigger jumping to the next slide.</p> <p>Directions to click on the computer will fade in with the VO.</p> <p>The Next button will be hidden on this slide.</p>

Open Laptop (illustration) clearly displayed on office desk to the left of Daniel with directions centered above it	what Daniel will learn.		
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Notes:

Slide: [1.3] / Menu Title: Navigation			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Player shows the Menu on the left.</p> <p>Custom top title bar and black bottom border</p> <p>Background image: Photographic image of open laptop with hands typing</p>  <p>Image filling white laptop screen: Snippet of image with player seekbar</p>  <p>Arrows point to player features,</p>	<p>[Slide Title] Navigation Tutorial</p>	<p><i>Course Navigation Tutorial. Use the Menu to the left to see what's to come or to go back to any section as you need. Near the bottom right you will find buttons to adjust the volume, or adjust the settings.</i></p> <p><i>Use the left arrow button to go back to the previous slide. Or use the right arrow button to move on to the next slide. Use the seekbar to pause the audio at any time.</i></p> <p><i>Resources, such as pdfs, are located here.</i></p> <p><i>Click the next arrow button now to begin the course.</i></p>	<p>Arrows will fade in timed with their reference in the audio.</p> <p>Next button jumps to next slide 1.2</p>

use color #74B8F1			
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Slide: [1.4] / Menu Title: Learning Objectives			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top title bar and black bottom border</p> <p>Background image: Same open laptop with hands typing as slide 1.3</p> <p>Ava avatar only, all the way to the right in same pose as slide 1.2, slightly larger, facing front, happy to help</p> <p>Caption bubble shows Ava's thoughts on screen</p> <p>Learning Objectives will fly in from the left inside the computer image screen and will align to the left side of the computer image screen.</p> <p>The Learning Objectives will appear in 3 parallelograms (one for each LO), use palette color #69D6F4</p>	<p>[Slide Title] Learning Objectives</p> <p>[Ava caption] By the time we finish, you'll be able to:</p> <p>[Learning Objectives] Determine the strength of a password.</p> <p>Identify phishing email scams.</p> <p>Handle phishing emails appropriately.</p>	<p>[Ava] [1] <i>By the time we finish, you'll be able to:</i></p> <p><i>Determine the strength of a password.</i></p> <p><i>Identify phishing email scams</i></p> <p><i>And, how to appropriately handle them.</i></p> <p>[Narrator] [2] <i>Click Next to begin the course.</i></p>	<p>Ava is already on screen when slide starts, caption bubble fades in and out timed with the VO</p> <p>On the left side of the screen, the learning objectives will fly in timed with the VO.</p> <p>Next button is hidden on this slide until the last LO is stated (Ava audio ends)</p>
Notes:			

Slide: [1.5] / Menu Title: Importance of Email Security			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Custom top title bar and black bottom border

Background image:
Same Photographic image of casual office space as slide 1.2

Both Ava and Daniel are on the slide, slightly off center toward the right side (like slide 1.2)

Daniel- is on the left facing Ava, listening

Ava- is on the right, in same pose as slide 1.2 facing front

Caption bubbles (speech bubbles) track Daniel's thoughts and their conversation on screen. As Daniel and Ava converse, the caption shape will remain.

2 custom circle buttons, use palette color #69D6F4, with dark blue email icons in the middle of each, are to the left of Daniel, large enough to hold text.



Icon 1
Icon 2

[Slide Title]
Importance of Email Security

[Daniel caption]
So, **why** do I even need to secure my email?

[Ava caption]
Recently, there has been an influx of data breaches around the world.

Email accounts are **frequently targeted** by hackers, scammers, and others with malicious intent who could **gain access** to personal, private information stored in emails.

By tightening up email security, Safe & Sound Insurance can protect the privacy of its clients.

[Directions]
Click each icon to reveal *shocking* statistics.

[Daniel]
[1] So, why do I even need to secure my email?

[Ava]
[2] Recently there has been an influx of data breaches around the world.

[3] Email accounts are frequently target by hackers,scammers, and others with malicious intent who could gain access to personal, private information stored in emails.

[4] By tightening up email security Safe & Sound Insurance can protect the privacy of its clients.

[Narrator]
Click each icon to reveal shocking statistics that provide further insight into this issue. Then, click next to continue.

Both avatars are already on the slide.

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

Blue buttons are already visible on the slide

Buttons have glow hover states.

Directions to click on the icon buttons will fade in with the VO.

Next button is hidden on this slide until each icon has been visited.



Directions are centered directly above, white fill with dark blue text

Slide: [1.5a] / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[base layer]	In 2023, “ 59% of respondents say cyber attacks are growing increasingly sophisticated” (mimecast).	<i>none</i>	When the button is clicked, statistics are revealed within the circle.
Notes: buttons can be selected in any order			

Slide: [1.5b] / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[base layer]	Going into 2023, “ 75% of companies have experienced an increase in email-based threats” (mimecast).	<i>none</i>	When the button is clicked, statistics are revealed within the circle.

Notes: buttons can be selected in any order

Slide: [1.6] / Menu Title: Importance of Email Security [hidden from menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom black bottom border only</p> <p>Background image: Same open laptop with hands typing as slide 1.3</p> <p>Directions white filled text box with dark blue font, centered at top inside computer screen</p> <p>3 snip corner rectangle shapes, use palette color #A0D468, side by side with explanation answer options</p>	<p>[pre-assessment question]</p> <p>[Directions] Daniel is now responsible for explaining the importance of email security to the rest of his team. Select the explanation you think is best.</p> <p>[Answer Option 1- left] It is crucial we take measures to secure our email accounts to prevent our boss or coworkers from gaining access to confidential client information stored there.</p> <p>[Answer Option 2- middle] Taking steps to secure our email accounts is crucial to ensuring we don't share confidential client information stored there.</p> <p>[Answer Option 3- CORRECT] Scammers target email accounts to gain access to confidential client information stored there. We must take the necessary measures to protect that information.</p>	<p><i>[Narrator- directions]</i> <i>[1] Think about the vital role email security plays for a company like Safe & Sound Insurance.</i> <i>Daniel is now responsible for explaining the importance of email security to the rest of his team.</i> <i>To assist Daniel, select the explanation you think is best.</i></p> <p><i>[Narrator- left option audio]</i> <i>[2] Not quite. Email security is more about protecting confidential client information from outsiders. Our boss or coworkers may also need access to that information to assist clients.</i></p> <p><i>[Narrator- middle option audio]</i> <i>[3] Close. It is crucial to take steps to ensure we don't share our client information with outsiders of the company.</i></p> <p><i>[Narrator- right optio-CORRECT-audio]</i> <i>[4] Exactly! We must take the necessary measures to protect confidential client information from hackers and scammers who target email accounts,</i></p>	<p>Rectangles with answer choices grow in from the bottom right corner of the slide with an entrance animation</p> <p>Learner is restricted from clicking on the answer choices until the Directions VO completes.</p> <p>Learners can click on any answer choice rectangle. Each rectangle with text has a hover state.</p> <p>Each answer choice triggers a different VO response and triggers "EXACTLY!" or "Try Again" to appear in place of the previous text, depending on the answer chosen.</p> <p>Learners can freely click among the answer choices to get feedback until they select the correct answer. Audio should not overlap.</p> <p>When the audio completes on the CORRECT answer, slide will auto-advance to next Slide 1.7.</p> <p>Next Button is hidden on this slide.</p>

		<i>otherwise we lose the trust of our clients..</i>	
Notes:			

Slide: [1.7] / Menu Title: How to Keep Email Secure			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top title bar and black bottom border</p> <p>Background image: Same Photographic image of casual office space as slide 1.2</p> <p>Both Daniel and Ava avatars are in the same poses we last saw them in, facing front. This time they are positioned all the way to the left side of the slide, same distance apart to fit caption bubbles between them</p> <p>Custom lock button is clearly visible on the right side (use lock icon from 360 content library), square shape behind it to make it easier to see and click, use palette color #AAB2BD, aligned with the top of Ava's head</p> <p>Directions centered above lock, top right (aligned with title bar)</p>	<p>[Slide Title] How to Secure Your Email</p> <p>[Daniel caption] Wow. Securing our email accounts is really important to both the company and our clients. So, where do I even begin?</p> <p>[Ava caption] It actually begins with your password. The main way to secure your email account is to create a strong password and <u>never</u> share it.</p> <p>[Directions] Find out what makes a password strong by clicking the lock.</p>	<p><i>[Insert Script Text]</i></p>	<p>Both avatars are already on the slide.</p> <p>Caption bubbles track their conversation, with slide text fading in and out on timeline, timed with the VO.</p> <p>Directions to click on the lock icon button will fade in with the VO.</p> <p>Next button is hidden on this slide until lock layer is visited.</p>
Notes:			

Slide: [1.7a] / Menu Title:	LO: 1
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[base layer]</p> <p>Ava pose is now facing front but indicating to the right (toward the criterion)</p> <p>Lock icon is now closed and yellow, use color #F2C911</p> <p>3 stacked rectangles hold the criterion, use palette color #69D6F4</p> <p>dark blue check mark icon precedes text in rectangle, but check mark is slightly larger than rectangle and carries over the top</p> <p>Password example uses 12 point star shape filled with palette color #AAB2BD and is located between avatars.</p>	<p>[password criterion]</p> <p>Should be easy to remember, yet difficult for others to guess,</p> <p>Avoids common phrases; and is completely original</p> <p>Should be at least 8 characters mixed with numbers & symbols</p> <p>[example]</p> <p>19rand0m_Drag0n\$\$</p>	<p><i>[Narrator]</i></p> <p><i>[1] Strong Passwords Should be easy for you to remember, yet difficult for others to guess,</i></p> <p><i>Avoids common phrases; and is completely original</i></p> <p><i>And Finally, passwords Should be at least 8 characters mixed with numbers & symbols</i></p> <p><i>For example, 19rand0m_Drag0n\$\$ is difficult to guess, completely original, is longer than 8 characters, and uses a mix of numbers, letters, and symbols.</i></p>	<p>On the right side of the slide, under the lock, the criterion will float in from the bottom timed with the VO.</p> <p>Password example flies in from bottom between avatars timed with the VO.</p> <p>Next button is hidden</p> <p>Advances to the next slide automatically when the timeline ends.</p>
Notes:			

Slide: [1.8] / Menu Title: Knowledge Check 1			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top title bar and black bottom border</p> <p>Background image: Square shape, use palette color #9198A2</p> <p>Daniel avatar all the way to the left side, looking to the right, thinking</p>	<p>[Slide Title] Knowledge Check</p> <p>[Directions] Determine which criterion makes a password strong by placing it in the correct folder.</p> <p>[drag and drop items] (strong) Easy to remember, yet</p>	<p><i>[Narrator]</i></p> <p><i>[1] Let's make sure you understand how to secure your email with a strong password before we move on.</i></p> <p><i>Determine which criterion makes a password strong by dragging and placing it in the correct folder.</i></p> <p><i>Then, Click Submit when you are</i></p>	<p>Freeform drag-and-drop question slide</p> <p>Daniel avatar is already on slide.</p> <p>The drag items should be stacked to only see one at a time and arranged in a scrambled order so they are not already sorted.</p>

<p>2 blue file folders (illustrations from 360 content library) to the right of Daniel, large enough to hold 3 drag and drop items Left folder labeled Weak Right folder labeled Strong</p> <p>Drag and drop options centered, stacked above folders</p> <p>Drag and drop options are blue rectangles, use palette color #1F497D, with white font</p> <p>Directions in top right corner aligned with title bar, white fill w/ dark blue font</p>	<p>difficult to guess</p> <p>(strong) uses 8 or more characters</p> <p>(strong) uses a mix of numbers, symbols and letters</p> <p>(weak) uses under 8 characters</p> <p>(weak) uses a mix of letters and numbers only</p> <p>(weak) uses cliches and common phrases</p> <p>(weak) abc123</p> <p>(Strong) Elevat0r.d1ng\$</p>	<p>done.</p> <p><i>[Incorrect] Not quite. Remember, a strong password must be a mix of letters, numbers and symbols, must be over 8 characters, and easy to remember.</i></p> <p><i>[Try Again] You're starting to get it. Remember, a strong password must be a mix of letters, numbers and symbols, must be over 8 characters, and easy to remember.</i></p>	<p>Allow 2 attempts 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>Each drag item should have a correct and incorrect state. The correct state will look the same as the normal state. The incorrect state should be red. Delay the items states until the interaction is submitted.</p> <p>When the learner clicks Submit, it will show either the correct or try again feedback layer on the first attempt.</p> <p>The dropped items do not reset for the second attempt. The learner will drag the items from where they were dropped.</p> <p>After the second attempt, the learner will see either the correct or incorrect layer.</p>
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Notes:

Slide: [1.8a] / Menu Title: [Correct]			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[base layer]</p> <p>Daniel avatar in same position, but pose is excited</p>	<p>[Daniel caption] That's right! You understand what it takes to create a strong password.</p>	<p><i>That's right! You understand what it takes to create a strong password.</i></p>	<p>Daniel avatar is hidden on base layer</p> <p>Continue button jumps to next slide</p>

<p>Caption bubble to his right</p> <p>Custom Continue button and directions in top right corner</p>	<p>[Directions] Click continue to move on.</p> <p>[Button] Continue</p>	<p><i>Now, Click continue to move on.</i></p>	
Notes:			

Slide: [1.8b] / Menu Title: [Incorrect]			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[base layer]</p> <p>Caption bubble to his right</p> <p>Custom Continue button and directions in top right corner</p>	<p>[Daniel caption] Not quite.</p> <p>[Directions] Click continue to move on.</p> <p>[Button] Continue</p>	<p><i>[1] Not quite. Remember, a strong password must be a mix of letters, numbers and symbols, must be over 8 characters, and easy to remember.</i></p> <p><i>Click Continue to move on.</i></p>	<p>Daniel avatar is hidden on base layer</p> <p>Continue button jumps to next slide</p>
Notes:			

Slide: [1.8c] / Menu Title: [Try Again]			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[base layer]</p> <p>Daniel pose changes to thinking with one hand at his temple.</p> <p>Caption bubble to his right</p>	<p>[Daniel caption] You're starting to get it!</p> <p>[Directions] Click continue to move on.</p>	<p><i>[1] You're starting to get it. Remember, a strong password must be a mix of letters, numbers and symbols, must be over 8</i></p>	<p>Daniel avatar is hidden on base layer</p> <p>Layer is hidden when Try Again is clicked.</p>

CustomTry Again button and directions in top right corner	[Button] Try Again	<i>characters, and easy to remember.</i> <i>Click Try Again.</i>	
Notes:			

Slide: [1.9] / Menu Title: Phishing Awareness			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom title bar and black bottom border</p> <p>Background image: Same casual office photographic image as 1.2</p> <p>Daniel and Ava are to the left (in the hallway) like slide 1.2</p> <p>Daniel is looking toward Ava</p> <p>Ava is looking front, but indicating to the left with a hand down low</p> <p>Caption bubbles are between the avatars</p> <p>3 rectangle shapes with phishing topic, use color #69D6F4. On the left side below title bar Inside rectangle on far right side is a blue + icon Square shape behind + with dash border line</p> <p>Directions are centered above</p>	<p>[Slide Title] Phishing Email Awareness</p> <p>[Directions] Click the plus signs to learn more.</p> <p>[Phishing topics] What is a phishing email? What does a phishing email do? How to identify a phishing email?</p>	<p>[Daniel] [1] <i>I enjoy fishing, Ava, but what is a phishing email?</i></p> <p>[Ava] [2] <i>Like throwing a line to catch a fish, phishing scams send out deceptive emails hoping to snag personal info.</i></p> <p>[Narrator] [3] <i>Click the plus signs to learn more about phishing email basics.</i></p>	<p>Both avatars are already on the slide.</p> <p>Caption bubbles track their conversation, with slide text fading in and out on timeline, timed with the VO.</p> <p>Phishing topic rectangles float in from the bottom</p> <p>Directions to click on the plus signs will fade in with the VO.</p> <p>Next button is hidden on this slide until all layers are visited.</p> <p>Plus signs change to white once visited</p> <p>Plus signs show layer when clicked</p>

rectangles below title bar			
Notes:			

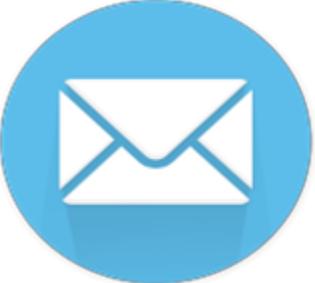
Slide: [1.9a] / Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[base layer]</p> <p>Daniel avatar is now facing the left toward the phishing topics</p> <p>Ava is same pose indicating to the left, but moves closer to Daniel and closes the gap</p> <p>A white text box with blue outline appears below topic title with dark blue text</p> <p>Blue plus sign is now a blue minus - sign</p>	<p>[What is a phishing email?]</p> <p>A phishing email:</p> <ul style="list-style-type: none"> • is deceptive • attempts to trick the recipient • is disguised to resemble emails that the recipient would expect to receive 	<p>[1] <i>A phishing email is a deceptive email that attempts to trick the recipient into providing personal information by opening an attachment or link.</i></p> <p><i>Phishing emails are disguised to resemble emails that the recipient would expect to receive, making them difficult to spot.</i></p>	<p>Both avatars are already on slide. Use motion path to move Ava closer to Daniel when timeline starts on this slide</p> <p>Hide layer when learner clicks minus sign</p>
Notes:			

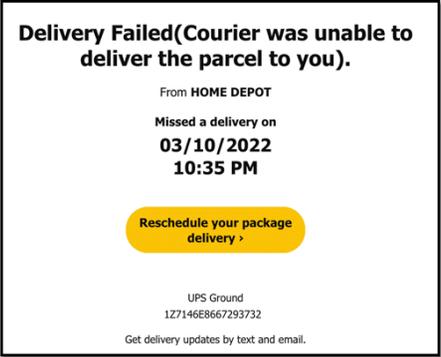
Slide: [1.9b] / Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[base layer]</p> <p>Daniel avatar is now facing the left toward the phishing topics</p> <p>Ava is same pose indicating to the left, but moves closer to Daniel and closes the gap</p>	<p>[What does a phishing email do?]</p> <p>Phishing emails pretend to be:</p> <ul style="list-style-type: none"> • emails from management or executives of your organization 	<p>[1] <i>A phishing email aims to trick the recipient into thinking the phishing email is legitimate so they won't hesitate to enter personal info or open a link or attachment.</i></p> <p><i>Phishing emails pretend to be: emails from management or executives of your organization,</i></p>	<p>Both avatars are already on slide in same position as previous layer (Ava is already moved closer to Daniel)</p> <p>Hide layer when learner clicks minus sign</p>

<p>A white text box with blue outline appears below topic title with dark blue text</p> <p>Blue plus sign is now a blue minus - sign</p>	<ul style="list-style-type: none"> • alerts of suspicious activity on one of your accounts • receipts or confirmation of personal information from online purchases 	<p><i>alerts of suspicious activity on one of your accounts, and even receipts or confirmation of personal information from online purchases.</i></p>	
<p>Notes:</p>			

Slide: [1.9c] / Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[base layer]</p> <p>Daniel avatar is now facing the left toward the phishing topics</p> <p>Ava is same pose indicating to the left, but moves closer to Daniel and closes the gap</p> <p>A white text box with blue outline appears below topic title with dark blue text</p> <p>Blue plus sign is now a blue minus - sign</p>	<p>[How to identify a phishing email]</p> <p>While phishing emails are designed to appear legitimate, there are tell-tale signs that the email received is an imposter:</p> <ul style="list-style-type: none"> • typos and weird email formatting • email address doesn't match name in Inbox • asks recipients to follow a hyperlink 	<p>[1] <i>A phishing email aims to trick the recipient into thinking the phishing email is legitimate so they won't hesitate to enter personal info or open a link or attachment.</i></p> <p><i>Phishing emails pretend to be: emails from management or executives of your organization, alerts of suspicious activity on one of your accounts, and even receipts or confirmation of personal information from online purchases.</i></p>	<p>Both avatars are already on slide.</p> <p>Hide layer when user clicks minus sign</p> <p>Next button returns to normal state when Ava audio completes.</p>
<p>Notes:</p>			

Slide:[1.10] / Menu Title: How to Identify a Phishing Email			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top title bar and custom</p>	<p>[Slide Title]</p>	<p><i>[Daniel caption]</i></p>	<p>Both avatars are already on the</p>

<p>black bottom border</p> <p>Background image: Same photographic office setting as slide 1.2</p> <p>Daniel and Ava avatars are in same pose as slide 1.5 and positioned to the right</p> <p>Enough distance between them to fit the caption bubbles</p> <p>Directions text box centered under slide title bar, white filled with dark blue text, size 14 font</p> <p>Centered under directions is blue email icon, found in Content 360 library</p>  <p>Add red number 3 to icon in top right corner of envelope so it looks like there are 3 emails in inbox (number of examples learner will examine)</p>	<p>Identify a Phishing Email</p> <p>[Daniel caption] Hmmm, Can I see an example?</p> <p>[Ava caption] Absolutely! Let's take a closer look at common phishing emails you may find in your inbox.</p> <p>[Directions] Click the Inbox to identify the signs of a phishing email.</p>	<p>[1] <i>Hmmm, Can I see an example?</i></p> <p>[Ava caption] [2] <i>Absolutely! Let's take a closer look at common phishing emails you may find in your inbox.</i></p> <p>[Narrator] [3] <i>Click the Inbox icon to identify the signs in real phishing emails.</i></p>	<p>slide</p> <p>Caption bubbles track their conversation, with slide text fading in and out on timeline, timed with the VO.</p> <p>Audio- "you've got mail" plays when Ava audio ends. https://drive.google.com/file/d/1pBqrb-W5edV95bBI55MKtf25vxkevTqI/view?usp=drive_link</p> <p>Directions to click on the email icon button will fade in with the VO.</p> <p>When the learner clicks email icon button it takes them to the next slide.</p> <p>Next button is hidden on this slide</p>
<p>Notes: can download and use any free, royalty free "you've got mail" sound effect</p>			

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same title bar, bottom border and background image as previous slide 1.10.</p> <p>In place of avatars is the image of phishing example 1 w/ black border:</p>  <p>2 marker flags on top of email image close to what it is referencing</p>  <p>Directions for flags is centered under title bar</p> <p>Blue trash can icon (from 360 Content library) is located next to the bottom left corner of the email:</p>	<p>[Slide Title] Identify a Phishing Email</p> <p>[Flag directions] Click the red flags to find out what gives this imposter away.</p> <p>[Trashcan directions] Then, click the trash can to see the next example.</p> <p>[flag 1] Sender An obvious indicator of this phishing email is the sender. Usually, these types of emails have a format like 'no-reply@domain.com.' If no purchase/delivery was made this is a major red flag.</p> <p>[flag 2] Typos After "Delivery Failed," the parenthesis follows directly without appropriate spacing to separate the words.</p>	<p>[Narrator] [1] Click the red flags to find out what gives this imposter away.</p> <p>Then, click the trashcan to delete it and view the next example.</p>	<p>Directions for trashcan fade in with VO audio</p> <p>Trash can button is disabled until both flags have been visited.</p> <p>Jump to the next slide when the learner clicks the trash can button.</p> <p>Email image is formatted with Zoom picture enabled</p> <p>Next button is hidden on this slide.</p>



To the left of the trash can icon are the directions for it

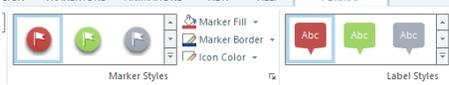
Notes:

Slide: [1.12] / Menu Title: Phishing Example 2 [hidden from menu] LO:

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same as previous slide 1.11</p> <p>Phishing example 2 with black border (in 2 chunks to fit)</p> 	<p>[Slide Title] Identify a Phishing Email</p> <p>[Flag directions] Click the red flags to find out what gives this imposter away.</p> <p>[Trashcan directions] Then, click the trash can to see the next example.</p> <p>[flag 1] Typos/Formatting There are several typos throughout. In the red heading at the top, "Final" should not be capitalized, and claims the reward is \$500, yet directly under that says "\$90 Offer" Finally, the bottom text also has spacing issues in between words.</p> <p>[flag 2] Sender In this phishing email, the sender</p>	<p>[Narrator] [1] Click the red flags to find out what gives this imposter away.</p> <p>You may also click the Resources tab to view a pdf version of this example.</p> <p>Then, click the trashcan to delete it and view the next example.</p>	<p>(same as previous slide) Directions for trashcan fade in with VO audio</p> <p>When the VO says, "You may also click on the resources tab...", an arrow will point to the Resources tab.</p> <p>Trash can button is disabled until both flags have been visited.</p> <p>Jump to the next slide when the learner clicks the trash can button.</p> <p>Email image is formatted with Zoom picture enabled</p> <p>Next button is hidden on this slide.</p>



2 marker flags on top email image close to what it is referencing



Shell Station Department does not match the email: noreplythe@1hhbu.skybluefarm.com. In fact, the name given, Shell Gas Station Department, is not the official company name, which is Shell USA, Inc.

Notes:

Slide: [1.13] / Menu Title: Phishing Example 3 [hidden from menu]

LO:

Visual / Display:

Slide Text:

Narration / Voiceover:

Animation / Interaction:

Same as previous slide 1.12
Phishing example 3 with black border

[Slide Title]
Identify a Phishing Email

[Flag directions]
Click the **red flags** to find out what gives this imposter away.

[Trashcan directions]
Then, click the trash can to delete it and move on.

[flag 1]
Links
There are not only several links/buttons provided to click on, but the whole email is clickable. This increases the chances of the recipient clicking, even accidentally.

[Narrator]
[1] *Click the red flags to find out what gives this imposter away.*

You may also click the Resources tab to view a pdf version of this example.

Then, click the trashcan to delete it and move on.

(same as previous slide)
Directions for trashcan fade in with VO audio

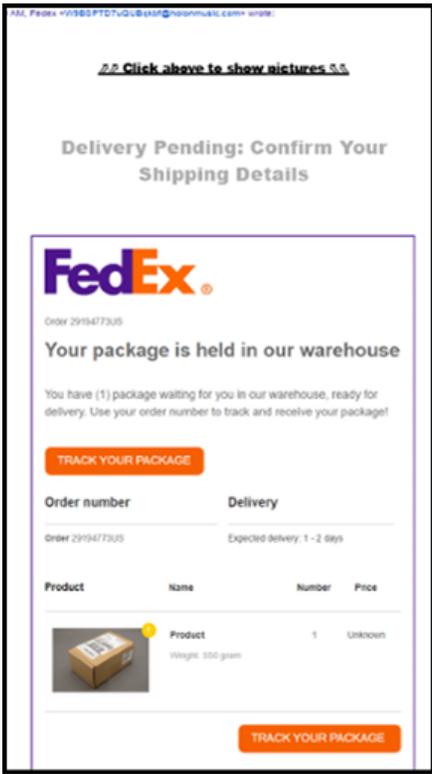
When the VO says, "You may also click on the resources tab..." an arrow will point to the Resources tab.

Trash can button is disabled until both flags have been visited.

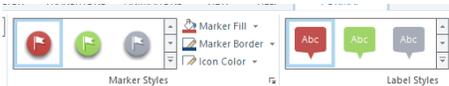
Jump to the next slide when the learner clicks the trash can button.

Email image is formatted with Zoom picture enabled

Next button is hidden on this



2 marker flags on top email image close to what it is referencing



The link at the top is especially suspicious since there is a picture already of the supposed package.

[flag 2]

Sender

In this phishing email, the sender FedEx does not match the email: W9BSPTD7uQUBqkbf@holonmu sic.com. Typically, links to track a package will come from the company you purchased from, not FedEx, and you don't have to click a link to start the shipping process.

slide.

Notes:

Slide: [1.14] / Menu Title: Knowledge Check 2			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as KC 1 Custom top title bar and black	[Slide Title] Knowledge Check	[Narrator] [1] Before you learn how to deal with phishing emails, let's make	This is a multiple response graded question slide.

<p>bottom border</p> <p>Background image: Square shape, use palette color #9198A2</p> <p>Daniel avatar is to the left side facing front, positive</p> <p>Ava avatar is to the right side facing front smiling, pointing to her brain (thinking)</p>	<p>[question] What should you look for to identify a phishing email? <i>Select all that apply.</i></p> <p>[answer choices]</p> <ul style="list-style-type: none"> - typos and weird formatting (CORRECT) - colors, layout, & logo match business or organization email is from - Sender name does not match email address (CORRECT) - Includes attachments or links to open (CORRECT) - a detailed message is provided 	<p><i>sure you understand how to identify them.</i></p>	<p>Both avatars are already on the slide</p> <p>Answer choices are shuffled</p> <p>Feedback by question (provided on layers)</p> <p>Learner gets 2 attempts</p>
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Notes:

Slide: [1.14a] / Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[base layer]</p> <p>Correct layer has same excited Daniel avatar as KC 1, replaces base layer Daniel</p> <p>Ava avatar pose changes to thumbs up, happy</p> <p>Directions and Continue button are in the same place and size as KC 1</p>	<p>[Slide Title] [Correct]</p> <p>[Ava caption] That's right! There are many signs to look for including typos and attachments/links to open.</p> <p>[Directions] Click Continue.</p> <p>[button]</p>	<p>[Ava] [1] <i>That's right! There are many signs to look for including typos and attachments or links to open.</i></p> <p>[2] <i>Click continue to learn what to do when you receive a phishing email.</i></p>	<p>Both avatars are already on the slide.</p> <p>Directions and Continue button fade in with VO audio.</p> <p>Continue button jumps to next slide 1.15</p>

	Continue		
Notes:			

Slide: [1.14b] / Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[base layer]</p> <p>Incorrect layer has same Daniel avatar as KC 1, replaces base layer avatar</p> <p>Ava avatar changes pose to arms crossed, not smiling</p> <p>Directions and Continue button are in the same place and size as Correct layer</p>	<p>[Slide Title] [Incorrect]</p> <p>[Ava caption] Not quite. There are many signs including typos, sender name and email don't match, and includes attachments and links to open.</p>	<p>[Ava] [1] <i>Not quite right. Because hackers and scammers target email accounts, it is important to take measures to protect any personal information stored in emails.</i></p> <p>[2] <i>click continue.</i></p>	<p>Both avatars are already on the slide.</p> <p>Directions and Continue button fade in with VO audio.</p> <p>Continue button jumps to next slide 1.15</p>
Notes:			

Slide: [1.14c] / Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>base layer]</p> <p>Incorrect layer has same Daniel avatar as Incorrect Layer</p> <p>Ava avatar pose changes to arms crossed like Incorrect layer</p>	<p>[Slide Title] [Try Again]</p> <p>[Ava caption] You're starting to get it! There are many signs including typos, sender name and email don't match, and includes attachments and links to open. Please try again.</p>	<p>[Ava] [1] <i>You're starting to get it! There are many signs including typos, sender name and email don't match, and includes attachments and links to open. Please try again.</i></p>	<p>Both avatars are already on the slide.</p> <p>Directions and Try Again button fade in with VO audio.</p> <p>Try again button closes layer, so learner can try again on base layer.</p>

Notes:

Slide: [1.15] / Menu Title: How to Handle Phishing Emails			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top title bar and custom black bottom border</p> <p>Background image: Same photographic office setting</p> <p>Daniel avatar is facing right talking to Ava hands up, centered on slide</p> <p>Ava avatar is on the right side facing Daniel</p> <p>Space between them to fit caption bubbles</p> <p>Laptop computer is visible and to the left of Daniel, same as slide 1.2</p> <p>Directions centered above laptop, same as slide 1.2</p>	<p>[Slide Title] How to Handle Phishing Emails</p> <p>[Daniel caption] There are a lot of signs to look for when identifying a phishing email. What do I do if I accidentally open one?</p> <p>[Ava caption] First, don't panic! Myself and the rest of IT are here if that happens.</p> <p>[Directions] Click the computer to find out how to handle a phishing email.</p>	<p>[Daniel] [1] <i>There are a lot of signs to look for when identifying a phishing email. What do I do if I accidentally open one?</i></p> <p>[Ava] [2] <i>First, don't panic, Daniel. Myself and the rest of IT are here if that happens.</i></p> <p>[Narrator] [3] <i>Click the computer to find out how Daniel should handle a phishing email in his inbox.</i></p>	<p>Both avatars are already on the slide</p> <p>Caption bubbles fade in timed with VO audio</p> <p>Laptop state glows when Ava audio is done playing, like slide 1.2</p> <p>Laptop jumps to next slide when clicked by the learner</p> <p>Next button is hidden on this slide.</p>
Notes:			

Slide: [1.16] / Menu Title: How to Handle Phishing Emails [hidden from menu]			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This slide is an accordion interaction.</p> <p>Custom top title bar and custom</p>	<p>[Slide Title] How to handle Phishing Emails</p> <p>[post-it note text]</p>	<p>[Ava] [1] <i>In order to protect Safe & Sound Insurance's clients and yourself, do NOT open any</i></p>	<p>Directions fade in timed with VO audio</p>

black bottom border

Background image:
Open laptop on a desk, found in
Content 360 Library



Folded corner shape with yellow fill so it looks like a post-it note, is under laptop next to paperclips

Additional Paper Clip illustration from Content 360 Library, angled over it on right side to look attached

Directions centered under title bar

Closed Accordion will show on slide to start.

When the learner clicks on each tab, it will glide to its open position and display the information for that tab.

4 parallelogram shapes makeup accordion tabs:
Far left- fills remaining white space on slide, no icon, never moves, solid fill color #D1E7FA, 30% transparency

Left- use color #74B8F1, 60% transparency, laptop icon

In order to **protect** Safe & Sound Insurance's clients, do **NOT** open any suspicious emails or emails from unknown senders.

[Directions]
Click the blue tabs from left to right to learn more about how to handle phishing emails.

suspicious emails or emails from unknown senders.

[Narrator]
[2] *Click the blue tabs from left to right to learn more about how to handle phishing emails.*

Restrict learners from clicking accordion tabs until audio finishes.

When the learner clicks on each tab, the accordion will smoothly glide open, using a motion path, to the corresponding layer.

Although directions state to go from L to R, be sure to make the accordion tabs clickable so that the learner is able to click freely to start.

Next button is hidden on this slide.

centered in middle			
Middle- use color #74B8F1, 50% transparency, keyboard with lock icon centered in middle			
Right- use color #74B8F1, 40% transparency, keyboard icon with hand pressing space bar centered in middle			

Notes:

Slide: [1.16a] / Menu Title: LO: 3

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[base layer] Hide directions and post-it note base layer items	[Slide Title] If you do happen to get fooled by a phishing email: <ul style="list-style-type: none"> • NEVER click on any links or attachments • NEVER provide any information 	[Ava] [1] <i>If you do happen to get fooled into opening a phishing email: NEVER click on any links or attachments, and NEVER provide any information.</i>	Text box fades in once accordion is open Learner can select another tab from this layer If learner clicks tab one again it will close to base layer

Notes:

Slide: [1.16b] / Menu Title: LO: 3

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[base layer] Hide directions and post-it note base layer items	[Slide Title] Most of the time you will be fine if only viewing a phishing email in your inbox, as long as you don't	[Ava] [1] <i>Most of the time you will be fine if only viewing a phishing email in your inbox, as long as you don't click on any links or</i>	Text box fades in once accordion is open Learner can select another tab from this layer

	<p>click on any links or attachments.</p> <ul style="list-style-type: none"> But if you do, NEVER PROVIDE PERSONAL INFORMATION. 	<p><i>attachments. However, if you do, NEVER PROVIDE PERSONAL INFORMATION.</i></p>	<p>If learner clicks tab two again it will close to base layer</p>
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Slide: [1.16c] / Menu Title:			LO: 3
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
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<p>[base layer] Hide directions and post-it note base layer items</p>	<p>[Slide Title]</p> <p>For phishing emails attempting to install spyware, ransomware, or viruses on your computer, sometimes all it takes is one click.</p> <p>If you believe your computer has been compromised, alert our IT department immediately.</p>	<p>[Ava] [1] <i>Unfortunately, some phishing emails are much more dangerous.</i></p> <p><i>For phishing emails attempting to install spyware, ransomware, or viruses on your computer, sometimes all it takes is one click. If you believe your computer has been compromised, alert our IT department immediately.</i></p>	<p>Text box fades in once accordion is open</p> <p>Learner can select another tab from this layer</p> <p>If learner clicks tab three again it will close to base layer</p> <p>Next button returns to normal at the end of this layer's timeline</p>
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Slide: [1.17] / Menu Title: Wrap-Up [hidden from menu]			LO: 3
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
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<p>(similar to slide 1.2) No custom title bar, just custom black bottom border</p> <p>Background image: Same photographic office setting</p> <p>Same laptop to the left of Daniel</p> <p>Directions above laptop.</p>	<p>[Slide Title] None</p> <p>[Ava caption] Well, now you know the basics of phishing email scams and securing your email account.</p> <p>It is now time to assess everything you learned!</p>	<p>[Ava] [1] <i>Well, now you know the basics of phishing email scams and securing your email account.</i></p> <p>[2] <i>It is now time to assess everything you learned!</i></p> <p>[Narrator] [3] <i>Click the computer to find out</i></p>	<p>Both avatars are already on the slide.</p> <p>Directions float in when referenced in VO</p> <p>Laptop set to glow state when directions audio begins</p> <p>Laptop jumps to next slide when</p>
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<p>Daniel and Ava avatars are on the off-center to the right again.</p> <p>Daniel is facing Ava giving her a thumbs up. Ava is facing Daniel, smiling</p> <p>Caption bubbles in space between avatars</p>	<p>[Directions] Click the computer to find out more about the graded final quiz.</p>	<p><i>more about the graded final quiz.</i></p>	<p>clicked</p> <p>Next button hidden on this slide</p>
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Slide: [1.18] / Menu Title: Graded Quiz			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top title bar and custom black bottom border</p> <p>Background image: Same photographic image of hands on open laptop as slide 1.3</p> <p>Inside laptop screen is subtitle Underneath subtitle is blue text box solid filled with color #62C8E4, doesn't fill entire screen, just slightly wider than the subtitle</p>	<p>[Slide Title] Final Graded Quiz</p> <p>[Subtitle] You have reached the end of this course.</p> <ul style="list-style-type: none"> • There will be 5 quiz questions. • You must receive 80% to pass (4/5 correct). • Retake as many times as needed. • Use the Menu to review any course content. 	<p><i>[Narrator]</i> <i>[1] You have reached the end of this course.</i></p> <p><i>There will be a 5 question quiz. You must receive 80% to pass. You may retake as many times as needed.</i></p> <p><i>Use the menu to the left to review any course content first. Then, Click next when you are ready to begin.</i></p> <p><i>Good luck!</i></p>	<p>Bullet points float in from bottom by paragraph starting when first bullet is said in VO</p>

Slide: [1.19] / Menu Title: [hidden from menu]			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All 5 assessment question slides should have the same layout and formatting:</p>	<p>[Slide Title] Final Graded Quiz</p> <p>[Question]</p>		<p>Score by question with 1 attempt for each quiz question as the learner progresses through the quiz. They will be able to Retake</p>

<p>Custom top title bar and custom black bottom border</p> <p>Background image: Square shape, use palette color #9198A2, 16% transparency</p> <p>The question text is bolded and appears larger than the multiple choice answer option</p>	<p>You need to create a strong password for your email account that uses the three criterion. Which passwords use all 3 criterion?</p> <p>[Directions] <i>Select all that apply.</i></p> <p>[Answers]</p> <ul style="list-style-type: none"> - Cartoon_pickle_83 (CORRECT) - Pickle1 - Cartoon.p1ckle83756 (CORRECT) - Cart00n.p1ckle83765 (CORRECT) - cartoon.pickle 		<p>the entire quiz at the end if they do not pass.</p> <p>When the learner clicks Submit, submit multiple choice and advance to next slide.</p> <p>The learner should not get <i>immediate</i> feedback with Correct or Incorrect feedback layers. They should answer all of the questions sequentially FIRST in the graded assessment, then receive their score on the Results page.</p> <p>If they do not pass, they can come back and review the quiz.</p>
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Slide: [1.20] / Menu Title: [hidden from menu]			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual layout for Slides 1.19, 1.20, 1.21, 1.22, 1.23</p>	<p>[Slide Title] Final Graded Quiz</p> <p>[Question] You have narrowed your new password down to three options. Determine which password is the strongest and the best to use.</p> <p>[Directions] Select one.</p> <p>[Answers]</p>		<p>Same settings for Slides 1.19, 1.20, 1.21, 1.22, 1.23</p>

	<ul style="list-style-type: none"> - !Rh1n0.S-123! (CORRECT) - Rh1n0.123 - rhino123 - Rhin0123 		
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Slide: [1.21] / Menu Title: [hidden from menu]			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.19, 1.20, 1.21, 1.22, 1.23	<p>[Slide Title] Final Graded Quiz</p> <p>[Question] You receive an email with typos and weird formatting. What other signs do you look for to identify it as a phishing email?</p> <p>[Directions] <i>Select all that apply.</i></p> <p>[Answers]</p> <ul style="list-style-type: none"> - a detailed message is provided - attachments or links to open (CORRECT) - sender name does not match email address (CORRECT) - colors, layout, & logo match business or organization email is from 		Same settings for Slides 1.19, 1.20, 1.21, 1.22, 1.23

Slide: [1.22] / Menu Title: [hidden from menu]			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Same visual layout for Slides 1.19, 1.20, 1.21, 1.22, 1.23</p>	<p>[Slide Title] Final Graded Quiz</p> <p>[Question] You receive an email that includes an attachment with instructions to open it. You also notice the sender name does not match the email address. What should you do?</p> <p>[Directions] <i>Select one.</i></p> <p>[Answers]</p> <ul style="list-style-type: none"> - It's probably fine. Go ahead and open the attachment. - Send a reply to clarify who the sender is first. - Determine it may be a phishing scam, do not open the attachment, and forward it to the IT department. (CORRECT) 		<p>Same settings for Slides 1.19, 1.20, 1.21, 1.22, 1.23</p>
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Slide: [1.23] / Menu Title: [hidden from menu]			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual layout for Slides 1.19, 1.20, 1.21, 1.22, 1.23</p>	<p>[Slide Title] Final Graded Quiz</p> <p>[Question] You just arrived to work and have new, yet suspicious looking emails in your inbox. You've decided to carefully determine which emails are legitimate or phishing scams.</p>		<p>Same settings for Slides 1.19, 1.20, 1.21, 1.22, 1.23</p>

	<p>Which emails are legitimate?</p> <p>[Directions] Select all that apply.</p> <p>[Answers] From: CEO_boss@safesoundinsurance.com Subject: Follow-up- New Client Information Needed (LEGITIMATE)</p> <p>From: <official_boss@no-reply.domain.com> Subject: IMMEDIATE ACTION REQUIRED!</p> <p>From: usps643891@no-reply.com Subject: Mail Delivery Failed;return message to sender</p> <p>From: john.doe@safesoundinsurance.com Subject: lunch order? (LEGITIMATE)</p>		
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Slide: [1.24] / Menu Title: Results Slide [hidden from menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same as slide 1.17</p> <p>Score % are located to the right of the laptop screen (not centered)</p>	<p>[Slide Title] Quiz Results</p> <p>Your Score: XX% Passing Score: YY%</p>	<p>[Narration only on layers]</p>	<p>Use a Result side to show Success layer 1.23a when timeline starts if results are equal to or greater than the passing score.</p> <p>Show Failure layer 1.23b when timeline starts if results are less than passing score.</p>

			<p>Base layer will be visible (show through) 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>
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Slide: [1.24a] / Menu Title: Results Slide			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Daniel avatar appears on this layer on the left side under title bar, hands up smiling, excited</p> <p>Green check mark above score</p> <p>Review Quiz and Continue buttons under score</p> <p>Directions above buttons</p>	<p>[Slide Title] Quiz Results</p> <p>Nice job, you passed!</p> <p>[Buttons] Review Quiz</p> <p>Continue</p> <p>[Directions] You can click Review Quiz or Continue to move on.</p>	<p>[Narrator] [1] Nice job, you passed the quiz. You can click Review to see your results or click continue to move on.</p>	<p>Review button: shows correct/incorrect response when reviewing</p> <p>Continue button: jumps to Slide 1.24</p>

Slide: [1.24b] / Menu Title: Results Slide			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Red X mark above score</p> <p>Review Quiz and Retry Quiz buttons under score</p>	<p>[Slide Title] Quiz Results</p> <p>Sorry, you didn't pass yet.</p>	<p>[Narrator] [1] Sorry, you didn't pass yet. You can choose to Review Quiz results first, then click Retry Quiz when you are ready.</p>	<p>Retake button: resets results slide and jumps to Slide 1.18</p>

Directions above buttons	<p>[Buttons] Review Quiz</p> <p>Retry Quiz</p> <p>[Directions] You can choose to Review Quiz results first, then click to Retry Quiz.</p>		Review button: shows correct/incorrect response when reviewing
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Slide: [1.25] / Menu Title: Summary			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same as slide 1.1</p> <p>No custom title bar or bottom border</p> <p>Black filled text box with LOs under rectangle with title and subtitle, use yellow color from palette</p> <p>Exit button in bottom right side corner (same format as buttons on slide 1.1)</p>	<p>[Slide Title] Congratulations!</p> <p>[subtitle] You have successfully completed the course Phishing Email Awareness for Employees.</p> <p>You are now able to:</p> <ul style="list-style-type: none"> • Create a strong password • Identify phishing email scams • handle phishing email scams. 	<p>[Narrator] [1] Congratulations! <i>you have successfully completed the course, Phishing email awareness for employees. You are now able to: determine the strength of a password, identify phishing email scams, and properly handle phishing email scams.</i> <i>Click the Exit button when you are ready to leave the course.</i></p>	<p>Exit button exits the course.</p> <p>No next button on player.</p>