

# How to Use the Content Manager

## Using the Content Manager

The Content Manager allows you to manage ModStore training content and create a cohesive user experience for your organization. You can use the **Content Manager** subtab in the ModStore to set your organization's preferences for content terminology, passing scores, and more. You can also customize content with branded themes and learning material. Once you've customized content, you can view it in the **Managed Content** section of the **Content Manager** subtab.

**Note:** To access the Content Manager, admins will need to have the Brandable Content and Content Manager Security Role enabled. To [download content](#), admins will also need to have the ModStore Security Role enabled. For more information, see our [How to Use Security Roles](#) article.

Click the links below to learn more about using the Content Manager.

Jump to:

[Content Manager Settings](#)

[Finding and Using Compatible Content](#)

[Managing Content](#)

[Using the General Settings Subtab](#)

[Using the Page Settings Subtab](#)

[Using the Downloads Subtab](#)

## Content Manager Settings

Content that's compatible with the Content Manager will feature one or more adjustable settings. For more information about these settings, see the table below:

**Note:** Not all content will have adjustable settings in the Content Manager. Compatible content will have a pencil icon next to the content title in your library. If some settings cannot be customized for the selected content, the settings will not display in the Content Manager.

| Content Setting          | Description                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Branded Themes           | <p>This setting allows you to select a branded theme for the content. This theme will be used instead of a campaign theme or default theme.</p> <p><b>Note:</b> This setting will only be available if you have created a branded theme from the <b>Brandable Content</b> subtab of the ModStore. For more information, see our <a href="#">Brandable Content</a> article.</p> |
| Non-skip                 | <p>This setting allows you to prevent users from skipping videos in the content. When this setting is enabled, the progress bar will be removed from videos so users can't skip ahead in the video.</p>                                                                                                                                                                        |
| Adjustable Passing Score | <p>This setting allows you to adjust the passing score required to pass quizzes in the content.</p>                                                                                                                                                                                                                                                                            |
| Test Out                 | <p>This setting allows users to test out of the content when they achieve a passing score. You can set a percentage for the test-out score that's different from the quiz passing score.</p>                                                                                                                                                                                   |

|                        |                                                                                                                                                                                                        |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add Learning Material  | This setting allows you to add a page of additional learning material for your users. You can link your users to learning materials, such as policies or other relevant materials.                     |
| Page Hiding            | <p>This setting allows you to hide non-essential pages from users.</p> <p><b>Note:</b> Some content pages may be marked as mandatory by the author or publisher. Mandatory pages cannot be hidden.</p> |
| Adjustable Terminology | This setting allows you to select preferred terms to be used throughout the content.                                                                                                                   |

[Back to top](#)

## Finding and Using Compatible Content

In the ModStore, you can find content that's compatible with the Content Manager. You can then add this content to your library and manage it in the Content Manager.

To find and use compatible content, follow the steps below:

1. Log in to your KMSAT console.
2. Navigate to the **ModStore** tab.
3. On the **Browse** tab, click **Additional Filters**.
4. From the **Content Features** drop-down menu, select the features you would like your content to have. The results will populate on the page.
5. Once you find a piece of content you're interested in, you can hover your cursor over the image and click **View Details** for more information. On the item details page, you can read the full content description and preview the content.
6. To add the content to your library, click the **+ Add to Library** button. Once added, the content will be listed in the **Library** subtab of the ModStore. If an

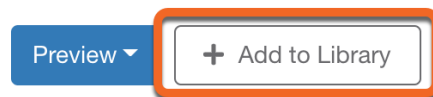
item shows the **Already Added** tag, the item is already available in your library and doesn't have to be added.

## Phish Catcher Game

🕒 7 minutes | 🎮 Game | 📅 March 2019

This interactive game emphasizes decision-making skills by presenting users with multiple phishing scenarios, both on a computer and a mobile device. Complete with mystery solving music and a specified time limit, users must decide when they're being phished and when they're dealing with a legitimate situation. Three strikes, and you're out! (Or is there a bonus round??) With a small randomized question bank of scenarios, this one offers some replay value since it'll be different each time.

By The Security Awareness Company



Once you add compatible content to your library, you can manage it in the Content Manager. To learn how you can manage content, see the [Managing Content](#) section of this article below.

[Back to top](#)

## Managing Content

Once you've added compatible content to your library, you can manage and customize it with the Content Manager.

To get started, navigate to **ModStore > Library** and select the content you want to manage. Then, click the three dots on the right side of the page and select **Open in Content Manager**.

| Content Title                                               | Content Type              | Status    | Date Added | Duration   | More Options                                 |
|-------------------------------------------------------------|---------------------------|-----------|------------|------------|----------------------------------------------|
| 2022 Your Role: Internet Security and You 📝                 | Training Module           | Retired   | 02/13/2023 | 14 minutes | ⓘ   🔗   ⋮                                    |
| 2022 Cybersecurity Awareness Month Resource Kit             | Newsletters and Documents | Retired   | 09/12/2022 |            | 🔍 Hide Content<br>✏️ Open in Content Manager |
| 2022 Kevin Mitnick Security Awareness Training - 15 minutes | Training Module           | Published | 06/16/2022 |            |                                              |

You can also select content by navigating to **ModStore > Content Manager** directly. Click **Get Started**, then select the content and click **OK**.

**Note:** Once you've customized any content in the Content Manager, the **Get Started** button will be changed to **Select Content**.

Once you've selected your content, you can begin using the Content Manager. The Content Manager includes three subtabs: the [General Settings subtab](#), the [Page Settings subtab](#), and [Downloads subtab](#). To learn how to use these subtabs, see the subsections below.

## Using the General Settings Subtab

On the **General Settings** subtab, you can set your organization's preferences for content terminology, passing criteria, and more.

For more information about updating the preferences for your content settings, see the details below:

Content Manager  
**2022 Social Engineering Red Flags**

Overview Settings

**3 Branded Theme** ⓘ  
You can select a branded theme for this content. This theme will override any campaign themes or default themes.  
Select a branded theme...

**4 Skipping Videos**  
You can prevent users from skipping videos in this course by removing the progress bar.  
☐ Prevent Skipping

**5 Captions**  
You can turn on training video captions by default. Users are still able to turn off captions if they prefer.  
☐ Enable captions by default

**6 Passing Criteria**  
You can set the passing score for quizzes in this course.

**a** To pass, users must achieve a score of at least

**b** If the test-out option is available, you can allow users to test out of this course when they achieve the passing score.  
☐ Allow users to test out of this course  
To test out, users must achieve a score of at least

1. **Preview Changes:** You can click this button to preview how the content will display for your users.
2. **Save Changes:** You can click this button to save all the changes you've made in both the **General Settings** subtab and the **Page Settings** subtab. The button displays the number of changes you've made across both subtabs.
3. **Branded Theme:** You can select a branded theme for this content. This theme will override any campaign themes or default themes.
4. **Skipping Videos:** You can turn on the **Prevent Skipping** toggle to prevent users from skipping videos in this content by removing the progress bar.
5. **Captions:** You can turn on the **Enable captions by default** toggle to turn training video captions on by default. Users are still able to turn off captions if they prefer.
6. **Passing Criteria:** You can set passing criteria for quizzes and the test-out feature.
  - a. Adjust the percentage in the **To pass, users must achieve a score of at least -XX+%** section to change the score users will need to achieve to pass quizzes in this content.

- b. Turn on the **Allow users to test out of this course** toggle to allow users to take the course quiz before they start the training. If users achieve a passing score on the quiz, they can skip this training course.

**Note:** You can set different scores for the quiz and the test-out feature.

If you make any changes, make sure to click **Save Changes** in the top-right corner of the page.

[Back to top](#)

## Using the Page Settings Subtab

On the **Page Settings** subtab, you can review the content's table of contents, hide or show pages, and add learning materials.

The table of contents displays all pages in the content in the order that users will view them.

To hide or show pages, click the **Show** or **Hide** button for that page. Users will not see hidden pages.



**Note:** Some content pages may be marked as mandatory by the author or publisher. Mandatory pages cannot be hidden.

Learning material pages allow you to add links to external resources, such as policies and other documents. For more information about learning materials, see the details below:

The screenshot shows the ModStore Content Manager interface. At the top, there's a navigation bar with 'ModStore' and links for 'Browse', 'Library', 'Brandable Content', 'Content Manager' (which is active), and 'Uploaded Content'. Below this, the page title is 'Content Manager' followed by '2022 Social Engineering Red Flags'. On the right, there are two buttons: 'Preview Changes' and 'Save Changes'. Below the title, there are three tabs: 'General Settings', 'Page Settings', and 'Downloads' (which is active). A warning message states: 'Warning: The test-out score must be equal to or higher than the passing score.' The main content area is divided into two sections. On the left, 'Download Content' explains that content can be downloaded as a package. It includes a 'Language' dropdown set to 'English (United States)' and a 'Filters' button. Below this is a table with three columns: 'Package Type', 'Properties', and 'Download'. The table lists three packages: 'SCORM 2004 Revision 4' (twice) and 'SCORM 1.2'. Each package has a 'Download' button. On the right, 'Content Settings' shows that the package will include the following settings: 'General Settings' with 'Non-skip Disabled'.

| Package Type          | Properties                                                                                          | Download                 |
|-----------------------|-----------------------------------------------------------------------------------------------------|--------------------------|
| SCORM 2004 Revision 4 | English (United States)<br>Reduced File Size<br>Less than 150MB<br>Completed/Incomplete             | <a href="#">Download</a> |
| SCORM 2004 Revision 4 | English (United States)<br>Reduced File Size<br>Non-Skip<br>Less than 150MB<br>Completed/Incomplete | <a href="#">Download</a> |
| SCORM 1.2             | English (United States)<br>Reduced File Size<br>Less than 150MB<br>Completed/Incomplete             | <a href="#">Download</a> |

1. **Preview Changes:** You can click this button to preview how the content will appear to your users.
2. **Save Changes:** You can click this button to save all the changes you've made in both the **Settings** subtab and the **Overview** subtab. The button displays the number of changes you've made across both subtabs.
3. **+ Add Learning Material:** You can click this button to add a content page that will contain learning material for your users.
4. **Learning Material URL:** You can enter the URL for the learning material that you'd like to display in this content.
5. **Add Page:** You can click this button to save the page.
6. **Remove Page:** You can click this button to remove the page.

If you make any changes, make sure to click **Save Changes** in the top-right corner of the page.

[Back to top](#)

## Using the Downloads Subtab

On the **Downloads** subtab, you can download the content as a SCORM package. Your saved changes will apply to the downloaded package. You can also review all of your customized settings in the **Content Settings** section on the right side of the page.

The screenshot shows the ModStore Content Manager interface. At the top, there's a navigation bar with 'ModStore' logo and links: 'Browse', 'Library', 'Brandable Content', 'Content Manager' (active), and 'Uploaded Content'. Below this, the page title is 'Content Manager' followed by '2022 Social Engineering Red Flags'. On the right, there are two buttons: 'Preview Changes' and 'Save Changes'. Below the title, there are three tabs: 'General Settings', 'Page Settings', and 'Downloads' (active). A warning message states: 'Warning: The test-out score must be equal to or higher than the passing score.' The main content area is divided into two sections. On the left, 'Download Content' explains that content can be downloaded as a package. It includes a 'Language' dropdown set to 'English (United States)' and a 'Filters' button. Below this is a table with three columns: 'Package Type', 'Properties', and 'Download'. The table lists three SCORM packages. On the right, 'Content Settings' shows the package settings, including 'General Settings' with 'Non-skip Disabled'.

**ModStore** Browse Library Brandable Content **Content Manager** Uploaded Content

Content Manager  
**2022 Social Engineering Red Flags**

Preview Changes Save Changes

General Settings Page Settings **Downloads**

**Warning:** The test-out score must be equal to or higher than the passing score.

**Download Content**

You can download this content as a package.

Language English (United States) Filters

| Package Type          | Properties                                                                                          | Download |
|-----------------------|-----------------------------------------------------------------------------------------------------|----------|
| SCORM 2004 Revision 4 | English (United States)<br>Reduced File Size<br>Less than 150MB<br>Completed/Incomplete             | Download |
| SCORM 2004 Revision 4 | English (United States)<br>Reduced File Size<br>Non-Skip<br>Less than 150MB<br>Completed/Incomplete | Download |
| SCORM 1.2             | English (United States)<br>Reduced File Size<br>Less than 150MB<br>Completed/Incomplete             | Download |

**Content Settings**

This package will include the following settings:

**General Settings:**

- Non-skip Disabled

To download your package, select your preferred language from the **Language** drop-down menu. Then, click **Prepare Package**. Once the package is ready, click **Download Package**.

[Back to top](#)