

# Introduction to Code42 Instructor

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## Overview

Code42 Instructor is a compilation of training resources to help you educate employees about risky behaviors and how to prevent them. Use Code42 Instructor to:

- Promote and ensure data use policy compliance
- Enable and empower a more risk-aware workforce
- Reduce accidental and negligent employee data leaks

Code42 Instructor's educational content takes these different forms to help build a security-minded culture and reduce insider risk:


- Proactive situational and responsive cybersecurity awareness lessons educate users about security risks and provide best practices on how to avoid them in short, engaging videos. Lessons are SCORM-ready and can be downloaded and plugged directly into your learning management or training system. Custom-branded training lessons are also available.
- Posters reinforce your security training by reminding users of safe practices and potential traps when sharing, syncing, and emailing data.
- Communication templates allow you to quickly craft direct messages, chats, or emails to notify users about security practices or request more information about user activity. You can then customize them as needed according to your organization's needs and culture.

This article introduces Code42 Instructor and describes how to access lessons and educational content or integrate Code42 Instructor into your Incydr workflows.

## Considerations

- This functionality is available only if you have a [Code42 Instructor product plan](#) or an [Incydr product plan](#) that includes Code42 Instructor. Contact your Customer Success Manager (CSM) for assistance with licensing. If you do not know your CSM, [contact our Technical Support Engineers](#).
- To allow email from Code42, ensure that **code42.com** is added to your email server's allowlist. If you suspect that email is not arriving from Code42, [contact our Technical Support Engineers](#).

## Custom-branded Code42 Instructor lessons

If your Code42 Instructor [product plan](#) includes custom-branded lesson packs, you can have Code42 Instructor lessons branded with your company logo. You will need an ir  **Support** logo that is:

- A transparent PNG
- 600px x 600px

If you choose this option, you grant Code42 the right to use your trademarks and company logo in accordance with your trademark usage guidelines solely for purposes of adding this brand to Code42 Instructor lessons.

For more information or to request your custom-branded lesson packs, contact your CSM. If you do not know your CSM, [contact our Technical Support Engineers](#).

## Download Code42 Instructor content

Contact your CSM for more information about how to download Code42 Instructor lessons, posters, and communication templates for use in your security awareness and training programs. If you do not know your CSM, [contact our Technical Support Engineers](#).

## Integrate Code42 Instructor lessons with Incydr

If you purchased an Code42 Instructor product plan, you can send lessons directly to users from within the Code42 console in response to changes in the employee's tenure or their risky activity.

1. [Sign in to the Code42 console](#).

## 2. Click **Instructor**.

**Instructor** Automation settings

**Users**  
Lessons sent to users in the last 180 days Last 180 days [Filter](#)

Filtered by **Watched**

User	Lesson	Date sent ↓	View status	Date watched	Expires	Delivery status ⓘ
first.last@example.com	OneDrive Use in Google Environment	06/15/2023 20:03 (UTC)	✔ Watched	06/15/2023 20:05 (UTC)	In 29 days	Delivered <a href="#">▶</a>
first.last@example.com	Unsafe Use Of: Slack	06/15/2023 12:57 (UTC)	✔ Watched	06/15/2023 16:06 (UTC)	In 29 days	Delivered <a href="#">▶</a>
first.last@example.com	Cloud Storage Uploads: Use Google Drive	06/15/2023 12:57 (UTC)	✔ Watched	06/15/2023 18:42 (UTC)	In 29 days	Delivered <a href="#">▶</a>

**Getting started**  
You are ready to respond directly to risky activity with informative employee training

- 1 Review lesson URLs (optional)**  
All lessons are hosted on [Vimeo](#) by default. If preferred, contact your Customer Success Manager (CSM) and download lessons to host them on your learning platform, then update the URL in the lesson details.
- 2 Review lesson messages (optional)**  
Lessons include default messages. Customize these messages as needed to include signatures, contact details, or slogans for your security awareness team.
- 3 Send Instructor lessons as a response action**  
Respond to risky activity by sending Instructor lessons to users manually or automatically. You can choose to send via Email, Slack, or Microsoft Teams. [Learn more](#)

**Situational lessons**  
Target specific users or groups with engaging "in the moment" lessons relevant to the employee lifecycle

Recommended for: Users added to a watchlist

Lesson ↑

- Departing Employee (Developer) [▶](#)
- Departing Employee (Marketing) [▶](#)
- Departing Employee (Sales) [▶](#)
- Departing Employee: Dos and Don'ts [▶](#)

**Responsive lessons**  
Empower employees to do the right thing with these compliance-focused and culture-minded lessons

Recommended for: Alerts created from risky user activity

Lesson ↑

- Amazon Drive Use in Google Environment [▶](#)
- Amazon Drive Use in OneDrive Environment [▶](#)
- Box Use in Google Environment [▶](#)
- Box Use in OneDrive Environment [▶](#)

The screen provides details on how you can get started with Code42 Instructor and lists the available Situational and Responsive lessons.

- **Situational lessons** provide targeted training that directly address situations relevant to the user's place in their employee tenure, such as new hire security practices, security risks for employees with elevated access, or details about what employees can take with them when they leave your company. These lessons partner well with Incydr [watchlists](#) that group similar employees together for additional monitoring.
- **Responsive lessons** allow you to respond directly to a user's risky activity like unsafe iCloud sharing, uploads to cloud storage services that your organization doesn't allow, or attachments sent to personal email addresses. These lessons pair with [alert](#) notifications generated by that risky activity.

3. Review the [Users table](#) for details about lessons sent to users.

4. Click **View details** [▶](#) to review a specific [lesson's details](#). From here, you can update lesson video URLs or customize the lesson message text.

5. Send Instructor lessons to users to provide additional training for changes in their position or in response to their risky activity.

- **Manually:** Use the **Actions** menu when it appears in Incydr to manually [send lessons to directly to users](#) in response to tenure changes or alert notifications.

- **Automatically:** [Create alert rules](#) that automatically send lessons to users in response to risky activity that has triggered an alert rule.
6. Select **Automation settings** to limit the frequency with which the same lesson is sent to a user.

## View lesson details

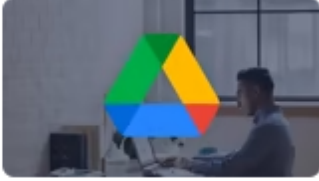
On the Instructor screen, click **View details** > to see more information about the lesson, such as:

- The lesson's description
- The URL and message subject that is sent to users when you send a lesson
- The users to which the lesson has been sent, as well as whether the lesson was sent [manually via the actions menu](#) or automatically in response to activity that triggered [an alert rule](#)

Under **Response**, click **Edit**  to update the video URL or message text.

Under **Users**, click **View details** > to review details such as whether the lesson was sent via email or Slack.

## Lesson details ✕



### Amazon Drive Use in Google Environment

A reactive module for when a user shares a company file from a non-approved cloud service when they should have shared from company-approved cloud service.

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### Response

**Video URL** ✎

<https://player.vimeo.com/video/713396131?h=66a7daf446>

**Message** ✎

ACTION REQUIRED: Data at risk: Let's fix this

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### Users


This lesson has been sent to the following users in the last 30 days

sean.cassidy@exa...	11/09/2022 0:09 (U...	Automated	➤
melissa.collins@ex...	11/08/2022 21:40 (...	Automated	➤
kamilla.daniel@exa...	10/28/2022 18:08 (...	Manual	➤
ione.harsha@exam...	10/28/2022 14:11 (U...	Manual	➤

## Update lesson URLs


If you have integrated a downloaded Code42 Instructor lesson into your own learning management or training system, you can direct Incydr to use that URL when you send a lesson to a user.

1. [Sign in to the Code42 console.](#)
2. Go to **Instructor**.

3. Locate the lesson in the **Situational lessons** or **Responsive lessons** table, then click **View details** >.
4. Click **Edit**  on the right side of the **Video URL** field.
5. Enter the **URL** address where the lesson video is hosted and then click **Save**.  
*Incydr then inserts this URL into the message when you send an Code42 Instructor lesson to a user.*
6. (Optional) If needed, click **Restore defaults** to return to the default lesson URL.  
*Restore defaults appears only if the lesson URL has been previously customized.*










## Edit lesson message text

When you send a Code42 Instructor lesson to a user, Incydr emails that user a link to the URL where the lesson can be viewed. You can update this message to customize it for your organization's culture and contact details.

1. [Sign in to the Code42 console](#).
2. Go to **Instructor**.
3. Locate the lesson in the **Situational lessons** or **Responsive lessons** table, then click **View details** >.
4. Click **Edit**  on the right side of the **Message** field to do the following:
  1. Update the **Subject**.
  2. Edit the **Body** of the message to customize it for your organization.  
*The message body must include the `{{lesson.videoURL}}` placeholder. Incydr automatically replaces this placeholder with a link to the URL where the lesson video can be viewed. If this placeholder is missing, click **Insert lesson URL placeholder** to place it at the cursor's current position in the message body.*
5. Click **Save**.
6. (Optional) If needed, click **Restore defaults** to return to the default lesson message.  
*Restore defaults appears only if the lesson message has been previously customized.*

## Review lessons sent to users

The **Users** table tracks lesson completion statistics and details, without the need to host videos in your own learning management system (LMS).


Users						
Lessons sent to users in the last 180 days						Last 180 days  <a href="#">Filter</a>
Filtered by <span>Watched </span>						
User	Lesson	Date sent ↓	View status	Date watched	Expires	Delivery status 
first.last@example.com	OneDrive Use in Google Environment	06/15/2023 20:03 (UTC)	 Watched	06/15/2023 20:05 (UTC)	In 29 days	Delivered 
first.last@example.com	Unsafe Use Of: Slack	06/15/2023 12:57 (UTC)	 Watched	06/15/2023 16:06 (UTC)	In 29 days	Delivered 
first.last@example.com	Cloud Storage Uploads: Use Google Drive	06/15/2023 12:57 (UTC)	 Watched	06/15/2023 18:42 (UTC)	In 29 days	Delivered 

From the **Users** table, you can see:

- Which lessons were sent to which users
- Date sent, date watched, and the expiration date for each lesson
- View status (watched or unwatched)
  - View status is only available for lessons hosted on Vimeo
  - View status is not available for lessons sent before June 26, 2023
- Delivery status
- Additional in-depth details about the lesson

This enables you to follow up with specific users who did not watch a lesson, and also makes it easier to troubleshoot issues if a lesson was not delivered.

## Related topics

- [Code42 Instructor product page](#) 
- [Code42 Instructor product plans](#)
- [Send Instructor lessons with the Actions menu](#)
- [Code42 Instructor release notes](#)