



Course Syllabus

Copilot Admin Bootcamp

We are glad you have joined us for this course! Here is some information that will help you to navigate your learning platform and locate course content.

Joining the Session

Before the first live session please confirm that you can access Zoom:

1. Visit <https://support.zoom.us> and click on **Getting Started**.
2. Attn Percipio Users - The **Join Now** option is available where you registered for the session in Percipio 15 minutes prior to the start of class.

Course Description

This course will cover essential administrative features, initial setup, user access configuration, customization, and ongoing monitoring. Participants will gain the knowledge and skills needed to optimize Copilot's performance and ensure compliance with security and regulatory standards.

Target Audience

IT Administrators

Agenda

- An overview of Copilot's administrative features and its role within the organization.
- Steps for initial configuration, deployment, and integration with Microsoft Entra ID.
- Techniques for managing user access, roles, and organizational policies.
- Methods for customizing Copilot outputs based on organizational preferences.
- Strategies for monitoring usage and performance, including generating and interpreting reports.
- Best practices for ensuring data privacy, security, and compliance with industry standards.

Key Takeaways

- **Comprehensive Understanding:** Gain a thorough understanding of Copilot's role and administrative capabilities within your organization.
- **Effective Configuration:** Learn how to efficiently set up and deploy Copilot, including integration with Microsoft Entra ID.
- **Access Management:** Discover best practices for configuring user access, roles, and organizational policies.
- **Output Customization:** Understand how to define and implement content guidelines and restrictions to customize Copilot outputs.
- **Monitoring and Reporting:** Acquire skills to track usage, analyze performance metrics, and generate insightful reports.
- **Security and Compliance:** Ensure your organization's data privacy and security, and stay compliant with industry regulations.

Technical Support

We offer 24/7 support if you need assistance with your Percipio or Skillport learning platforms. To access support, click the initials of your profile and select “Help”.

Percipio

The screenshot displays the Percipio Skillsoft learning platform interface. At the top, the Skillsoft logo is on the left, a search bar is in the center, and user profile icons (trophy, bell, globe, grid, and initials 'CM') are on the right. A left-hand navigation menu lists: Home, Library, What's New, My Learning (with a sub-menu for Live learning), Role Advisor, Certifications, Skill Benchmarks, AI Simulations, AI Assistant, My Settings, Help, and Log Out. The main content area features a 'FEATURED VIDEO' titled 'Quality Assurance versus Quality Control' with a 'Learn More' button. Below this is a 'Role' section with tabs for 'Role', 'Recent Learning', 'Live Learning', 'Skill Benchmarks', 'Playlists', and 'Goals'. The 'Role' tab is active, showing a 'Get better at your role!' message and a 'Visit your Role Advisor' button. To the right, a 'LEARNING OF THE WEEK' section highlights 'JOURNEY INTRODUCTION' with a 'Start now!' link. At the bottom, a section for 'Recommendations for the Month' is partially visible. On the far right, a vertical sidebar contains links for 'My Learning', 'My Settings', 'Help' (highlighted with a red box), and 'Log Out'.