

MS-040

Manage SharePoint and OneDrive in Microsoft 365

Trainer Preparation Guide

Design of the Courses

The Manage SharePoint and OneDrive in Microsoft 365 ILT training courses consists of the following course:

- MS040T00 – Manage SharePoint and OneDrive in Microsoft 365

Required Materials to Teach These Courses

To teach each of the courses in this track, you need the following materials:

- Microsoft PowerPoint files
- Student lab manuals

Prerequisite Knowledge to Teach This Course

To successfully teach these courses, instructors must have a working knowledge of Microsoft 365 workloads, and they should have prior experience as a SharePoint administrator for Microsoft 365.

Instructors should also have:

- Experience with Windows PowerShell.
- Experience working with hosted lab environments.
- Basic understanding of Active Directory and Azure AD.
- Basic understanding of mobile device management, and alternative operating systems (Android and macOS).
- Administration experience of following Microsoft 365 workloads: SharePoint and OneDrive. And basic knowledge with other collaboration workloads: Microsoft Teams, Yammer, Stream, Power Automate, Power Apps.

- At least two years of experience working with Microsoft 365. Because of the frequent changes to the Microsoft 365 features and user interfaces, it is critical that you work with Microsoft 365 frequently and that you review the user interfaces before teaching this course.

Preparation Tasks

Instructors should complete the following tasks to prepare for this course:

- Review all topics in the student manual. You should be well-versed in every topic.
- Review all PowerPoint slides.
- Be able to speak to each of the talking points on the slides. Some slides simply provide a graphic from the associated topic. These are provided so that you can speak to the graphic and use it to help explain the key talking points in the topic.
- The bulleted items on each slide should NOT be read verbatim to the students. The students can read the slides themselves. Rather, the bullet points reflect the key information that you should focus on when discussing each topic. You should use your experience as a subject matter expert to explain the What, the Why, and the How of each topic. This is your opportunity to provide a real value-add above and beyond the bulleted talking points.
- Review the Additional Reading links provided in the student manual. It is recommended that you present key points from this material to the students as the value-add that you provide as an instructor.
- Specific demonstrations are not called out in the student manual. However, as you prepare for the class, you should review each topic and determine which ones you want to perform demonstrations of the corresponding product functionality. It is up to you to decide which product features you want to demonstrate to the class, and you should use your experience to identify key points during the demonstration process. This is an area where you should rely on your experience as a subject matter expert to provide additional value-add to the students.
- You should perform the labs yourself prior to class so that you become familiar with them and with any of the difficult points in the lab exercises. This will prepare you for helping students in case they get stuck.

Lab Preparation

The MS-040 ILT course provides a set of lab instructions in the Student Lab Manual for each lab. These labs align with the content of certain modules within the course. The intention is for the instructor to present the material for a module and then students perform the related lab.

The labs must be completed within the lab environment provided by your lab hosting provider. Detailed, step-by-step instructions are provided for each lab and presented as part of the UI experience within your lab environment. You can find the lab materials in the GitHub repository:

<https://github.com/MicrosoftLearning/MS-040-Manage-SharePoint-and-OneDrive-in-Microsoft-365>

At the time the courses were released, the lab instruction had been thoroughly tested and the lab steps were 100% accurate. However, given the cloud nature of Microsoft 365 and the fact that Microsoft releases UI updates on a fairly regular basis, it is possible that at some point in time, the UI for a given feature may change so that it no longer matches the lab instruction.

The Module 0 (Course introduction) slide deck has a slide that covers this warning, along with a notation that if students encounter lab steps that do not accurately reflect a UI, they will have to simply work through the UI to determine what they need to do. Typically, UI changes are quite subtle, so hopefully you do not find yourself in a situation where a feature was completely overhauled.

However, if you do run into major UI changes, challenge your students to work through it, and only offer help if they need it. Product UI changes will be part of their life in Microsoft 365. As IT/Pros, they need to learn how to work through such situations.

One thing we do ask of you is that if you run into situations such as this where lab instructions no longer match the corresponding UI, please document the issue, contact Microsoft Support, and then send them your notes. This will help the World-Wide Learning team update the course content to keep it as up to date as possible.

Course Timing

The course is expected to be completed in **three** days of training (i.e. 9AM to 5PM). This includes presenting all slides, engaging in discussions, and performing the labs.

- Module 1-3 are configured as two days content and contain the most training material.
- Module 4-6 contains the least material and depending on how in-depth you cover SharePoint services in Microsoft 365, you may complete that course in less than a day.