SC-400T00A – Microsoft Information Protection and Compliance Administrator Trainer Preparation Guide

January 2024

Purpose

This document is for Microsoft Certified Trainers preparing to teach SC-400T00A – Microsoft Information Protection Administrator. This course is designed for students who are planning to take the corresponding certification exam, or students who are performing Microsoft Information Protection Administrator tasks in their daily job.

Microsoft Information Protection and Compliance Administrator Role Definition

Both the certification exam and the courseware are based on the Microsoft Information Protection and Compliance Administrator role.

The Microsoft Information Protection and Compliance Administrator will:

- Implement information protection
- Implement data loss prevention
- Implement information governance
- Monitor and investigate data and activities by using Microsoft Purview
- Manage insider and privacy risk in Microsoft 365

The information protection and compliance administrator translates an organization's risk and compliance requirements into technical implementation. They are responsible for implementing and managing solutions for content classification, data loss prevention (DLP), information protection, data lifecycle management, records management, privacy, risk, and compliance.

The information protection and compliance administrator works with other roles that are responsible for governance, data, and security to evaluate and develop policies to address an organization's risk reduction and compliance goals. This role assists workload administrators, business application owners, human resources departments, and legal stakeholders to implement technology solutions that support the necessary policies and controls. This person defines applicable requirements and evaluates IT processes

and operations against those policies and controls. They are responsible for creating policies and rules for content classification, data loss prevention, governance, and protection.

Audience Profile

The Information Protection and Compliance Administrator plans and implements controls that meet organizational compliance needs. This person is responsible for translating requirements and compliance controls into technical implementation. They assist organizational control owners to become and stay compliant. They work with information technology (IT) personnel, business application owners, human resources, and legal stakeholders to implement technology that supports policies and controls necessary to sufficiently address regulatory requirements for their organization. They also work with the compliance and security leadership such as a Chief Compliance Officer and Security Officer to evaluate the full breadth of associated enterprise risk and partner to develop those policies. This person defines applicable requirements and tests IT processes and operations against those policies and controls. They are responsible for creating policies and rules for content classification, data loss prevention, governance, and protection.

Audience Prerequisites

Before attending this course, students should have:

- Foundational knowledge of Microsoft security and compliance technologies.
- Basic knowledge of information protection concepts.
- Understanding of cloud computing concepts.
- Understanding of Microsoft 365 products and services.

Certification Exam

The study areas for the certification exam related to this course are based on the Job Task Analysis (JTA) that was conducted in January of 2023.

Each study area has a percentage indicating the relative weight of the area on the exam. The higher the percentage, the more questions a candidate is likely to see in that area.

Study Area	Percentage
Implement information protection	25–30%
Implement data loss prevention	15–20%
Implement information governance	10–15%
Monitor and investigate data and activities by using Microsoft Purview	15–20%
Manage insider and privacy risk in Microsoft 365	15–20%

For exams related to non-Fundamental courses, candidates should have a minimum of six months of hands-on experience working with Microsoft 365 services.

Practice Test – [SC-400 and related practice tests from MeasureUp](#)

Prerequisite Knowledge to teach this course

To successfully teach this course, instructors must have a working knowledge of Microsoft Purview Information Protection (sensitive information types, trainable classifiers, data classification, data loss prevention), Microsoft Purview Data Lifecycle Management (retention policies), Microsoft Purview Records Management (retention labels) capabilities, Microsoft Purview Insider Risk Management, Microsoft Purview Audit, Microsoft Purview eDiscovery, and Microsoft Purview Compliance Manager.

Note: These guidelines are not inclusive of the requirements to become a Microsoft Certified Trainer (MCT).

Required Materials to prepare for and teach this course

You need the following materials to prepare for and teach this course:

Resource	Description
Microsoft PowerPoint files	Download the SC-400T00A-ENU-PowerPoint.zip from the [MCT Download Center](#).
Change Log	Download the SC-400T00A-ENU-Change-Log.pdf from the [MCT Download Center](#).
Lab environment provided by your lab hosting provider	Contact your lab hosting provider for instructions on using their lab environment.
Lab instructions	The lab instructions are provided in the lab environment and in the SC-400T00A Microsoft Learning GitHub repository. [Click here for SC-400T00A GitHub repository](#).
Student training content	See the following section for a detailed breakdown of each Learning Path covered in the course.
Microsoft Learn for Educators program	For educational institutions that deliver this course, additional assets are available through the Learning Download Center (LDC) for Educators. Releasing on October 28, 2022

Student training content

The student training content for this course is located in Microsoft Learn. The following table provides a breakdown of each Learning Path, the modules covered in each, and the link to each LP in Microsoft Learn.

The student training content includes links to additional reading material to help you prepare for specific topic areas.

Presentation and description	Topics	Aligned Online Training on Microsoft Learn
Course Introduction	N/A	Slides only
Implement Information Protection in Microsoft 365	• Introduction to information protection and data lifecycle management in Microsoft Purview • Classify data for protection and governance • Create and manage sensitive information types • Understand Microsoft 365 encryption • Deploy Microsoft Purview Message Encryption • Protect information in Microsoft Purview • Apply and manage sensitivity labels	SC-400: Implement Information Protection in Microsoft 365 - Training | Microsoft Learn
Implement Data Loss Prevention	• Protect information in Microsoft Purview • Apply and manage sensitivity labels • Prevent data loss in Microsoft Purview • Configure DLP policies for Microsoft Defender for Cloud Apps and Power Platform • Manage data loss prevention policies and reports in Microsoft 365	SC-400: Implement Data Loss Prevention - Training | Microsoft Learn

Implement Data Lifecycle and Records Management	• Manage the data lifecycle in Microsoft Purview • Manage data retention in Microsoft 365 workloads • Manage records in Microsoft Purview	SC-400: Implement Data Lifecycle and Records Management - Training | Microsoft Learn
Monitor and investigate data and activities by using Microsoft Purview	• Explore compliance in Microsoft 365 • Search for content in the Microsoft Purview compliance portal • Manage Microsoft Purview eDiscovery (Standard) • Manage Microsoft Purview eDiscovery (Premium) • Manage Microsoft Purview Audit (Standard) • Manage Microsoft Purview Audit (Premium)	Monitor and investigate data and activities by using Microsoft Purview - Training | Microsoft Learn
Manage Insider and Privacy Risk in Microsoft 365	• Prepare Microsoft Purview Communication Compliance • Manage insider risk in Microsoft Purview • Implement Microsoft Purview Information Barriers • Manage regulatory and privacy requirements with Microsoft Priva	Manage Insider and Privacy Risk in Microsoft 365 - Training | Microsoft Learn
And so on…		

Preparation Tasks

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

- If you have previously taught this class, refer to the course's Change Log. It provides detailed information on how the course has changed over time. The Change Log is updated for each course release.

- Review all topics in the student training material in Microsoft Learn (see the link in the Required Materials section above). You should be well-versed in every topic. If you have previously taught the course and are comfortable with your knowledge of each topic, focus primarily on the new or updated topics as outlined in the Change Log.

- Review the PowerPoint slides.

  - Be able to speak to each of the talking points on the slides. Some slides include a graphic from the associated Learn content for the topic. These graphics are provided on the slide so that you can speak to them 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 and other linked resources provided in the student training material. **It's recommended that you present key points from this material to supplement the value-add you provide as an instructor.**

- As you prepare for the class, you should review each unit and determine which ones you want to perform demonstrations of the corresponding product functionality. It's up to you to decide which product features you want to demonstrate to the class. 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 review each Knowledge Check (KC) question so that you know why the correct answer is correct for each question. Students may challenge some of the questions, so you must be able to address any of those concerns.

- 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.

Course Timing

Daily Agenda

The following agenda provides estimated times to complete each classroom activity. However, the estimated times may vary depending on the background of your students, which may affect whether you can move faster or slower through the course material.

Estimated times for each Module include the time to complete:

- The module's PowerPoint slide deck presentation.
- Any pre-defined product demonstrations.
- Time to review Knowledge Check questions (see the section on Additional Timing Notes below).
- Time to complete a classroom discussion activity if a Discussion slide is included in the module slide deck.

You should adjust the agenda accordingly based on any classroom activities that you personally created or plan to deliver that are not included in the slides for this course. For example, if you plan to present:

- ad-hoc demonstrations
- review activities
- classroom games
- and so on…

Note: Each Learning Path/Module activity in the following agenda is the slide deck presentation for that module.

Day	Estimated Time	Classroom activity
1	1 hour	Course Introduction slide deck (time may vary due to the number of student introductions in a given course)
	1 hour	**Implement Information Protection in Microsoft 365** Introduction to information protection and data lifecycle management in Microsoft Purview
	15 minutes	**Lab 1, Exercise 1** Manage Compliance Roles
	1 hour	**Implement Information Protection in Microsoft 365** Classify data for protection and governance
	1 hour	**Implement Information Protection in Microsoft 365** Create and manage sensitive information types
	1 hour	**Lab 1, Exercise 2** Manage sensitive information types
	15 minutes	**Lab 1, Exercise 3** Manage trainable classifiers
	30 minutes	**Implement Information Protection in Microsoft 365** Describe Microsoft 365 Encryption
	30 minutes	**Implement Information Protection in Microsoft 365** Deploy message encryption in Microsoft Purview
	30 minutes	**Lab 1, Exercise 4** Manage Microsoft Purview message encryption

Day	Estimated Time	Classroom activity
2	30 minutes	**Implement Information Protection in Microsoft 365** Protect information in Microsoft Purview
	1 hour	**Implement Information Protection in Microsoft 365** Apply and manage sensitivity labels

	30 minutes	**Lab 1, Exercise 5** Manage sensitivity labels
	1 hour	**Implement Data Loss Prevention** Prevent data loss in Microsoft Purview
	30 minutes	**Lab 2, Exercise 1** Manage DLP Policies
	1 hour	**Implement Data Loss Prevention** Implement Endpoint data loss prevention
	30 minutes	**Lab 2, Exercise 2** Manage Endpoint DLP
	30 minutes	**Implement Data Loss Prevention** Configure DLP policies for Microsoft Defender for Cloud Apps and Power Platform
	30 minutes	**Implement Data Loss Prevention** Manage DLP policies and reports in Microsoft Purview
	30 minutes	**Lab 2, Exercise 3** Manage DLP reports

Day	Estimated Time	Classroom activity
3	30 minutes	**Implement Data Lifecycle and Records Management** Data Lifecycle Management in Microsoft Purview
	30 minutes	**Lab 3, Exercise 1** Configure Retention Policies
	30 minutes	**Lab 3, Exercise 2** Implement Retention Labels
	30 minutes	**Implement Data Lifecycle and Records Management** Manage data retention in Microsoft 365
	30 minutes	**Lab 3, Exercise 3** Configure Service-based Retention
	30 minutes	**Implement Data Lifecycle and Records Management** Implement records management in Microsoft 365
	30 minutes	**Lab 3, Exercise 4** Configure Event-based Retention
	30 minutes	**Lab 3, Exercise 5** Use eDiscovery for Recovery
	30 minutes	**Lab 3, Exercise 6** Configure Records Management

Day	Estimated Time	Classroom activity
4	15 minutes	**Monitor and investigate data and activities by using Microsoft Purview** Explore compliance in Microsoft 365
	30 minutes	**Lab 4, Exercise 1** Explore Compliance Manager
	15 minutes	**Monitor and investigate data and activities by using Microsoft Purview** Search for content in the Microsoft Purview compliance portal
	15 minutes	**Monitor and investigate data and activities by using Microsoft Purview** Manage Microsoft Purview eDiscovery (Standard)
	30 minutes	**Lab 4, Exercise 2** Case investigation with eDiscovery (Standard) and content search
	15 minutes	**Monitor and investigate data and activities by using Microsoft Purview** Manage Microsoft Purview eDiscovery (Premium)
	15 minutes	**Manage Insider and Privacy Risk in Microsoft 365** Prepare Microsoft Purview Communication Compliance
	30 minutes	**Lab 5, Exercise 1** **Configure Communication Compliance**
	15 minutes	**Manage Insider and Privacy Risk in Microsoft 365** Manage Insider Risk in Microsoft Purview
	30 minutes	**Lab 5, Exercise 2** Configure Insider Risk Management
	15 minutes	**Manage Insider and Privacy Risk in Microsoft 365** Implement Microsoft Purview Information Barriers
	30 minutes	**Lab 5, exercise 3** Configure Information Barriers
	15 minutes	**Manage Insider and Privacy Risk in Microsoft 365** Manage Regulatory and Privacy Requirements with Microsoft Priva

Additional Timing Notes - Knowledge Check questions

Knowledge check (KC) questions are provided throughout the course to check the student's knowledge of the material that was covered. Instructors can use these KC questions in several ways:

- Conduct a formal classroom exercise in which you go through the questions in a module before moving on to the next module.

- Sprinkle the questions into the content as you cover the related material for a module

- Let the students review the questions after class as a daily homework assignment. You can set aside time at the start of each day to answer any questions they have regarding the prior day's questions. This may be the most feasible option given the tight time constraints that most classes work under.

It will be left up to each instructor to determine how they want to incorporate the KC questions into their class.

If you provide students with time to review the KC questions at the end of specific topics and at the end of each module, you should provide a couple of minutes per question, along with a few extra minutes per question to respond to student questions or challenges concerning certain questions they may not understand or whose answers they disagree with. This may add an extra 15 to 30 minutes to complete each module.

Labs

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.

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

If students encounter lab steps that don't accurately reflect the UI, they'll have to work through the UI to determine what needs to be done. Typically, UI changes are quite subtle, so hopefully you don't 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 definitely need it. Product UI changes will be part of their daily life in today's cloud-centric world. As IT/Pros, they must learn how to work through such situations.

One thing Microsoft does 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 in the course's GitHub repository. This will help Microsoft's World-Wide Learning team update the lab instructions to keep them as up to date as possible. For information on how to submit an issue, please see [GitHub User Guide for MCTs](#).

Tips and Tricks for teaching SC-400T00A

Are you looking to improve when teaching this course? Maybe you don't teach the course very often, or you haven't taught the course before? If so, this section offers some tips from our top trainers to help you deliver the best course possible.

We recently conducted a survey of the SC-400 Metrics that Matters responses. Overall, the comments were very positive. However, there are always opportunities for improvement.

So, here are three specific areas we would like to highlight: **Course timing**, **Hands-on labs**, and **Classroom interactivity**.

Course timing

Typical Comments:

It doesn't feel like there's enough material to cover SC-400 in 4 days.

Discussion:

SC-400 provides a lot of content for you to select from based on your audience and teaching style. **It is not intended** that you cover every slide, demo, lab, discussion, and review question.

You must select the combination of course elements that fit best within the allotted classroom time. Consider your audience, consider your ability to tell the story, and consider the depth of coverage.

Here is how two different instructors presented the material. Notice they do not follow the prescribed course sequence and have selected content based on their teaching style.

Persona	Course timing approach
Instructor 1	I use the PPT slides during a course as a guideline and hide slides that I will whiteboard or demo. I use a lot of demonstrations and often include simple walk-throughs I've created myself. And I do a lot of whiteboarding to cover concepts and flowcharts. I survey the class and spend more time on product areas where the students are most interested.
Instructor 2	I start each lesson with a description of an Administrator task and then show the steps. As I go through the demo, I describe the content covered in the slides. After the demo I quickly skimmed the slides, making sure everything was covered and there weren't any questions. I use the Summary slide to point students to other study materials available on Learn.

Summary:

To improve in this area, we ask that you fit the course to match your audience and teaching style. Plan your time and set the students' expectations of what will be covered and how it will be covered. You do not have to cover everything that is provided.

Hands-on Labs

Typical Comments:

Labs are too complicated, labs are too lengthy, labs should be more real world, labs should follow the lecture, and lab steps do not match the UI.

Discussion:

SC-400 provides GitHub labs throughout the course. These labs assume a level of student familiarity with the UI portal and scripting. However, students may not have this knowledge, which means you need to consider your audience and their ability to complete various labs.

Here are how some of our top trainers approach the lab time.

Persona	Lab approach
Instructor 1	If students are unfamiliar with the Microsoft Purview compliance portal and need extra help, I do more demonstrations and fewer GitHub labs. For the hands-on activities I lead the class and go through the steps together with them. This takes more time, so I am careful which demonstrations and labs I select.
Instructor 2	I allocate a time box for the labs based on my student's level of experience. The time shown on the lab is just an estimate. By timeboxing the labs, I ensure we don't fall behind. I direct students to finish any incomplete labs at home after class. If I think the class will benefit from pre-work, I will assign them some Quick Starts to read. This ensures they are better prepared for the next lab.

Summary:

To improve in this area, we ask that you use your best judgment when selecting which labs to do with your students. Alternative labs have been added to the GitHub pages where we think they are appropriate. You can suggest students go through those shorter and less complicated labs.

Classroom interactivity

Typical comments: *Need more balance between lecture and hands-on, more discussion and question/answer, and lecture was too long.*

Discussion:

Our goal in Microsoft Learning is to ensure there is at least a 50/50 mix of lecture/interactive elements. For SC-400 we provide a lot of opportunities to engage the students. For example, demonstrations, labs, and review questions. Recently, open-ended discussion questions were added to the MCT Download Center.

Here are some suggestions from our top trainers on how they incorporate interactivity in their classes.

Persona	Class interactivity approach
Instructor 1	• Frequently stop and ask open-ended questions. • Let one of your advanced students share their screen and "drive" during the demonstration. Coach the student through the steps. • Have someone monitor the chat and let you know if there is a question.
Instructor 2	• Use a poll (or other signal) to determine if students are interested in or using a product or feature. • Ask how many students are planning to take the exam. Work that information into your presentation. • Ensure students can annotate your whiteboard. Have them participate by placing resources or linking items.

Summary:

To improve in this area, we ask that you plan to limit the amount of lecture to less than half the class time. Supplement your lecture with demos, questions, and discussion. Try to engage the students in as many ways as possible. This interactivity will take longer, so be sure to account for that.

Feedback

In this course, we have provided a framework for you to work with. Take time to prepare and think about the value that only an instructor can bring to training. We hope to partner with you to provide an exceptional student experience, and we welcome your feedback.