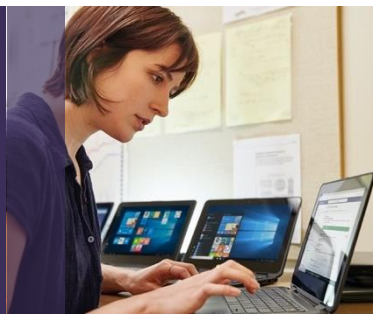
Microsoft

SC-400T00A - Microsoft Information Protection and Compliance Administrator

EDUCATOR TEACHING GUIDE



General overview

This educator teaching guide provides preparation and reference resources for instructors who plan to teach SC-400T00A in higher education or similar education settings (for example, early college programs in secondary schools or workforce training, adult education, or continuing education programs).

This guide includes:

- A planning checklist to prepare to teach the course.
- A high-level overview of course materials, planning tools, and resources.
- A general overview and recommended best practices for classroom labs and demos.

Planning checklist to prepare to teach the course

Instructors should aim to complete the following planning checklist prior to teaching the course. Each checklist item is bookmarked to the corresponding detailed content section.

☐ Understand core concepts and terms in this course

- Review the list of skills measured for Exam SC-400T00A.
- Develop your technical learning plan.

☐ Know your course materials

- Read this **Educator Teaching Guide**.
- Preview the presentations, demonstrations, and labs in the **Microsoft Official Course**.
- Review the **Trainer Prep Guide.**
- Preview the **online training** on Microsoft Learn.
- Watch the **Virtual Educator Prep Sessions.**

☐ Plan your course

- Learn about this course's flexible format design.
- Plan your syllabus and calendar.
- Explore tools to enable remote learning and deliver inclusive and accessible instruction.

☐ Prepare technologies and tools

- Understand the minimum technical requirements for you, your students, and your classroom.

☐ Configure your classroom labs

- Set up your Microsoft Learn profile and Microsoft 365 tenant.
- Provide students with instructions on how to set up their own Microsoft Learn profile and Microsoft 365 tenant.
- Set up in-class demonstration and lab technologies.
- Review best practices for using Microsoft 365 tenant.

- Understand core concepts and terms in this course.

Overview

This section introduces you to resources for learning technical concepts and skills in this course. It also provides guidance for developing a technical learning plan.

Review exam objective domains

This course is directly mapped to SC-400T00 Microsoft Information Protection and Compliance. A great way to start your technical skilling journey is to review the skills measured in the exam and note the extent to which they cover familiar versus new technical concepts and skills.

Develop your technical learning plan

We recommend that you complete the certification exam prior to teaching the course to verify your understanding of the course content and gain insight into how to support students preparing for the exam. We maintain a continually updated list of options for learning the skills measured on the SC-400T00 Microsoft Information Protection and Compliance landing page. The list includes free online learning paths on the Microsoft Learn platform, instructor-led courses delivered online and in-person by our learning partners, and official practice tests. You can also find up-to-date information about options to register for the exam at an authorized testing center or via remote proctoring.

You may also find the following resources helpful as you prepare to teach the class:

- Microsoft 365
  - What is Microsoft 365?
  - Introduction to Microsoft 365 core services and features
  - Introduction to security in Microsoft 365
  - Compare Office 365 Education Plans
- Microsoft Purview
  - What is Microsoft Purview?
  - Microsoft Purview risk and compliance solutions

Know your course materials

Overview

In addition to this Educator Teaching Guide, the table below will help you get to know your course materials. It includes the location and a brief description of each resource as well as recommended best practices.

All of the course materials are located in the Learning Download Center, on Microsoft Learn, or on the MSLE Training and Tools page. Watch the Virtual Educator Prep Session (VEPS) onboarding series for a video explanation of the educator resources and how to access.

RESOURCE	INFORMATION
Microsoft Official Course	**Location**: Learning Download Center **Description**: Stand-alone modules that can be delivered in 30 -90 minutes of class time. The modules are sub-divided into lessons and facilitated through PowerPoint slide decks that include lecture topics, instructor notes, demonstrations, and hands-on activities. **Best practices:** • Search for "Notes" in the help section of PowerPoint if you don't see the Instructor Notes. • Use PowerPoint's embedded accessibility features to facilitate inclusive instruction. • Consider accessibility standards when modifying slides or creating additional content.
Online training	**Location:** Microsoft Learn **Description:** Self-paced online learning content on Microsoft Learn that aligns directly to SC-400T00 Microsoft Information Protection and Compliance and to the Microsoft Official Course. Each module stands alone and includes explanations of technical concepts, hands-on activities, and knowledge checks. The activities include modules from the exam learning path plus supplemental modules that provide additional hands-on practice with the technologies discussed in the course. **Best practices:** • Complete the online training prior to teaching and taking the certification exam. • Follow prompts in PowerPoint slide decks to determine when to assign aligned online learning activities to students. • Emphasize to students that hands-on practice activities in the online training are particularly useful for solidifying understanding of exam concepts, completing projects, and transferring knowledge to real-world problems.
Virtual Educator Prep Session (VEPS)	**Location**: Microsoft Learn **Description**: On-demand recordings to support you as you join the MSLE program and prepare to teach Microsoft curriculum. There are Microsoft Learn for Educator (MSLE) VEPS that will guide you from onboarding to the MSLE program to wrapping up your course. Microsoft Official Curriculum (MOC) VEPS contains course-specific tips and tricks from Microsoft Technical Trainers on how to deliver MOC content to your students. **Best Practices:** • View prior to teaching each module. • Useful to view while planning your course and revisit after the first couple of weeks.
Labs and demos scripts	**Location:** GitHub (SC-400T00A-Microsoft-Information-Protection-Administrator) **Description:** Demo scripts are available for use by instructors, to demonstrate functionality in a live environment. Additionally, labs are available for students to obtain hands-on experience. **Note:** Both the demo scripts and labs assume access to the preconfigured WWL M365 Enterprise 2019 SPE_E5 tenant, available through an authorized lab hoster (ALH). Demo scripts and lab instructions may be run on a user's own Microsoft 365 tenant, but are not guaranteed, as some features may not be enabled with a user's personal subscription or free/trial subscriptions. **Best practices:**

	• Instructors should review and/or practice all demo scripts before use, especially if they will be done using a personal subscription. • The use of labs by students assumes the availability of the environment provided by the ALH as described in the note above. Some labs may work with trial or free subscriptions. Instructors should review labs for suitability with free/trial subscriptions before recommending them to students.

Plan your course

Overview

This section is designed to help you plan your course and syllabus. It includes information on other resources from Microsoft that you can utilize to supplement the course materials described above, enable remote learning, and deliver inclusive and accessible instruction. View the MSLE VEPS for more information on planning for your course.

Design your syllabus

The course is designed to enable you to deliver a complete module from the Microsoft Official Course during one or two class meetings and then direct students to complete the aligned segments of the Online Training on Microsoft Learn. However, the modules and Online Training have a flexible design that includes stand-alone lessons and units. This allows you to easily modify the delivery format, supplement the content, or integrate the course with other curricula.

It is often helpful to provide real-world scenarios and business use cases to students when first introducing new technical concepts. The following resources give overviews of how Microsoft Security solutions is being used in the real-world:

- Fannie Mae
- Microsoft Azure Customer Stories

We recommend that you consider your students' prior experience with technology when determining how to design your course syllabus. The course has a few prerequisites and students need prior experience with Microsoft Azure and Microsoft 365 before taking this course; along with a basic level of familiarity with computer technology, and the Internet is assumed; students should have equivalent knowledge of the Information Protection and Compliance Administrator materials. Some of the concepts covered in the course require a basic understanding of mathematics, such as the ability to interpret charts. The course includes hands-on activities that involve working with Azure and Microsoft 365, so knowledge of working online will be helpful.

Consider using the following resources if you determine you need to modify the recommended delivery format or Consider using the following resources if you determine you need to modify the recommended delivery format or supplement the content:

- Microsoft Learn for Students
- Microsoft Learn for Educators
- Microsoft Educator Center

Enable remote learning

Microsoft's Remote learning in education page includes resources, training, and how-to guides to help schools and educators deliver remote instruction. The Special education and accessibility resources for remote learning page also provides extensive resources for accommodating students in remote learning contexts.

Deliver inclusive and accessible instruction

The diversity of learning needs demands that instructors provide inclusive, accessible learning environments that inspire confidence and encourage independence differently for each student.

Several resources are available to help create an inclusive learning environment:

- The Microsoft Educator Center course Creating a digitally inclusive learning community.
- Microsoft Style Guide Bias-free communication article.
- Microsoft's Inclusive Design methodology website.

Microsoft Office and the Edge browser include embedded features that you can use to create a personalized and engaging learning experience for all your students. Use these resources to learn more:

- Make your PowerPoint presentations accessible.
- Create accessible content.
- Accommodate students' diverse needs:
  - Reading, writing, and math
  - Executive function
  - Speech, language, and communication
  - Hearing
  - Mobility
  - Vision
  - Neurodiversity
  - Multiply impaired and medically fragile
  - Mental health
- Support second language learners.
- Support highly capable and twice exceptional students.

Microsoft has a support resource for questions about the accessibility and product compliance of all Microsoft products, including the technologies used in the hands-on practice activities for this course. The support team can help resolve issues relating to disability and the functionality of the products to be used with assistive technology, as well as find conformance documentation.

Prepare technologies and tools

Overview

This section provides the requirements needed for hardware, software, devices, and Azure Services, for you, your students, and your classroom.

Technical requirements

Educator hardware and software requirements:

- PC or laptop
- Access to the internet
- Modern operating system
- Modern browser
- Microsoft PowerPoint

    - If you do not already have PowerPoint, students and educators at eligible institutions can sign up for free access to Office 365 Education.
- Ability to display PowerPoint slides to students
- Ability to display browser-based demonstrations to students—that is, demonstrate functionality from Azure and/or Microsoft 365 portals.
- Access to GitHub for availability of demo scripts and lab instructions.
- Microsoft 365 subscription or access to the lab platform provided by the ALH
    - It's recommended that educators obtain trial Microsoft 365 subscription or the ALH lab platform to demonstrate Microsoft 365 functionality. Refer to the *In-class demos* section of this document for a list of demos available on GitHub.

Student hardware and software requirements:

- PC or laptop
- Access to the internet
- Modern operating system
- Modern browser
- Access to lab platform provided by the ALH
    - Labs have been designed and tested to work in the lab environment provided by the ALH. There may be access policies, role permissions, and other settings that have been preconfigured for use with the labs. Although some labs may work with a students' personal subscription that should not be used when directing them to do the labs.
- Microsoft 365 subscription (optional) or access to the lab platform provided by the ALH
    - It's recommended that students obtain a trial Microsoft 365 subscription to explore functionality covered in the content on their own. However, as noted earlier, lab assignments should be done in the environment provided by the ALH.
- GitHub access
    - A lab environment is provided through an ALH. The ALH lab environment includes detailed steps for each lab. The lab steps included in the ALH's environment are also available in GitHub at SC-400T00A-Microsoft-Information-Protection-Administrator (microsoftlearning.github.io). Students may want to download lab instructions from GitHub as an additional reference.

Classroom hardware and software requirements

- Access to the Internet.
- An open Port 80 and Port 443 so you and your students can access Azure via a modern web browser.
- Projector or some way to show the PPTs and your computer display when doing demos/labs, or whiteboarding.

Configure your classroom labs

Overview

Review the following information on platforms, technologies, and best practices to ensure you are ready to teach the course labs. Learn more about Skillable labs and review the FAQs.

Microsoft Learn

The Microsoft Learn platform is used for instructor-led demonstrations, in-class labs, and aligned online learning. All relevant links to Microsoft Learn appear in the text of the slides or the Instructor Notes (search for "Notes" in the help section of PowerPoint online if you don't see the Instructor Notes).

- Students can access course content on Microsoft Learn without a profile or signing in.
- Additional features become available when students are signed-in and create a profile. These features include:
  - Progress tracking on learning activities.
  - Experience points to measure achievement in completing lessons.
  - Badges to demonstrate completion of a module.
  - Trophies when an entire learning path is completed.

See the description of the Learn Catalog API to understand options to integrate Microsoft Learn content into your learning management system (LMS). You can also apply to participate in the Catalog API Preview (CAP) Program if you wish to participate in early previews of new features.

Microsoft 365 Subscriptions

Although not required to teach this course, it is highly recommended that instructors obtain, whenever possible, a Microsoft 365 subscription to demonstrate functionality described in the demo scripts and/or click-through guides, in a live environment. Similarly, it is desirable for students to obtain a trial plan to explore some of the features described in the interactive click-through guides, in a live environment. Similarly, some Microsoft 365 specific labs may work with a free/trial subscription. Depending on the plan, some features described in the interactive click-through guides and labs may not be available. Instructors should review these before recommending them to students. For a list of available features by plan, refer to Microsoft 365 Education - Service Descriptions.

Instructors and students can get started for free with Office 365 A1 by going Compare Office 365 Education Plans and selecting the "Get started for free" button. It is important to note, however, that this plan provides a limited subset of the security features included in the interactive click-through guides.

Best practices for demos and labs

As an instructor, if you plan to demonstrate functionality covered in the clickthrough guides, the walkthrough videos, and/or the demo scripts from GitHub, please follow the best practices listed below.

- Before class starts, familiarize yourself with the interactive clickthrough guides, video walkthroughs, and demo scripts that you plan to show.
- The demo scripts listed in GitHub assume the availability and use of the lab environment provided through the ALH. This environment includes all the necessary software and services required for the demos, which may include virtual machines, cloud subscriptions, and other software. It's important to note that, when you use the ALH lab environment for executing the demo scripts, the instructions tab lists the steps for the labs not the demos. However, instructors can use the Microsoft 365 tenant information provided in the resources tab of the AHL lab environment, via an in-private browser, and refer to the demo scripts directly from GitHub.
- Instructors who choose to use their own subscriptions to walk through the GitHub demos and/or labs in class should validate the functionality before doing them in class. The labs were designed to work in the environment provided by the ALH—specific access policies, roles, and so on have been configured.
- The lab environment provided by the ALH is timed. Therefore, if you plan to walk through this as part of a classroom delivery, it's recommended that you take the timing into consideration and plan appropriately.
- Instructors should note and let students know that the user interfaces (UI) for Microsoft 365 are continually being updated. Every effort is made to ensure that demo and lab steps reflect any changes, but it's not uncommon to see variances in the UI described in the labs/demos and the actual tenant. This is also true when you use the interactive guides and videos.
- Three tables are provided with links to the available interactives guides or informational videos, the GitHub demos, and the GitHub labs. The steps listed in these labs are the same as those in the ALH lab environment and enable instructors to choose from different options.

Labs

The table below shows the labs available through GitHub. The use of labs by instructors and students assumes the availability of the environment through an ALH. The ALH's lab environment includes all necessary software and services required to complete the exercises, which may include virtual machines, cloud subscriptions, and other software. As a trainer, you should familiarize yourself with the lab environment provided by your ALH before teaching the course.

Labs will vary in duration (most take between 30 and 60 minutes to complete), so instructors should take this into account as they determine how best to incorporate the hands-on experience into the course.

The Microsoft 365 UIs are continually being updated. Every effort is made to ensure that demo and lab steps reflect any changes, but it's not uncommon to see variances in the UI described in the labs/demos and the actual tenant.

Instructors who choose to use their own subscriptions to walk through the GitHub demos should validate the functionality before doing them in class. The labs were designed to work in the environment provided by the ALH—specific access policies, roles, and so on have been configured).

Lab Module	Lab Exercise
Setup (setup instructions to be executed before doing any lab during the course).	Lab Setup
Module 1 - Implement Information Protection	Lab 1 - Exercise 1 - Manage Compliance Roles
Module 1 - Implement Information Protection	Lab 1 - Exercise 2 - Manage Office 365 Message Encryption
Module 1 - Implement Information Protection	Lab 1 - Exercise 3 - Manage Sensitive Information Types
Module 1 - Implement Information Protection	Lab 1 - Exercise 4 - Manage Trainable Classifiers (optional)
Module 1 - Implement Information Protection	Lab 1 - Exercise 5 - Manage Sensitivity Labels
Module 2 - Implement Data Loss Prevention	Lab 2 - Exercise 1 - Manage DLP Policies
Module 2 - Implement Data Loss Prevention	Lab 2 - Exercise 2 - Manage Endpoint DLP
Module 2 - Implement Data Loss Prevention	Lab 2 - Exercise 3 - Manage DLP Reports
Module 3 - Implement Data Lifecycle and Records Management	Lab 3 - Exercise 1 - Configure Retention Policies
Module 3 - Implement Data Lifecycle and Records Management	Lab 3 - Exercise 2 - Implement Retention Labels
Module 3 - Implement Data Lifecycle and Records Management	Lab 3 - Exercise 3 - Configure Service-based Retention
Module 3 - Implement Data Lifecycle and Records Management	Lab 3 - Exercise 4 - Configure Event-based Retention
Module 3 - Implement Data Lifecycle and Records Management	Lab 3 - Exercise 5 - Use eDiscovery for Recovery

Lab Module	Lab Exercise
Module 3 - Implement Data Lifecycle and Records Management	Lab 3 - Exercise 6 - Configure Records Management
Module 4 - Monitor and investigate data and activities by using Microsoft Purview	Lab 4 - Exercise 1 - Explore Compliance Manager
Module 4 - Monitor and investigate data and activities by using Microsoft Purview	Lab 4 - Exercise 2 - eDiscovery (Standard) and Content search
Module 5 - Manage insider and privacy risk in Microsoft 365	Lab 5 - Exercise 1 - Configure Communication Compliance
Module 5 - Manage insider and privacy risk in Microsoft 365	Lab 5 - Exercise 2 - Configure Insider Risk Management
Module 5 - Manage insider and privacy risk in Microsoft 365	Lab 5 - Exercise 3 - Configure Information Barriers