

Symantec Clearwell eDiscovery Platform 7.x: Transparent Predictive Coding

COURSE DESCRIPTION

The *Symantec Clearwell eDiscovery Platform 7.x: Transparent Predictive Coding* course covers the major functionalities of Transparent Predictive Coding, including information retrieval basics, workflow management, and administration.

Delivery Method

Instructor-led and Virtual Academy

Duration

Two days

Course Objectives

By the completion of this course, you will be able to:

- Understand the benefits of Symantec Clearwell eDiscovery Platform Transparent Predictive Coding
- Understand statistical analysis performed in Predictive Coding
- Describe and perform the workflow for analyzing data with Transparent Predictive Coding
- Use Transparent Predictive Coding functionality for various use cases
- Administer the Predictive Coding feature

Who Should Attend

This course is for eDiscovery specialists, attorneys, corporate legal staff, litigation support, risk managers, IT professionals and consultants tasked with managing predictive coding in the Clearwell environment.

Prerequisites

There are no required prerequisites. However, to get the most out of the training session, Symantec suggests that you have a basic understanding of the Symantec Clearwell eDiscovery Platform. If you are new to electronic discovery or Clearwell, Symantec recommends the following options to facilitate a more effective experience:

- Attend Symantec Clearwell eDiscovery Platform 7.x: Administration course
- View demos and information at [Transparent Predictive Coding](#)
- Read Predictive Coding for Dummies

Hands-On

This course includes practical hands-on exercises that enable you to test your new skills and begin to use those skills in a working environment.

COURSE OUTLINE

Course Introduction

- Course objectives
- Course overview
- Classroom lab environment

Predictive Coding Overview

- Predictive Coding description
- Transparent Predictive Coding benefits
- Predictive Coding case law
- Managing discovery requirements

Understanding Statistics and Predictive Coding Technology

- Statistics and information retrieval terminology
- Statistics in the Clearwell GUI

Best Practices Workflow

- Overview of Predictive Coding Best Practices Workflow
- Recommended folder structure
- Creating a Control Set
- Overview of the training process
- Completing the Predictive Coding workflow

Preparation Steps

- Defining the Predictive Coding population
- ECA and Data Culling
- Managing non-standard documents
- Tagging documents and items

Setup and Training

- Folder Setup for Best Practices workflow
- Creating and reviewing the Control Set
- Training the system

Testing, Predicting and Finishing

- Testing the Predictive Coding model
- Testing and training iterations
- Analyzing Prediction Rankings and applying predictions
- Managing next steps

Transparent Predictive Coding Administration

- Utilizing the Prediction Status page
- Importing and exporting Predictive Coding data
- Monitoring Predictive Coding in the Review Dashboard
- Miscellaneous features

Alternate Use Cases and Workflows

- Prioritized review
- Privilege review
- Highly relevant review
- Quality Control checks