



BLACKBAUDU CAMPUS IS HERE!
 Blackbaud University's Training Central system is now BlackbaudU Campus.



Blackbaud University Curriculum for Blackbaud's Education Management Portfolio for K-12



Start with eLearning *Basics* on-demand courses or jump to instructor-led online courses for hands-on learning. To view a course description or launch a class, click through to the appropriate **Learning Paths** page:

- To view K-12 eLearning *Basics* **Learning Paths**, [click here](#).
- To view all K-12 **Learning Paths**, [click here](#).

In each topic area, courses are listed in the order they should be taken.

	Learn Basics	Learn More	Learn Everything
K-12 CORE: SYSTEM MANAGEMENT			
 Basics of Users and Roles	●	●	●
 Basics of Contact Cards and Directories	●	●	●
User Management and Database Administration		●	●
Initial Configuration		●	●
Importing Data		●	●
Reporting		●	●
Basic and Advanced Lists		●	●
Insight Designer		●	●
Annual Procedures		●	●
Best Practices: Policies and Procedures - Constituents		●	●
K-12 CORE: COMMUNICATION			
 Basics of Content	●	●	●
 Basics of Communication	●	●	●
Content and Media Strategy		●	●
 Content and Media Strategy - <i>OnDemand</i>		●	●
Events and Calendars		●	●
 Events and Calendars - <i>OnDemand</i>		●	●



 eLearning Course
 Certification



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In each topic area, courses are listed in the order they should be taken.

	Learn Basics	Learn More	Learn Everything
K-12 CORE: COMMUNICATION (continued)			
Resource Boards and News		●	●
 Resource Boards and News - <i>OnDemand</i>		●	●
 Notifications and Messages - <i>OnDemand</i>		●	●
School Forms		●	●
 School Forms - <i>OnDemand</i>		●	●
Pushpage		●	●
 Pushpage - <i>OnDemand</i>		●	●
Best Practices: Exploring Communication and Content		●	●
 Blackbaud's education management portfolio for K-12 Core Exam 2021	●	●	●
K-12 ACADEMICS			
 Basics of Groups	●	●	●
 Basics of Student Information	●	●	●
 Basics of Scheduling	●	●	●
 Basics of Grading, Report Cards, and Transcripts	●	●	●
 Basics of Competency-based Education	●	●	●
Academic Courses - Creation		●	●
Academic Courses - Content		●	●
Assignments and Rubrics		●	●
Assessments and Discussions		●	●
Gradebooks		●	●
Competency-based Education - Configuration		●	●
Competency-based Education - Utilization		●	●
Attendance		●	●
Conduct		●	●
Official Notes		●	●
Learning Profiles		●	●
Medical		●	●
Course Requests		●	●
Optimizing Schedule Configurations		●	●
Building Class and Student Schedules		●	●
Grading		●	●
Building Report Cards and Transcripts		●	●









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In each topic area, courses are listed in the order they should be taken.

	Learn Basics	Learn More	Learn Everything
K-12 ACADEMICS (continued)			
Day in the Life of a Teacher		●	●
Best Practices: Exploring Competency-based Education		●	●
Accelerator Pack - 1-Day Event Click here to see event details			●
K-12 EXTRACURRICULAR			
 Basics of Groups	●	●	●
Activities, Advisories, and Dorms		●	●
Community Groups		●	●
Athletics		●	●
K-12 ENROLLMENT MANAGEMENT			
 Basics of the Admissions Process	●	●	●
 Basics of Admissions and Enrollment Forms	●	●	●
 Basics of Checklists	●	●	●
Inquiry and Application Forms		●	●
Candidates and the Community		●	●
Checklists		●	●
Admissions Calendar and Recommendations		●	●
Decisions		●	●
Enrollment		●	●
Communication Tools		●	●
Event Registration for Admissions		●	●
Effective Contract Forms		●	●
K-12 SCHOOL WEBSITE			
 Basics of Page Building	●	●	●
 Basics of Master Layouts	●	●	●
 Basics of Styles	●	●	●
Page Builder		●	●
Event Registration for School Website		●	●
BLACKBAUD MERCHANT SERVICES			
 Basics of the Web Portal	●	●	●
ORGANIZATIONAL BEST PRACTICES			
 OBP: Basics of Events	●	●	●
 OBP: Basics of Finance	●	●	●

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In each topic area, courses are listed in the order they should be taken.

	Learn Basics	Learn More	Learn Everything
ORGANIZATIONAL BEST PRACTICES (continued)			
 OBP: Basics of Foundations	•	•	•
 OBP: Basics of Fundraising	•	•	•
 OBP: Basics of Impact	•	•	•
 OBP: Basics of Marketing	•	•	•
 OBP: Basics of Membership	•	•	•
 OBP: Basics of Nonprofit Organizations	•	•	•
 OBP: Basics of Peer-to-Peer	•	•	•
 OBP: Basics of Personas	•	•	•
 OBP: Basics of Volunteers	•	•	•
Click here to view the full curriculum for instructor-led OBP workshops and certifications		•	•

Accelerator Pack Event

1-Day Online Virtual Event

K-12 Academics: Accelerator Pack

A.M.	K-12 Academics: Academic Courses - Content	K-12 Academics: Assignments and Rubrics
P.M.	K-12 Academics: Assessments and Discussions	K-12 Academics: Gradebooks

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Role-Based Training Paths

Use the **Training Paths** table below to help you determine which courses to take.

The course topics are listed in recommended order, beginning with *Core*. Course titles within each topic are also listed in the recommended order. Each topic identifies one or more occupational roles for which training is recommended. To confirm which occupational roles match your job description, refer to the **Role Description** information that appears below the **Training Paths** table.

To view the courses associated to a training path topic, [return to p. 1](#) and locate the corresponding topic in the course listings table, in the green header bars.

Training Paths

Training Path	OCCUPATIONAL ROLE			
	System Administration	Communications	Admissions	School Administration
Core: System Management	✓			
Core: Communication	✓	✓		
School Website	✓	✓		
Enrollment Management	✓		✓	
Academics	✓			✓
Extracurricular	✓			✓

Role Descriptions

SYSTEM ADMINISTRATION

- Maintains the database, including system configuration, security settings, and user information
- Ensures system integrity and efficiency

COMMUNICATIONS

- Develops and implements communication plans
- Produces internal and external website content, eNewsletters, and other online publications

ADMISSIONS

- Maintains the online community to engage prospective families
- Manages candidate data throughout the application process

SCHOOL ADMINISTRATION

- Responsible for educational leadership
- Oversees online processes for learning management and student information

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