

# Blackbaud University Curriculum for Blackbaud Award Management™

To view all Blackbaud Award Management **Learning Paths** [click here](#).

Wondering which courses are best for your job role?



- [Click here to explore recommended Learning Paths based on your job role](#)
- [Click here to explore Job Role descriptions](#)

## Training Opportunities for *Learn More* Subscriptions

<ul style="list-style-type: none"> <li>• In each <b>LEARNING PATH</b>, courses are listed in the order they should be taken</li> <li>• All courses are 3 hours (180 minutes) unless indicated otherwise</li> <li>• Product certification is required for courses beyond <i>Fundamentals</i> level unless a Prerequisite course is indicated</li> </ul>	Virtual Instructor-Led	Virtual Self-Paced
<b>LEARNING PATH: Fundamentals</b> <a href="#">← Click HEADERS TO VIEW LEARNING PATHS</a>		
Fundamentals - System Overview <i>90-Minute Course</i>	●	
Fundamentals - Awarding <i>90-Minute Course</i>	●	
<b>LEARNING PATH: System Build</b>		
Questions and Qualifications	●	
Portfolio Management <i>90-Minute Course</i>	●	
Managing Reviews	●	
Renewals	●	
<b>LEARNING PATH: Stewardship</b>		
Stewardship	●	
<b>LEARNING PATH: System Administration</b>		
System Administration	●	
<b>LEARNING PATH: Certification</b>		
<a href="#">Blackbaud Award Management Fundamentals Exam</a>		●

**eLEARNING BASICS**

- View the Blackbaud Award Management [Basics Learning Path](#)

**ORGANIZATIONAL BEST PRACTICES**

- Build your business acumen and social good expertise with these non-product-specific courses
- View the [Organizational Best Practices Learning Path](#)

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# Additional Training Opportunities

## for *Learn Everything* Subscriptions

### Courses that Support Microsoft Product Use

These instructor-led, hands-on courses support Microsoft Excel and Word. Boost your organization's productivity with targeted hands-on learning.

**LEARNING PATH:** [Microsoft Product Training](#)



Courses that Support  
Microsoft Products

### North Star Sessions

Get expert guidance from leaders in the social good sector. These insightful and instructive video sessions are available on-demand, 24/7.

**LEARNING PATH:** [North Star Sessions](#)



North Star Sessions

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# Role-Based Learning Paths

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

Learning Paths are listed in recommended order, beginning with *Fundamentals*.

Each Learning Path identifies one or more occupational job roles for which training is recommended.

To confirm which occupational roles match your job description, refer to the **Role Descriptions** information that appears below the **Learning Paths** table.

Click on a **Learning Path** to view the associated courses.

## OCCUPATIONAL JOB ROLE

Training Path	System Administrator	Opportunity Administrator	Stewardship Administrator
<a href="#">Fundamentals</a>	✓	✓	✓
<a href="#">System Build</a>	✓	✓	
<a href="#">Stewardship</a>	✓		✓
<a href="#">System Administration</a>	✓		

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## Job Role Descriptions

### System Administrator

- Maintains the database, including system configuration and global processes
- Ensures database integrity and efficiency

### Opportunity Administrator

- Creates and manages portfolios, opportunities, and applications
- Builds and administers review committees
- Makes award offers to students

### Stewardship Administrator

- Creates and manages donor profiles and contacts
- Edits and publishes fund snapshots, recipients, and disbursements
- Sends out updates and reports to donor contacts

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