

Blackbaud University Curriculum for Blackbaud eTapestry[®]

To view all eTapestry **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

- In each **LEARNING PATH**, courses are listed in the order they should be taken
- All courses are 90 minutes unless indicated otherwise

Virtual
Instructor-
Led

Virtual
Self-Paced

LEARNING PATH: FUNDAMENTALS [← CLICK HEADERS TO VIEW LEARNING PATHS](#)

Fundamentals - Accounts	•	•
Fundamentals - Journals	•	•
Fundamentals - Queries and Reports	•	•
Fundamentals - Communications	•	•
eTapestry Fundamentals Exam 2022		•

LEARNING PATH: ANALYSIS

Effective and Efficient Queries		•
Effective and Efficient Reports		•

LEARNING PATH: FORMS AND COMMUNICATION

Do-It-Yourself Forms	•	•
Effective and Efficient Communications		•

LEARNING PATH: FUNDRAISING

Identifying Prospects and Cultivating Major Donors		•
Preparing for Year-End Tasks	•	
Preparing for Year-End Tasks <i>Coming Soon!</i>		•

LEARNING PATH: DATABASE ADMINISTRATION

Database Configuration		•
Importing		•
Mass Updates		•
Database Cleanup		•

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LEARNING PATH: CERTIFICATION

[eTapestry Fundamentals Exam 2022](#)

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LEARNING PATH: BLACKBAUD MERCHANT SERVICES

Blackbaud Merchant Services: Basics of the Web Portal *1-Hour Course*

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Integration: Basics of Processing Payments with Blackbaud Merchant Services *30-Minute Course*

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eLEARNING BASICS

- View the [eTapestry 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](#)

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.

Learning Paths	OCCUPATIONAL JOB ROLE			
	DBA	Development	Communications	Executive
Fundamentals	✓	✓	✓	✓
Analysis	✓	✓	✓	✓
Forms and Communication	✓	✓	✓	
Fundraising		✓	✓	✓
Database Administration	✓			
Blackbaud Merchant Services	✓			

Job Role Descriptions

[Return to Role-Based Learning Paths](#)

DBA / DATABASE ADMINISTRATION

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

DEVELOPMENT

- Enters constituents and gifts in the databases
- Researches and builds relationships with prospects, and maintains accounts

COMMUNICATIONS

- Develops and implements a communications plan
- Produces appeals, letters, newsletters, emails, and other communications

EXECUTIVE

- Provides leadership in core areas, such as strategy and program delivery, to enable long-term vision achievement

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