

Blackbaud University Curriculum for

Blackbaud's Education Management Portfolio for K-12

To view all K-12 **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: K-12 Core: System Management [← Click HEADERS TO VIEW LEARNING PATHS](#)

	Virtual Instructor-Led	Virtual Self-Paced
User Management		•
Login Setup		•
Contact Card and Directory Setup		•
Reporting	•	
Data Imports		•
Basic and Advanced Lists	•	
Insight Designer	•	
Annual Procedures <i>3-Hour Course</i>	•	
Policies and Procedures - Constituents	•	

LEARNING PATH: K-12 Core: Communication

	Virtual Instructor-Led	Virtual Self-Paced
Content and Media Strategy		•
Events and Calendars		•
Resource Boards and News		•
Notifications and Messages		•
School Forms		•
Pushpage		•
Best Practices: Exploring Communication and Content	•	

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 Virtual
 Instructor-
 Led

 Virtual
 Self-Paced

LEARNING PATH: K-12 Academics

	Virtual Instructor-Led	Virtual Self-Paced
Scheduling		•
Academic Courses - Content	•	•
Gradebooks		•
Competency-based Education - Configuration	•	
Competency-based Education - Utilization	•	
Attendance		•
Conduct	•	•
Official Notes		•
Learning Profiles	•	
Medical		•
Building Report Cards and Transcripts		•
Grading		•
Day in the Life of a Teacher	•	

LEARNING PATH: K-12 Academics: Assignments, Assessments, Discussions, and Rubrics

	Virtual Instructor-Led	Virtual Self-Paced
Assignments, Assessments, Discussions, and Rubrics		•
Assignments, Assessments, Discussions, and Rubrics - Q&A	•	

LEARNING PATH: K-12 Extracurricular

	Virtual Instructor-Led	Virtual Self-Paced
Activities, Advisories, and Dorms	•	
Community Groups		•
Athletics		•

LEARNING PATH: K-12 Enrollment Management

	Virtual Instructor-Led	Virtual Self-Paced
Inquiry and Application Forms	•	
Candidates and the Community	•	•
Checklists	•	•
Admissions Calendar and Recommendations	•	
Decisions	•	
Enrollment	•	
Communication Tools	•	
Event Registration for Admissions	•	
Effective Contract Forms <i>3-Hour Course</i>	•	

LEARNING PATH: K-12 School Website

	Virtual Instructor-Led	Virtual Self-Paced
Page Builder		•
Event Registration for School Website		•

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Virtual
Instructor-
Led

Virtual
Self-Paced

LEARNING PATH: Certification

[Blackbaud's education management portfolio for K-12 Core Exam](#)

LEARNING PATH: Blackbaud Merchant Services

Blackbaud Merchant Services: Basics of the Web Portal

Integration: Basics of Processing Payments with Blackbaud Merchant Services

eLEARNING BASICS

- View the K-12 [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.

OCCUPATIONAL JOB ROLE

Learning Path	System Administration	Communications	Admissions	School Administration
Core: System Management	✓			
Core: Communication	✓	✓		
Academics	✓			✓
K-12 Academics: Assignments, Assessments, Discussions, and Rubrics				✓
Extracurricular	✓			✓
Enrollment Management	✓		✓	
School Website	✓	✓		

Job 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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