










Blackbaud University Curriculum for AcademicWorks

To learn more about Blackbaud University's **Learn®** training subscription tiers [click here](#).

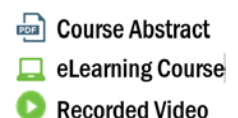
To view a course description or register for a class, click a course title in the listing below. Courses are listed in each of the topic areas in the order they should be taken. Instructor-led trainings will provide an in-depth, hands-on experience.

This curriculum includes opportunities to earn continuing education credits for [CFRE](#).

Customers who purchased an **Organizational Best Practices** subscription can view the full curriculum [here](#).

Click course names to launch or register for a class	Learn Basics	Learn More	Private Training
Fundamentals			
 AcademicWorks: Basics of AcademicWorks	•	•	
 AcademicWorks: Fundamentals—Overview		•	
 AcademicWorks: Fundamentals—Awarding Cycle		•	
System Build			
 AcademicWorks: Introduction to Questions and Qualifications	•	•	
 AcademicWorks: Introduction to Reviewing	•	•	
 AcademicWorks: Writing Quality Questions and Qualifications		•	
 AcademicWorks: Managing Reviews		•	
Stewardship			
 AcademicWorks: Stewardship			•
System Administration			
 AcademicWorks: System Administration		•	

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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 *Fundamentals*. 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 Administrator	Opportunity Administrator	Stewardship Administrator
Fundamentals	✓	✓	✓
System Build	✓	✓	
Stewardship	✓		✓
System Administration	✓		

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 review 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