














Blackbaud University Curriculum for GIFTS Online®

To learn more about Blackbaud University's *Learn More* and *Learn Everything* 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.

Click course names to launch or register for a class		Learn Basics	Learn More
Fundamentals			
	GIFTS Online: Basics of GIFTS Online	●	●
	GIFTS Online: Basics of Proposals	●	●
	GIFTS Online: Basics of Searching and Reporting	●	●
	GIFTS Online: Fundamentals—Entering Data		●
	GIFTS Online: Fundamentals—Searching 1		●
	GIFTS Online: Fundamentals—Processing Proposals		●
	GIFTS Online: Fundamentals—Data Analysis 1		●
	GIFTS Online Fundamentals Exam 2018		●
Administration			
	GIFTS Online: System Administration		●
	GIFTS Online: Database Cleanup		●
Online Applications			
	GIFTS Online: Processing Online Applications		●
	GIFTS Online: Designing Effective Online Forms		●
Searching and Data Analysis			
	GIFTS Online: Searching and Data Analysis 2		●



Note: Completion of the *Fundamentals* courses or a passing score on the **Fundamentals Exam** fulfills the prerequisites for all advanced courses.

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-  Course Abstract
-  eLearning Course
-  Certification

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	Grants Manager	Program Staff
Fundamentals	✓	✓	✓
Administration	✓	✓	
Online Applications		✓	
Searching and Data Analysis	✓	✓	✓

Role Descriptions

System Administrator

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

Grants Manager

- Processes proposals and tracks follow-up tasks
- Manages online application functionality

Program Staff

- Enters and maintains records in the database
- Manages external grantee communication