














Blackbaud University Curriculum for K–12 “ON” Products


To learn more about Blackbaud University’s *Learn More* and *Learn Everything* training subscription tiers [click here](#).

To view a course description, register for a class, or launch the 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. Take the instructor-led training for a more in-depth hands-on experience.








Alert: Customers who purchased a *Learn Everything* training subscription prior to 2018 still have access to the *Nonprofit Workshops* now listed on the **Organizational Best Practices** curriculum [datasheet](#).

Click course names to launch or register for a class	Learn More	Learn Everything
Core: System Management		
 K–12 Core: User Management and Database Administration	●	●
 K–12 Core: Initial Configuration	●	●
 K–12 Core: Annual Procedures	●	●
Core: Communication		
 K–12 Core: Content and Media	●	●
 K–12 Core: Calendar, Resources, and News	●	●
 K–12 Core: School Forms, Notifications, and Messages	●	●
 K–12 Core: Pushpage	●	●
 K–12 "ON" Products Core Exam 2018	●	●
 K–12 Core: User Management and Communication (2-Day Regional Class)		●
onCampus		
 K–12 onCampus: Academic Group and Gradebook Administration	●	●
 K–12 onCampus: Academic Group Faculty Features 1	●	●
 K–12 onCampus: Academic Group Faculty Features 2	●	●
 K–12 onCampus: Activity, Advisory, Community, and Dorm Groups	●	●
 K–12 onCampus: Athletic Groups	●	●
 K–12 onCampus: Reducing Paper in the Classroom	●	●
 K–12 onCampus Exam 2018	●	●
onRecord		
 K–12 onRecord: Schedule and Attendance	●	●
 K–12 onRecord: Grading	●	●
 K–12 onRecord: Official Notes and Conduct	●	●
 K–12 onRecord: Learning Profiles and Medical	●	●



 Course Abstract

 Certification

Click course names to launch or register for a class	Learn More	Learn Everything
onRecord (continued)		
 K-12 onRecord: Course Requests and Schedule Maker	•	•
onBoard		
 K-12 onBoard: Admissions Process 1	•	•
 K-12 onBoard: Admissions Process 2	•	•
 K-12 onBoard: Communication	•	•
 K-12 onBoard and onMessage: Event Registration	•	•
onMessage		
 K-12 onMessage: Page Builder	•	•
 K-12 onBoard and onMessage: Event Registration	•	•



Regionals

	Day 1	Day 2
	K-12 CORE: USER MANAGEMENT AND COMMUNICATION	
Morning	K-12 Core: User Management and Database Administration	K-12 Core: Calendar, Resources, and News
Afternoon	K-12 Core: Content and Media	K-12 Core: School Forms, Notifications, and Messages



Solution Workshops

Blackbaud University Solution Workshop courses are product specific and focus on where technology and process intersect. Optimize your organization’s use of Blackbaud technology through expert guidance and peer discussions. These interactive workshops do not log into the product. Instead, these workshops explore strategies, inspire conversation, and help you apply product-related best practices at your organization.

Click course names to launch or register for a class	Learn More	Learn Everything
Policies and Procedures		
 K-12 Core Workshop: Policies and Procedures—Constituents		•
Operational Excellence		
 K-12 Core Workshop: Training Faculty and Parents		•

Role-Based Training Paths

Use the **Training Paths** table below to help you determine which courses to take. After *Core*, the order of courses will depend on the products you own; it is recommended to complete *onCampus* before *onRecord*. 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 Descriptions** 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 Path	OCCUPATIONAL ROLE			
	System Administration	Communications	Admissions	School Administration
Core: System Management	✓			
Core: Communication	✓	✓		
onMessage	✓	✓		
onBoard	✓		✓	
onCampus	✓			✓
onRecord	✓			✓
Solution Workshops: Policies and Procedures	✓			
Solution Workshops: Operational Excellence	✓			

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