


Blackbaud University Curriculum for K–12 “ON” Products

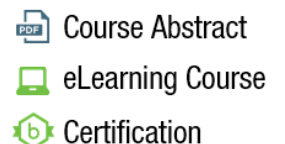
To learn more about Blackbaud University's *Learn Basics*, *Learn More*, and *Learn Everything* training subscription tiers [click here](#).

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.

Note: Customers with a *Learn More* or *Learn Everything* subscription to onCampus, onRecord, onBoard, or onMessage also have access to the *Core* classes as indicated in the listing below.

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 Basics	Learn More	Learn Everything
Core: System Management			
 K–12 Core: Basics of System Management	●	●	●
 K–12 Core: User Management and Database Administration		●	●
 K–12 Core: Initial Configuration		●	●
 K–12 Core: Annual Procedures		●	●
 K–12 Core Workshop: Policies and Procedures—Constituents			●
Core: Communication			
 K–12 Core: Basics of 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 Core Workshop: Training Faculty and Parents			●
 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: Reducing Paper in the Classroom		●	●
 K–12 onCampus: Proficiently Using Assignments and Gradebooks		●	●
 K–12 onCampus: Activity, Advisory, Community, and Dorm Groups		●	●
 K–12 onCampus: Athletic Groups		●	●
 K–12 onCampus Exam 2018		●	●



Click course names to launch or register for a class		Learn Basics	Learn More	Learn Everything
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		●	●
	K-12 onRecord: Course Requests and Schedule Maker		●	●
	K-12 onRecord: A Day in the Life of a Teacher		●	●
onBoard				
	K-12 onBoard: Admissions Process 1		●	●
	K-12 onBoard: Admissions Process 2		●	●
	K-12 onBoard: Communication		●	●
	K-12 onBoard: Effective Contract Forms		●	●
	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

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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	✓			✓

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