

# Blackbaud University Curriculum for Raiser's Edge NXT™


















To learn more about Blackbaud University's *Learn Basics*, *Learn More*, and *Learn Everything* training subscription tiers [click here](#). All *Learn Basics* online eLearning courses are included in your Raiser's Edge NXT software purchase and are available on-demand for all users.

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 online eLearning *Basics* courses for introductory information, or rely on the instructor-led training for a more in-depth hands-on experience.

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

**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](#).

**Note:** All Raiser's Edge courses are also relevant for Raiser's Edge NXT users; however, the web view is only covered in specific courses. To find web view courses, look for the  icon next to the course title in the listing below.

Click course names to launch or register for a class		Learn Basics	Learn More	Learn Everything
<b>Fundamentals (Web View)</b>				
	Raiser's Edge NXT: Basics of Raiser's Edge NXT 	●	●	●
	Raiser's Edge NXT: Overview 		●	●
	Raiser's Edge NXT: Web View (1-Day Regional Class) 			●
<b>Fundamentals (Database View)</b>				
	Raiser's Edge: Basics of Raiser's Edge	●	●	●
	Raiser's Edge: Fundamentals—Constituents		●	●
	Raiser's Edge: Fundamentals—Gifts		●	●
	Raiser's Edge: Fundamentals—Query		●	●
	Raiser's Edge: Fundamentals—Data Analysis and Extraction		●	●
	Raiser's Edge: Fundamentals and Certification (2-Day Regional Class)			●
<b>Certification</b>				
	Raiser's Edge Fundamentals Exam 2018		●	●
	Raiser's Edge Communications Badge Exam 2018		●	●
	Raiser's Edge Fundraising Badge Exam 2018		●	●
	Raiser's Edge Data Analysis Badge Exam 2018		●	●
	Raiser's Edge Professional Certification Exam 2018		●	●



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

-  Course Abstract
-  eLearning Course
-  Certification
-  Web View Course

Click course names to launch or register for a class	Learn Basics	Learn More	Learn Everything
<b>Communications</b>			
 Raiser's Edge: Basics of Mail	●	●	●
 Raiser's Edge: Basics of Blackbaud Online Express	●	●	●
 Raiser's Edge: Efficient Mail Communications		●	●
 Raiser's Edge: Optimizing Mail with Segmentation		●	●
 Raiser's Edge: Year-End Cover Letters and Donor Statements		●	●
 Raiser's Edge: Building a Better Annual Report		●	●
 Raiser's Edge: Effective Communication Techniques (1-Day Regional Class)			●
<b>Fundraising</b>			
 Raiser's Edge NXT: Basics of Constituent Records 	●	●	●
 Raiser's Edge NXT: Basics of Fundraising 	●	●	●
 Raiser's Edge: Basics of Constituents	●	●	●
 Raiser's Edge: Basics of Gifts	●	●	●
 Raiser's Edge: Basics of Gift Aid (U.K. Only)	●	●	●
 Raiser's Edge: Basics of Prospects	●	●	●
 Raiser's Edge NXT: Fundraising and Analysis 		●	●
 Raiser's Edge: Mastering Batch and Gift Maintenance		●	●
 Raiser's Edge: Constituents 2		●	●
 Raiser's Edge: Moves Management and Retention		●	●
 Raiser's Edge: Developing and Managing Recurring Gifts		●	●
 Raiser's Edge: Campaigns, Funds, and Appeals		●	●
 Raiser's Edge: Effective Fundraising Techniques (2-Day Regional Class)			●
<b>Data Analysis</b>			
 Raiser's Edge NXT: Basics of SKY Reporting for the Executive 	●	●	●
 Raiser's Edge NXT: Basics of Lists 	●	●	●
 Raiser's Edge: Basics of Query	●	●	●
 Raiser's Edge: Basics of Data Analysis	●	●	●
 Raiser's Edge: Basics of Data Extraction	●	●	●
 Raiser's Edge: Expert Data Segmentation with Query		●	●
 Raiser's Edge: Data Extraction 2		●	●
 Raiser's Edge: Data Analysis 2		●	●
 Raiser's Edge: SAP® Crystal Reports® 1		●	●
 Raiser's Edge: SAP® Crystal Reports® 2		●	●
 Raiser's Edge: Effective Data Analysis Techniques (1-Day Regional Class)			●

Click course names to launch or register for a class	Learn Basics	Learn More	Learn Everything
<b>Database Administration</b>			
 Raiser's Edge NXT: Basics of the Control Panel 	●	●	●
 Raiser's Edge: Basics of Database Administration	●	●	●
 Raiser's Edge: Configuring Your Database for Success		●	●
 Raiser's Edge: Effective Database Administration		●	●
 Raiser's Edge: Import 1		●	●
 Raiser's Edge: Import 2		●	●
 Raiser's Edge: Keeping Your Database Clean		●	●
 Raiser's Edge: Tips, Tricks, and Time-Savers		●	●
 Raiser's Edge: Database Configuration for Successful Mailings		●	●
 Raiser's Edge: Database Administration (2-Day Regional Class)			●
<b>Events</b>			
 Raiser's Edge: Basics of Events	●	●	●
 Raiser's Edge: Event Management		●	●
 Raiser's Edge: Organizing a Successful Event		●	●
 Raiser's Edge: Events (1-Day Regional Class)			●
<b>Membership and Volunteer</b>			
 Raiser's Edge: Membership Management		●	●
 Raiser's Edge: Volunteer		●	●
<b>Integration</b>			
 Integration: Basics of everydayhero Integrations	●	●	●
 Integration: Basics of Raiser's Edge and Financial Edge Integration	●	●	●
 Integration: Basics of Raiser's Edge and Luminate Online Integration	●	●	●
 Integration: Basics of Raiser's Edge and ResearchPoint Integration	●	●	●

“Our staff can attend training while also getting daily work done. Blackbaud just makes learning easy. The training helps us use the product better and smarter so that we can better meet our mission.”

— Jack Roush California Film Institute

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## Regionals

	Day 1	Day 2	Day 3	Day 4	Day 5
	<b>Raiser's Edge NXT: Web View</b>	<b>Raiser's Edge: Fundamentals and Certification</b>		<b>Raiser's Edge: Effective Fundraising Techniques</b>	
<b>Morning</b>	Raiser's Edge NXT: Overview	Raiser's Edge: Fundamentals—Constituents	Raiser's Edge: Fundamentals—Query	Raiser's Edge: Constituents 2	Raiser's Edge: Developing and Managing Recurring Gifts
<b>Afternoon</b>	Raiser's Edge NXT: Fundraising and Analysis	Raiser's Edge: Fundamentals—Gifts	Raiser's Edge: Fundamentals—Data Analysis and Extraction	Raiser's Edge: Moves Management and Retention	Raiser's Edge: Data Analysis 2

	Day 1	Day 2	Day 3	Day 4	Day 5
	<b>Raiser's Edge: Events</b>	<b>Raiser's Edge: Effective Data Analysis Techniques</b>	<b>Raiser's Edge: Effective Communication Techniques</b>	<b>Raiser's Edge: Database Administration</b>	
<b>Morning</b>	Raiser's Edge: Event Management	Raiser's Edge: Expert Data Segmentation with Query	Raiser's Edge: Efficient Mail Communications	Raiser's Edge: Configuring Your Database for Success	Raiser's Edge: Import 1
<b>Afternoon</b>	Raiser's Edge: Organizing a Successful Event	Raiser's Edge: Data Extraction 2	Raiser's Edge: Optimizing Mail with Segmentation	Raiser's Edge: Effective Database Administration	Raiser's Edge: Import 2



## 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 Basics



Learn More

Learn Everything

### Policies and Procedures

 Raiser's Edge Workshop: Policies and Procedures—Constituents			●
 Raiser's Edge Workshop: Policies and Procedures—Gifts			●

### Optimization

 Raiser's Edge Workshop: Database Preparation for Year-End			●
 Raiser's Edge Workshop: Optimizing Your Database for Raiser's Edge NXT			●

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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							
	Communications	DBA	Data Entry	Events	Executive	Fundraiser	Membership	Volunteer
Fundamentals	✓	✓	✓	✓	✓	✓	✓	✓
Communications	✓	✓	✓					
Fundraising	✓	✓	✓			✓		
Data Analysis	✓	✓		✓	✓	✓	✓	✓
Database Administration		✓						
Events				✓				
Membership and Volunteer							✓	✓
Integration		✓						
Solution Workshops: Policies and Procedures		✓						
Solution Workshops: Optimization		✓						

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## Role Descriptions

### Communications

- Develops and implements a communications plan
- Produces appeals, gift receipts, donor acknowledgement letters, annual reports, and other communications

### DBA / Database Administration

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

### Data Entry

- Enters constituent and gift records into the database
- Maintains biographical updates on constituents

### Events

- Plans event schedules
- Maintains event and participant records
- Coordinates event logistics and publicity

### Executive

- Provides leadership in core areas, such as strategy and program delivery, to enable long-term vision achievement

### Fundraiser

- Researches and builds relationships with prospects
- Maintains and develops prospect and donor relations with the goal of increased giving and retention

### Membership

- Plans and implements membership programs
- Recruits members and maintains membership records

### Volunteer

- Recruits, trains, and builds relationships with volunteers
- Maintains volunteer opportunities and volunteer records