

Blackbaud University Curriculum for Blackbaud Award Management™ (formerly AcademicWorks)





To view a complete course description or launch a class, click a title in the listing below.

Start with eLearning *Basics* on-demand courses or jump to instructor-led online courses for hands-on learning. In each of the topic areas, courses are listed in the order they should be taken.




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



Click course names to launch or register for a class






	Learn Basics	Learn More	Private Training
FUNDAMENTALS			
 Basics of Blackbaud Award Management	●	●	
 Fundamentals—Overview		●	●
 Fundamentals—Awarding Cycle		●	●
 Blackbaud Award Management Fundamentals Exam 2019		●	●
SYSTEM BUILD			
 Basics of Questions and Qualifications	●	●	
 Basics of Reviews	●	●	
 Writing Quality Questions and Qualifications		●	●
 Managing Reviews		●	●
 Renewals			●
STEWARDSHIP			
 Stewardship			●
SYSTEM ADMINISTRATION			
 System Administration		●	●



-  Course Abstract
-  eLearning Course
-  Certification

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	Learn Basics	Learn More	Private Training
ORGANIZATIONAL BEST PRACTICES			
 OBP: Basics of Nonprofit Organizations	●	●	
 OBP: Basics of Fundraising	●	●	
 OBP: Basics of Marketing	●	●	
 OBP: Basics of Finance	●	●	
 OBP: Basics of Events	●	●	
Click here to view the full curriculum for instructor-led OBP workshops			

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	✓		

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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 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

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