

Blackbaud University Curriculum for eTapestry®

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 eTapestry 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: When you register for a course, please review the recommended prerequisites to ensure you are placed in a course that matches your experience level.

Click course names to launch or register for a class	Learn Basics	Learn More	Learn Everything
Fundamentals			
 eTapestry: Basics of eTapestry	●	●	●
 eTapestry: Basics of Accounts	●	●	●
 eTapestry: Basics of Queries and Reports	●	●	●
 eTapestry: Basics of Communications	●	●	●
 eTapestry: Fundamentals—Overview and Constituents		●	●
 eTapestry: Fundamentals—Giving		●	●
 eTapestry: Fundamentals—Data Grouping and Analysis 1		●	●
 eTapestry: Fundamentals—Communications		●	●
 eTapestry Fundamentals Exam 2018		●	●
 eTapestry: Fundamentals and Certification (2-Day Regional Class)			●
Database Administration			
 eTapestry: Basics of Do-It-Yourself Forms	●	●	●
 eTapestry: Basics of Import	●	●	●
 Integration: Basics of everydayhero Integrations	●	●	●
 eTapestry: Database Configuration		●	●
 eTapestry: Do-It-Yourself Forms		●	●
 eTapestry: Import and Mass Updates		●	●



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

Click course names to launch or register for a class		Learn Basics	Learn More	Learn Everything
Data Processing				
	eTapestry: Data Grouping and Analysis 2		•	•
	eTapestry: Targeted Communications		•	•
Specialty Courses				
	eTapestry: Identifying Prospects and Cultivating Major Donors		•	•
	eTapestry: Preparing for Year-End Tasks		•	•
	eTapestry: Streamlining Event Management		•	•

Regionals

	Day 1	Day 2
	eTapestry: Fundamentals and Certification	
Morning	eTapestry: Fundamentals—Overview and Constituents	eTapestry: Fundamentals—Data Grouping and Analysis 1
Afternoon	eTapestry: Fundamentals—Giving	eTapestry: Fundamentals—Communications

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Role-Based Training Paths

Use the **Training Paths** table below to help you determine which courses to take. 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	OCCUPATIONAL ROLE			
	DBA	Development	Communications	Executive
Fundamentals	✓	✓	✓	✓
Database Administration	✓	✓		
Data Processing	✓	✓	✓	
Specialty Courses	✓	✓	✓	

Role Descriptions

Database Administration / DBA

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

Development

- Enters constituents and gifts in the database
- Researches and builds relationships with prospects, and maintains accounts

Communications

- Develops and implements a communications plan
- Produces appeals, letters, newsletters, emails, and other communications

Executive

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