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Blackbaud University Curriculum for Blackbaud eTapestry®

To view all eTapestry **Learning Paths** click here.

Wondering which courses are best for your job role?

- Click here to explore recommended **Learning Paths** based on your job role
- Click here to explore **Job Role** descriptions

Training Opportunities for *Learn More* Subscriptions

• In each **LEARNING PATH**, courses are listed in the order they should be taken	Virtual Instructor-Led	eLearning
LEARNING PATH: FUNDAMENTALS ← CLICK HEADERS TO VIEW LEARNING PATHS		
Fundamentals - Accounts	●	●
Fundamentals - Journals	●	●
Fundamentals - Queries and Reports	●	●
Fundamentals - Communications	●	●
eTapestry Fundamentals Exam		●
LEARNING PATH: ANALYSIS		
Effective and Efficient Queries		●
Effective and Efficient Reports		●
LEARNING PATH: FORMS AND COMMUNICATION		
Do-It-Yourself Forms		●
Effective and Efficient Communications		●
LEARNING PATH: FUNDRAISING		
Identifying Prospects and Cultivating Major Donors		●
Preparing for Year-End Tasks		●
LEARNING PATH: DATABASE ADMINISTRATION		
Database Configuration		●
Importing		●
Mass Updates		●
Database Cleanup		●

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• In each **LEARNING PATH**, courses are listed in the order they should be taken	Virtual Instructor-Led	eLearning
LEARNING PATH: BLACKBAUD MERCHANT SERVICES		
Blackbaud Merchant Services: Basics of the Web Portal *1-Hour Course*		●
Integration: Basics of Processing Payments with Blackbaud Merchant Services *30-Minute Course*		●

CERTIFICATION

- Take the eTapestry Fundamentals Exam and get Blackbaud Certified®

eLEARNING BASICS

- View the eTapestry *Basics* Learning Path

ORGANIZATIONAL BEST PRACTICES

- Build your business acumen and social good expertise with these non-product-specific courses
- View the *Organizational Best Practices* Learning Path

Additional Training Opportunities
for *Learn Everything* Subscriptions

Courses that Support Microsoft Product Use

These instructor-led, hands-on courses support Microsoft Excel and Word. Boost your organization's productivity with targeted hands-on learning.

LEARNING PATH: Microsoft Product Training

North Star Sessions

Get expert guidance from leaders in the social good sector. These insightful and instructive video sessions are available on-demand, 24/7.

LEARNING PATH: North Star Sessions

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Role-Based Learning Paths

Use the **Learning Paths** table below to help you determine which courses to take.

Learning Paths are listed in recommended order, beginning with *Fundamentals*.

Each Learning Path identifies one or more occupational job roles for which training is recommended. To confirm which occupational roles match your job description, refer to the **Job Role Descriptions** information that appears below the **Learning Paths** table.

Learning Paths

Click on a **Learning Path** below to view the associated courses	OCCUPATIONAL JOB ROLE			
	DBA	Development	Communications	Executive
Fundamentals	✔	✔	✔	✔
Analysis	✔	✔	✔	✔
Forms and Communication	✔	✔	✔	
Fundraising		✔	✔	✔
Database Administration	✔			
Blackbaud Merchant Services	✔			

Job Role Descriptions

Return to Role-Based Learning Paths

DBA / DATABASE ADMINISTRATION

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

DEVELOPMENT

- Enters constituents and gifts in the databases
- 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

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Updated 04/04/2024

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