



NEW 90-MINUTE COURSES

Check out our new selection of 90-minute courses. More titles are in the works so check back often!

Blackbaud University Curriculum for Blackbaud’s Education Management Portfolio for K–12




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.

Click course names to launch or register for a class

	Learn Basics	Learn More	Learn Everything
K–12 CORE: SYSTEM MANAGEMENT			
 Basics of Users and Roles	●	●	●
 Basics of Contact Cards and Directories	●	●	●
 User Management and Database Administration		●	●
 Initial Configuration		●	●
 Importing Data		●	●
 Annual Procedures		●	●
 Workshop: Policies and Procedures - Constituents		●	●
K–12 CORE: COMMUNICATION			
 Basics of Content	●	●	●
 Basics of Communication	●	●	●
 Content and Media Strategy <i>90-Minute Course</i>		●	●
 Events and Calendars <i>90-Minute Course</i>		●	●
 Resource Boards and News <i>90-Minute Course</i>		●	●
 Notifications and Messages <i>90-Minute Course</i>		●	●
 School Forms <i>90-Minute Course</i>		●	●



-  Course Abstract
-  eLearning Course
-  Certification
















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Click course names to launch or register for a class

	Learn Basics	Learn More	Learn Everything
K-12 CORE: COMMUNICATION (continued)			
 Pushpage		●	●
 Workshop: Training Faculty and Parents		●	●
 Blackbaud's education management portfolio for K-12: Core Exam 2020	●	●	●
K-12 ACADEMICS			
 Basics of Blackbaud Learning Management System	●	●	●
 Basics of Blackbaud Student Information System	●	●	●
 Academic Courses - Creation <i>90-Minute Course</i>		●	●
 Academic Courses - Content <i>90-Minute Course</i>		●	●
 Assignments and Rubrics <i>90-Minute Course</i>		●	●
 Gradebooks <i>90-Minute Course</i>		●	●
 Attendance <i>90-Minute Course</i>		●	●
 Conduct <i>90-Minute Course</i>		●	●
 Official Notes <i>90-Minute Course</i>		●	●
 Learning Profiles <i>90-Minute Course</i>		●	●
 Medical <i>90-Minute Course</i>		●	●
 Course Requests <i>90-Minute Course</i>		●	●
 Optimizing Schedule Configurations		●	●
 Building Class and Student Schedules		●	●
 Grading		●	●
 Building Report Cards and Transcripts		●	●
K-12 EXTRACURRICULAR			
 Activity, Advisory, Community, and Dorm Groups		●	●
 Athletic Groups		●	●
K-12 ENROLLMENT MANAGEMENT			
 Admissions Process 1		●	●
 Admissions Process 2		●	●
 Communication		●	●
 Effective Contract Forms		●	●
 Event Registration		●	●

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	Learn Basics	Learn More	Learn Everything
K-12 SCHOOL WEBSITE			
 Basics of Blackbaud School Website System	●	●	●
 Page Builder		●	●
 Event Registration		●	●
ORGANIZATIONAL BEST PRACTICES			
 OBP: Basics of Events	●	●	●
 OBP: Basics of Finance	●	●	●
 OBP: Basics of Foundations	●	●	●
 OBP: Basics of Fundraising	●	●	●
 OBP: Basics of Impact	●	●	●
 OBP: Basics of K-12 Education	●	●	●
 OBP: Basics of Marketing	●	●	●
 OBP: Basics of Membership	●	●	●
 OBP: Basics of Nonprofit Organizations	●	●	●
 OBP: Basics of Peer-to-Peer	●	●	●
 OBP: Basics of Personas	●	●	●
 OBP: Basics of Volunteers	●	●	●
Click here to view the full curriculum for instructor-led OBP workshops and certifications		●	●

Continued on next page

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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 *Core*. 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 Administration	Communications	Admissions	School Administration
Core: System Management	✓			
Core: Communication	✓	✓		
School Website	✓	✓		
Enrollment Management	✓		✓	
Academics	✓			✓
Extracurricular	✓			✓

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

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