









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 System Management	●	●	●
 User Management and Database Administration		●	●
 Initial Configuration		●	●
 Importing Data		●	●
 Annual Procedures		●	●
 Workshop: Policies and Procedures—Constituents		●	●
K–12 CORE: COMMUNICATION			
 Basics of Communication	●	●	●
 Content and Media		●	●
 Calendar, Resources, and News		●	●
 School Forms, Notifications, and Messages		●	●
 Pushpage		●	●
 Workshop: Training Faculty and Parents		●	●
 Blackbaud’s education management portfolio for K–12 Core Exam 2019		●	●
 User Management and Communication (2-Day Regional Class)			●
K–12 BLACKBAUD LEARNING MANAGEMENT SYSTEM			
 Basics of Blackbaud Learning Management System	●	●	●



-  Course Abstract
-  eLearning Course
-  Certification







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	Learn Basics	Learn More	Learn Everything
K-12 BLACKBAUD LEARNING MANAGEMENT SYSTEM (continued)			
 Academic Group and Gradebook Administration		●	●
 Reducing Paper in the Classroom		●	●
 Proficiently Using Assignments and Gradebooks		●	●
 Activity, Advisory, Community, and Dorm Groups		●	●
 Athletic Groups		●	●
 Blackbaud Learning Management System for K-12 Exam 2019		●	●
K-12 BLACKBAUD STUDENT INFORMATION SYSTEM			
 Basics of Blackbaud Student Information System	●	●	●
 Configuring Administrative Tasks		●	●
 Grading		●	●
 A Day in the Life of a Teacher		●	●
 Supporting Daily Faculty Tasks		●	●
 Optimizing Schedule Configurations		●	●
 Building Class and Student Schedules		●	●
 Building Report Cards and Transcripts		●	●
K-12 BLACKBAUD ENROLLMENT MANAGEMENT SYSTEM			
 Admissions Process 1		●	●
 Admissions Process 2		●	●
 Communication		●	●
 Effective Contract Forms		●	●
 Event Registration		●	●
K-12 BLACKBAUD SCHOOL WEBSITE SYSTEM			
 Basics of Blackbaud School Website System	●	●	●
 Page Builder		●	●
 Event Registration		●	●
ORGANIZATIONAL BEST PRACTICES			
 OBP: Basics of Events	●	●	●
 OBP: Basics of Finance	●	●	●
 OBP: Basics of Fundraising	●	●	●
 OBP: Basics of Higher Education	●	●	●
 OBP: Basics of Impact	●	●	●

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	Learn Basics	Learn More	Learn Everything
ORGANIZATIONAL BEST PRACTICES (continued)			
 OBP: Basics of K-12 Education	●	●	●
 OBP: Basics of Marketing	●	●	●
 OBP: Basics of Membership	●	●	●
 OBP: Basics of Nonprofit Organizations	●	●	●
 OBP: Basics of Personas	●	●	●
 OBP: Basics of Volunteers	●	●	●
Click here to view the full curriculum for instructor-led OBP workshops and certifications		●	●

Regionals

	Day 1	Day 2
	K-12 Core: User Management and Communication	
A.M.	K-12 Core: User Management and Database Administration	K-12 Core: Calendar, Resources, and News
P.M.	K-12 Core: Content and Media	K-12 Core: School Forms, Notifications, and Messages

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	✓	✓		
Blackbaud School Website System	✓	✓		
Blackbaud Enrollment Management System	✓		✓	
Blackbaud Learning Management System	✓			✓
Blackbaud Student Information System	✓			✓

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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