




Blackbaud University Curriculum for Education Edge™

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	Learn	Learn More	Learn Everything
Fundamentals			
 Education Edge: Basics of Education Edge	●	●	●
 Education Edge: Basics of Mail and Data Extraction	●	●	●
 Education Edge: Fundamentals—Overview		●	●
 Education Edge: Fundamentals—Records		●	●
 Education Edge Fundamentals Exam 2016		●	●
Admissions Office			
 Admissions Office: Basics of Checklists	●	●	●
 Admissions Office: Managing Checklists		●	●
 Admissions Office: Applicants		●	●
Registrar's Office			
 Registrar's Office: Students		●	●
Admissions Office & Registrar's Office—Data Analysis			
 Admissions Office & Registrar's Office: Basics of Query	●	●	●
 Admissions Office & Registrar's Office: Query and Dashboards		●	●
 Admissions Office & Registrar's Office: Reports		●	●
 Education Edge: Labels and Envelopes		●	●
 Education Edge: Export and Merge Letters		●	●
 Integration: Education Edge and Raiser's Edge		●	●
 Education Edge: Fundamentals and Admissions Office (3-Day Regional Class)			●
 Education Edge: Fundamentals and Registrar's Office (3-Day Regional Class)			●








Note: All instructor-led courses in the Fundamentals series must be completed in the order shown and are a prerequisite for all other courses. Best Practices courses do not have prerequisites.




-  Abstract
-  eLearning Course
-  Certification

Learn Learn More Learn Everything

Registrar's Office – Scheduling			
 Registrar's Office: Basics of Scheduling	●	●	●
 Registrar's Office: Managing Scheduling		●	●
 Registrar's Office: Scheduling—One-Time Setup		●	●
 Registrar's Office: Scheduling—Annual Preparation		●	●
 Registrar's Office: Manual Scheduling		●	●
 Registrar's Office: Automated Scheduling		●	●
 Education Edge: Scheduling in Registrar's Office (2-Day Regional Class)			●
Registrar's Office – Attendance			
 Registrar's Office: Basics of Attendance	●	●	●
 Registrar's Office: Managing Attendance		●	●
 Registrar's Office: Attendance		●	●
Registrar's Office – Grades			
 Registrar's Office: Basics of Grades	●	●	●
 Registrar's Office: Basics of Report Cards	●	●	●
 Faculty Access for the Web: Basics	●	●	●
 Registrar's Office: Managing Grades		●	●
 Faculty Access for the Web: Managing Grades and Assignments		●	●
 Registrar's Office: Grades—One-Time Setup		●	●
 Registrar's Office: Grades—Annual Tasks		●	●
 Education Edge: Grades in Registrar's Office (1-Day Regional Class)			●
Student Billing			
 Student Billing: Basics of Configuration	●	●	●
 Education Edge: Basics of Online Express Bill Pay	●	●	●
 Student Billing: Managing Annual Setup		●	●
 Student Billing: Managing Generating Transactions		●	●
 Student Billing: Managing Monthly Processing		●	●
 Student Billing: Annual Setup		●	●
 Student Billing: Students		●	●
 Student Billing: Annual Processing		●	●

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	Learn	Learn More	Learn Everything
 Student Billing: Transactions		●	●
 Student Billing: Monthly Processing		●	●
 Student Billing: Data Analysis		●	●
 Education Edge: Student Billing (3-Day Regional Class)			●
Online Admissions and Reenrollment			
 Online Admissions and Reenrollment: Managing Users and Relationships		●	●
 Online Admissions and Reenrollment: Managing Forms		●	●
Best Practices			
 Best Practices: Building a Social Media Playbook			●
 Best Practices: Organizational Management			●
 Best Practices: Board Management			●
 Best Practices: Marketing and Communications			●
 Best Practices: Fundraising			●
 Best Practices: Nonprofit Accounting for Fundraisers			●
 Best Practices: Volunteer Management			●
 Best Practices: Event Management			●
 Best Practices: Membership Management			●
 Best Practices: Managing Cash Flow			●

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Regionals

Monday | Tuesday | Wednesday

	Education Edge: Fundamentals and Admissions Office		
Morning	Education Edge: Fundamentals— Overview	Admissions Office: Applicants	Education Edge: Labels and Envelopes
Afternoon	Education Edge: Fundamentals— Records	Admissions Office and Registrar's Office: Query and Dashboards	Education Edge: Export and Merge Letters

Registrar's Office

Monday | Tuesday | Wednesday | Thursday | Friday

	Education Edge: Fundamentals and Registrar's Office			Education Edge: Scheduling in Registrar's Office	
Morning	Education Edge: Fundamentals— Overview	Registrar's Office: Students	Education Edge: Labels and Envelopes	Registrar's Office: Scheduling— One-Time Setup	Registrar's Office: Manual Scheduling
Afternoon	Education Edge: Fundamentals— Records	Admissions Office and Registrar's Office: Query and Dashboards	Education Edge: Export and Merge Letters	Registrar's Office: Scheduling— Annual Preparation	Registrar's Office: Automated Scheduling

Monday

	Education Edge: Grades in Registrar's Office
Morning	Registrar's Office: Grades— One-Time Setup
Afternoon	Registrar's Office: Grades— Annual Tasks

Student Billing

Monday | Tuesday | Wednesday

	Education Edge: Student Billing		
Morning	Student Billing: Annual Setup	Student Billing: Annual Processing	Student Billing: Monthly Processing
Afternoon	Student Billing: Students	Student Billing: Transactions	Student Billing: Data Analysis