BAC Training Camp @ Bluenotes Global 2018

This Blue Administrator Certification (BAC) training camp at the Bluenotes Global 2018 conference is a part of a specially designed instructor-led, face-to-face BAC training program. It is to be delivered in a **blended format** where face-to-face, hands-on training at the camp is combined with pre-camp computer-mediated activities.

Pre-Camp self-learning activity:

It includes online Introduction to Blue. This approximately 1-day worth of self-directed content learning is to familiarize yourself with Blue concepts and terms that will be required for the subsequent 2-day face-to-face camp. We expect you to complete the review of the online content at your own pace, before the face-to-face camp begins. This way, you will be able to fully participate in the in-person training camp experience and learn most.

Self-paced content (the link will be sent to you within a week upon your BAC training registration)	Introduction to Blue • Course evaluation demo • How Blue interacts with your organizational systems (SIS, LMS) • Applications of Blue • Navigating Blue's interface • Basic Blue terminology and concepts Learning to work with Blue • Introduction to surveys and project structure • Working with user data • Creating, publishing and monitoring a project • Introduction to reporting

DAY 1 @ Camp: Sunday, August 5, 2018

1:00pm - 3:15pm **Location:**	Introduction Brief review of concepts from initial (online) session • Applications of Blue • Terms and concepts • Course evaluation requirements Planning Your Data Structure: Building the Foundation • Data requirements for course/instructor evaluations: courses, users and relational data • Importing Data - Manual, Scheduled, Blue Data Sync Tool • Definitions: project structure options, groups and privileges *Afternoon break will take place at approximately 3:15pm.* *Snacks and refreshments will be served.*
3:30pm - 6:00pm **Location:**	Creating and Launching Projects • Creating and supporting a live project • Response Rate Monitor: subject view management and dashboard

DAY 2 @ Camp: Monday, August 6, 2018

7:30am – 8:30am Location: TBD	Breakfast Continental breakfast will be served.
8:30am – 12:00pm Location:	Advanced Project Creation/Management • Automation of Evaluation Projects • Using triggers and filters • Automating Task processes: using course dates, Dynamic Days • Managing Response Data - Export Responses and Advanced Export Responses • Project Summary and Activities *Morning break will take place at approximately 9:30am.* *Snacks and refreshments will be served.*
12:00pm – 1:00pm Location: TBD	Lunch
1:00pm – 6:00pm Location:	Reporting & Analysis • Creating Individual Reports • Creating Roll-Over and Group Type Reports • Adding Report Blocks (questions, demographics, cross-categories) • Selecting Viewing Audience • Previewing, Printing and Publishing a Report *Afternoon break will take place at approximately 3:00pm.* *Snacks and refreshments will be served.*

Follow-up session: Approximately 2 weeks after the camp:

Complement/Review of the BAC training materials	A 2-hour follow-up session will be offered. Given the condensed format of this BAC training camp, we hold an additional online session of 2 hours, approximately 2 weeks after the end of the camp. It is mainly dedicated to give an opportunity to the participants to review topics in preparation of their upcoming BAC exam.