This Blue Administrator Certification (BAC) training camp at the Bluenotes APAC 2019 conference is part of a specially-designed, instructor-led certification 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 self-directed online learning. At the end of this camp, the training attendee will receive Blue Administrator Certification.

Pre-requisite Pre-Camp Self-Directed Learning

This self-directed online introduction to Blue consists of 1 days' worth of material that you can finish at your own pace. This self-directed learning is to familiarize yourself with Blue concepts, terms and features, along with practice exercises to introduce you to creating course evaluations in Blue.

This session **must be completed prior to the 2-day face-to-face camp**, to ensure that you will be ready to fully participate in and complete the training camp with Blue Administrator Certification.

The following are the topics covered in this self-directed learning session:

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 (Information System, Learning Management System) • Navigating Blue's interface • Basic Blue terminology and concepts **Learning to work with Blue** • Introduction to datasources and data requirements • Working with Blue's definitions – project structure options, groups and privileges • Creating, publishing and monitoring a project • Introduction to reporting

DAY 1 @ Camp: Tuesday, February 12, 2019

9:00am – 9:30am	Bus from the Rendezvous Hotel to Monash Campus (Training Camp Venue) (Meet in the lobby before 9am: Bus will leave @ 9am sharp)
9:30am – 12:30pm **Location:**	Brief review of initial (online) session • Terms and concepts • Course evaluation requirements • 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 • Creating projects Managing and Monitoring Projects • Supporting a live project • Response Rate Monitor: subject view management and dashboard *Morning break will take place at approximately 10:45pm.* *Snacks and refreshments will be served.*
12:30pm – 1:30pm **Location: TBD**	Lunch
1:30pm – 5:00pm **Location:**	Advanced Project Creation/Management • Automation of evaluation projects • Copying and reusing project content • Using triggers and filters • Automating task processes: using course dates, dynamic days • Project summary and activities Day 1 Reflection (30 min) • Reflection on Day 1 learning *Afternoon break will take place at approximately 3:00pm.* *Snacks and refreshments will be served.*
5:00pm-5:30pm	Bus back to the Rendezvous Hotel

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DAY 2 @ Camp: Wednesday, February 13, 2019

9:00am – 9:30am	Bus from the Rendezvous Hotel to Monash Campus (Training Camp Venue) (Meet in the lobby before 9am: Bus will leave @ 9am sharp)
9:30am – 12:30pm **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 *Morning break will take place at approximately 10:46am.* *Snacks and refreshments will be served.*
12:30pm – 1:30pm **Location:** TBD	Lunch
1:30pm – 5:00pm **Location:**	In-Class Certification Activity *Afternoon break will take place at approximately 3:00pm.* *Snacks and refreshments will be served.* Wrapping up
5:00pm-5:30pm	Bus back to the Rendezvous Hotel
7:00pm – 9:00pm	Social Dinner *For those who would like to join us, please meet in the* *Rendezvous Hotel lobby at 6:45pm*