

This Blue Administrator Certification (BAC) training camp at the Bluenotes GLOBAL 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)	<p>Introduction to Blue</p> <ul style="list-style-type: none">• Course evaluation demo• How Blue interacts with your organizational systems (Information System, Learning Management System)• Navigating Blue's interface• Basic Blue terminology and concepts <p>Learning to work with Blue</p> <ul style="list-style-type: none">• Introduction to datasources and data requirements• Working with Blue's definitions<ul style="list-style-type: none">– project structure options, groups and privileges• Creating, publishing and monitoring a project• Introduction to reporting
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DAY 1 @ Camp: Thursday, August 8, 2019

9:00am – 9:30am Location: TBD	Breakfast
9:30am – 12:30pm Location: TBD	Brief review of initial (online) session <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Supporting a live project • Response Rate Monitor: subject view management and dashboard <p><i>Morning break will take place at approximately 10:45am. Snacks and refreshments will be served.</i></p>
12:30pm – 1:30pm Location: TBD	Lunch
1:30pm – 5:00pm Location: TBD	Advanced Project Creation/Management <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • Reflection on Day 1 learning <p><i>Afternoon break will take place at approximately 3:00pm. Snacks and refreshments will be served.</i></p>

DAY 2 @ Camp: Friday, August 9, 2019

9:00am – 9:30am Location: TBD	Breakfast
9:30am – 12:30pm Location: TBD	Reporting & Analysis <ul style="list-style-type: none"> • 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 <p><i>Morning break will take place at approximately 10:45am. Snacks and refreshments will be served.</i></p>
12:30pm – 1:30pm Location: TBD	Lunch
1:30pm – 5:00pm Location: TBD	In-Class Certification Activity <p><i>Afternoon break will take place at approximately 3:00pm. Snacks and refreshments will be served.</i></p> <p>Reflection and Wrapping up</p>