



Blue Certification Training Overview

	Blue Administrator Certification (BAC) Training	Blue Expert Certification (BEC) Training	Blue Report Master Certification (BRMC) Training
<p>WHO</p> <p>THE TRAINING IS INTENDED FOR</p>	<p>The Blue Administrator Certification (BAC) training is for people who will implement Blue, or be a part of a Blue implementation project, to automate their feedback processes such as course evaluations, institutional surveys, and 360 reviews. They can be any of the following:</p> <ul style="list-style-type: none"> Those who are to implement Blue in their institutions for the first time but have no or little knowledge of Blue yet, Those who have some experience in using Blue, but have not taken any formal Blue training and want to strengthen Blue foundational knowledge, or Those who wish to refresh on the latest version of Blue. <p>Understanding basic database concepts (such as data structure) and program language concepts (such as the concept of variables) is a plus.</p>	<p>The Blue Expert Certification (BEC) training camp is intended for certified Blue Administrators* with experience in implementing a Blue project autonomously at least in one evaluation or survey cycle, or those with an equivalent level of Blue knowledge and experience.</p> <p>*Those who have successfully completed the BAC training and received their Blue Administrators certificate.</p>	<p>The Blue Report Master Certification (BRMC) training camp is intended mainly for:</p> <ul style="list-style-type: none"> Data analysts or research analysts who are responsible for analyzing data collected through Blue to provide reports with the findings and insights, or Blue administrators who are responsible for designing and delivering reports to their institutions. <p>Participants must have a basic knowledge of Blue and have been involved in a Blue project for a minimum of one term. Completion of the Blue Administrator Certification (BAC) training is recommended prior to attending the BRMC training camp.</p>
<p>WHAT</p> <p>TO EXPECT FROM THE TRAINING CAMP</p>	<p>The Blue Administrator Certification (BAC) training is the foundation of your learning path to becoming proficient with using Blue. In this modularized training program, a training participant will learn the fundamentals of Blue, in order to run a feedback process using Blue. This is the first level of Blue certification for all users who will be implementing Blue for feedback processes in their institutions.</p> <p>Upon successful completion of the BAC training the participant will be awarded the Blue Administrator Certificate and therefore be a certified Blue Administrator.</p>	<p>The Blue Expert Certification (BEC) training is a 3-day instructor-led training camp, designed to further develop your expertise and skills in using advanced Blue features so that you can implement any feedback process at varying degrees of complexity. Becoming a certified Blue Expert requires approximately 40 hours of your time. This Blue Expert Certification training is to be delivered in either an online or traditional in-class format where instructor-led training is combined with pre-training self-directed learning activities.</p> <p>Upon successful completion of the BEC training camp, the participant will be awarded the Blue Expert Certificate and therefore be a certified Blue Expert.</p>	<p>The Blue Report Master Certification (BRMC) training is a 3-day instructor-led training camp, intended to elevate your knowledge and skillset on Blue's report building blocks and functionalities. With enhanced understanding of the reporting functions, you will be able to better analyze the data collected while understanding and visualizing what the data is revealing, in such a way that allows for improved data-driven, well-informed decision making for continuous improvement at your institution.</p> <p>Upon successful completion of the BRMC training camp, the participant will be awarded the Blue Report Master Certificate and therefore be a certified Blue Report Master.</p>



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WHAT DELIVERY MODES ARE OFFERED	<p>Delivery Modes:</p> <p>The Blue Administrator Certification (BAC) training is delivered online in two different modes:</p> <ul style="list-style-type: none"> • Instructor-led online training • Self-directed online training <p>During the online BAC training subscription period, training subscribers (assigned to the online BAC training seats with their unique login credentials) can take as many online sessions as needed in any of the two delivery modes.</p> <p>Both instructor-led and self-directed trainings are composed of step-by-step demonstrations, training materials, examples and exercises. Upon finishing the certification activity at the end of the training, the participant will receive their Blue Administrator Certificate.</p> <p>A special face-to-face BAC training camp may be offered. Note that online BAC training subscription does not include onsite face-to-face BAC training camps which may require an additional fee.</p>	<p>Delivery Modes:</p> <p>The Blue Expert Certification (BEC) training camp is designed to be delivered in two different modes:</p> <ul style="list-style-type: none"> • Instructor-led online training camp • Instructor-led face-to-face training camp <p>Both the online and face-to-face training delivery modes are composed of the following:</p> <p>Self-directed learning module, prior to the instructor-led training:</p> <ul style="list-style-type: none"> • Prior to the instructor-led training camp, training participants are required to view self-directed learning modules which will be made available to you in the Explorance LMS. • This consists of materials that a BEC training participant is expected to review and complete prior to the instructor-led portion of the training. The participant may complete this self-directed module at his or her own pace. This self-directed module is designed to allow the participant to review key Blue concepts that certified Blue Administrators are expected to be familiar with, such as Question Personalization, Subject View Management, and Relational Demographics. • This includes exercises to practice applying these concepts when creating a Blue project. This self-directed module must be completed prior to the instructor-led training camp to ensure that the participant is ready to fully participate in and complete the training. • The instructor will be available to you during this time to assist you to plan and finish the self-directed module before the instructor-led training camp begins. <p>Instructor-led training:</p>	<p>Delivery Modes:</p> <p>The Blue Report Master Certification (BRMC) training camp is designed to be delivered in two different modes:</p> <ul style="list-style-type: none"> • Instructor-led online training camp • Instructor-led face-to-face training camp <p>Both the online and face-to-face training delivery modes are composed of the following:</p> <p>Self-directed learning module, prior to the instructor-led training:</p> <ul style="list-style-type: none"> • Prior to attending the camp, training participants will be required to view the video: Statistical Analysis & Reporting in Blue, which will be made available to you in the Explorance LMS. An email will be sent to you providing login information to access the BRMC course in the Explorance LMS, and you may complete this step at any point before the camp begins. • The video provides information about some of the key concepts to creating reports in Blue, including the statistics implemented in Blue, when and why they should be used, and how group elements are used in calculating the statistics. This information will provide the foundation for the hands-on exercises that the participants will do together during the camp. <p>Instructor-led training:</p> <p>This instructor-led training consists of approximately 24 hours of learning activities, including a certification activity. It offers hands-on participation and discussions required to be certified as a Blue Report Master. Upon finishing the certification activity at the end of the training, the participant will receive their Blue Report Master Certificate.</p>



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		This instructor-led training consists of approximately 24 hours of learning activities, including a certification activity. It offers hands-on participation and discussions required to be certified as a Blue Expert. Upon finishing the certification activity at the end of the training, the participant will receive their Blue Expert Certificate.	
WHAT TOPICS ARE COVERED	<p>The topics covered during the Blue Administrator Certification training are designed to introduce you to the fundamentals of Blue, by teaching you:</p> <ul style="list-style-type: none"> • Blue terminology, concepts, data preparation, and how to configure a simple questionnaire for a course evaluation process • The core concepts that underpin a feedback process: preparing the data, selecting and configuring the appropriate data structure, and building, launching and managing a feedback process • The different tools to automate a feedback process, including how to import and update data, using the data to control questionnaire behavior and content, and using the data to automate time functions such as course evaluation and report distribution dates • Reporting basics, including creating individual and aggregate reports, and commonly-used report building features and functionalities to build insightful reports visualizing the results of the statistical analyses 	<p>The topics covered during the Blue Expert Certification training are designed to further develop your Blue expertise and skills, by teaching you how to:</p> <ul style="list-style-type: none"> • Implement an advanced level of end-to-end automation of your feedback processes • Merge cross-listed courses to enable unified report building • Implement dynamic report distribution to support your decision makers, as personnel changes • Gain greater autonomy in the use of Blue and its companion modules and products to administer any feedback process • Optimize your Blue implementation to best address your own institution’s needs • Experience how your expert knowledge and skills in using advanced Blue features and functionalities can help your institution and be a sought-after Blue Expert in your institution and by your colleagues 	<p>The topics covered during the Blue Report Master Certification training include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Blue report blocks and functionalities available to build reports: from basic to advanced • How to build and customize reports that deliver stories with actionable insights at various levels: instructor-level, departmental-level, program-level, etc. • Report administration such as on-going report access management and report delivery management via various channels, to effectively work with Blue Administrators and Blue Experts • Best practice tips for testing and troubleshooting



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<p>WHY</p> <p>ATTEND THIS TRAINING CAMP</p>	<p>By attending the Blue Administrator Certification training, a training participant will be able to understand basic Blue functionalities and the fundamental data organization and processes, including:</p> <ul style="list-style-type: none"> Working with datasources and Blue’s project definitions Creating, publishing, and monitoring a project Copying and reusing project content Automating task processes Building, managing, and automatically distributing reports Identify ways in which Blue can be used to provide automation, autonomy, and insight into your institution feedback processes Be better prepared to communicate and discuss with Explorance staff (Professional Services and Customer Services) when implementing Blue in your institution Have the access to the training server to use for one year post training, which gives you access to the advanced BAC modules, the latest Blue releases and all modules regardless of your product licenses, as well as the ability to upload your own data for testing prior to implementing these releases in your own institution Be part of the Blue Administrators community for further learning and sharing of Blue administrator best practices 	<p>By attending the Blue Expert Certification training, a training participant will be able to:</p> <ul style="list-style-type: none"> Acquire expert knowledge and skills in using advanced Blue concepts and functionalities to further automate feedback processes (course evaluations, institutional surveys, and 360 evaluations), end to end, in order to provide a greater level of autonomy to end users and distribute reports with actionable insights to decision-makers Learn how DST (Data Sync Tool), DIG (Data Integrity Gateway), BPI (Blue Portal Integrator), Blue Connector, and BTA (Blue Text Analytics) can be used with Blue to further realize its value in your environments Find solutions to challenges and opportunities that you are facing in your institutions, by discussing them with the instructor and other experienced Blue users in your BEC training cohort Have the access to the training server to use for one year post the BEC training camp, which gives you access to the latest Blue releases and all modules regardless of your product licenses, as well as the ability to upload your own data for testing prior to implementing these releases in your own institution Be part of the Blue Expert community for further learning and sharing of expert level Blue best practices 	<p>By attending the Blue Report Master Certification training, a training participant will be able to:</p> <ul style="list-style-type: none"> Deepen their knowledge and understanding of Blue’s report building blocks and functionalities at a mastery level, enabling better analysis and interpretation of the data collected Apply enhanced Blue reporting skills to various institutional situations, developing more reports with actionable insights for data-driven informed decision making The ability to apply the skills that a BRMC participant acquires during the certification camp to any situation is particularly important, as institutions “discover” their reporting needs over time for actionable insights. Acquire the mastery in using advanced report building blocks and functionalities through hands-on experience with building reports for various Higher Education use-cases (reports for instructors, reports for departments, reports for administrators, etc.) Have exposure to various reporting needs to deliver actionable insights and learn how to best address the needs with other BRMC training participants through creative, critical, and problem-solving capabilities Learn about the Blue features and functionalities on report administration, such as report access management and report delivery management through various channels such as LMS and email In addition to becoming a master in Blue reporting, you will also meet other Blue Report Masters, expanding your network of like-minded cohorts for continual learning and sharing of best practices Be part of the Blue Report Masters community for further learning and sharing of Blue reporting best practices



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WHEN & WHERE THE TRAINING OCCURS	Upcoming BAC Sessions: Please view the full schedule and register here for all BAC self-directed online and instructor-led online sessions.	Upcoming BEC Sessions: <ul style="list-style-type: none"> JULY 2020 July 20 - 22, 2020 Instructor-led, Online <i>Early Bird Rate Ends: May 30, 2020</i> <i>Registration Closes: July 17, 2020</i> Register Here FEBRUARY 2021 February 10 - 12, 2021 Instructor-led, Online <i>Early Bird Rate Ends: December 16, 2020</i> <i>Registration Closes: January 30, 2021</i> Register Here 	Upcoming BRMC Sessions: <ul style="list-style-type: none"> JULY 2020 July 13 – 15, 2020 Instructor-led, Online <i>Early Bird Rate Ends: May 30, 2020</i> <i>Registration Closes: July 17, 2020</i> Register Here FEBRUARY 2021 February 3-5, 2021 Instructor-led, Online <i>Early Bird Rate Ends: December 16, 2020</i> <i>Registration Closes: January 30, 2021</i> Register Here
HOW MUCH ARE THE REGISTRATION FEES & WHAT IS INCLUDED	BAC Training Registration Fee (with access to Course Evaluation, Surveys, and 360): <ul style="list-style-type: none"> For a holder of a time-valid online BAC training subscription*: no additional fee For a non-holder of a time-valid online BAC training subscription: \$2,850 USD per person for one year This fee includes: <ul style="list-style-type: none"> Access to the Explorance LMS and to the training server to review and practice at your own pace (pre-camp and for one year post-training) Blue Administrator Certificate upon successful completion of the certification training Registration Terms: <ul style="list-style-type: none"> There are only 16 places available for each training session Places are allocated on a 'first-come, first-served basis' 	BEC Training Camp Registration Fee: <ul style="list-style-type: none"> Early Bird Price: \$3,450 USD (early bird cut-off dates vary based on session selection) Regular Registration Price: \$4,950 USD This fee includes: <ul style="list-style-type: none"> Pre-camp self-directed learning module and 24 hours of instructor-led training Access to the Explorance LMS and to the training server to review and practice at your own pace (pre-camp and for one year post-training) 1-hour post certification session with the instructor for 6 months upon the completion of the camp Blue Expert Certificate upon successful completion of the certification training If participating in a face-to-face training camp: breakfast, refreshments, and lunch will be provided throughout the training, as well as a social networking dinner with other training participants 	BRMC Training Camp Registration Fee: <ul style="list-style-type: none"> Early Bird Price: \$3,450 USD (early bird cut-off dates vary based on session selection) Regular Registration Price: \$4,950 USD This fee includes: <ul style="list-style-type: none"> 3 days of instructor-led training Access to the Explorance LMS and to the training server to review and practice at your own pace (pre-camp and for one year post-training) 1-hour post certification session with the instructor for 6 months upon the completion of the camp Blue Report Master Certificate upon successful completion of the certification training If participating in a face-to-face training camp: breakfast, refreshments, and lunch will be provided throughout the training, as well as a social networking dinner with other training participants

Explorance Proprietary – Subject to Change (Last Updated: April 29, 2020)



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	<ul style="list-style-type: none"> • A BAC training seat is dedicated to one person during the subscription period, and can be transferred to another person, only if the BAC training seat holder leaves the institution or changes the role and thus no longer works on Blue during that period • Self-directed online DIG and BTA training are available to those who first complete the BAC training <p>*Please note that the online BAC training subscription does not include onsite face-to-face BAC training camps or other advanced-level (master and/or expert) certification trainings which may require an additional fee.</p>	<p>Registration Terms:</p> <ul style="list-style-type: none"> • There are only 16 places available for each training session • Places are allocated on a ‘first-come, first-served basis’ • If participating in a face-to-face training camp: travel and lodging fees are not included in the registration fee 	<p>Registration Terms:</p> <ul style="list-style-type: none"> • There are only 16 places available for each training session • Places are allocated on a ‘first-come, first-served basis’ • If participating in a face-to-face training camp: travel and lodging fees are not included in the registration fee