Welcome to BB Award Management
Training Agenda
December 4-5, 2018

Brief Overview ...................... 8:30am

Site URL
➢ https://fsu.academicworks.com

Blackbaud Knowledge Base
➢ https://search.blackbaud.com

Preferred Browsers
➢ Google Chrome
➢ Mozilla Firefox
➢ Microsoft Edge
➢ Apple Safari
➢ Internet Explorer 11 (not fully compatible)

Applicant Perspective ............. 8:45am
➢ General Application
➢ Auto Match Scholarships
➢ Recommended Scholarships
➢ Reference Letters

Opportunity Administration ...... 9:30am
➢ Portfolio Details
➢ Opportunity Details
➢ Auto Match vs. Apply To
➢ Supplemental Questions
➢ Qualifications

Break ...................................... 10:15am

Review Committees ................ 10:30am
➢ What are Review Committees?
➢ How do they work?
➢ Creating Review Groups
➢ Cloning and Detaching Groups
➢ Establishing Reviewer Questions and Rubrics
➢ Completing Reviews

Lunch ..................................... 11:30am

Awarding and Post-Acceptance .... 12:30pm
➢ FSU Recommended Workflow
➢ Customizing Communications
➢ Post-Acceptance Questions
➢ Extending the Offer
➢ Applicant Completes Post-Acceptance
➢ Review of Applicant Post Award
➢ How to Force Apply

Renewal Management ............ 1:30pm
➢ What is Renewal Management?
➢ Renewal Configurations
➢ Processing Renewal Applications

Break ...................................... 2:30pm

Cycle Management ................. 2:45pm

Reportng ............................... 3:00pm
➢ Customizing your Dashboard
➢ Opportunity Grids
➢ Fund Disbursements
➢ BBKB: https://search.blackbaud.com

Closing Remarks/Q&A ............. 4:00pm

Training Manager: Cammy Jagielski

Should you have questions or require support from Foundation staff regarding your opportunities after this on-site training, please direct requests to the following email: academicworks@foundation.fsu.edu