

A large, flowing blue graphic composed of many thin, overlapping lines that create a sense of motion and depth, starting from the top left and curving across the page.

Technology
POWERED BY
blue

Administrator
Training
&
Certification

Blue Administrator Training and Certification

This is the first level of certification for any user who will be administering any feedback process with Blue. The participants will be introduced to the main concepts of Blue and trained on the main features and functionalities of Blue that they will need to administer their feedback process. It is the first step for any new Blue administrator and ideal for existing administrators that need to refresh their knowledge of Blue. We recommend that people in a supporting role to the main Blue administrator would also attend the first day of the training.

Training

The training is composed of the following

- **Presentation:** Designed to provide the participants clear grasp of the fundamental concepts of Blue and main functionalities of the features. The presentations will serve as a good revision tool for the participants after the training
- **Demonstrations:** The instructor will guide the participants through step-by-step live demonstrations of Blue's functionalities to make sure that they are fully familiar and autonomous in navigating Blue
- **Exercises:** Throughout the training, the participants will be asked to complete multiple sets of exercises to give them hands on experience with creating full evaluations and reports in Blue
- **Discussions:** Opportunities will be given to the participants to have discussions about their own scenarios during the training and even in the breakout sessions. Participation in such discussions is important as it is considered part of the training

Certification Exam

- **Theory:** This portion of the exam is composed of multiple choice questions that covers the main concepts and features of Blue
- **Practical:** The participants will be asked to create a set of projects and reports based on given requirements that will be based on what was covered in the training sessions. Participants will be provided access to a Blue Examination Sandbox
- **Overall Grade:** the overall grade is composed of 50% theory and 50% for the practical
- **Duration:** Participants will have up to one week after the training is completed to submit both portions of the exam
- **Passing grade:** 70% overall

Training Agenda

Time	Day 1	Audience
Morning	Intro to Blue - Main Applications - Create Your First Evaluation in Blue Blue System Administration Console - Connect the Blue components - License - Understanding Authentication in Blue - Data Integration and Management - Emails and Branding - Maintenance and Logs	Required: Blue Administrators, Blue Project Managers, and IT members that will support Blue Recommended: Any stakeholders in the process that will be implemented using Blue
	Blue Data Structures - Evaluation Types - Types of Entities - Relationship Structures - Data Extensions	Required: Blue Administrators, Blue Project Managers, and IT members that will support Blue Recommended: Any stakeholders in the process that will be implemented using Blue
Time	Day 2	
Morning	Building the Evaluation Project - Questionnaire Configuration - Workflow Configuration - Automation Configuration - Validation	Required: Blue Administrators & Blue Project Managers
	Managing ongoing Projects - Questionnaire Management - Subject Management - Task Management - User Management	Required: Blue Administrators & Blue Project Managers
Time	Day 3	
Morning	Creating Reports - Building Individual and Aggregate Reports - Building Summary Reports - Building Detailed Reports - Automation for Reporting	Required: Blue Administrators & Blue Project Managers
	Managing Reports - Update Content - Control Access - Exports and Analysis	Required: Blue Administrators & Blue Project Managers

Time	Day 4	
Morning	Projects Best practices and troubleshooting - Data Validation - Questionnaire Controls - Workflow Adjustments - Automation	Required: Blue Administrators & Blue Project Managers
Afternoon	Reports Best practices and troubleshooting - Content and Layout - Filters and Triggers - Calculations - Release Report Controls	Required: Blue Administrators & Blue Project Managers
Time	Day 5	
Morning	Review	Required: Blue Administrators & Blue Project Managers
Afternoon	Exam	Required: Blue Administrators & Blue Project Managers