

Tips & Tricks for using Blackbaud:

1. Students should reference their schedule via the Schedule tab based on each calendar date.
2. Some students have “nested” classes. These are classes that were placed simultaneously with a Science lab. These “nestings” work because the “nested” class only meets on a limited basis. Again, the schedule per day can be found on the calendar.
3. Returning students will find a transcript located on the Progress page. This can be printed for reference, grade reporting, driver’s License applications, etc. If you notice any issues, please contact records@ignatius.org.
4. As grades begin to populate throughout the year, students can see this information on the Progress Tab.
5. Lunches have been scheduled for each student on all days. They will appear on the Schedule/Calendar daily.
6. If you notice overlapping timeslots on your schedule or any issues, contact the Principal’s Office.
7. The schedules are live on the Schedule tab. If a change is made, it should be available there within a few hours. Also, the Progress Page will always update and includes locations, etc.