



DARKNESS TO LIGHT®

END CHILD SEXUAL ABUSE

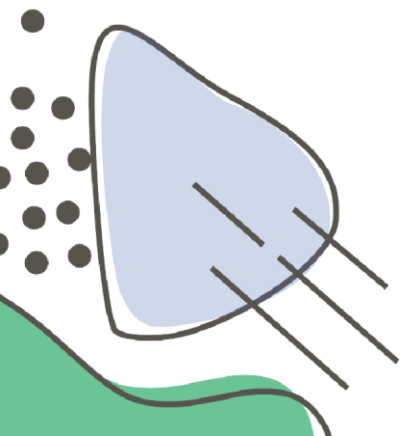


USER GUIDE:

**STEWARDS OF CHILDREN (3.0) & RECOGNIZING AND
REPORTING CHILD ABUSE AND NEGLECT ONLINE TRAINING**

ORGANIZATION:

Cayman Prep and High School



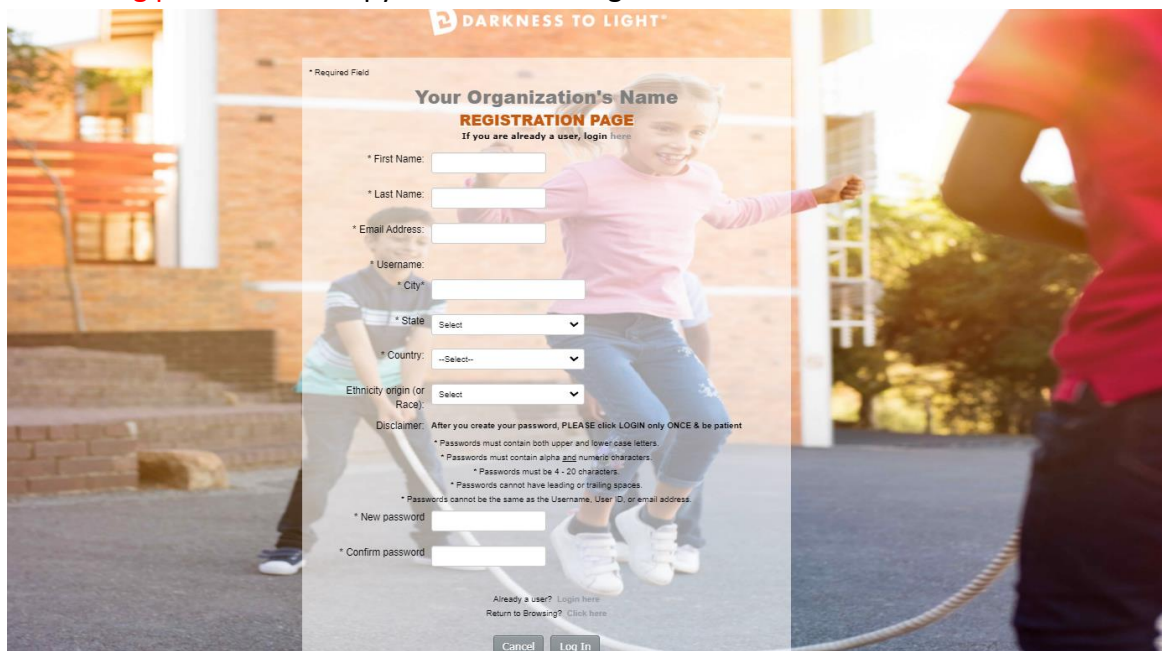
HOW TO REGISTER

If you already have an account in our system with another organization, please email: STEWARDS@D2L.ORG so we can update your current account.

1. Go to the Darkness to Light training registration screen

<https://d2l.csod.com/selfreg/register.aspx?c=cphs>

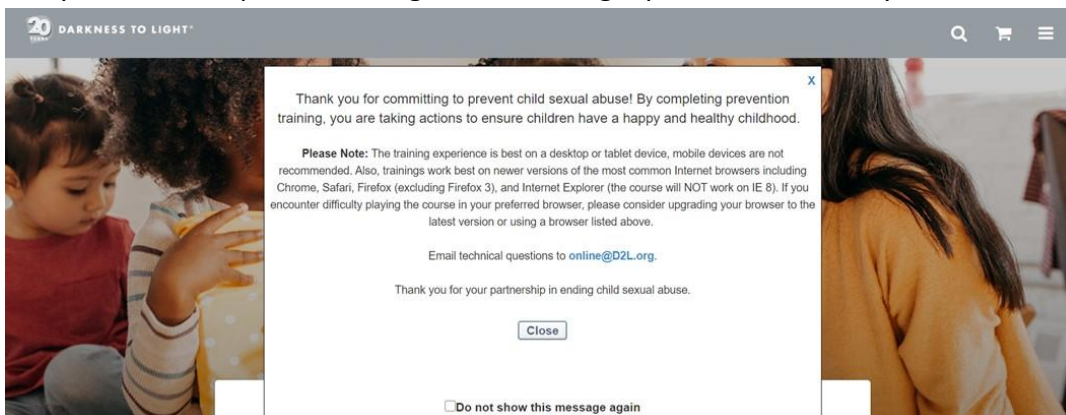
a. If you do not see **the name of your organization on the form or at the end of the URL, you might be in the wrong place!** Please copy the link above again.



The screenshot shows a registration form titled "Your Organization's Name REGISTRATION PAGE" with a sub-header "If you are already a user, login here". The form includes fields for First Name, Last Name, Email Address, Username, City, State (dropdown), Country (dropdown), and Ethnicity origin (or Race) (dropdown). A disclaimer states: "After you create your password, PLEASE click LOGIN only ONCE & be patient". Password requirements are listed: "Passwords must contain both upper and lower case letters", "Passwords must contain alpha and numeric characters", "Passwords must be 4 - 20 characters", and "Passwords cannot have leading or trailing spaces". There are fields for New password and Confirm password. At the bottom, there are links for "Already a user? Login here" and "Return to Browsing? Click here", and buttons for "Cancel" and "Log In".

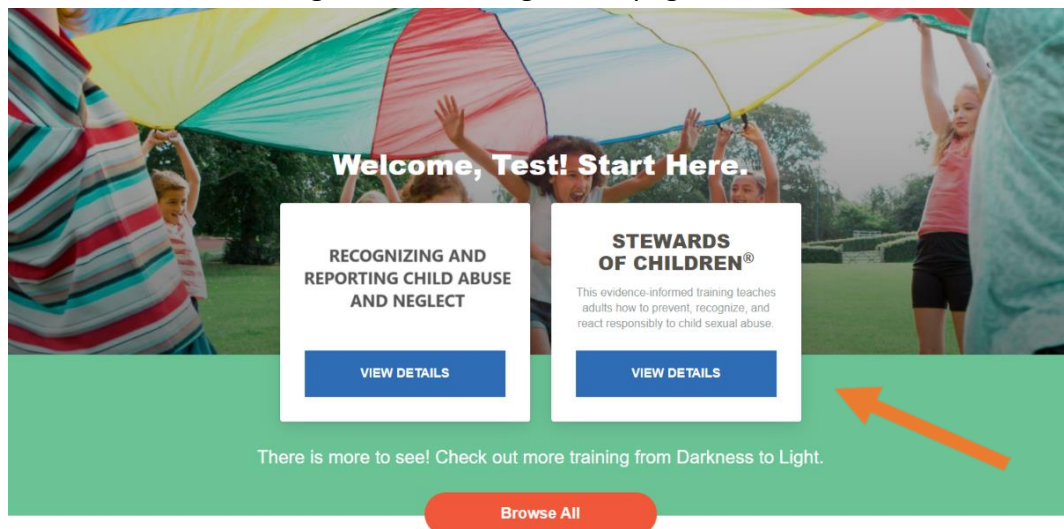
2. Enter all required fields and click the grey **“Login”** button **ONCE**. Please be patient and the system will create your account and take you straight to your account’s Welcome Page.

3. Once you have completed the registration or login process, a “Thank you” screen will appear.



HOW TO LAUNCH THE TRAINING

1. Now you are on your Personalized Online Training Dashboard. Once you are signed into your online training dashboard you should see the screen below:
2. Click “**View Details**” to go to the training access page.



3. Click “**Launch**” to open the training.

ONLINE CLASS

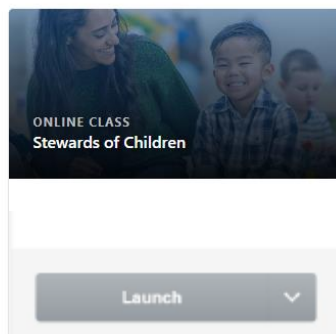
Stewards of Children

Last Updated 11/27/2023 Duration 2 hours ★★★★★ 758

Details

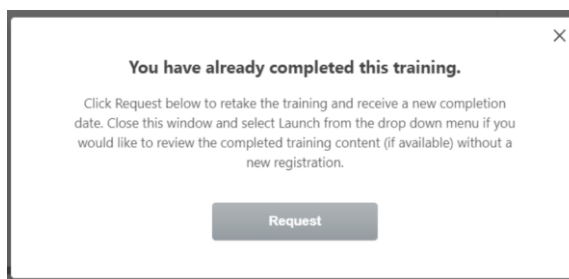
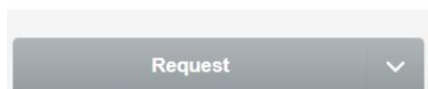
This prevention training teaches adults how to prevent, recognize and react responsibly to child sexual abuse. The program is designed for individuals concerned about the safety of children as well as organizations that serve youth. The online version allows individuals to take the training at any time or place, at a pace of their choosing..

[Show More](#)



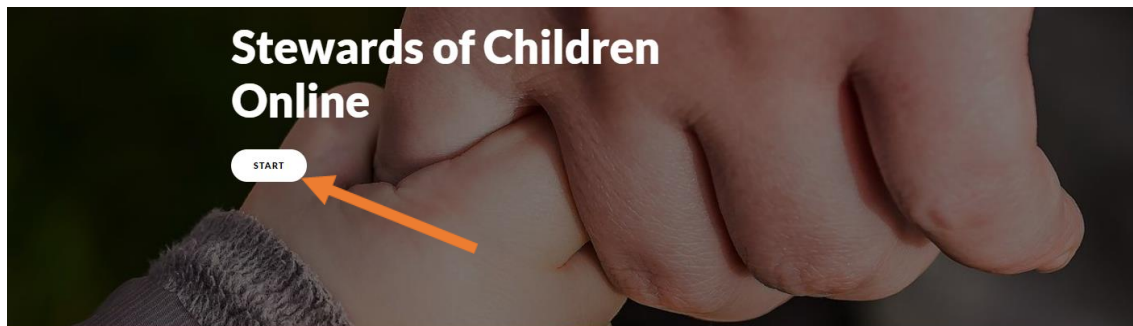
(If you have completed the training in the past, you may have to click **REQUEST** to request to take the training again and not Re-Launch the course you have completed in the past.)

Another version of this training has already been completed on your transcript, click [here](#) to access the Learning Details page for that version.



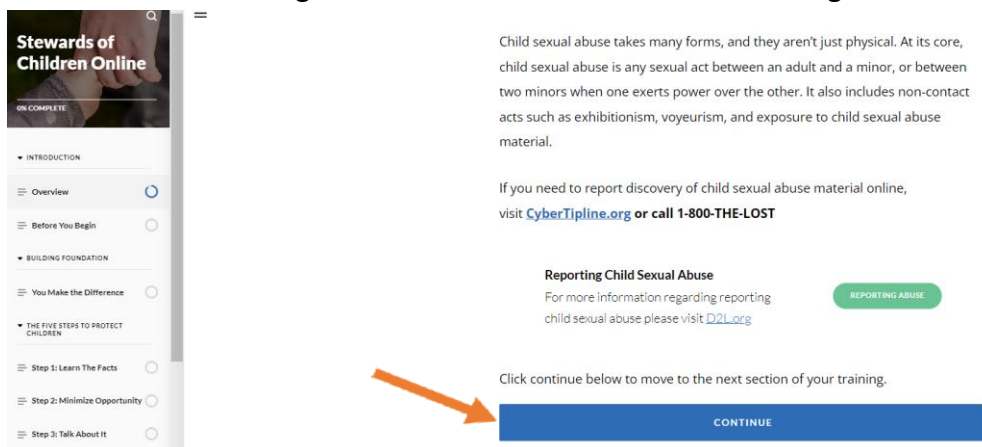
HOW TO LAUNCH THE TRAINING

4. This will open a new window. Click the **"Start Course"** button to begin.

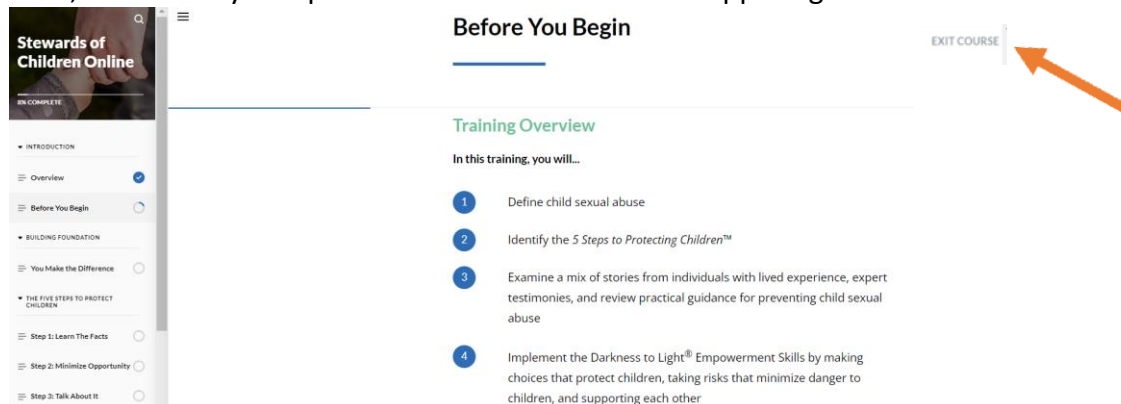


Darkness to Light® is a national nonprofit empowering adults to prevent child sexual abuse through awareness, education, and crime reduction.

5. Begin to scroll down the training and click the **"CONTINUE"** button to begin the training.

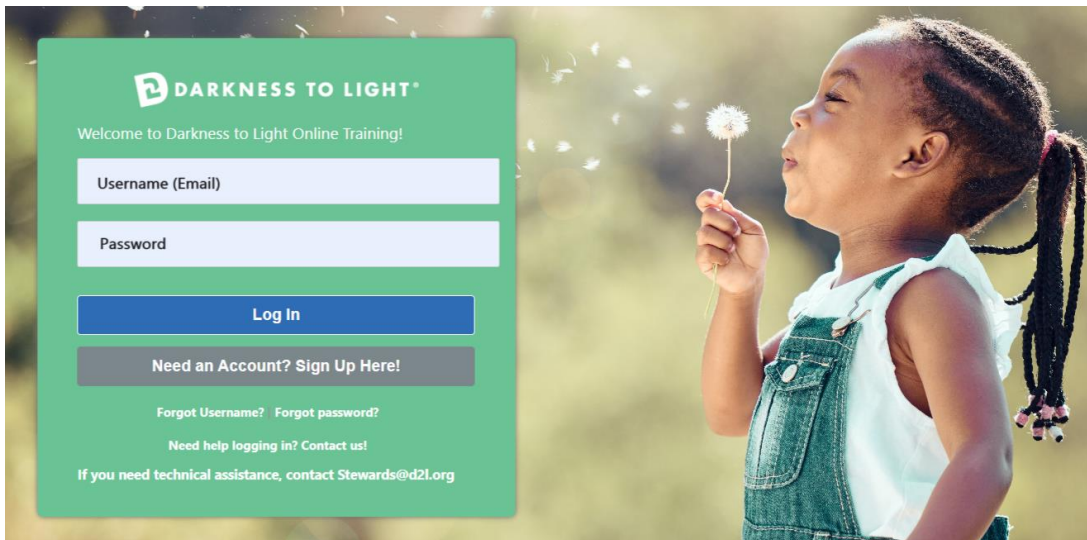


6. If you do not complete Stewards of Children in one sitting and would like to come back to the training later, it will save your spot. Click **"Exit Course"** in the upper right corner of the window.



LAUNCHING YOUR IN-PROGRESS TRAINING

1. Login with your credentials at: <https://d2l.csod.com/>
 - a. The login screen looks like the picture below.

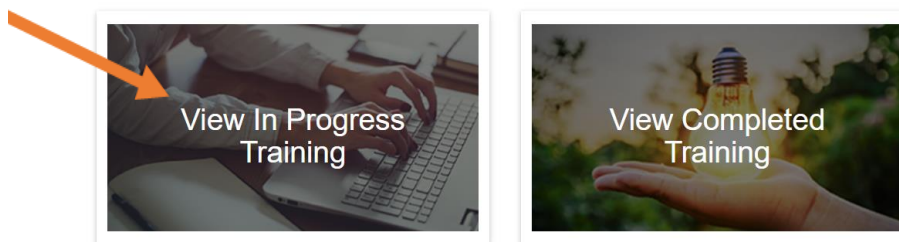


2. Scroll down and click “**View In-Progress Training**”.



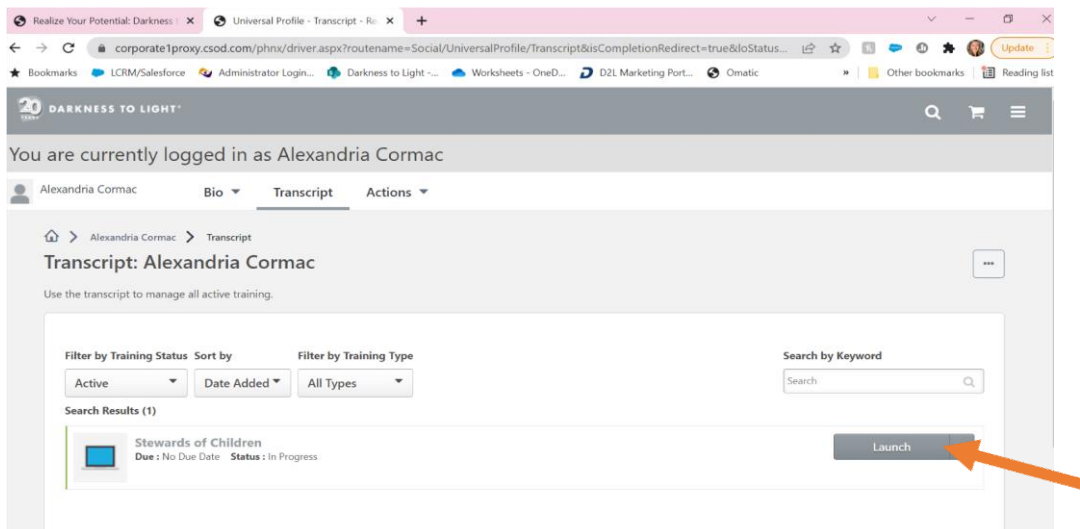
Still working on your training?

Resume your training or review completed training.



LAUNCHING YOUR IN-PROGRESS TRAINING

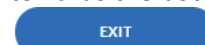
3. Click “Launch”.



4. It will automatically resume where you left off. You can use the left side bar to move around the training if you need to review previous sections. You cannot skip ahead in the training.



Once you receive an 80% or higher on the quiz at the end of the training, please CONTINUE to scroll towards the bottom of the training until you reach the blue EXIT button. **Click the button to exit the course.**

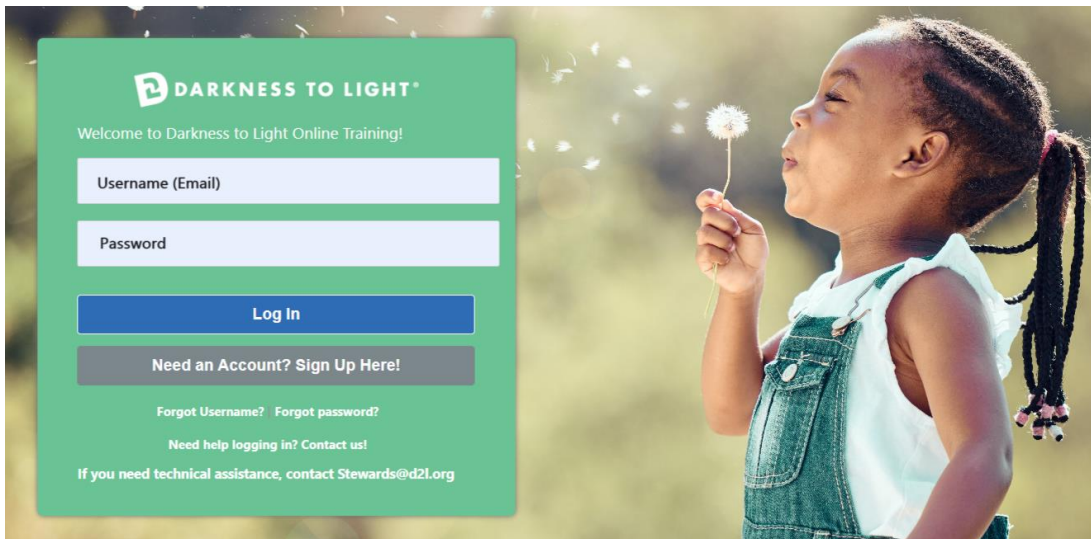


Upon completion, you will have access to your certificate both on the platform and via the email used to register.



ACCESSING YOUR TRAINING CERTIFICATE POST TRAINING

1. Login with your credentials at: <https://d2l.csod.com/>
 - a. The login screen looks like the picture below.

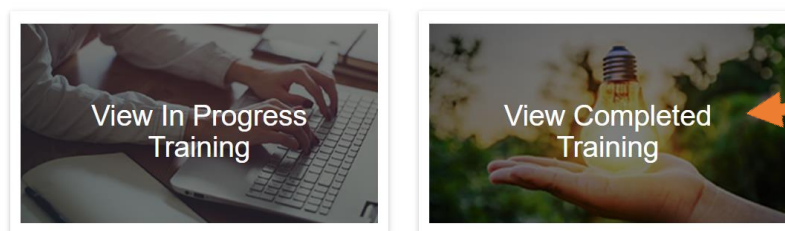


2. Scroll down and click “**View Completed Trainings**” under **Browse All** button.



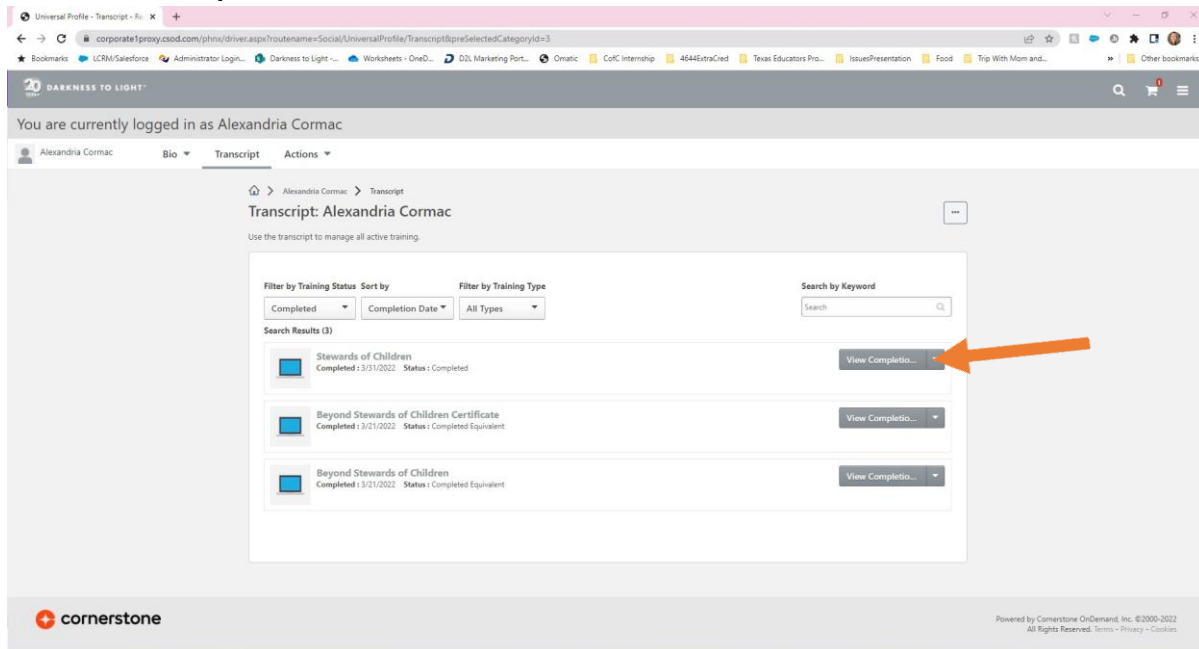
Still working on your training?

Resume your training or review completed training.

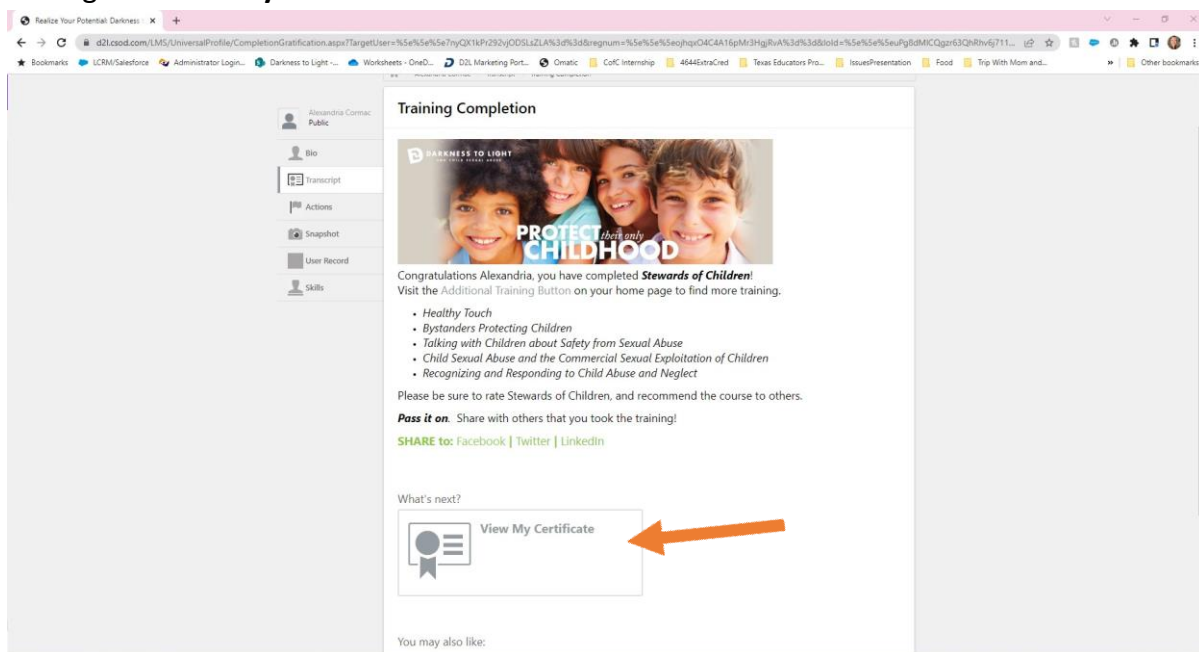


ACCESSING YOUR TRAINING CERTIFICATE

3. Click “View Completion”



4. This will take you to the Training Completion Page. You can view and download your certificate by clicking on “View My Certificate”



ACCESSING YOUR TRAINING CERTIFICATE

Some users have completed our online trainings multiple times. If that is the case, to find the certificate of the most recent completion will be a different process.

1. If you have already Completed a training previously, click **“View Training Details.”**

Use the transcript to manage all active training.

Filter by Training Status **Sort by** **Filter by Training Type**


Completed

Completion Date

All Types

Search by Keyword

Search Results (1)



Stewards of Children
Completed : 8/13/2022 Status : Completed Equivalent Training Type : Online Class

View Completion...

View Completion Page







View Certificate

Launch

View Training Details

Move to Archived Transcript

2. Click the drop-down arrow for “Assignment and Version History” and click on the printer icon of the most recent completion date. It might say “Completed Equivalent” next to it.

Assignment and Version History										
Registration Number	Latest Registration?	Delivery	Transcript Delivery Method	Version	Effective Date	Start Date	End Date	Due Date	Status	Options
2	Yes	Requested by Kristi Johnson on 8/9/2023 7:15:44 PM	Self-Requested	7.0	8/9/2023	None	None	None	Completed Equivalent	 
1	No	Started by Kristi Johnson on 8/11/2022 7:42:27 PM	Self-Requested	4.0	3/23/2022	None	None	None	Completed	 
1	No	Requested by Kristi Johnson on 8/11/2022 7:42:25 PM	Self-Requested	4.0	3/23/2022	None	None	None	Completed	 

3. A new page will pop up with your certificate of completion.

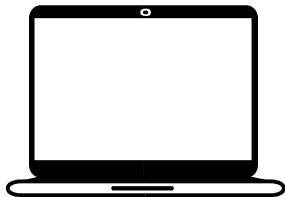


OTHER TECH SUGGESTIONS

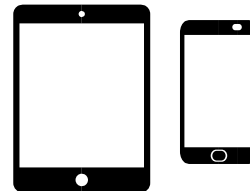
If you are struggling to open the eLearning here are a few suggestions that could help.

IF YOU CAN'T ACCESS THE COURSE

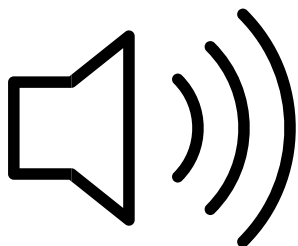
- Use Chrome for your browser.
- Try re-copying the URL link and press refresh.
- The eLearning course uses a pop-up window, make sure to enable pop-ups.
- You may need to close other running programs for the eLearning to work.
- Make sure to close out any other tabs on your browser. This will help the eLearning to run properly.



Consider using a different device. This course can run on computers, laptops, tablets, or phones.



IF YOU CAN'T HEAR THE COURSE



- Make sure to turn on your speakers.
- If you are accessing via mobile, make sure your device isn't on silent mode.

