



**DARKNESS TO LIGHT®**  
END CHILD SEXUAL ABUSE

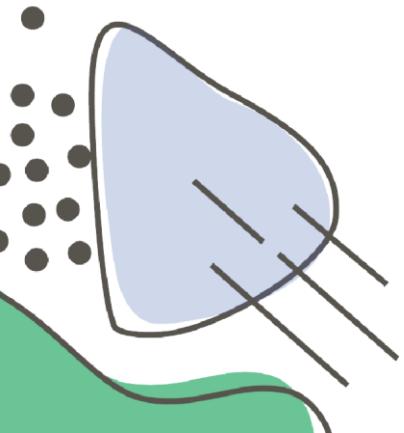


**USER GUIDE:**

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

**ORGANIZATION:**

**Cayman Prep and High School**



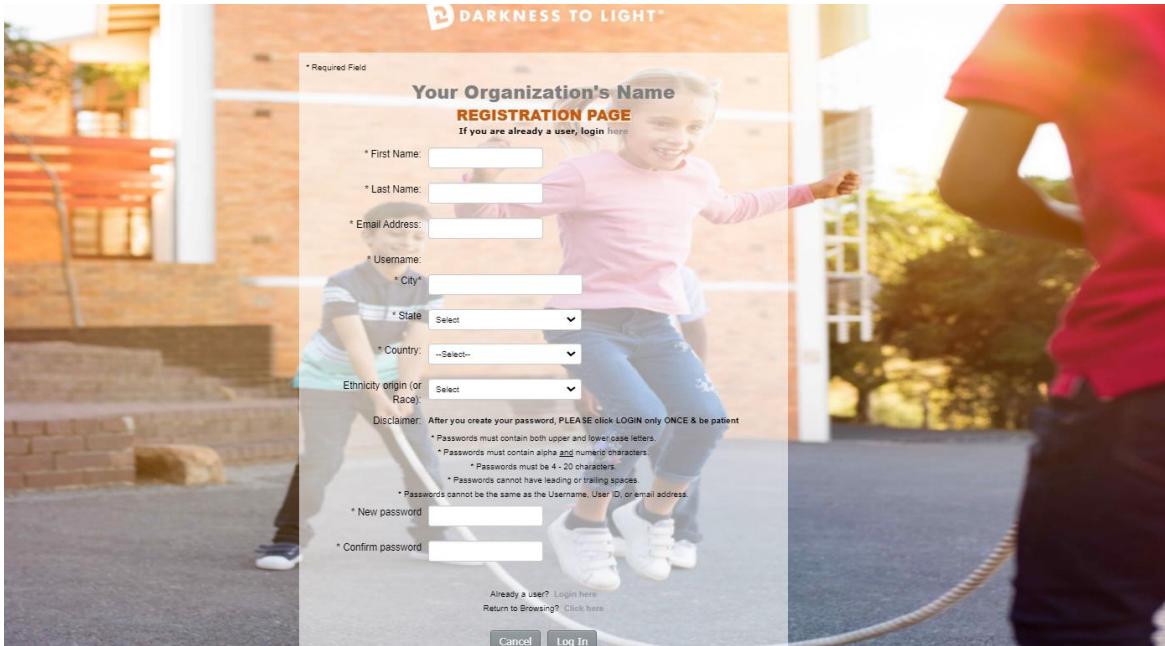
## HOW TO REGISTER

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

1. Go to the Darkness to Light training registration screen

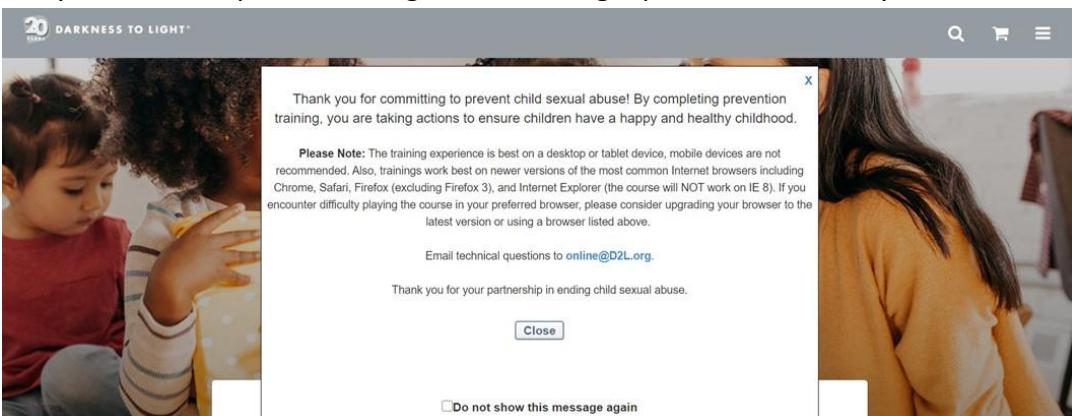
<https://d2l.csod.com/selfreg/register.aspx?c=cphs>

- 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.



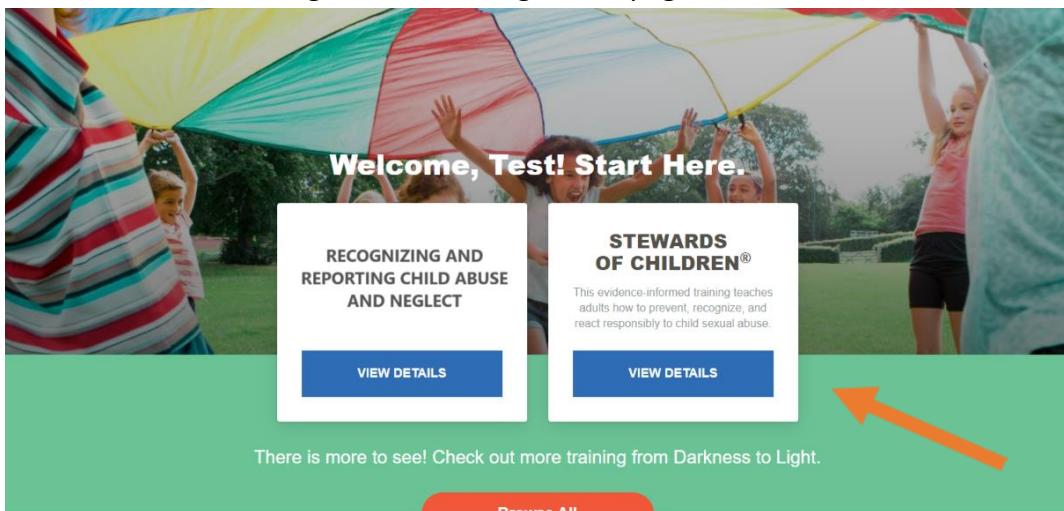
2. Enter all required fields and click the grey “**Login**” button **ONCE**. Please be patient and the system will create your account and take you straight to your account’s Welcome Page.

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.



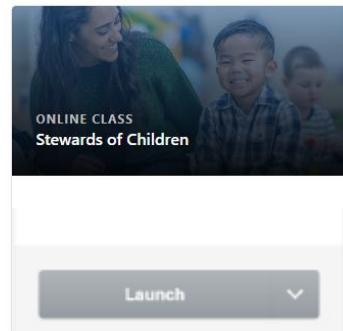
3. Click “Launch” to open the training.

ONLINE CLASS  
**Stewards of Children**  
Last Updated 11/27/2023 Duration 2 hours  758

### Details

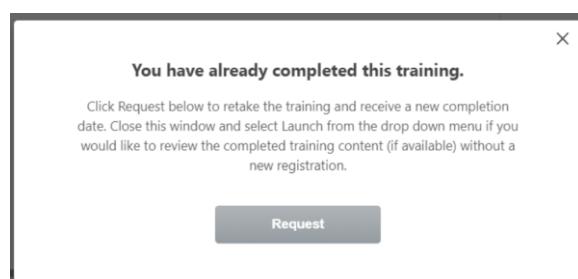
This prevention training teaches adults how to prevent, recognize and react responsibly to child sexual abuse. The program is designed for individuals concerned about the safety of children as well as organizations that serve youth. The online version allows individuals to take the training at any time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

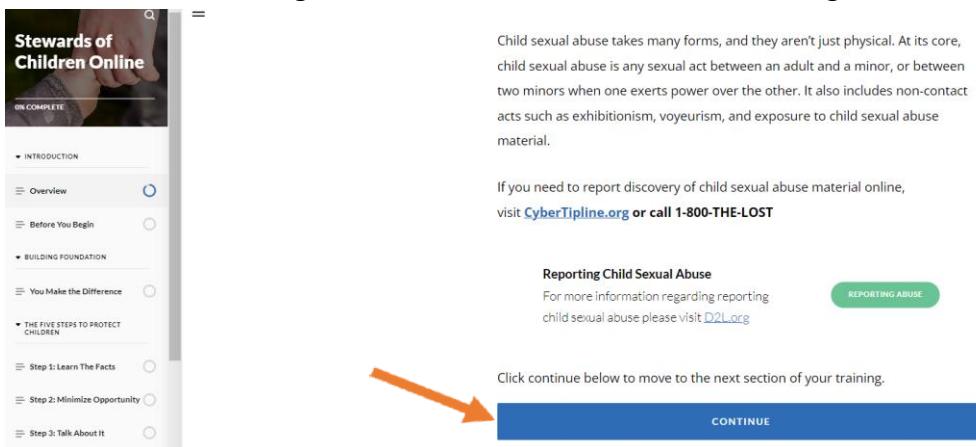
4. This will open a new window. Click the "Start Course" button to begin.



 DARKNESS TO LIGHT®

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

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



Child sexual abuse takes many forms, and they aren't just physical. At its core, child sexual abuse is any sexual act between an adult and a minor, or between two minors when one exerts power over the other. It also includes non-contact acts such as exhibitionism, voyeurism, and exposure to child sexual abuse material.

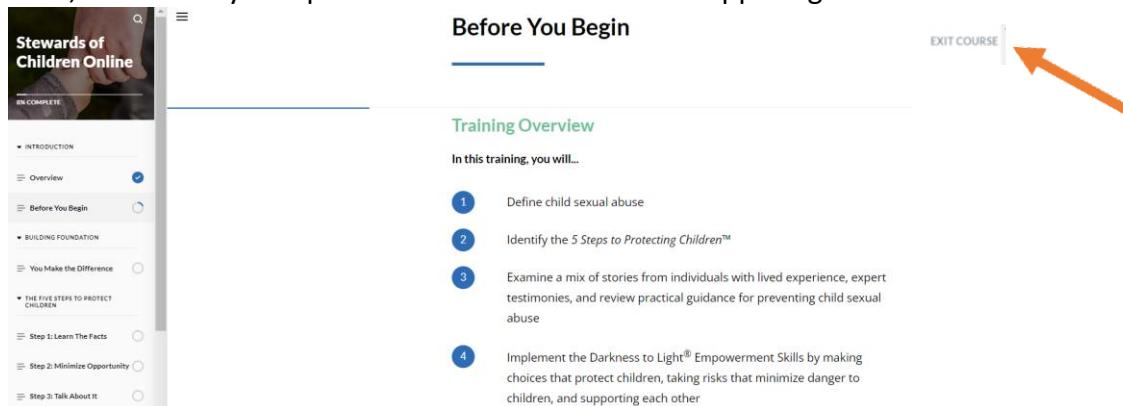
If you need to report discovery of child sexual abuse material online, visit [CyberTipLine.org](#) or call 1-800-THE-LOST

**Reporting Child Sexual Abuse**  
For more information regarding reporting child sexual abuse please visit [D2L.org](#)

Click continue below to move to the next section of your training.

**CONTINUE**

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.



**Before You Begin**

**Training Overview**

In this training, you will...

- 1 Define child sexual abuse
- 2 Identify the 5 Steps to Protecting Children™
- 3 Examine a mix of stories from individuals with lived experience, expert testimonies, and review practical guidance for preventing child sexual abuse
- 4 Implement the Darkness to Light® Empowerment Skills by making choices that protect children, taking risks that minimize danger to children, and supporting each other

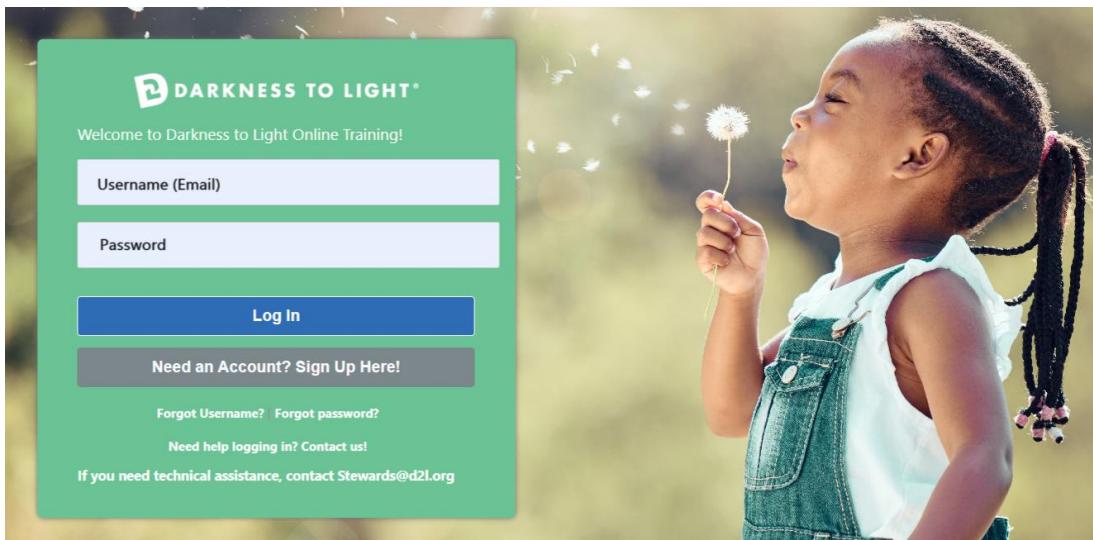
**EXIT COURSE**



## LAUNCHING YOUR IN-PROGRESS TRAINING

1. Login with your credentials at: <https://d2l.csod.com/>

a. The login screen looks like the picture below.

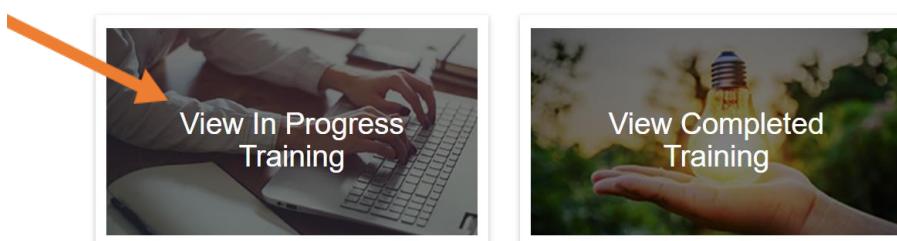


2. Scroll down and click "View In-Progress Training".



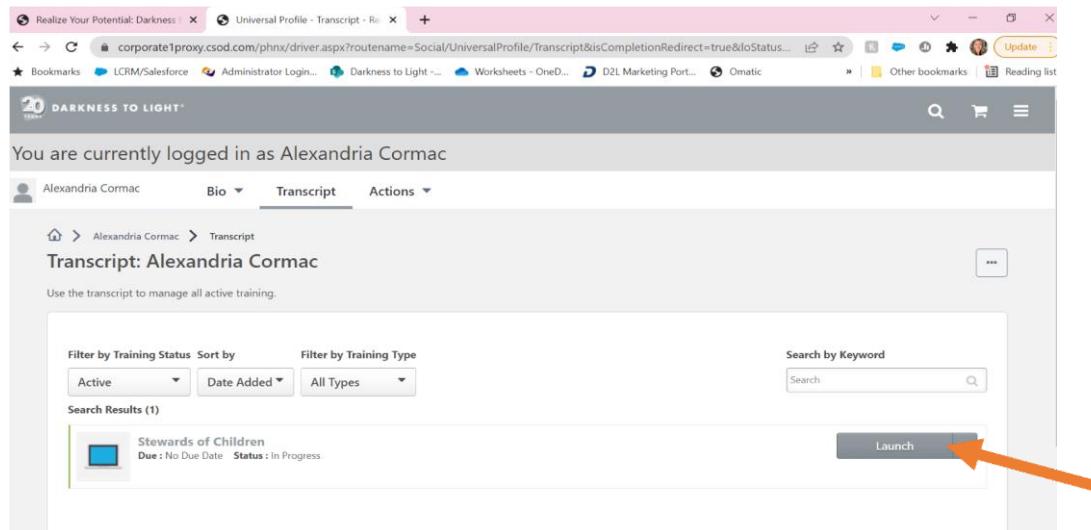
Still working on your training?

Resume your training or review completed training.



## LAUNCHING YOUR IN-PROGRESS TRAINING

### 3. Click "Launch".



The screenshot shows a web browser window with the URL [corporate1proxy.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript&isCompletionRedirect=true&loStatus=1](http://corporate1proxy.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript&isCompletionRedirect=true&loStatus=1). The page is titled "DARKNESS TO LIGHT". It displays a transcript for "Alexandria Cormac". The "Transcript" tab is selected. Below the tabs, the breadcrumb navigation shows "Alexandria Cormac > Transcript". The main content area is titled "Transcript: Alexandria Cormac" and contains the instruction "Use the transcript to manage all active training." Below this, there are filter options: "Filter by Training Status" (Active), "Sort by" (Date Added), "Filter by Training Type" (All Types), and a "Search by Keyword" search bar. The search results section shows one item: "Stewards of Children" with a status of "In Progress". To the right of this item is a "Launch" button, which is highlighted with a large orange arrow. The URL in the browser's address bar is: [corporate1proxy.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript&isCompletionRedirect=true&loStatus=1](http://corporate1proxy.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript&isCompletionRedirect=true&loStatus=1).

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.



The screenshot shows the "Stewards of Children Online" training interface. On the left, a vertical sidebar lists training modules: "INTRODUCTION", "OVERVIEW", "Before You Begin", "BUILDING FOUNDATION", "You Make the Difference", "THE FIVE STEPS TO PROTECT CHILDREN", "Step 1: Learn The Facts", "Step 2: Minimize Opportunity", "Step 3: Talk About It", "Step 4: Recognize Signs", and "Step 5: React Responsibly". The "Before You Begin" module is currently selected, indicated by a blue checkmark icon next to its title. To the right of the sidebar is a large, solid black rectangular area representing the training content. At the bottom of this black area, there is a small white box containing a small icon and the text "Complete the content above before moving on." To the right of the black area is a blue "EXIT" button. The URL in the browser's address bar is: [corporate1proxy.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript&isCompletionRedirect=true&loStatus=1](http://corporate1proxy.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript&isCompletionRedirect=true&loStatus=1).

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.

EXIT

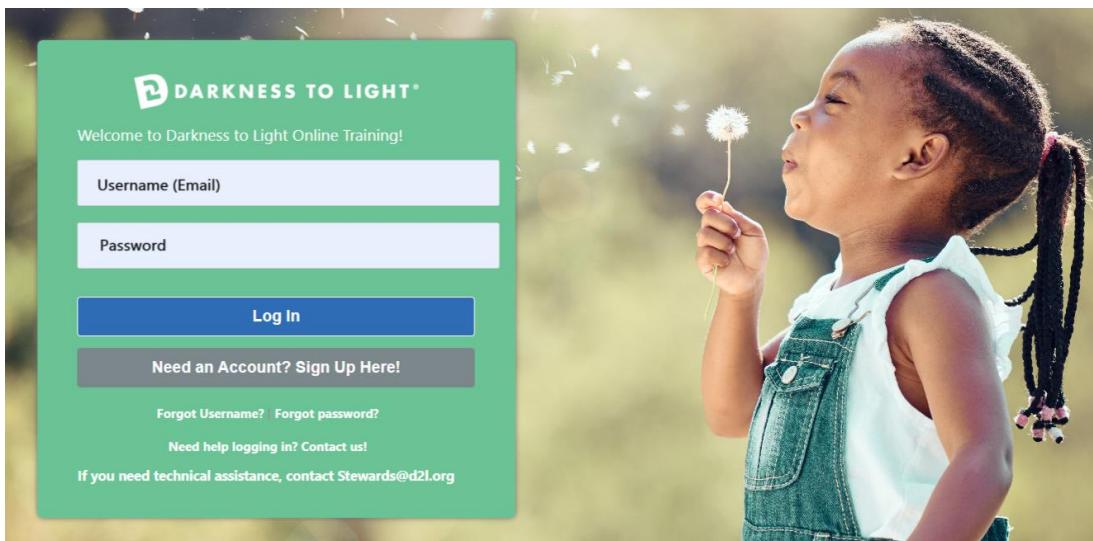
**Upon completion, you will have access to your certificate both on the platform and via the email used to register.**



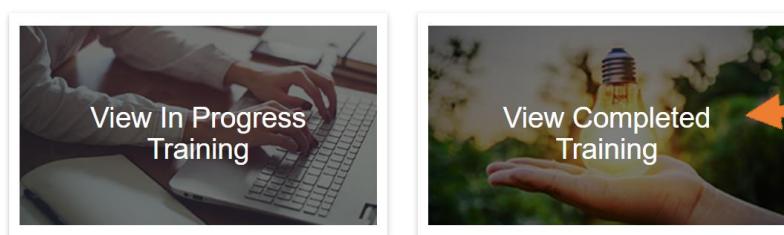
## ACCESSING YOUR TRAINING CERTIFICATE POST TRAINING

1. Login with your credentials at: <https://d2l.csod.com/>

- a. The login screen looks like the picture below.

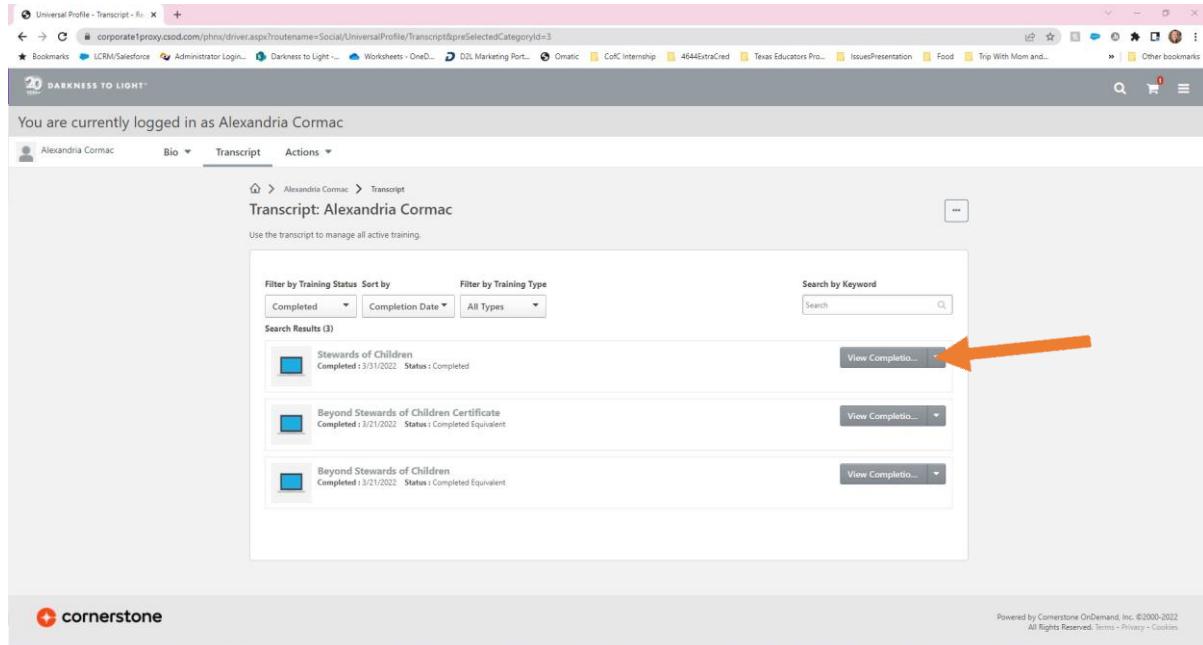


2. Scroll down and click "View Completed Trainings" under **Browse All** button.



## ACCESSING YOUR TRAINING CERTIFICATE

### 3. Click “View Completion”



You are currently logged in as Alexandria Cormac

Alexandria Cormac Bio Transcript Actions

Transcript: Alexandria Cormac

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

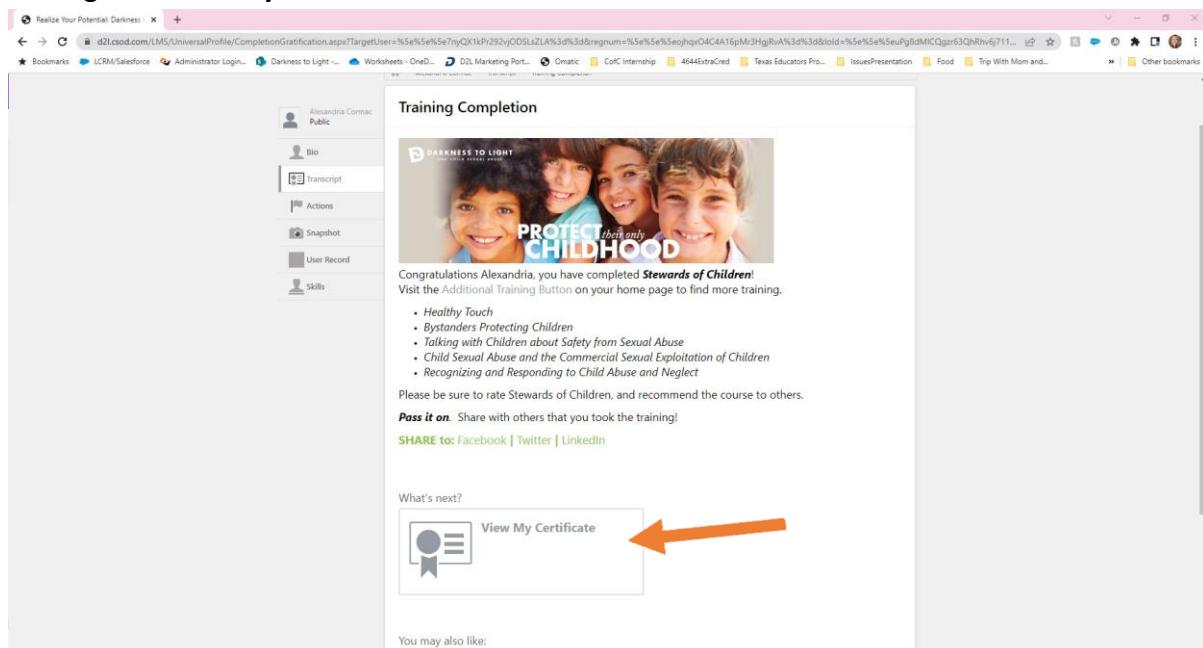
Search Results (3)

Completed	Completion Date	Status	Action
Stewards of Children	Completed : 3/31/2022	Status : Completed	<a href="#">View Completion...</a>
Beyond Stewards of Children Certificate	Completed : 3/21/2022	Status : Completed Equivalent	<a href="#">View Completion...</a>
Beyond Stewards of Children	Completed : 3/21/2022	Status : Completed Equivalent	<a href="#">View Completion...</a>

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



Realize Your Potential: Darkness

Alexandria Cormac Public Bio Transcript Actions Snapshot User Record Skills

Training Completion



PROTECT the only CHILDHOOD

Congratulations Alexandria, you have completed **Stewards of Children!**

Visit the [Additional Training](#) button on your home page to find more training.

- Healthy Touch
- Bystanders Protecting Children
- Talking with Children about Safety from Sexual Abuse
- Child Sexual Abuse and the Commercial Sexual Exploitation of Children
- Recognizing and Responding to Child Abuse and Neglect

Please be sure to rate Stewards of Children, and recommend the course to others.

**Pass it on.** Share with others that you took the training!

SHARE to: [Facebook](#) | [Twitter](#) | [LinkedIn](#)

What's next?

 [View My Certificate](#)

You may also like:

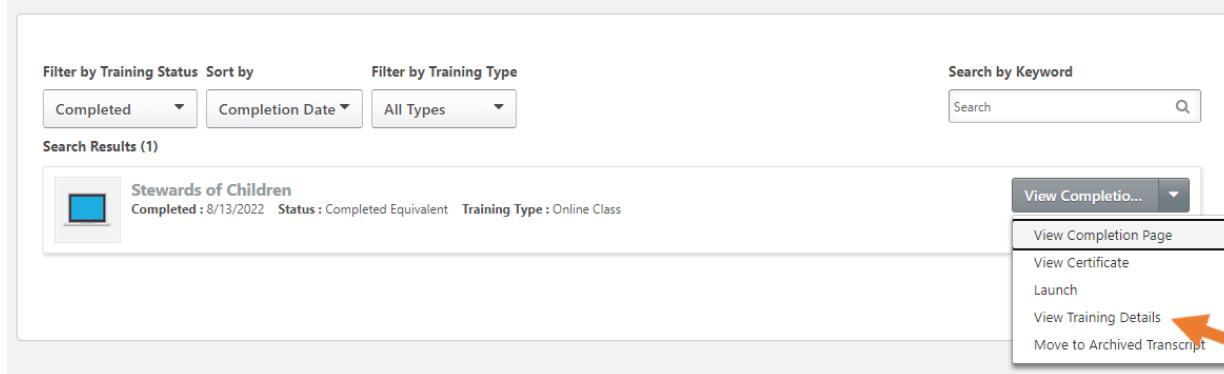


## ACCESSING YOUR TRAINING CERTIFICATE

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 Search by Keyword

Completed Completion Date All Types Search

Search Results (1)

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

View Completion Page View Certificate Launch View Training Details Move to Archived Transcript

An orange arrow points to the "View Training Details" option in the dropdown menu.

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	 

An orange arrow points to the "View Training Details" option in the dropdown menu, and another orange arrow points to the printer icon in the "Options" column of the table.

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

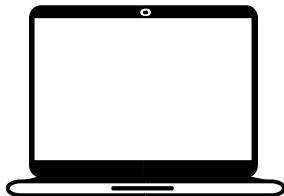


## OTHER TECH SUGGESTIONS

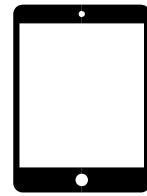
If you are struggling to open the eLearning here are a few suggestions that could help.

## IF YOU CAN'T ACCESS THE COURSE

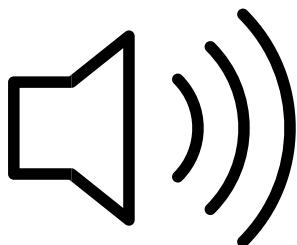
- Use Chrome for your browser.
- Try re-copying the URL link and press refresh.
- The eLearning course uses a pop-up window, make sure to enable pop-ups.
- You may need to close other running programs for the eLearning to work.
- Make sure to close out any other tabs on your browser. This will help the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

