



**DARKNESS TO LIGHT®**

END CHILD SEXUAL ABUSE

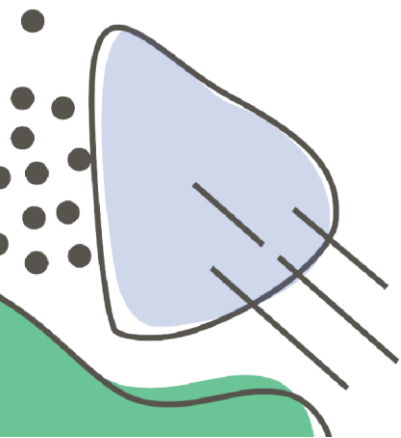


**USER GUIDE:**

**STEWARDS OF CHILDREN® ONLINE TRAINING (3.0)**

**ORGANIZATION:**

**Circle of Friends**



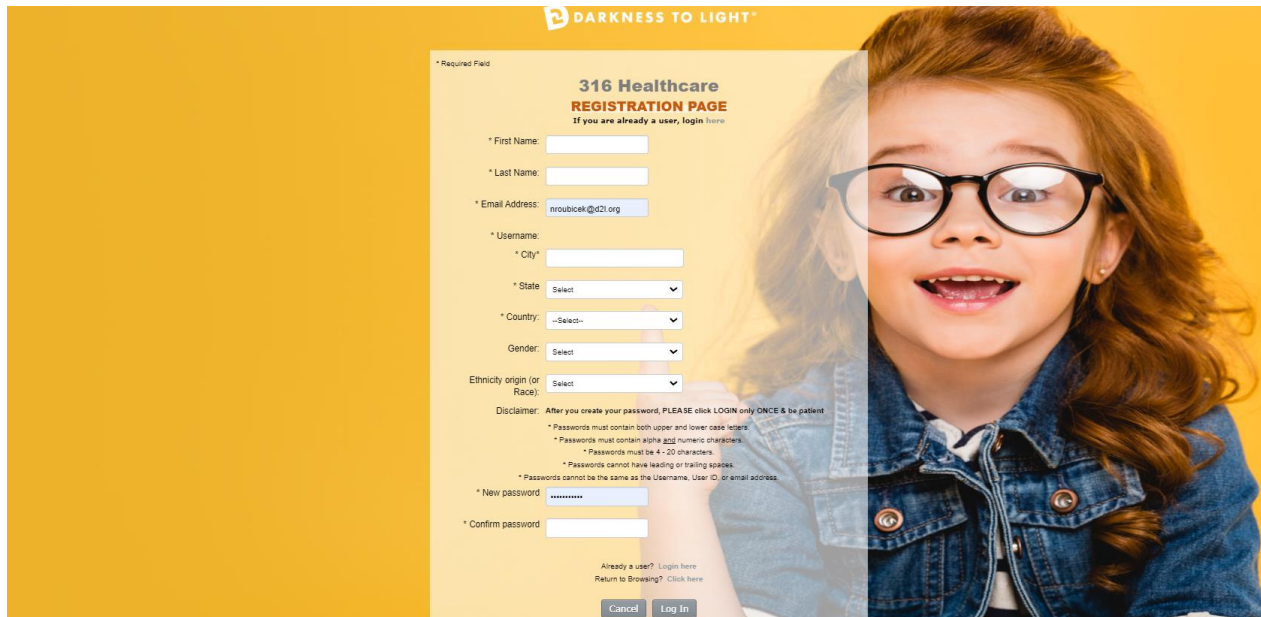
## HOW TO REGISTER

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

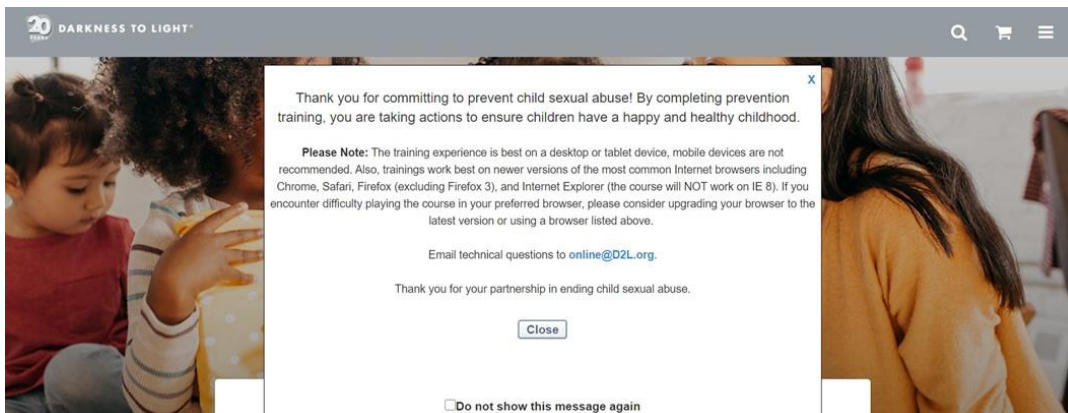
<https://d2l.csod.com/selfreg/register.aspx?c=circleoffriends>

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.



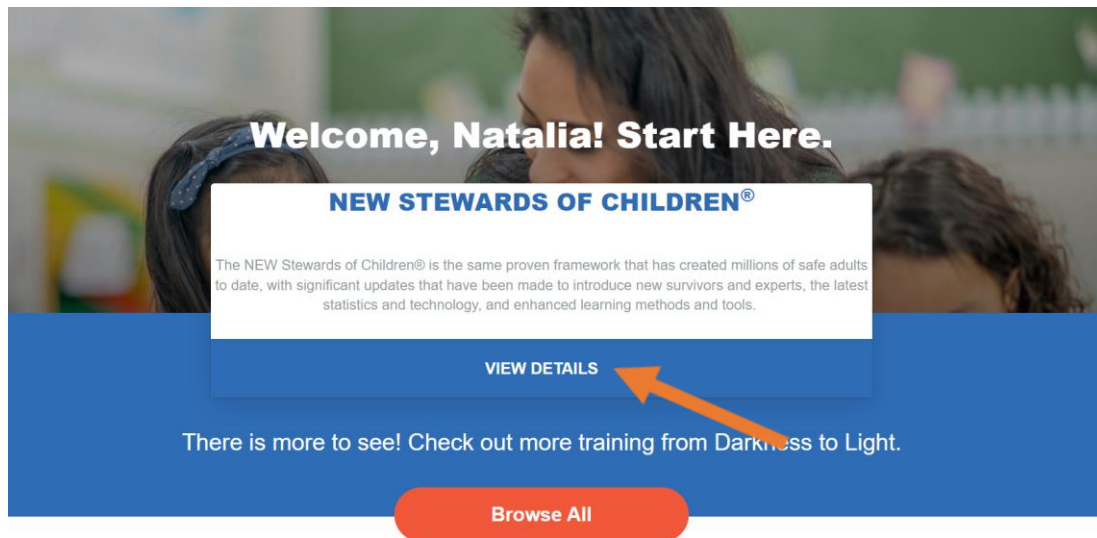
2. Enter all required fields and click the grey **“Login”** button **ONCE**. Please be patient and the system will create your account and take you straight to your account’s Welcome Page.

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

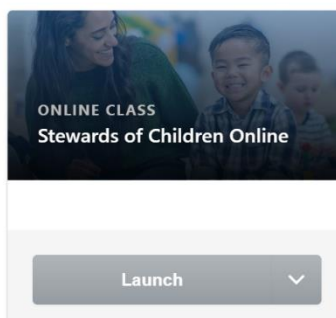
### Stewards of Children

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

#### Details

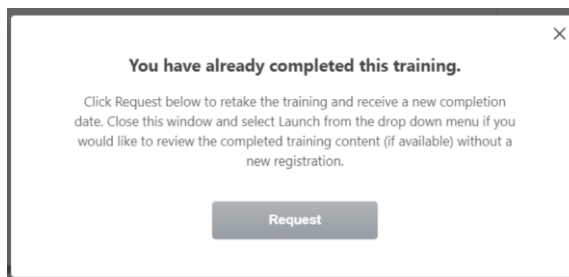
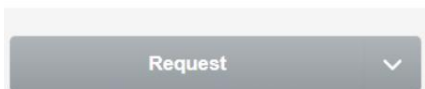
This prevention training teaches adults how to prevent, recognize and react responsibly to child sexual abuse. The program is designed for individuals concerned about the safety of children as well as organizations that serve youth. The online version allows individuals to take the training at any time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

[Show More](#)



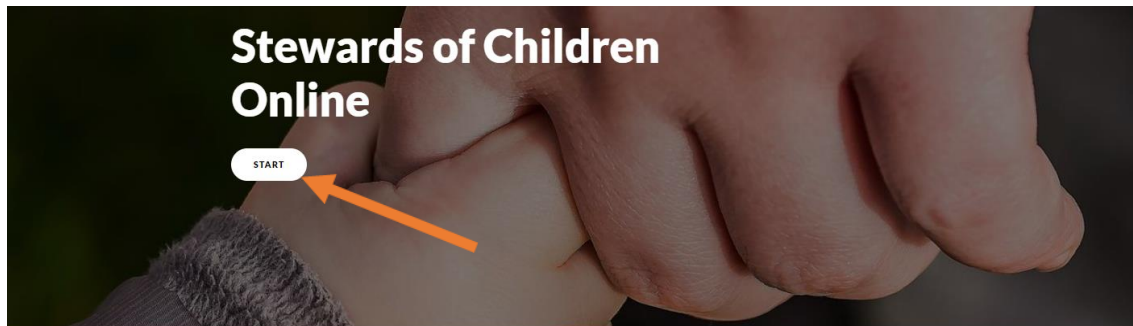
(If you have completed the training in the past, you may have to click **REQUEST** to request to take the training again and not Re-Launch the course you have completed in the past.)

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

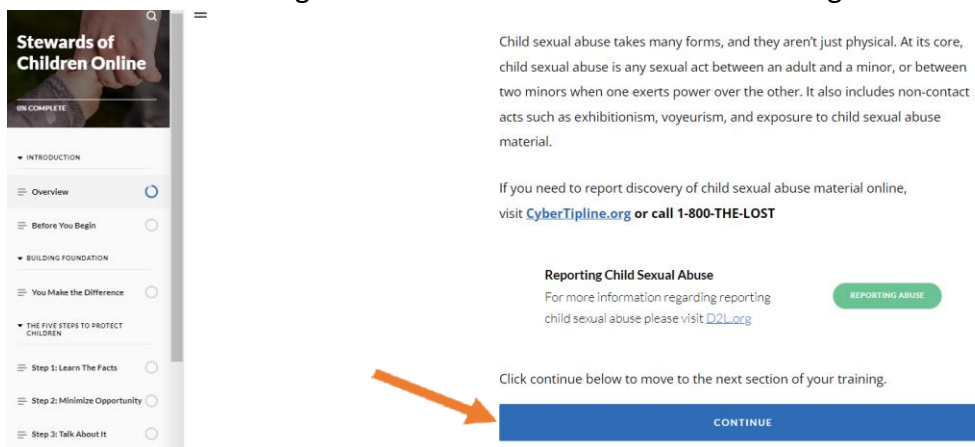
4. This will open a new window. Click the "Start" button to begin.



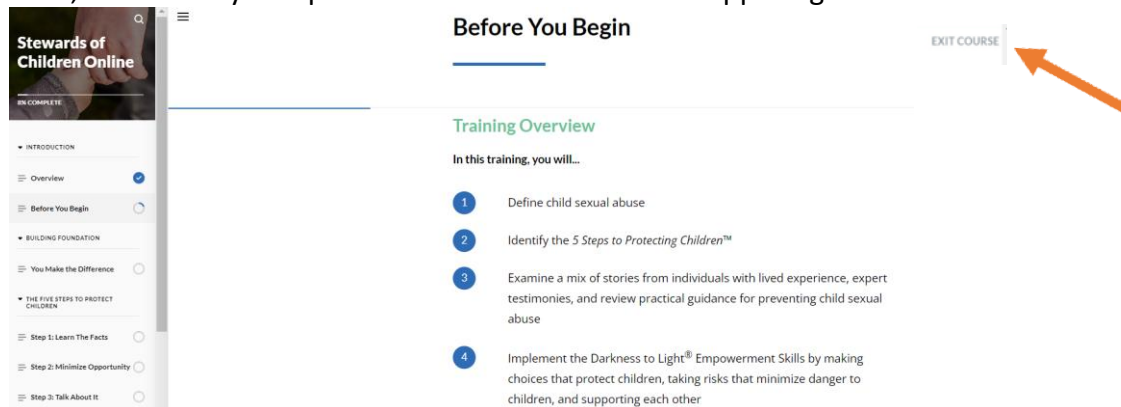
 DARKNESS TO LIGHT®

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.

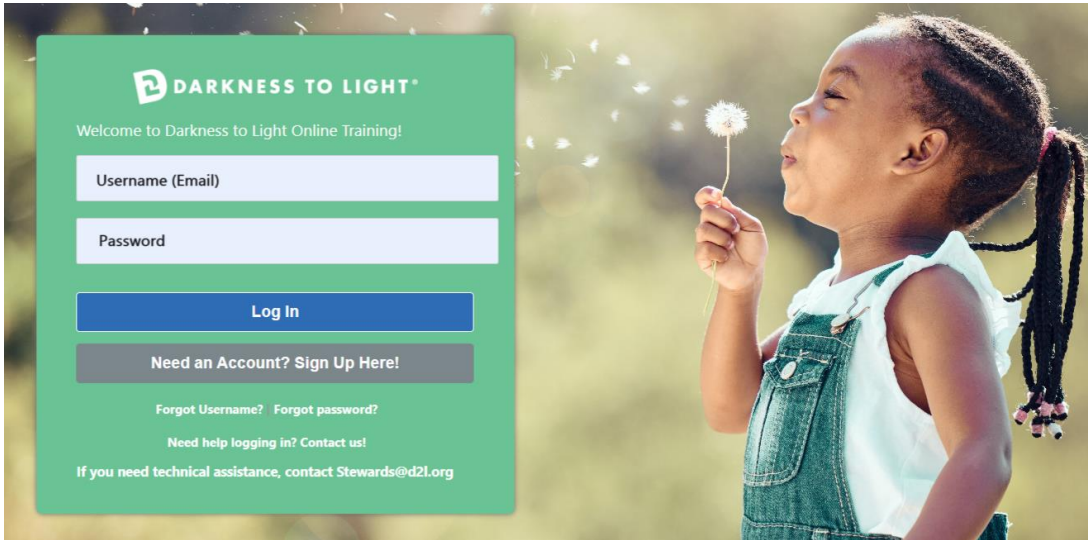


6. If you do not complete Stewards of Children in one sitting and would like to come back to the training later, it will save your spot. Click "Exit Course" in the upper right corner of the window.

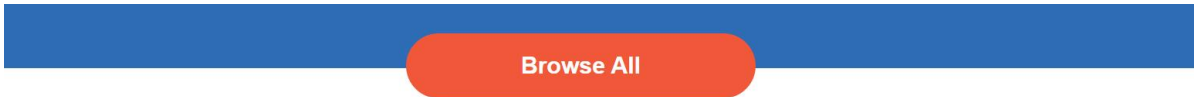


## LAUNCHING YOUR IN-PROGRESS TRAINING

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

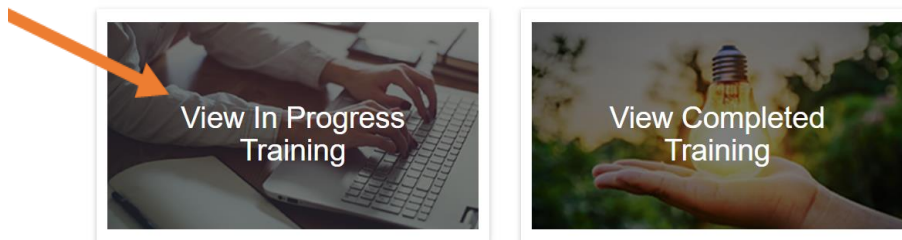


2. Scroll down and click **“View In-Progress Training”**.



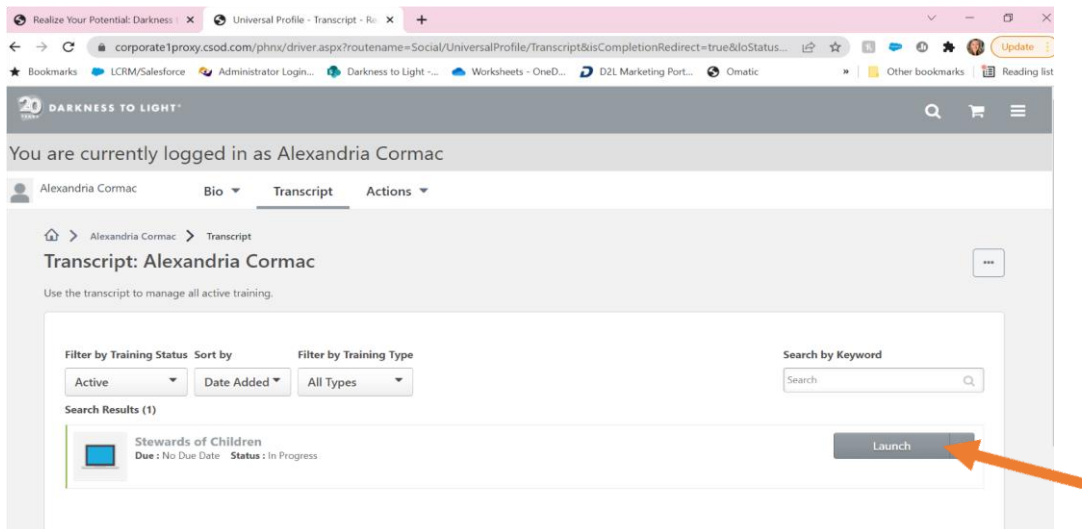
### Still working on your training?

Resume your training or review completed training.

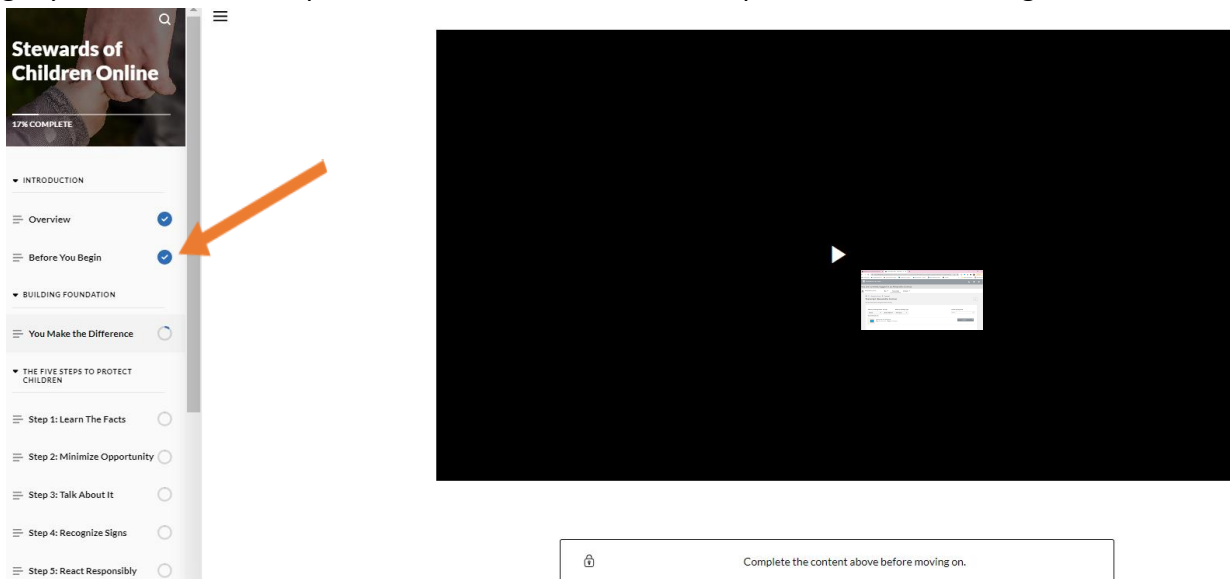


## LAUNCHING YOUR IN-PROGRESS TRAINING

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.**

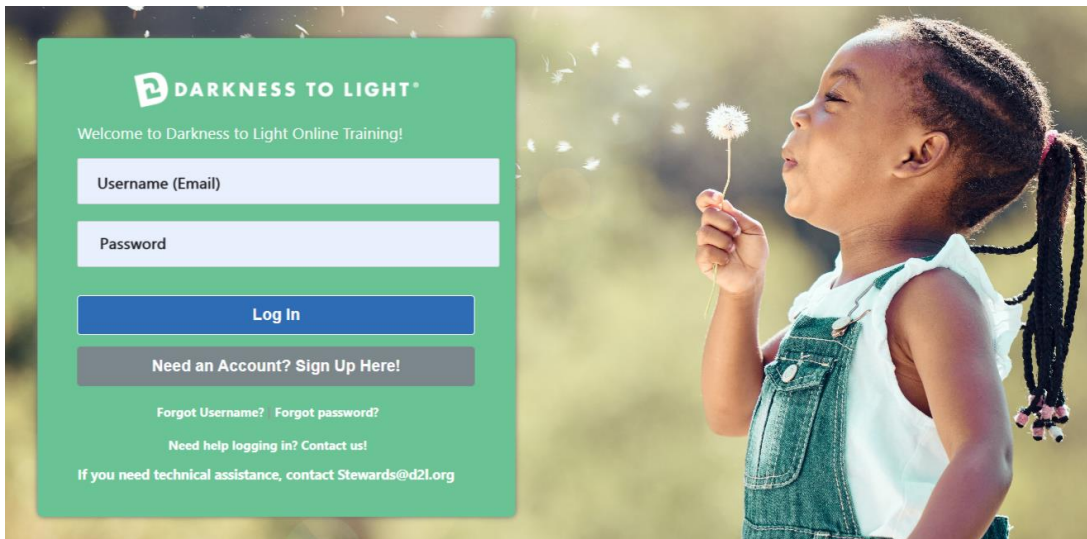


**Upon completion, you will have access to your certificate both on the platform and via the email used to register.**



## ACCESSING YOUR TRAINING CERTIFICATE POST TRAINING

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

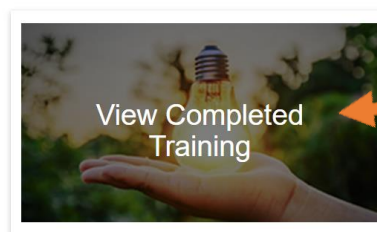
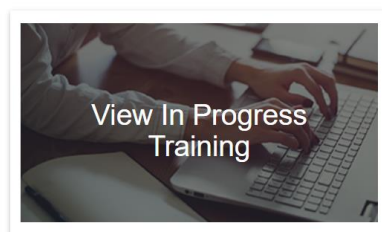


2. Scroll down and click "View Completed Trainings" under **Browse All** button.



### Still working on your training?

Resume your training or review completed training.



## ACCESSING YOUR TRAINING CERTIFICATE

### 3. Click “View Completion”

The screenshot shows a user interface for a Learning Management System (LMS). The user is logged in as Alexandria Cormac. The page title is 'Transcript: Alexandria Cormac'. Below the title, there are filters for 'Filter by Training Status' (set to 'Completed'), 'Sort by' (set to 'Completion Date'), and 'Filter by Training Type' (set to 'All Types'). There is also a 'Search by Keyword' field. The search results show three items:

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

An orange arrow points to the 'View Completion...' button for the 'Stewards of Children' course.

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

The screenshot shows the 'Training Completion' page. The user is congratulated for completing 'Stewards of Children'. The page includes a banner with the text 'PROTECT CHILDHOOD' and a list of recommended 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

Below the list, there is a section titled 'What's next?' with a button labeled 'View My Certificate'. An orange arrow points to this button.





## 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...  
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.

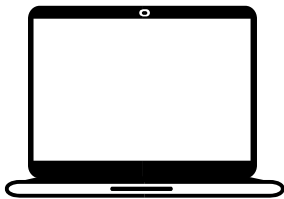


## OTHER TECH SUGGESTIONS

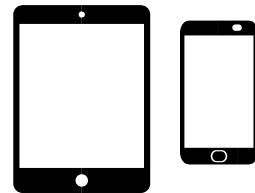
If you are struggling to open the eLearning here are a few suggestions that could help.

## IF YOU CAN'T ACCESS THE COURSE

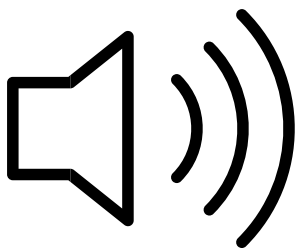
- Use Chrome for your browser.
- Try re-copying the URL link and press refresh.
- The eLearning course uses a pop-up window, make sure to enable pop-ups.
- You may need to close other running programs for the eLearning to work.
- Make sure to close out any other tabs on your browser. This will help the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

