

Dose of Dashboard August

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D2L Programming and Partnership Manager

AGENDA

How to Order Facilitator Kits

Journey through an In-person NEW Stewards of Children training:

- ordering materials
- creating event
- at the training
- completing the training event

How to Order your Facilitator Kit

share:

https://darkness2light.sharepoint.com/:b:/g/Ec1CRa5GE3lFpL6c81t6vLEBwifxS7HA9YwVHI_fXX9LiA

- ▶ Log into your Facilitator Dashboard: [Login Facilitator Dashboard](#)
- ▶ Click ORDER MATERIALS & PRODUCT (this will take you to our Storefront)
- ▶ Click NEW STEWARDS OF CHILDREN MATERIALS
- ▶ Click FACILITATOR WORKSHOP KITS
- ▶ Click ADD TO CART
 - ▶ Again click ADD TO CART
- ▶ Click the CART icon on the top right
- ▶ Click CHECKOUT
- ▶ Input your Shipping and Billing Information
 - ▶ Click REVIEW AND PLACE YOUR ORDER
- ▶ Click PLACE ORDER
- ▶ Input your Credit Card information

The background features a large, light blue circle on the left and a large white circle on the right, partially overlapping. The white circle is bordered by a thick blue ring on its left side and a thick green ring on its right side. In the bottom left corner, there are several overlapping triangles in shades of blue and teal. The text is positioned on the left side, overlapping the light blue circle.

Your Journey
through an In-person NEW Stewards
of Children training

Before your Training

- ▶ **Order your Training Seats from Darkness to Light**
 - ▶ Facilitator Dashboard > ORDER MATERIALS & PRODUCT > Storefront > NEW STEWARDS OF CHILDREN MATERIALS > Order In-Person Training Seats > Complete Order
 - ▶ How to Edit
- ▶ **Create the Training Event on your Facilitator Dashboard**
 - ▶ Facilitator Dashboard > ADD A TRAINING > Input Details about your training > Submit > EMAIL IS RECEIVED. Email will have the registration event URL link to share with your participants + a template to send them as a message.
 - ▶ Public: View it on our [website](#) > Get Trained > In-Person Training > Zip Code
 - ▶ Private: share the registration URL that was emailed to you when the event was created
- ▶ **Test your videos, have resources ready, and practice**
 - ▶ [Script](#), [Print Certificates](#), [Sign-In Sheet](#), [Community Resource Guide](#), [Evaluation Form](#)
 - ▶ [Accessing NEW SOC Videos via Dashboard](#)

During your Training –

Take your own devices - they are more familiar :)

- ▶ Have first video ready to play (whether via USB or Cornerstone Platform via Dashboard)
- ▶ Have the Sign-in sheet ready for anyone that did not register through the registration page or using the registration link
- ▶ Pass out Community Resource Guide, Evaluations and Certificates
 - ▶ (unless you choose to email them)

After your Training

- ▶ **Complete the Event on your Facilitator Dashboard**
 - ▶ **Facilitator Dashboard > VIEW & MANAGE TRAININGS > MANAGE (next to training that is ready to be completed) > MANAGE REGISTRATIONS > Add Registrants > Back to this Training Event Information > COMPLETE EVENT REPORT > Number of People Trained > Submit**
 - ▶ **Manage Registration Options (by recommendation):**
 - ▶ 1. Have participants register themselves through our website or through the URL registration link that was emailed
 - ▶ This should automatically upload their information on the registrant list
 - ▶ 2. ADD REGISTRANTS one by one (First Name, Last Name, Email Address)
 - ▶ 3. CSV Template upload
 - ▶ First Name, Last Name, and Email Address are the most important.
 - ▶ When filled out correctly, the names should appear on the registrant list
 - ▶ If user does not have an email address (make one up)
 - ▶ If names do not appear: Contact FacilitatorSupport@D2L.org

MEET OUR TEAM



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THANK YOU

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