

Dose of Dashboard

▶ September

Natalia Roubicek

D2L Programming and Partnership Manager

AGENDA

Journey through a Virtual NEW Stewards of Children training:

- Before your training: (facilitator and participant POV)
 - ordering materials
 - creating event
 - registering for training
- During your training
- Completing the training event
- Keeping track of your virtual seats



**Your Journey
through a Virtual NEW Stewards of
Children training**

Before your Training (Facilitator)

▶ Order your Training Seats from Darkness to Light

- ▶ Facilitator Dashboard > ORDER MATERIALS & PRODUCT > Storefront > NEW STEWARDS OF CHILDREN MATERIALS > Order Virtual Training Seats > Complete Order
 - ▶ This takes up to 48 business hours to process.
 - ▶ Facilitators will receive an email with instructions once we have processed the order.
 - ▶ Please notify us with the names of other facilitators that will have access to these virtual training seats.

▶ 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 > Find A Virtual Training
 - ▶ Private: DOES NOT appear on site. Share the event's registration URL that was emailed to you when the event was created


▶ Test your videos, have resources ready, and practice

- ▶ [Script](#), [Prepare Certificates](#), [Community Resource Guide](#), [Evaluation Form](#)
- ▶ [Accessing NEW SOC Videos via Dashboard](#)

You have created a training!



Facilitator Dashboard

FOLLOW US:   

Thank you for creating a training event! Your *NEW Virtual Stewards of Children* training is ready for participants for register. If you have any questions, please contact FacilitatorSupport@D2L.org.

Interested in inviting your network? Forward the below information, which includes a link to your training's registration page:

Dear NEW Stewards of Children Participant,

You're invited to register for the 09/13/2023 virtual New Stewards of Children® training. The link below will direct you to where you can register for this training event:

http://support.d2l.org/site/TR?fr_id=34342

Discount Code: [optional]

This code should be inputted at the beginning of the registration process.

Please review the training details below.

Training Date: 09/13/2023

Training Time: 1:15 PM - 4:15 PM

Training Platform: Zoom

Additional Training Access Details [optional]:

If you have any questions, please reach out to me via nuroubicek@gmail.com and . If you have any technical problems registering for the training, please contact Stewards@D2L.org.

Sincerely,

Natalia Roubicek Test

Darkness to Light Authorized Facilitator

To learn more, visit www.D2L.org.

The information below is for your own records. Please do not send this information to participants.

Before your Training (Participant)

- ▶ **Participants register for your virtual training:**
 - ▶ Via our site or an email from the hosting facilitator with the event's registration URL link.
- ▶ **Participants pay for training:**
 - ▶ will either pay \$16 for the NEW Stewards of Children training or use a code that was provided by the facilitator to receive the training for free.
 - ▶ It is only “free” because the facilitator purchased the seats before hand and has chosen to provide their training free for participants.
- ▶ **Participants access the workbook a least 24 hours prior to training:**
 - ▶ This notice will be in their registration email. This will allow us to troubleshoot any problems they might encounter before their training.

Thank you for Registering

NEW Virtual Stewards of Children

Thank you for registering for the virtual **NEW Stewards of Children** training.

Please be sure to access your [workbook](#) prior to attending your training. You will be able to reference your [workbook](#) before, during, and after the training.

For your convenience, please follow this guide to access your workbook for your training: [NEW Stewards of Children Virtual Training Access.pdf](#). If you have issues accessing the virtual workbook, please contact Stewards@d2l.org.

Please review the training details below. You will need this information to access the **NEW Stewards of Children** training. You will also receive this information via email you used to register.

Training Date: 09/13/2023

Training Time: 1:15 PM - 4:15 PM

Training Platform: Zoom

Training URL: TBD

Meeting Password: N/A

Thank you for your commitment to protecting children. We look forward to meeting you at your upcoming training!

ACCESS WORKBOOK



FOLLOW US: [Twitter](#) [Facebook](#) [Instagram](#)

Dear Natalia,

Thank you for registering for the virtual **NEW Stewards of Children** training. Please be sure to access your workbook prior to attending your training (**24 hours before is recommended**). You will be able to reference your workbook throughout the training. The link below provides you with access to your [workbook](#).

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

For your convenience, please follow this guide to access your workbook for your training: [NEW Stewards of Children Virtual Training Access.pdf](#). If you have issues accessing the virtual workbook, please contact Stewards@d2l.org.

Please review the training details below. You will need this information to access your **NEW Stewards of Children** training.

Training Date: 09/13/2023

Training Time: 1:15 PM - 4:15 PM

Training Platform: Zoom

Training URL: TBD

Meeting Password: N/A

If you have any questions, please reach out to me via nuroubicek@gmail.com.

Thank you for your commitment to protecting children. I look forward to meeting you at your upcoming training!

Sincerely,
Natalia Roubicek Test

During your Training –

Open the virtual room 10 minutes early

- ▶ Open the virtual room:
 - ▶ Greet, take attendance, and make sure everyone has their virtual workbook launched.
- ▶ Have first video ready to play
 - ▶ whether via USB or Cornerstone Platform via Dashboard
- ▶ Send links via chat to help participants: (have a message ready)
 - ▶ Virtual workbook registration URL link
 - ▶ (<https://d2l.csod.com/selfreg/register.aspx?c=newstewardsofchildrenvirtualtraining>)
 - ▶ Community Resource Page
 - ▶ Hotline phone number
 - ▶ CALL 800.656.HOPE OR TEXT HOME TO 741741

Hello Everyone! Thank you for attending my NEW Stewards of Children Virtual training. Please have your virtual workbooks ready. If you have not access your virtual workbook yet. Please register your account to have access:
<https://d2l.csod.com/selfreg/register.aspx?c=newstewardsofchildrenvirtualtraining>
You can also click on "If you are already a user, login here" if you have accessed the workbook and just need to sign in to open it.

The training contains a mix of survivor stories, expert advice, and practical guidance for prevention of child sexual abuse. Child sexual abuse is a tough topic. Someone is available for you to talk to about any needs you have through the Darkness to Light helpline at 1.800.656.HOPE (4673) or text HOME to 741741.

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

Keep Track of your Training Seats

- ▶ Create an Excel Sheet to track your purchases and usage:
 - ▶ Make a copy of my template and feel free to use it for your records 😊
 - ▶ <https://darkness2light.sharepoint.com/:x:/g/EX0U6Q-ZZq1AmWJiKUoKYSwBuaQokfOQIxkKPY5Ky59XxQ?e=RTA9CL>

Order/Training?	Details	Date	Quantity of Virtual Seats	Comments
Order	D2L-1234	9/1/2023	100	
Training	Library Staff	9/10/2023	-20	Fac: Natalia Roubicek
Total Seats in Account			80	

- ▶ Feel free to email us FacilitatorSupport@D2L.org to ask how many seats are left in your account.
 - ▶ Please provide us with the name of the organization and all the facilitators that have access to the virtual seats in the account.

MEET OUR TEAM



RHONDA NEWTON
CEO



LINDSEY HOUSTON
SENIOR DIRECTOR OF
OPERATIONS AND CLIENT
SERVICES



SARAH EADON
OPERATIONS AND CLIENT
SERVICES MANAGER



ADAM STAIRS
SENIOR INSTRUCTIONAL
DESIGNER



ANDREA DEBELL
SPECIAL PROJECTS
MANAGER



JESSIE WATFORD
DIGITAL MARKETING AND
COMMUNICATIONS
DIRECTOR



CAROL HOGUE
LEAD INSTRUCTOR



TRACY LEONARD
DIRECTOR OF
PROGRAMMING AND
PARTNERSHIPS



NATALIA ROUBICEK
PROGRAMMING AND
PARTNERSHIPS MANAGER

THANK YOU

Natalia Roubicek

FacilitatorSupport@D2L.org

Stewards@D2L.org