

ONLINE IMPLICIT BIAS AWARENESS WORKSHOP FAQ



OVERVIEW

- 1. Who created this Implicit Bias Awareness Online Workshop?**
 - a. The New York City Department of Education (NYCDOE) Office of Equity and Access (OEA) developed and facilitates this workshop
- 2. What does this workshop contain and how long will it take?**
 - a. This workshop consists of four unique modules—three self-paced modules and one webinar with a live OEA facilitator. Each self-paced module is estimated to take one hour, and the live webinar is 90-minutes long.
- 3. When will my live webinar take place?**
 - a. Participants will be able to choose a day and time for their live session after completing the first three modules.
- 4. How and when do I receive credit for completing the webinar?**
 - a. The Certificate of Completion, CTLE credit, and follow-up resources are sent three days after participants complete the 4th module live webinar.
- 5. Who is exempt from completing this Online Implicit Bias workshop?**
 - a. If, as an employee of the NYCDOE, you have already taken a 5-hour in-person Implicit Bias Awareness Workshop, facilitated by OEA, you are not required to complete this Online Implicit Bias workshop. Access to the workshop modules are available to all NYCDOE employees to extend their learning, regardless of whether they have completed the workshop previously.
- 6. Do I receive a payment for completing this Online Implicit Bias workshop?**
 - a. No, there will not be a payment for Online Implicit Bias workshop attendees.

REGISTRATION

- 7. Where can I register for this workshop?**
 - a. NYCDOE employees can register through the Online Implicit Bias website: <https://nycimplicitbias-workshop.com/> using the "Sign Up" button.
- 8. What credentials will I need to register for the workshop?**
 - a. Participants create their own username and password for the workshop and must enter their valid @schools.nyc.gov email address to gain access to the online modules.
- 9. When I try to sign up for the workshop, the registration screen says, "E-mail is already being used. Use another e-mail address". What should I do?**
 - a. You may be using the Signup button when you should be using the Login button. You likely have credentials already established, so the system will not let you add them a second time to the database. Please hit the green LOGIN button and use your credentials. You should be able to begin.
- 10. Once I have registered for the workshop, how do I gain access to the modules?**
 - a. Participants will receive an email to their schools.nyc.gov where they will confirm their account and gain access to the link back to the module site.
- 11. Do all of the modules need to be completed in one sitting?**
 - a. No. Participants may use their username and password to complete the modules at their own pace.
- 12. How do I reset my password?**
 - a. Participants can reset their own password by clicking "**Forgot Password**" on the log in page. If they have issues with this, they can reach out to the Help Desk by clicking on the 'Help' tab.

MODULE 4 (LIVE WEBINAR SESSION)

- 13. How and when do I register for Module 4?**
 - a. After successful completion of the first 3 on-line modules, participants click the link under Module 4 on the 'Online Workshops' page. They will be directed to a registration site to schedule the on-line session with a live facilitator from OEA. Participants should not register for Module 4 until Modules 1-3 have been completed.
- 14. When I click the link on Module 4 it brings me to a calendar of workshops, but none of them say "virtual". What should I do?**
 - a. All sessions are virtual. Please disregard the physical address listed, as it mandated for tracking professional development hours.
- 15. When are the live webinar sessions available?**
 - a. OEA hosts three time slots per day, 9:00am, 11:30am, and 1:30pm, five days a week. There will be ample opportunity to select a time slot that works for your schedule.
- 16. How do I attend the live webinar session?**
 - a. Participants will receive a Zoom meeting link from their workshop facilitator approximately one day before their scheduled webinar session.
- 17. Should I log on to the Zoom meeting link prior to my scheduled time slot?**
 - a. Live sessions will be locked shortly after their official start time, so participants are urged to log on early and test their connectivity and Zoom application prior to the session.
- 18. How many people attend each live webinar session?**
 - a. The capacity of Module 4 sessions varies due to demand, and have contained as few as 20 and as many as several hundred.
- 19. What should I expect in a live webinar session?**
 - a. Participants may use their video, will be asked to actively participate in the chat and may be asked to participate in breakout rooms.
- 20. What should I do if I am in the 'waiting room' of the Zoom meeting?**
 - a. Once logged into the Zoom session, you will be placed in a waiting room, where the facilitator will admit you into the session. Please be patient
- 21. Should my microphone be muted during the live webinar session?**
 - a. Once in the live meeting room, participants will be automatically muted. Please keep your audio muted throughout the session, unless guided to unmute by the facilitator.
- 22. Will the facilitator take attendance for Module 4?**
 - a. Attendance will be taken at the beginning and end of the session and is required for completion of the module and the overall workshop.
- 23. Is the live Zoom meeting recorded?**
 - a. No, Module 4 sessions will not be recorded. In special cases, recorded sessions will be clearly labeled during registration and participants will approve of their participation in the recorded session.

MISCELLANEOUS

- 24. How do I know if I have completed Modules 1-3?**
 - a. After completing each of the three self-paced modules, you will earn a digital "badge" on the platform. When you select any Finish Activity button, your answers are saved to the database. You are done with a module when, after you select the final Finish Activity button, you see the Thank You video and receive your badge of completion. You may want to take a screenshot of this page for your records.
- 25. Do I need to complete Modules 1-3 in a specific order?**
 - a. No, Modules 1-3 do not require a specific order; only that you complete each module. The only requirement is that you have completed Modules 1-3 before registering for Module 4.
- 26. What do I do if the video is not playing?**
 - a. If the videos fail to play, or if a screen is very slow to load, it is likely that your PC's resources are tied-up with other programs running in the back ground, or your internet is being overloaded with other users and devices which share the Wi-Fi. It is advised to finish your current activity if possible, then reboot your computer. Re-open the website and login, then proceed to the page just after the last page you finished. Again, every time you select a Finish Activity button, your answers will be saved to the database.
- 27. Do I need to save my written reflections from the modules?**
 - a. It is recommended that participants save their written reflections offline for future reference, to strengthen their introspection. Specifically, it is recommended that participants save their 'Name Stories' and 'Where I'm From' poems from Module 2, as Module 4 facilitators may reference these activities.

HELP DESK

- 28. How do I contact the Help Desk?**
 - a. For all tech-related issues regarding the website and modules, please enter a description of your issue under the 'Help' tab on the online workshop site.

Please use the browser back-arrow to return to the website.