

Publication Date: November 25, 2024

Adult Education and Literacy Instructions for Kirwan Institute's Online Implicit Bias Module Series

Overview

Kirwan Institute for the Study of Race and Ethnicity provides a four-part module online series which explores and explains implicit biases for educators. The series takes approximately 45 minutes to 1.5 hours to complete but does not need to be completed in one sitting. The Kirwan Institute's online series is required for local Adult Education and Literacy (AEL) staff who have not attended an implicit bias training previously through the Vermont Human Rights Commission. Though only required for newer staff, all staff are invited to participate as the series may serve as a refresher on this important topic. Regional Managers or Program Directors must sign off on each staff member's completion.

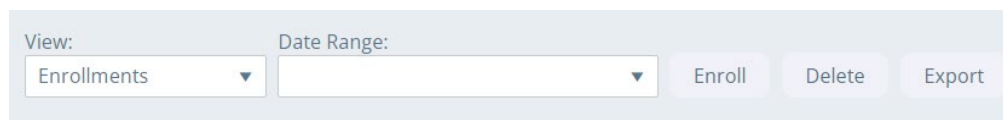
Instructions

Enroll in the training in LACES

1. In the LACES "VT Professional Development Events" agency, staff members must select the "Workshop Enrollments" tab.



2. Select the "Enroll" button.



3. Find the workshop that has the title "Kirwan Institute's Implicit Bias Online Training" that has the current fiscal year in the "Term" column.
 - a. For example, for fiscal year 2024, staff members would look for the training that has 2023-2024 in the Term column.



<input type="checkbox"/>	TERM	TITLE
<input type="checkbox"/>	2022-2023	Assessment TABE CLAS E FY23
<input type="checkbox"/>	2023-2024	Building A Strong Foundation for Lifelong Literacy Success
<input type="checkbox"/>	No Value Entered	FY25 NRS Annual Refresher #1
<input checked="" type="checkbox"/>	2023-2024	Kirwan Institute's Implicit Bias Online Training
<input type="checkbox"/>	2022-2023	LACES: IET Tracking from Enrollment to Completion
<input type="checkbox"/>	2023-2024	LINCS (live) Integrating ELP Standards: VT Connections & Experiences
<input type="checkbox"/>	2023-2024	LINCS: Analyzing Student Tasks - Module Two ELP Standards

4. Enter today's date into the "Enroll Date" field that is in the bottom left corner of the screen.
5. Select the green "Enroll" button in the bottom right corner of the screen.

Accessing the module series

The module series can be accessed on the [Kirwan Institute's website](#). The links to the modules are at the bottom of the webpage, below the "Frequently Asked Questions" section. It is **important** that staff members make note of the date that they start the module series. They will need it when they enter their completion into LACES.

Module 3

While it is encouraged for staff members to work through the modules together to promote discussion, Module 3 focuses on exploring the personal biases of individuals and staff members may feel more comfortable going through the module alone. In Lesson 3 of Module 3, staff members will be asked to take 2 – 3 Implicit Association Tests (IATs) from [Project Implicit](#). Once on the Project Implicit homepage, it is **important** that staff members choose the option to "continue as a guest" to directly access the IATs relevant to Module 3:

Once they have selected their language/nation from the drop down, they must select the “GO!” button, which will lead them to the “Preliminary Information” webpage. They will likely need to scroll all the way to the bottom of the webpage in order to reach the “I wish to proceed” link that is necessary to select in order to continue to the tests:

I am aware of the possibility of encountering interpretations of my IAT test performance with which I may not agree. Knowing this, I wish to proceed

Module 5

Module 5 is comprised of a Certificate Test. Before beginning the test, the staff member will be asked to “List the organization requiring the training.” The staff member should type “Vermont Agency of Education” in the associated text field.

List the organization requiring the training

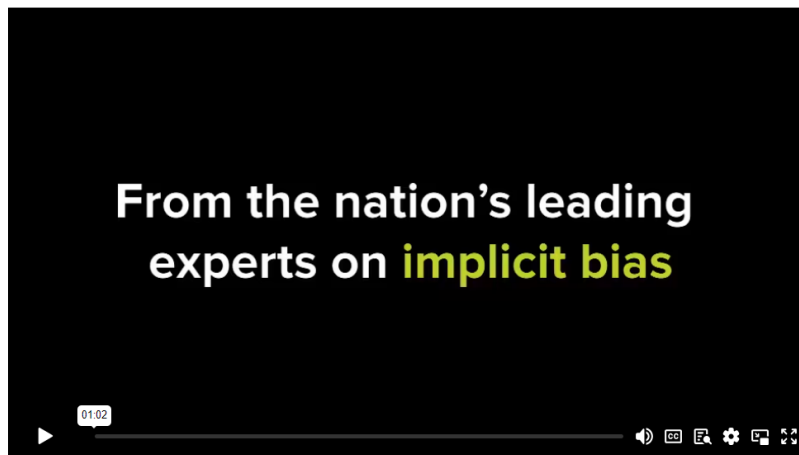
Vermont Agency of Education

Once the staff member has completed all parts of Module 5, a certificate will be sent to the email address that they entered at the start of the module. If the staff member does not receive the certificate within 1-2 minutes of completing the module, they should check their spam or “other” folders to see if it ended up in there. If they still have not received it or have any other questions about it, they should contact kirwan-admin@osu.edu.

Final Thoughts Section of Training

After completing Module 5, the staff member will need to return to the [module series home page](#) to access the “Final Thoughts” section. It is at the bottom of the “Implicit Bias Module Series” menu on the right-hand side of the home page.

Implicit Bias Module Series



Implicit Bias Module Series

- Module 1: Understanding Implicit Bias
- Module 2: Real World Implications
- Module 3: Understanding Your Own Biases
- Module 4: Mitigating Unwanted Biases
- Module 5: Certificate Test
- Final Thoughts


This section includes many useful tools such as a [scenario workbook](#), [additional resources](#) and an [exit survey](#). It is **not required** that staff complete the entire scenario workbook or review all the resources provided.

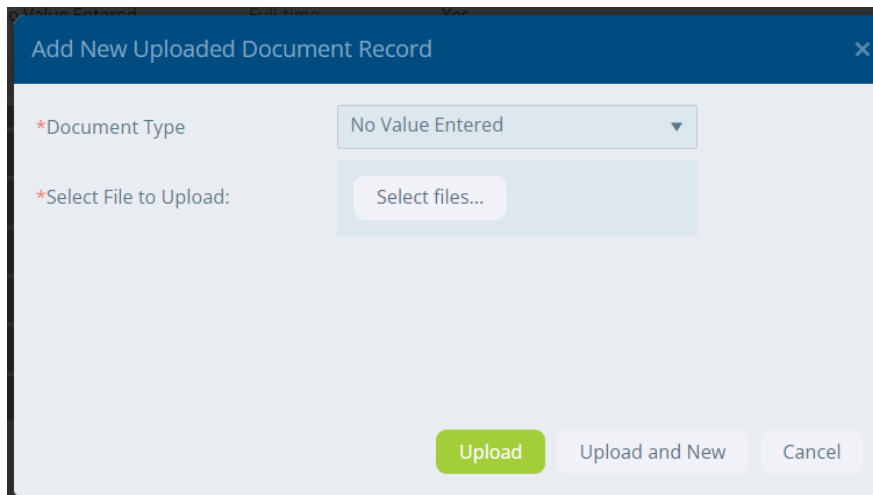
Professional Development Credit

To receive professional development credit, staff members must have their certificates from the training uploaded to their LACES staff profile and their completion of the training marked in the LACES VT Professional Development Events agency.

As mentioned above, once a staff member has completed all parts of the module series, a certificate will be sent to the email address that they entered at the start of the training series. Once they have received it, they must upload it to their staff record in LACES.

Uploading a copy of certificate to LACES

1. In LACES, the staff member must go to the agency of their AEL provider organization (ex: Central Vermont Adult Education).
2. Select the “Staff” tab.
3. The staff member must find the row with their name on it and select the green “eye” icon () beside it. This will open their staff profile.
4. Scroll down and select the “Documents” panel to open it.
5. Select the “Add” button.



6. Choose “Certificate – Implicit Bias” from the “Document Type” dropdown.
7. Select the “Select files...” button.

8. In the file explorer that pops up, find and select the Kirwan Institute's Implicit Bias Training certificate. Either double click on the file or select it and then select "Open".
 - a. Ensure that the certificate's file name is Implicit-Bias-Cert-StaffLastName-StaffFirstInitial_YY-MM-DDofCompletion (ex: Implicit-Bias-Cert-Smith-J_24-11-4).
9. Select the green "Upload" button.
10. The certificate should now appear under the "Documents" panel.
11. For any questions or assistance technical issues, staff members should contact the [LACES Help Desk](#).

Once the certificate has been uploaded, the staff member must let their program director know that they have completed the training. Program directors will then submit the staff member's training completion information to the AOE's Instruction, Curriculum and Assessment Coordinator (Linda.Moreno@vermont.gov) in order for this training to be marked as "Complete" for this staff member in LACES.

Disclaimer

The views, opinions, and resources shared in this training are solely those of the original contributors. Questions related to any of these resources should be directed to the [Kirwan Institute](#) an interdisciplinary engaged research institute at the Ohio State University.