

## Teacher's Set-Up Guide Revised July 2021

### **A Sign of Respect:** Strategies for Effective Deaf/Hearing Interactions by Thomas K. Holcomb and Anna Mindess

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#### **1. Class Group Code**

Each class that uses the program must have a **Class Group Code**.

Before your classes start, complete the form at our website:

**[store.treehousevideo.com/a-sign-of-respect/](https://store.treehousevideo.com/a-sign-of-respect/)**

Scroll down to the box on the right "Request a Class Group Code."



**Request a Class Group Code**

**Fill out the form.** The following information is required for each class:

- Course Title
- CRN Number (or other unique course/section number)
- Teacher's name and email address
- Start and end dates
- Max enrollment for the class

**We will set up your account and send you a Class Group Code via email.**

**Announce the Class Group Code to your students.**

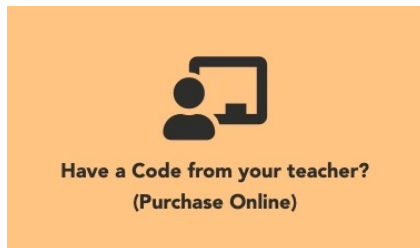
They will not be able to purchase or register their access to the program without it.

***You need to submit a form for a new Class Group Code for every class, every semester. You will get an email reminder at the end of each semester.***

# Student Purchasing Options

We will send you a **Student Guide PDF** along with the **Class Group Code**. Please distribute this PDF to your students. It contains complete instructions for purchasing the program.

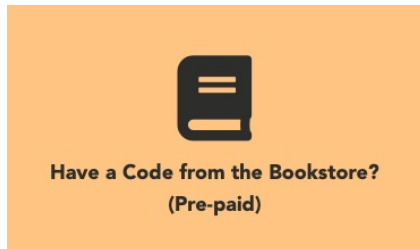
Your students have three options:



## Purchase access online directly from our website

Students select the left box “Have a Code from your teacher?”

They will need the **Class Group Code** to complete the purchase.



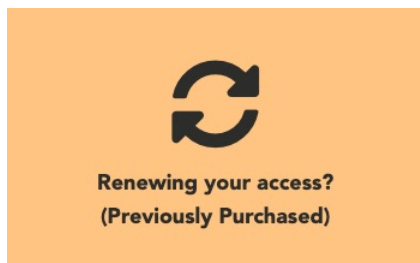
## Purchase an access code from the bookstore\*

Students select the center box “Have a Code from the Bookstore?”

The bookstore will sell them a printed coupon with an access code.

**They will need the Class Group Code** to complete the registration in addition to the bookstore coupon code.

*\*If you want your students to have the option to purchase from the bookstore, have your bookstore contact us at [asor@treehousevideo.com](mailto:asor@treehousevideo.com) to set up an account.*



## Renew Access from a Previous Purchase

Students need to purchase access to the program only once. The student may have already purchased and used the program in a previous course. In that case, they need to select this option and complete a form.

**They will need the Class Group Code** to complete the registration.

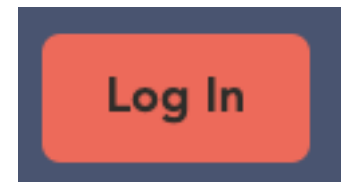
## 2. Logging in to Your Account

Go to the website [www.treehousevideo.com](http://www.treehousevideo.com).

Select the Log In button at the top right.

If you forgot your password, select “Forgot Password.”

You will get an email with further instructions.



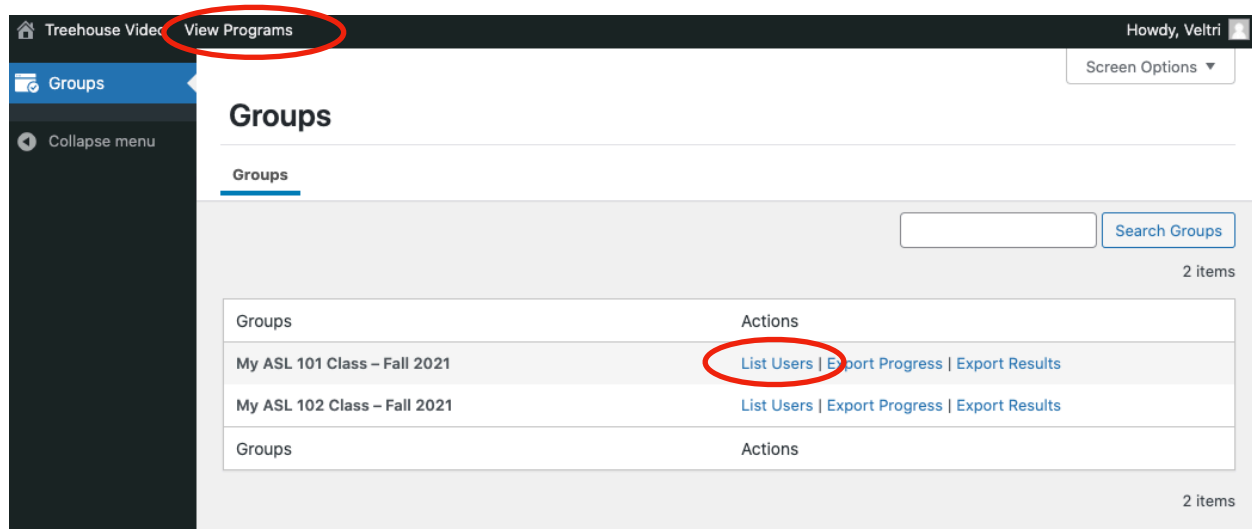
## 3. Your Dashboard

The first thing you will see after logging in is your dashboard.

It shows all the classes where you are using the program.

To see a list of the students in your class, select “List Users.”

To view the programs, select “View Programs.”



The screenshot shows the Treehouse Video dashboard. The top navigation bar includes a home icon, 'Treehouse Video', and 'View Programs' (circled in red). The user's name 'Howdy, Veltri' is in the top right. A 'Screen Options' dropdown is visible. The main content area is titled 'Groups' and contains a search bar and a 'Search Groups' button. Below this is a table with 2 items. The table has columns for 'Groups' and 'Actions'. The first row shows 'My ASL 101 Class – Fall 2021' with actions 'List Users | Export Progress | Export Results' (the 'List Users' link is circled in red). The second row shows 'My ASL 102 Class – Fall 2021' with the same actions. A second '2 items' label is at the bottom right of the table area.

***The next steps focus on viewing the programs.***

***To learn more about reviewing your students' progress,  
go to Step 10 on page 7.***

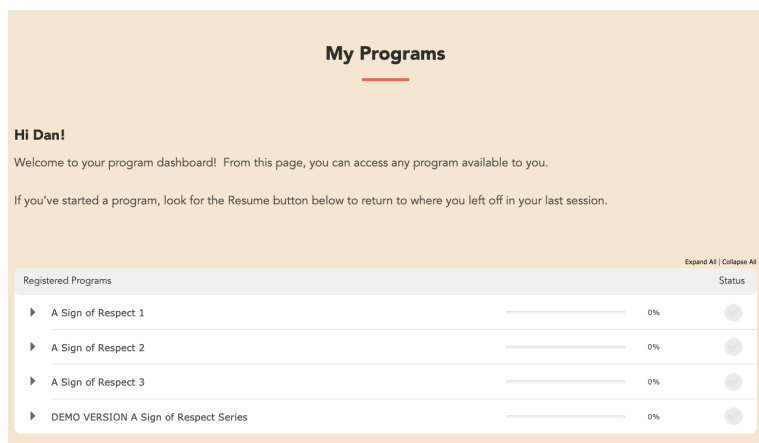
### 3. Viewing Programs

From your dashboard, select “View Programs.”

Or, from the main website page, select “My Programs.”

You will see a page that shows all the programs you can view.

*To view a program, click on the title. You can also click on the arrow next to the title to reveal all the contents of the program. From there you can select a specific part of the program to view.*




### 4. Navigating the Program

Suppose you want to view “A Sign of Respect 1.” After you click on the title, the screen below will appear. You can navigate to any part of the program by selecting the green square navigator button with the three white stripes on the far right:

**A Sign of Respect 1**

Welcome to “A Sign of Respect” – Part One (Level One)

There are 12 units in the program and two ways to navigate among them:

- Use the green navigator on the right  , then select the arrow next to the unit name to reveal the contents.
- Select the unit from the list below to go to the contents for that unit. To return to this page any time, select the “A Sign of Respect 1” link at the top of the page.

Make sure you select the “Mark Complete” button as you go through the videos, activities and exercises in this program.


**PLEASE NOTE: We have added a new unit: Appendix – Videos Only.** This section lists all the videos in the program in order and

## 5. Select a part of the program to view:

The screenshot shows a user interface for a program titled "A Sign of Respect" – Part One (Level One). The top navigation bar includes links for Products, Dashboard, My Programs, My Account, Contact, and Log Out. The main content area contains instructions on how to navigate through 12 units. A green button with a white 'X' is highlighted. On the right, a sidebar titled "Program Progress" and "Program Navigation" lists the units. The first unit, "UNIT 1 - Learning More About The Deaf Community", is expanded to show its sub-items: WATCH: Welcome/Introduction, EXERCISE 1a: Personal Observations of Deaf People, EXERCISE 1b: Past Experiences with the Deaf Community, WATCH: CHOICE POINT 1 – Practice – Good Attitude, and EXERCISE 1c: Choice Point 1 Discussion.

**Welcome to "A Sign of Respect" – Part One (Level One)**

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Make sure you select the "Mark Complete" button as you go through the videos, activities and exercises in this program.

**Unit: Appendix – Videos Only.** This section lists all the videos in the program in order and

### Program Progress

### Program Navigation

- ▶ UNIT 1 - Learning More About The Deaf Community
  - WATCH: Welcome/Introduction
  - EXERCISE 1a: Personal Observations of Deaf People
  - EXERCISE 1b: Past Experiences with the Deaf Community
  - WATCH: CHOICE POINT 1 – Practice – Good Attitude
  - EXERCISE 1c: Choice Point 1 Discussion
- ▶ UNIT 2 - Having a Deaf or Signing Instructor
- ▶ UNIT 3 - Learning More About Deaf Events
- ▶ UNIT 4 - Attending Your First Deaf Event
- ▶ UNIT 5 - Displaying Appropriate Behaviors at Deaf Events
- ▶ UNIT 6 - Meeting Deaf People

## 6. Go to a specific part of a unit:

Select the arrow next to the name of the unit to reveal the contents and make your selection:

This screenshot shows a close-up of the "Program Navigation" sidebar. The first unit, "UNIT 1 - Learning More About The Deaf Community", is expanded. A green button with a white 'X' is highlighted. The sub-items for Unit 1 are: WATCH: Welcome/Introduction, EXERCISE 1a: Personal Observations of Deaf People, EXERCISE 1b: Past Experiences with the Deaf Community, WATCH: CHOICE POINT 1 – Practice – Good Attitude, and EXERCISE 1c: Choice Point 1 Discussion.

### Program Navigation

- ▼ UNIT 1 - Learning More About The Deaf Community
  - WATCH: Welcome/Introduction
  - EXERCISE 1a: Personal Observations of Deaf People
  - EXERCISE 1b: Past Experiences with the Deaf Community
  - WATCH: CHOICE POINT 1 – Practice – Good Attitude
  - EXERCISE 1c: Choice Point 1 Discussion
- ▶ UNIT 2 - Having a Deaf or Signing Instructor
- ▶ UNIT 3 - Learning More About Deaf Events
- ▶ UNIT 4 - Attending Your First Deaf Event
- ▶ UNIT 5 - Displaying Appropriate


## 7. Exercise Pages

This is a typical exercise page. To view and complete the exercise, select the button with the exercise title to download the exercise file.

### EXERCISE 1a: Personal Observations of Deaf People

Topic Progress: ● ● ● ● ●


[← Back to Unit](#)



In this exercise you will answer some questions about your personal observations of and experiences with Deaf people prior to this course.

Select the link below to begin the exercise.

The exercise file will open in a new window on your browser. Download the file to your computer. If necessary, select "Enable Editing" in your word processing program.

Complete the exercise, save it to your computer, then follow your instructor's directions to submit it. Select "Mark Complete" below when your instructor has received your work. Use the green Program Navigation button on the right  to navigate to Unit 1, EXERCISE 1b.

[Exercise 1a: Personal Observations of Deaf People](#)

## 8. Completing the Exercise

The document is now ready to be filled in on the computer.

### A Sign of Respect - Part 1 Unit 1 - Exercise 1a

by Thomas K. Holcomb and Anna Mindess Copyright 2017 Eye2Eye Productions

#### Name:

For each question below, please type your response. Then save and submit as directed by your instructor.

#### Question 1 of 3

What are the unique customs you have observed among Deaf people that would differentiate them from most hearing people? (e.g., using sign language as opposed to spoken language)

#### Question 2 of 3

What have your personal experiences with Deaf people been like so far? Have they been uniformly positive or negative or have they been varied? (If you haven't yet met any Deaf people, you may go on to the next question.)

#### Question 3 of 3

What are some of the stereotypes that are often attributed to Deaf people? How accurate are these stereotypes based on your personal experiences with Deaf people so far?

## 9. Viewing/Grading Student Work

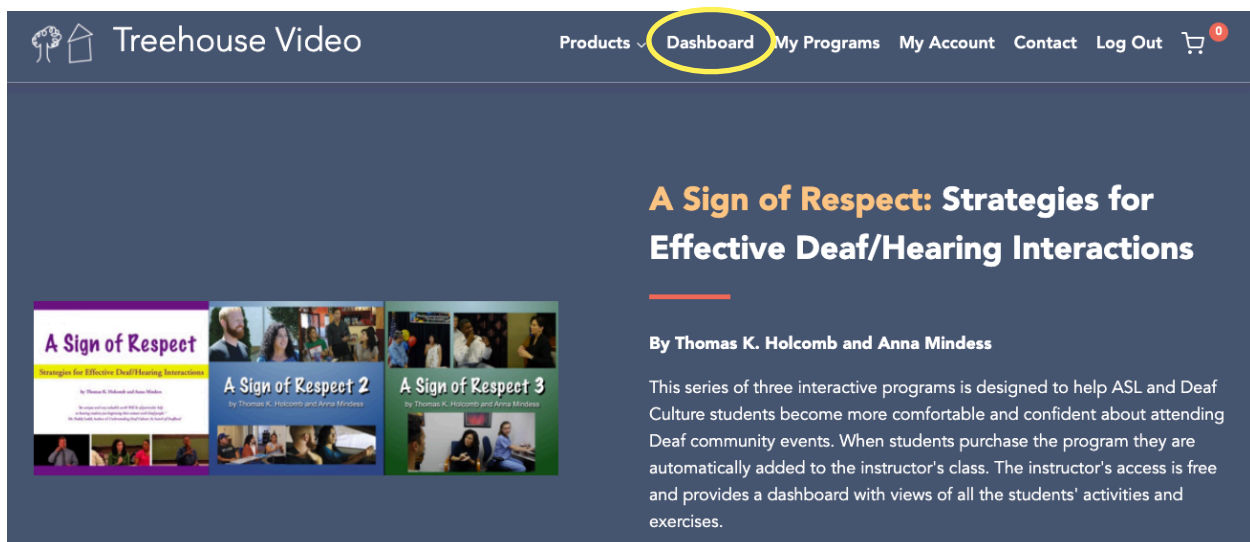
You decide how you want your students to submit their work.

The choices are:

- Fill out the doc and attach it to an email to you
- Upload the doc to your Canvas or BlackBoard site
- Print it out and give it to you in class
- You may not want to view your students' work and simply ask them to select "Mark Complete" on the web page. Then you can use the Report feature described in the following steps to view their progress.

## 10. Reviewing Student Progress

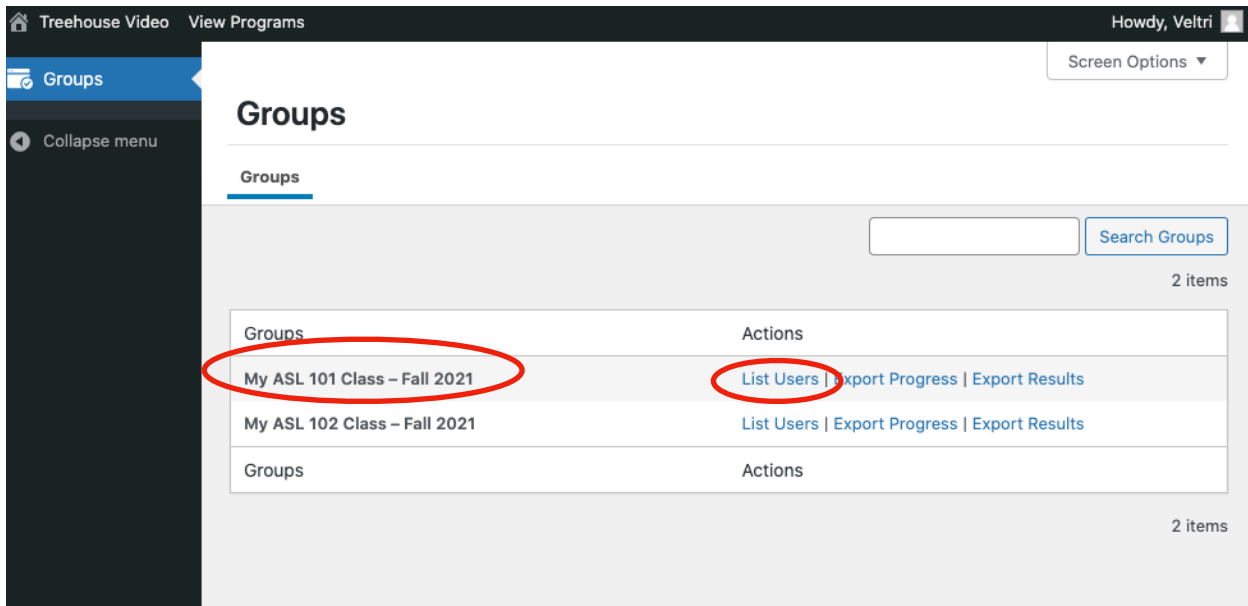
Select "Dashboard" from the top menu. Your Dashboard lists all your classes that are using ASOR. From here you can view the progress of your students if you want.



The screenshot shows the Treehouse Video website interface. At the top, there is a navigation bar with the following items: Products, **Dashboard** (circled in yellow), My Programs, My Account, Contact, Log Out, and a shopping cart icon with a red notification bubble containing the number 0. Below the navigation bar, the main content area features a large heading: **A Sign of Respect: Strategies for Effective Deaf/Hearing Interactions**. Underneath the heading, it says "By Thomas K. Holcomb and Anna Mindess". To the left of the text, there are three small thumbnail images for "A Sign of Respect 1", "A Sign of Respect 2", and "A Sign of Respect 3". The text on the right describes the program: "This series of three interactive programs is designed to help ASL and Deaf Culture students become more comfortable and confident about attending Deaf community events. When students purchase the program they are automatically added to the instructor's class. The instructor's access is free and provides a dashboard with views of all the students' activities and exercises."

## 11. Select a Class to View

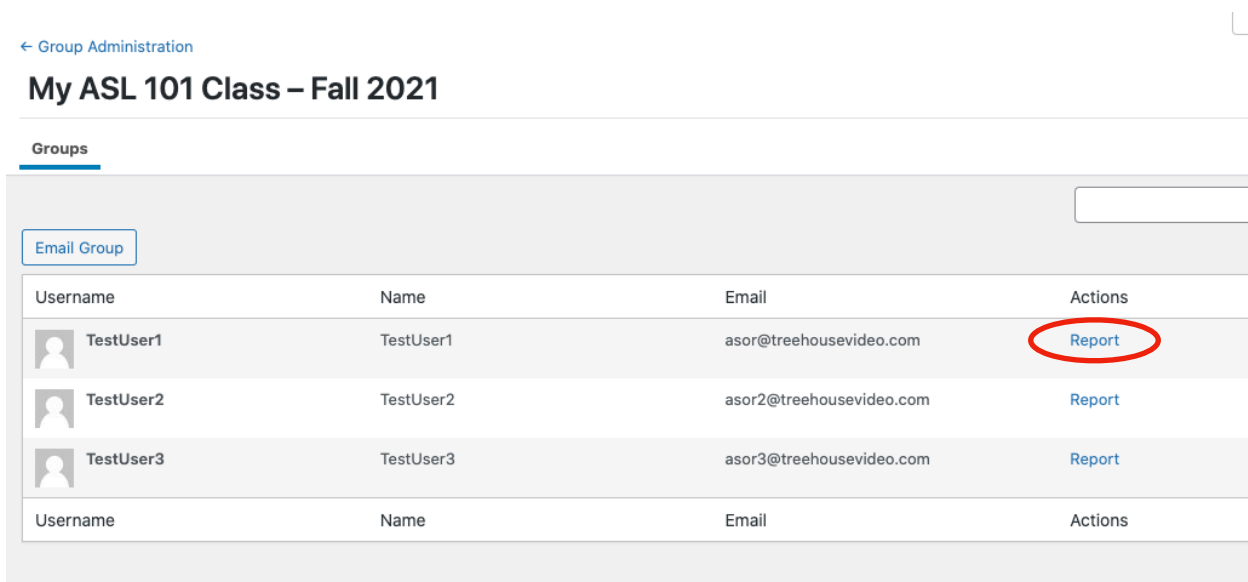
To see the list of students who purchased ASOR for your class, select the “List Users” link on the same line as the name of your class:






The screenshot shows the 'Treehouse Video View Programs' interface. On the left, there is a sidebar with 'Groups' and 'Collapse menu'. The main content area is titled 'Groups' and contains a search bar and a list of two items. The first item is 'My ASL 101 Class - Fall 2021', which is circled in red. To its right, in the 'Actions' column, the 'List Users' link is also circled in red. Other links in the actions column include 'Export Progress' and 'Export Results'. The second item is 'My ASL 102 Class - Fall 2021', which also has 'List Users', 'Export Progress', and 'Export Results' links. The interface also shows a 'Screen Options' dropdown in the top right and a 'Howdy, Veltri' user indicator.

## 12. Select a Student

To see the progress of an individual student, select the “Report” link on the line with their name:



The screenshot shows the 'Group Administration' page for 'My ASL 101 Class - Fall 2021'. The page has a breadcrumb '← Group Administration' and a back arrow. Below the title, there is a 'Groups' section with an 'Email Group' button. The main content is a table with the following columns: Username, Name, Email, and Actions. The table contains three rows of test users. The 'Report' link in the Actions column for 'TestUser1' is circled in red. The table structure is as follows:

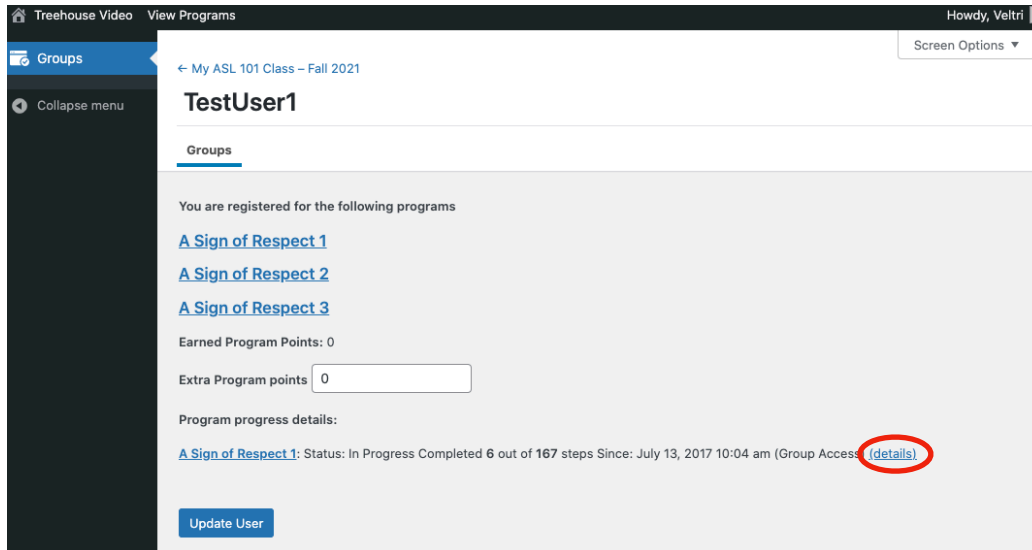
Username	Name	Email	Actions
 TestUser1	TestUser1	asor@treehousevideo.com	<a href="#">Report</a>
 TestUser2	TestUser2	asor2@treehousevideo.com	<a href="#">Report</a>
 TestUser3	TestUser3	asor3@treehousevideo.com	<a href="#">Report</a>

Below the table, the column headers are repeated: Username, Name, Email, and Actions.



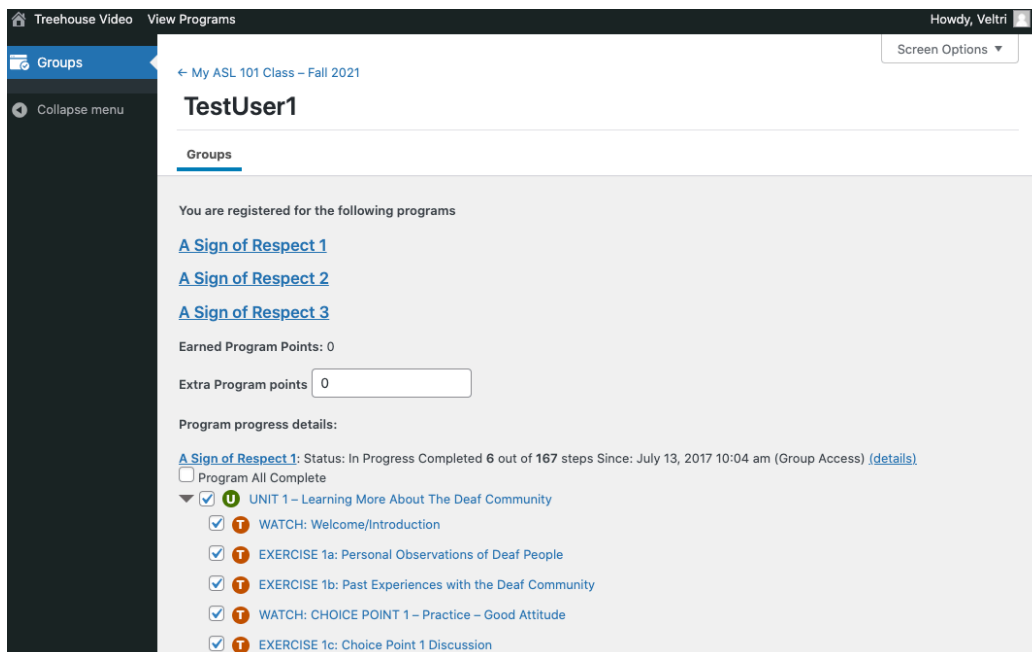
### 13. Student Progress Summary

You will see a summary of the parts student has viewed. To see more details, select the “details” link:



### 14. Student Progress Details

Now you can select the arrows next to the individual units to see which parts of the program the student has indicated as “Mark Complete.”



## **15. Deciding what to assign and how to grade the work**

There are many exercises and readings in this program.

Most teachers do not require their students to complete each one.

You have the flexibility to decide what parts to assign to your students.

Also, you have flexibility with grading the work. Some teachers want to grade every exercise. Other teachers don't want to grade each assigned exercise, but want to make sure the students did all of them. For those teachers who don't want to grade each exercise, they can just take a look at the program progress details for each student and see which parts their students have completed.

**Thank you for using A Sign of Respect!**

If you have any questions or need further assistance,  
send email to [support@treehousevideo.com](mailto:support@treehousevideo.com).