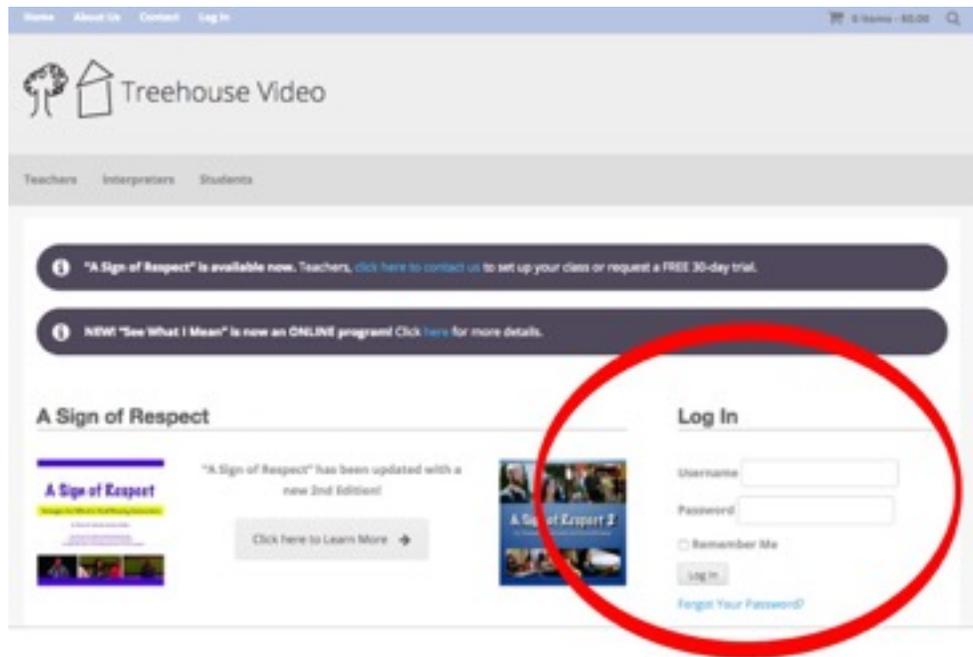# Teacher's Set-Up Guide

A Sign of Respect: Strategies for Effective Deaf/Hearing Interactions
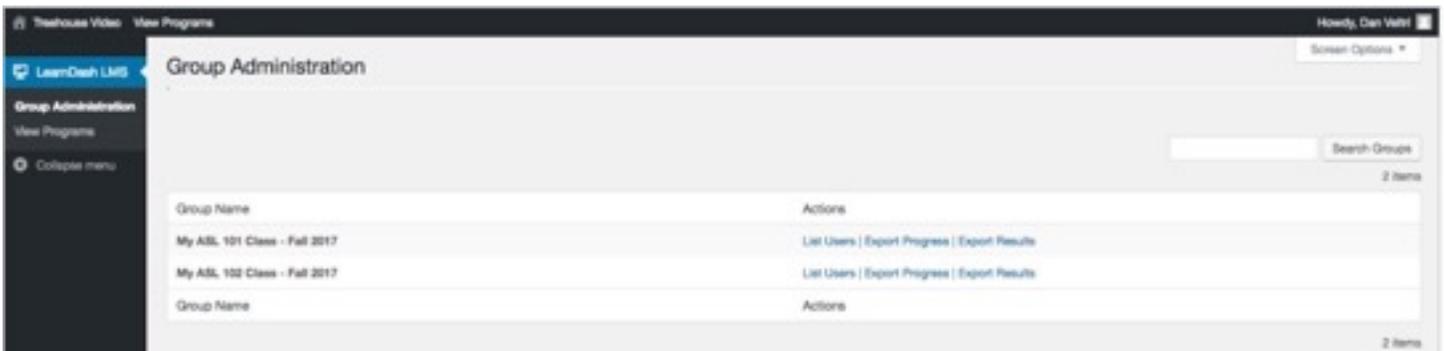### by Thomas K. Holcomb and Anna Mindess
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## 1. Log in to your account at www.treehousevideo.com.

*If you forgot your password, select Forgot Your Password. You will get an email with further instructions.*

2. After you log in successfully, you should see this screen.
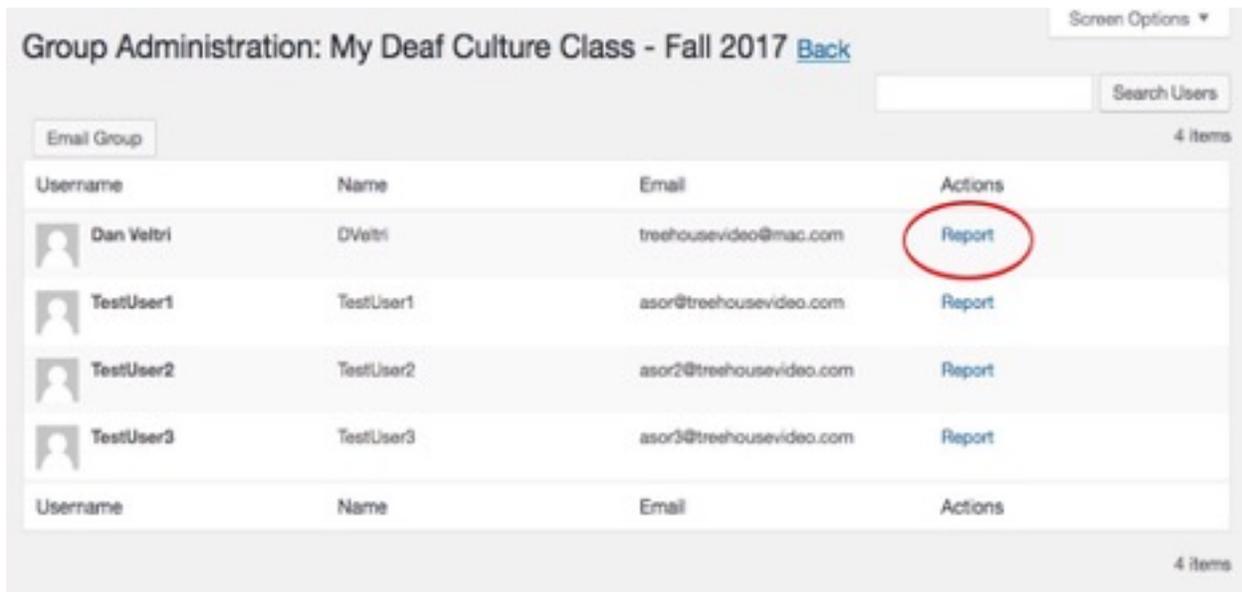## This is your "dashboard."

3. The next steps focus on reviewing your students' progress.

To learn how to view the programs, go to Step 8.

Your dashboard lists all your classes that are using ASOR.

From here you can view the progress of your students if you want.
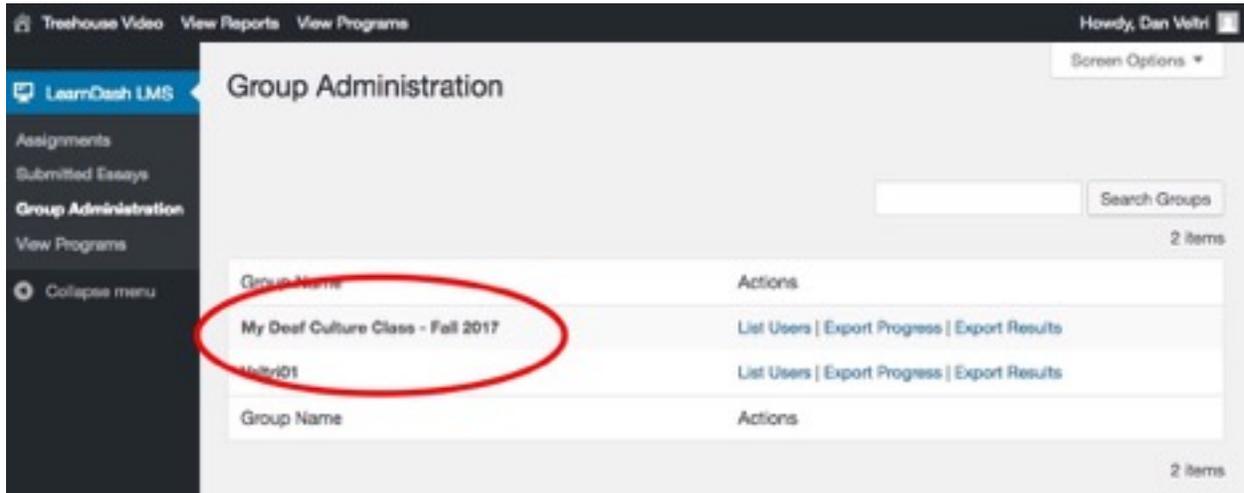
4. To see the list of students who purchased ASOR for your class,
select the "List Users" link on the same line as the name your class:
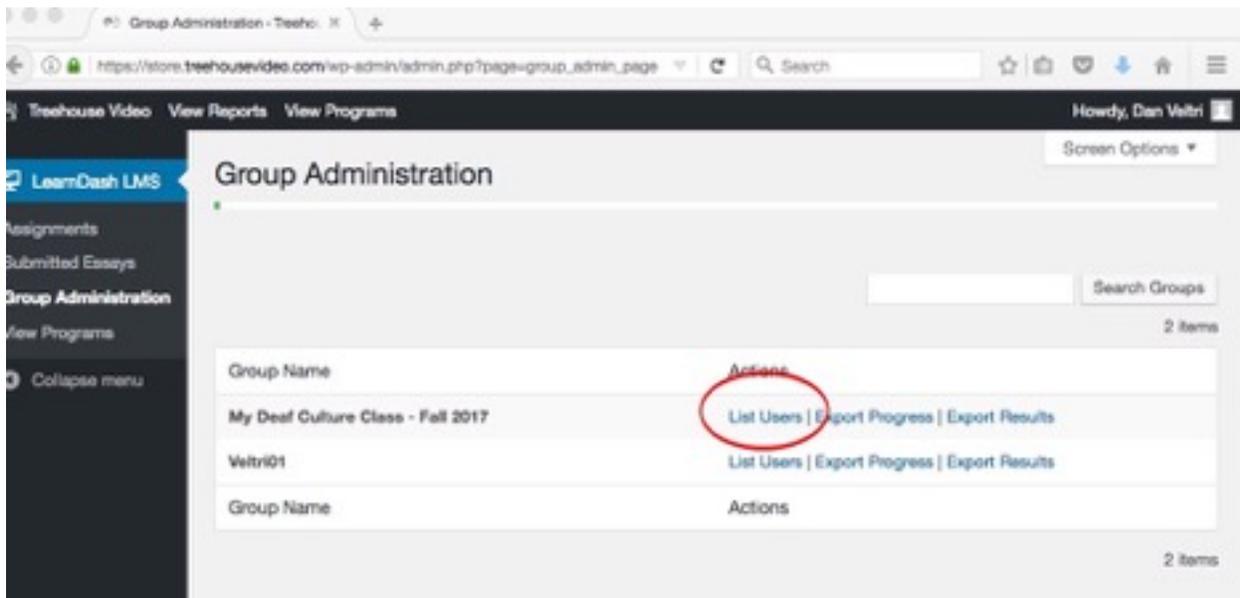
5. To see the progress of an individual student, click on the "Report" link on line with their name:

6. You can then see a summary of the parts they have viewed. To see more details, click on the "Details" link:
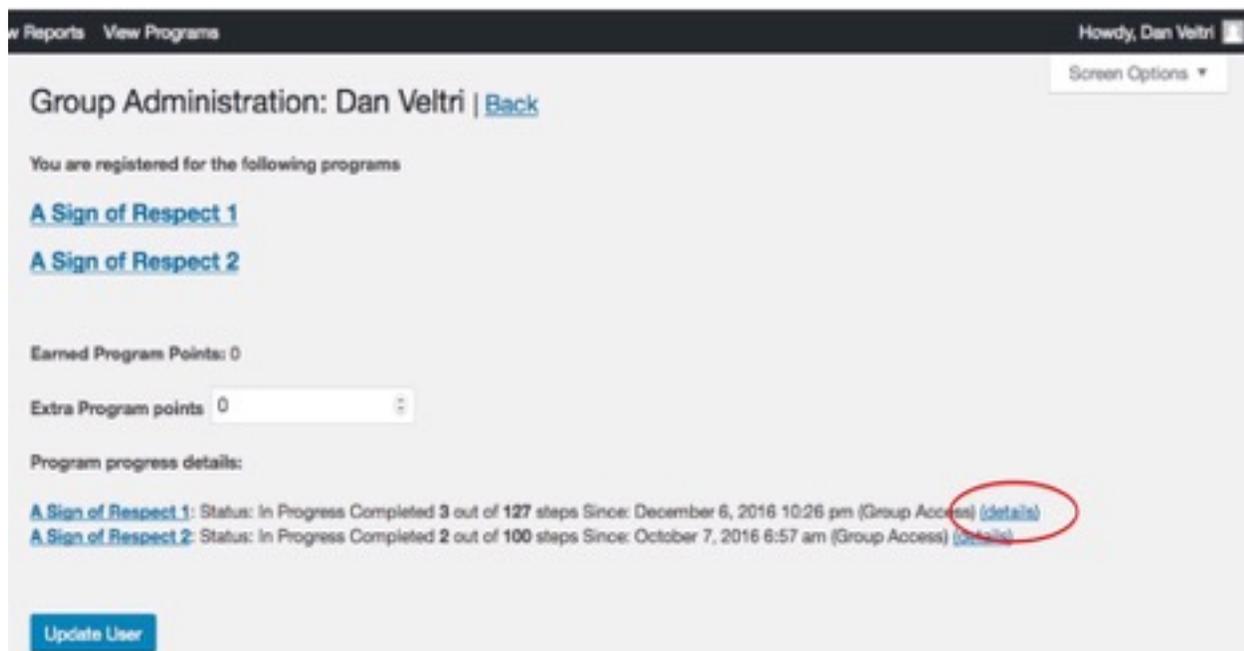
7. Now you can click the arrows next to the individual units and see which parts of the program the student has indicated as "Mark Complete."
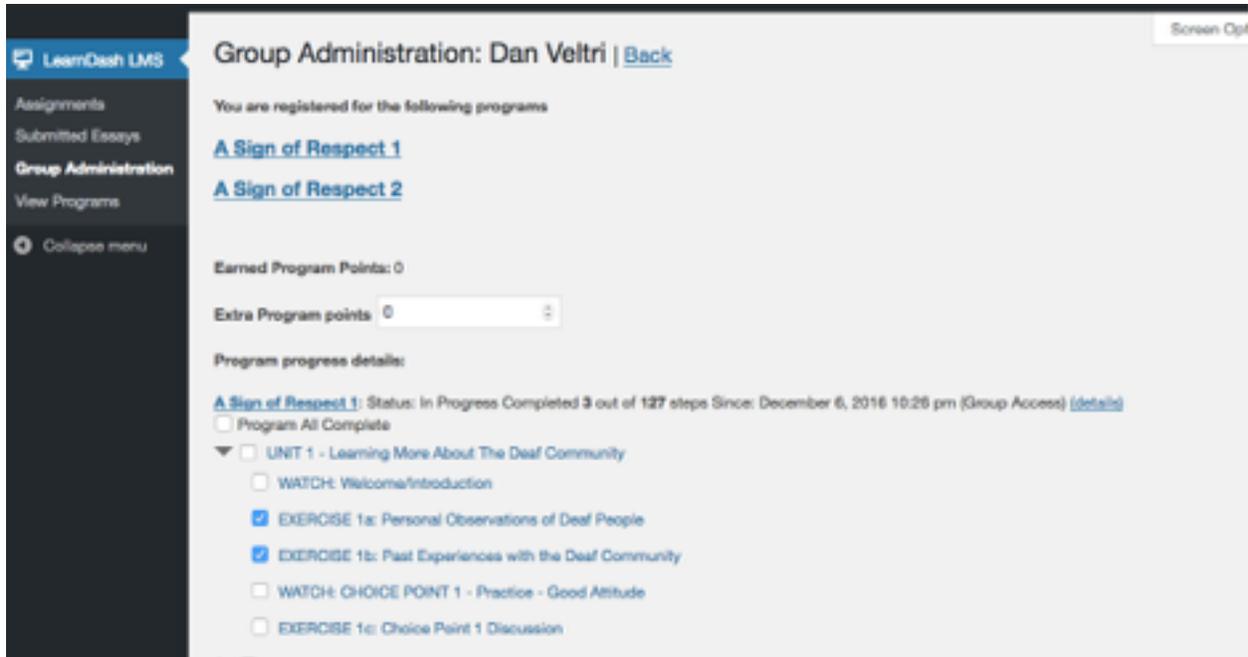
*There are many exercises and readings in this program.*
Most teachers do not require their students to complete each one.
You have the flexibility to decide what parts to assign to your students.

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.

8. To view the ASOR programs, from the dashboard click on View Programs.
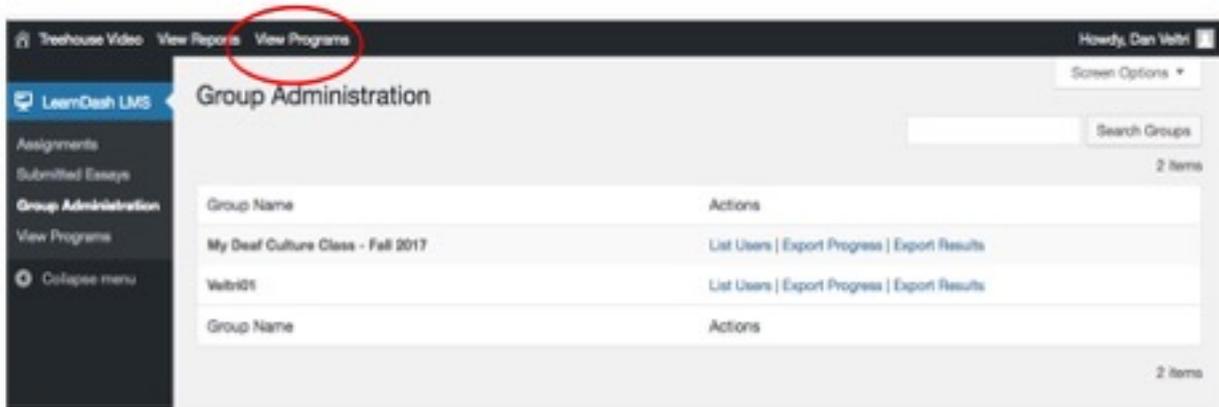

9. This will take you to your My Programs page. This shows you all the programs you can access.
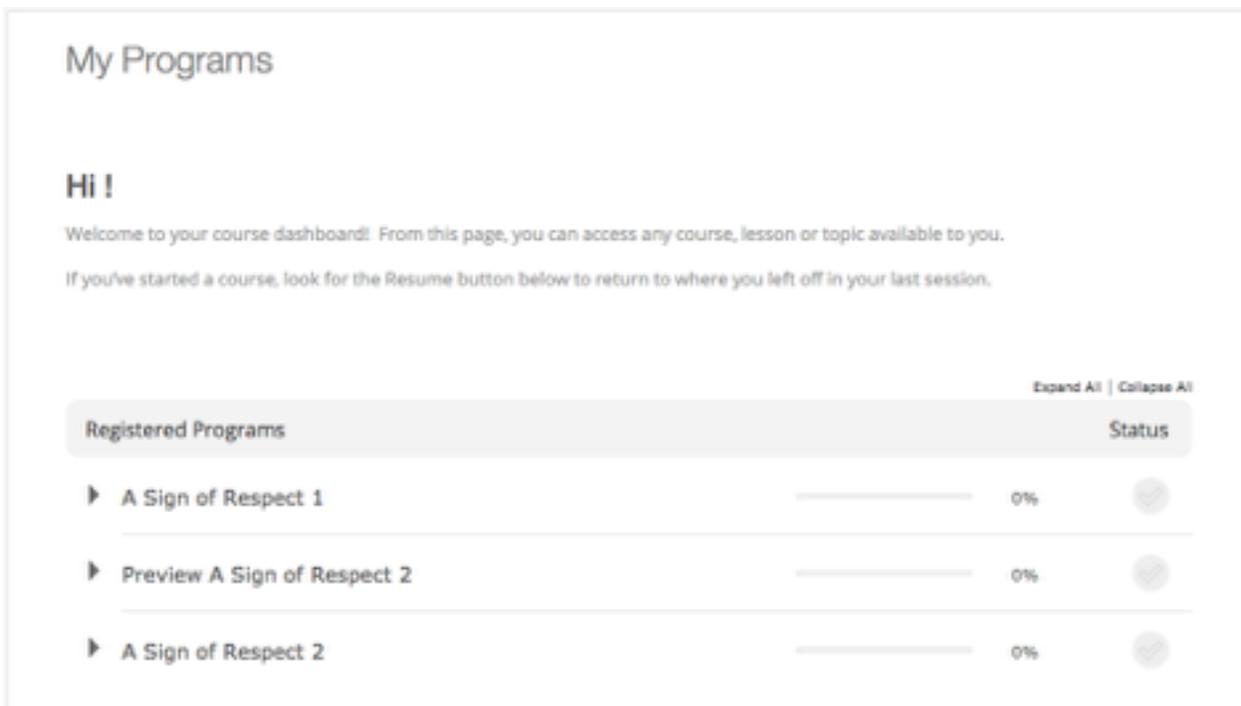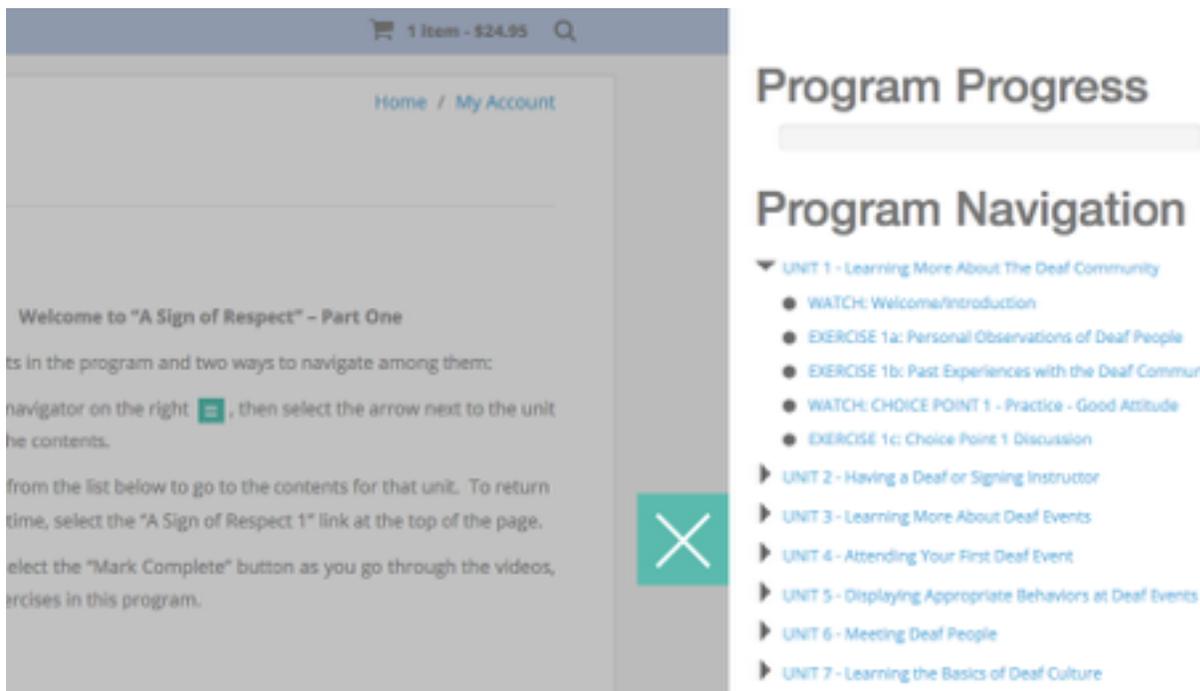
10. Click on name of the program you want to view. Suppose you want to view "A Sign of Respect 1." After you click on the title, this screen will appear. You can navigate to any part of the program by selecting the green square navigator button with three white stripes on the far right:
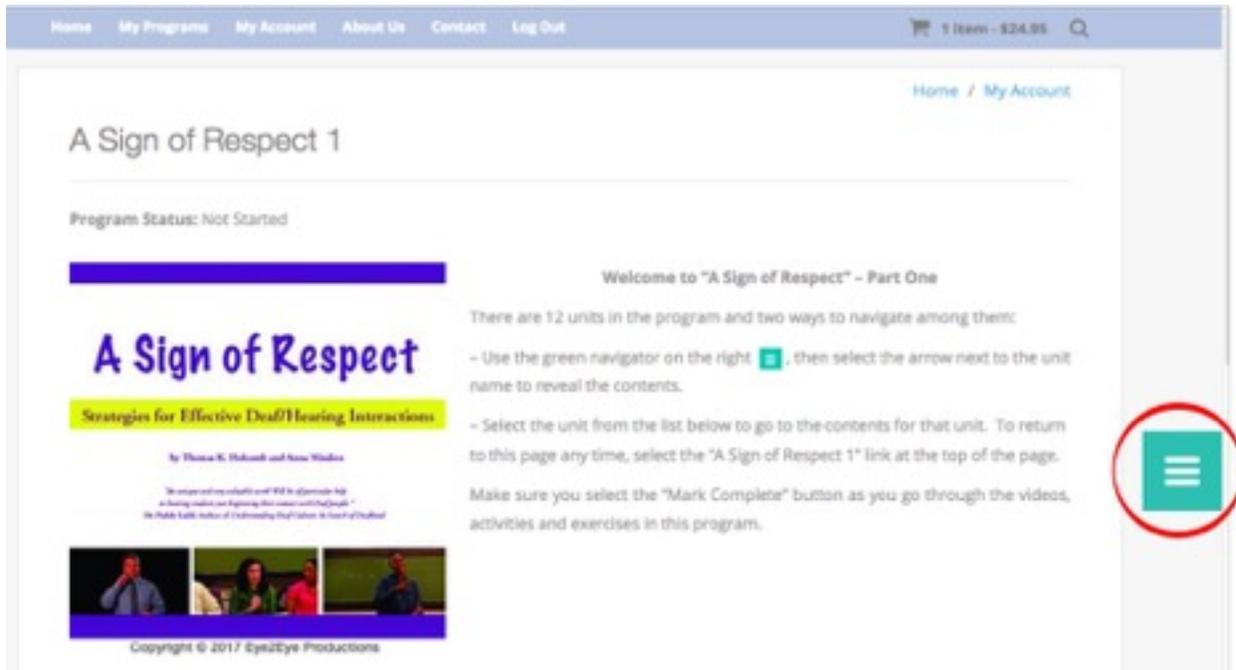
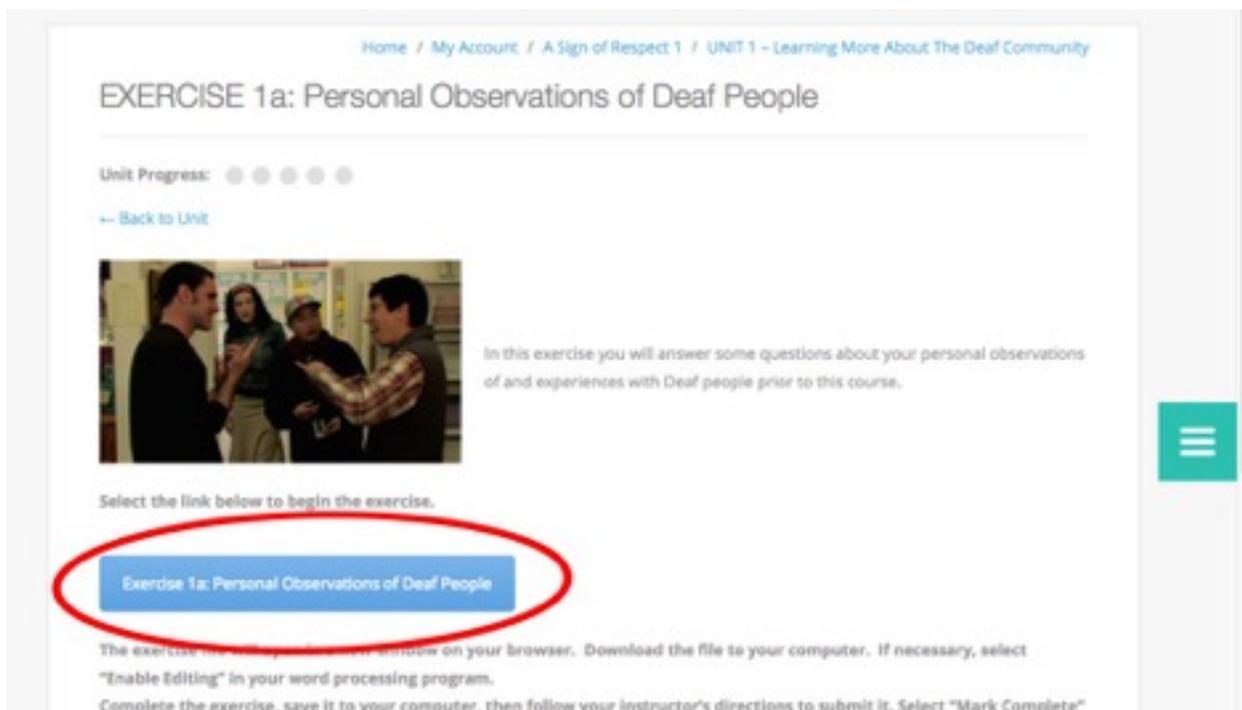11. From here you can select parts of the program to view:
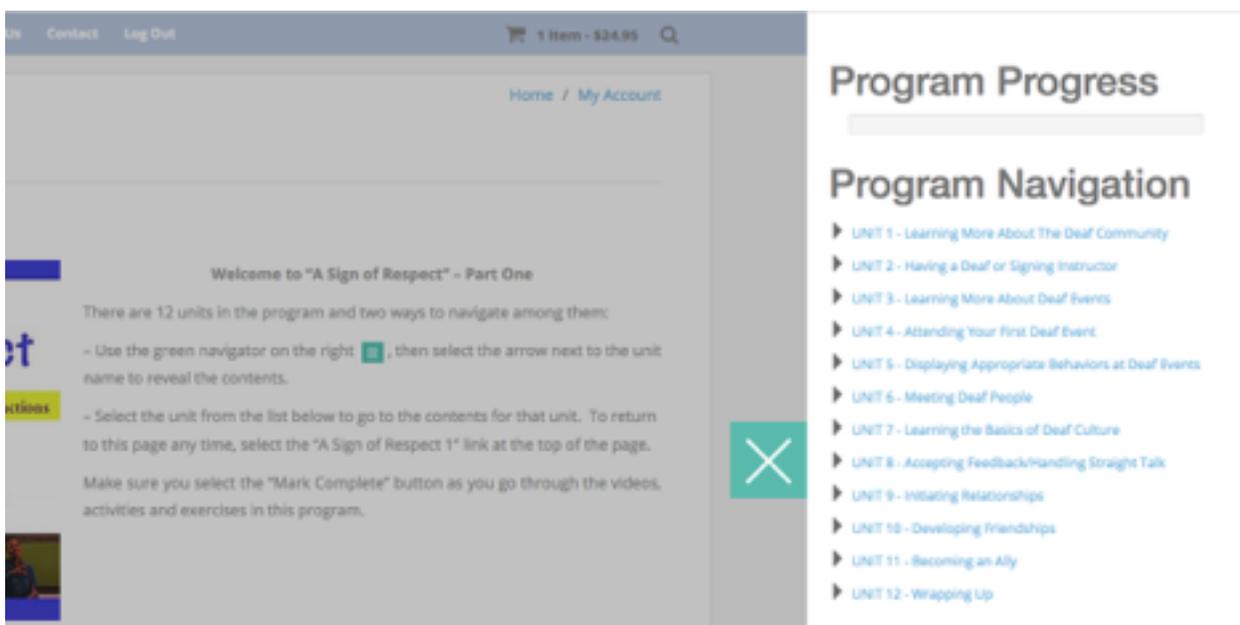
12. To go to a specific part of a unit, you can click the arrow next to the name of the unit to reveal the contents and make your selection:
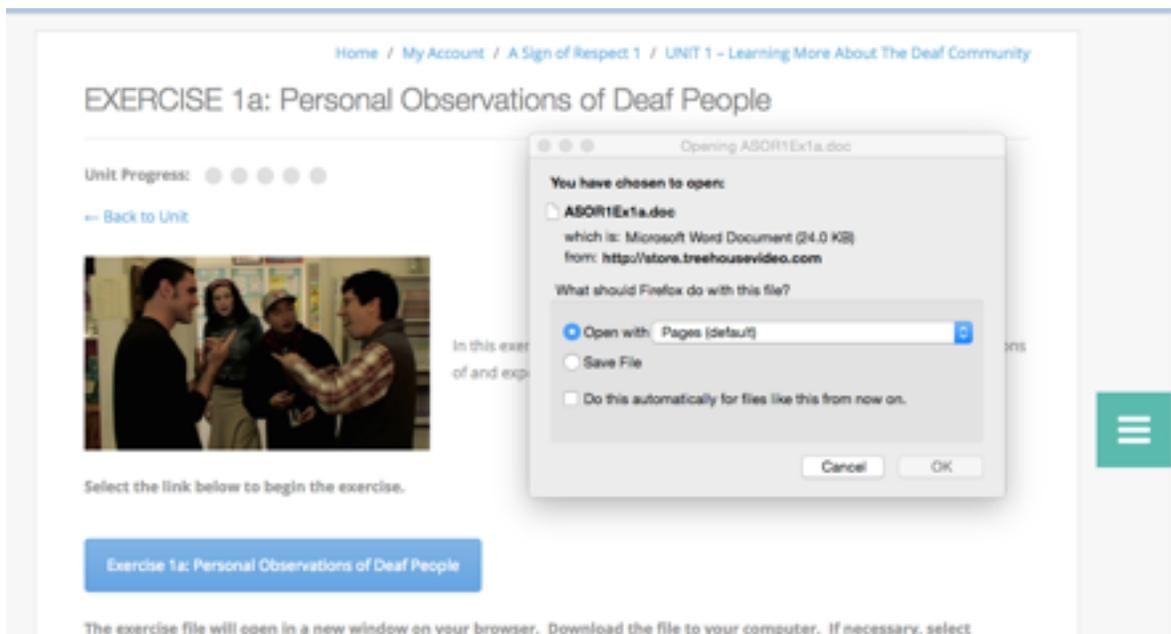

13. This is a typical exercise page. To view and complete the exercise, select the blue button to download the exercise file.

14. Depending on the browser preferences, this screen may appear requiring the user to choose to save the file or open it with a specific program:

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

A Sign of Respect - Part 1   Unit 1 - Exercise 1a
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Name:

For each question below, please type your response. Then save and submit to your instructor per his or her instructions.

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?

16. You decide how you want your students to submit their work. The choices are:

a. Students can fill out the word doc and attach it to an email to you or

b. Students can upload the word doc to your Canvas or BlackBoard site or

c. Students can print it out and give it to you in class or

d. 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 Steps 2 - 6 to view their progress.

Thank you for using the new online **A Sign of Respect**!

If you have any questions or need further assistance, please send email to support@treehousevideo.com.