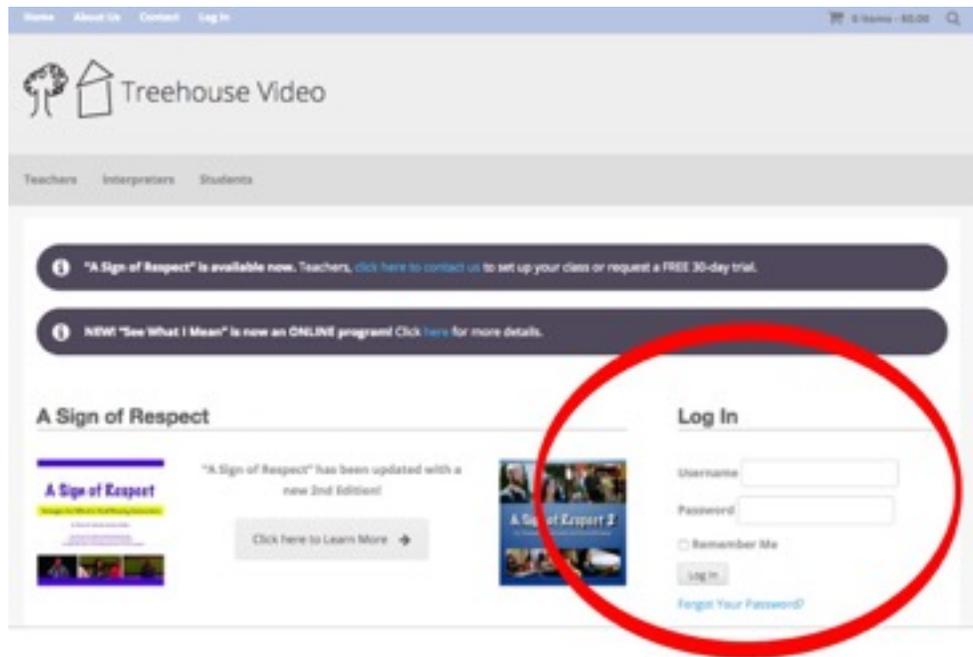


Teacher's Set-Up Guide

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

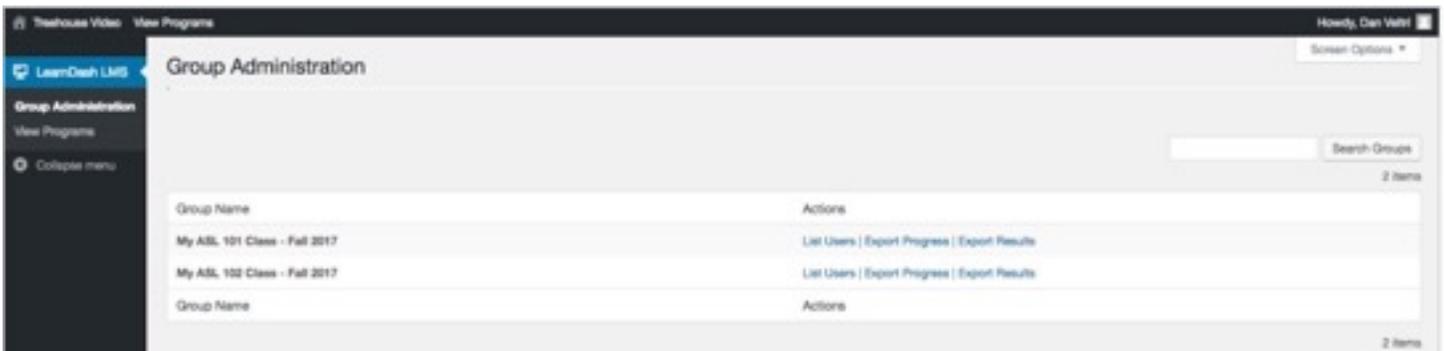
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1. Log in to your account at www.treehousevideo.com.

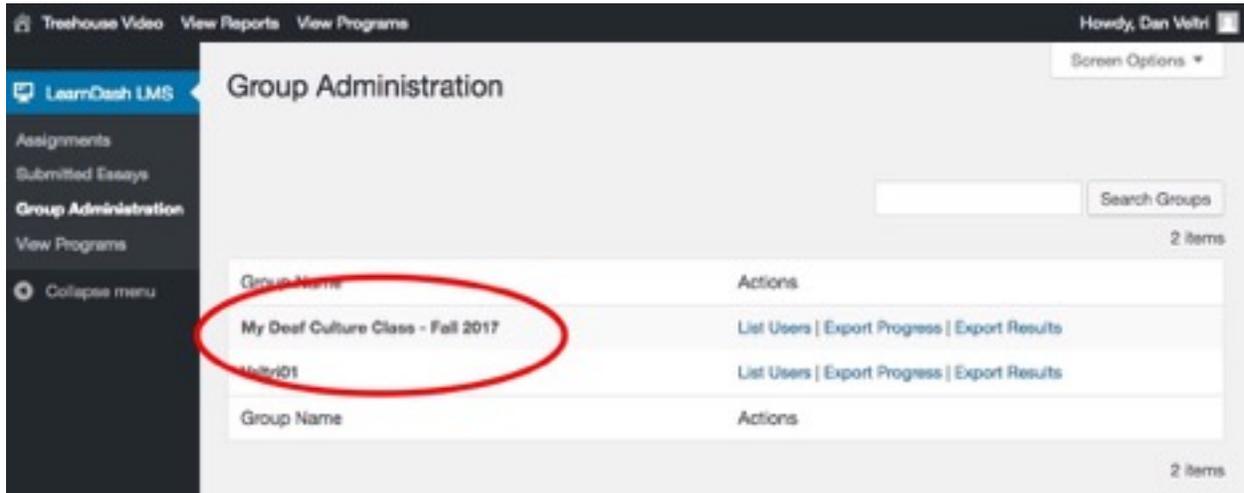


If you forgot your password, select [Forgot Your Password](#). You will get an email with further instructions.

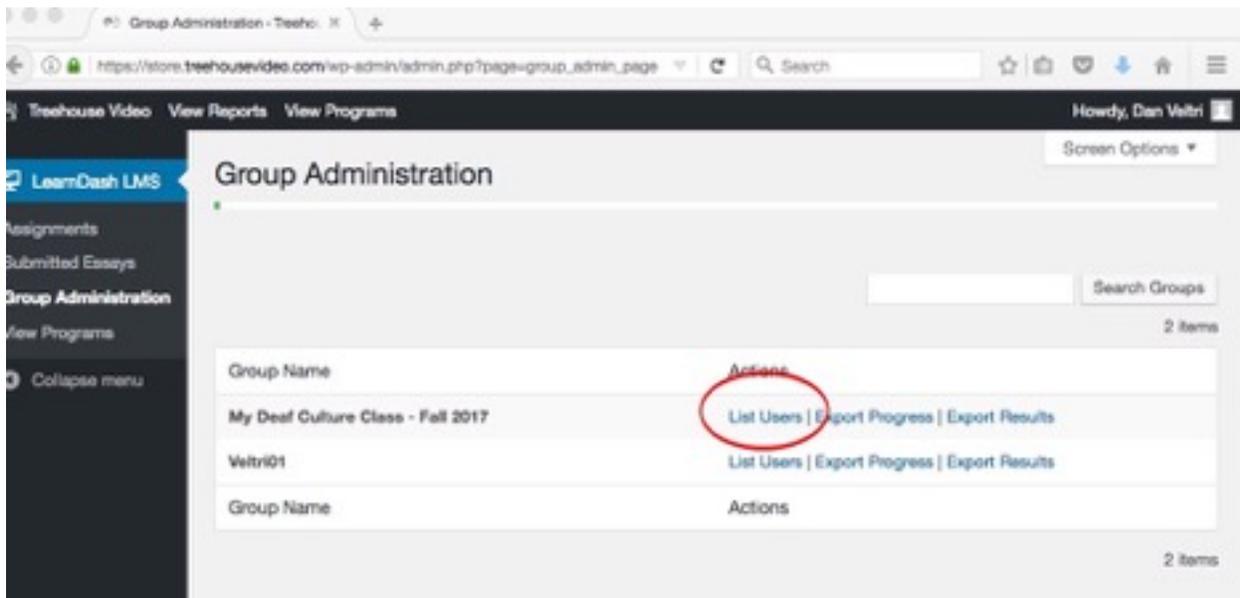
2. After you log in successfully, you should see this screen. This is your “dashboard.”



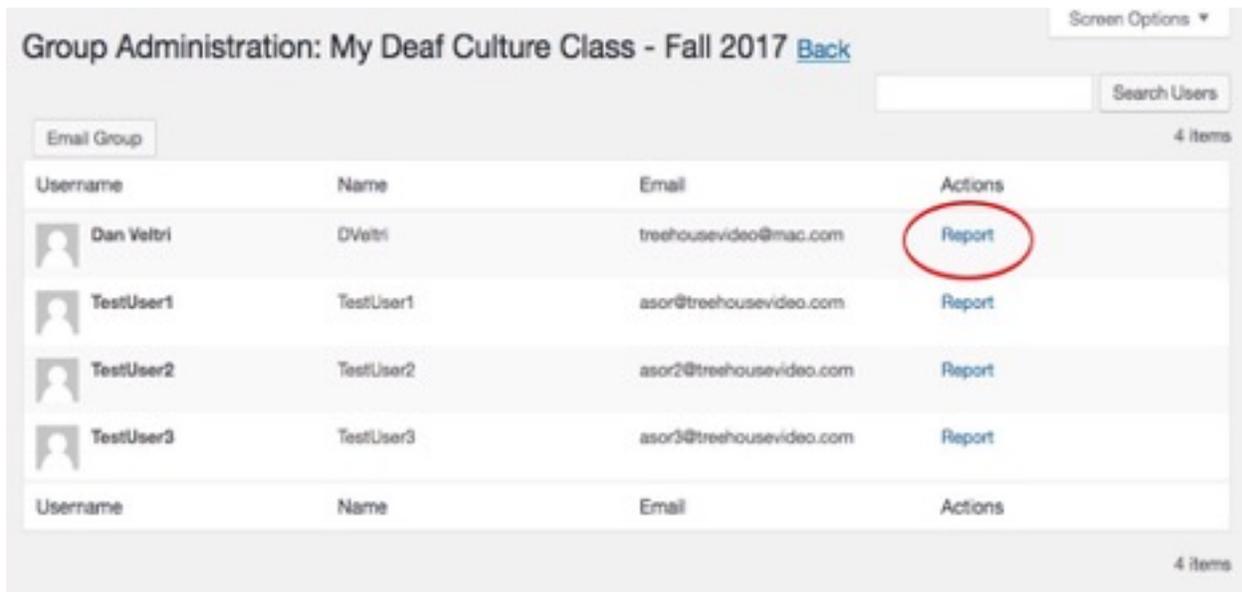
3. The next steps focus on reviewing your students' progress. To learn how to view the programs, go to Step 8. Your dashboard lists all your classes that are using ASOR. From here you can view the progress of your students if you want.



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:



Group Administration: My Deaf Culture Class - Fall 2017 [Back](#)

Screen Options ▾

Search Users

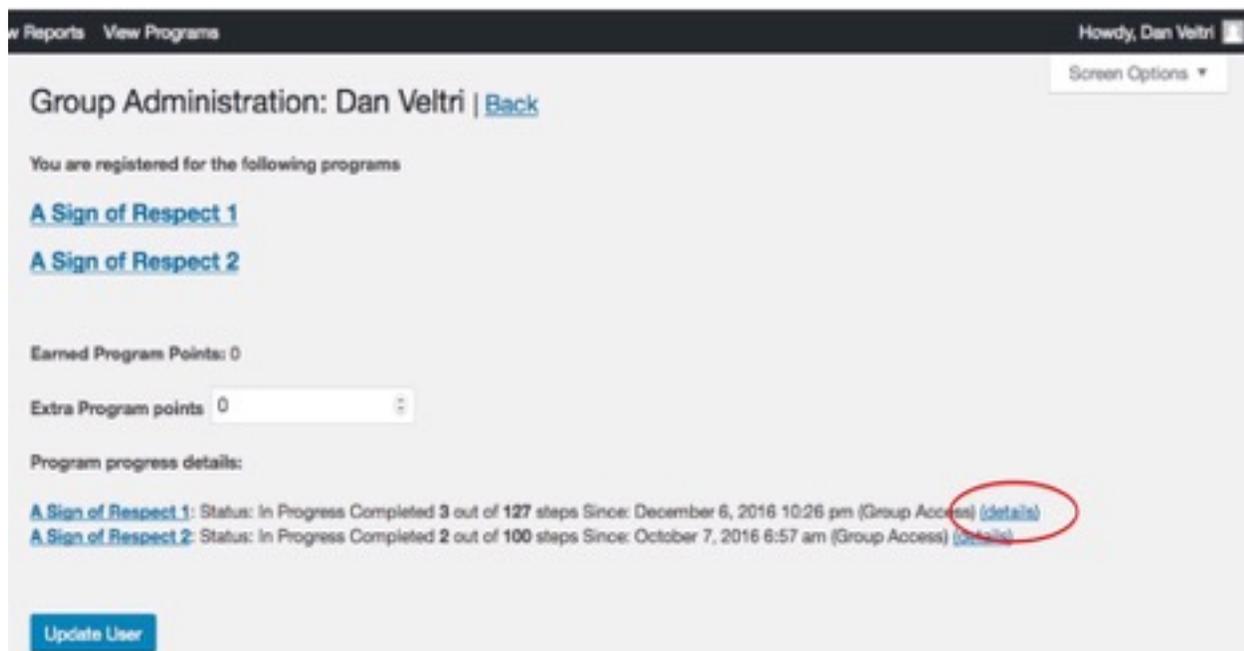
Email Group 4 items

Username	Name	Email	Actions
Dan Veltri	DVeltri	treehousevideo@mac.com	Report
TestUser1	TestUser1	asor@treehousevideo.com	Report
TestUser2	TestUser2	asor2@treehousevideo.com	Report
TestUser3	TestUser3	asor3@treehousevideo.com	Report

Username Name Email Actions

4 items

6. You can then see a summary of the parts they have viewed. To see more details, click on the “Details” link:



Reports View Programs

Howdy, Dan Veltri

Screen Options ▾

Group Administration: Dan Veltri | [Back](#)

You are registered for the following programs

- [A Sign of Respect 1](#)
- [A Sign of Respect 2](#)

Earned Program Points: 0

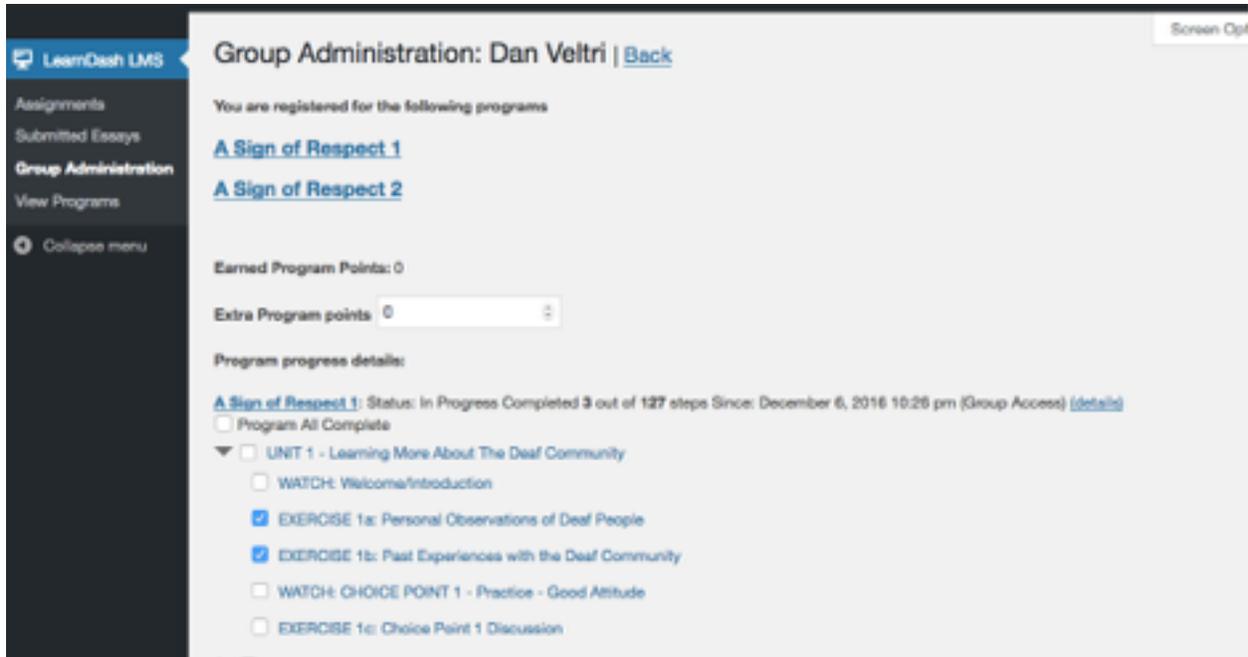
Extra Program points

Program progress details:

- [A Sign of Respect 1](#): Status: In Progress Completed 3 out of 127 steps Since: December 6, 2016 10:26 pm (Group Access) [\(details\)](#)
- [A Sign of Respect 2](#): Status: In Progress Completed 2 out of 100 steps Since: October 7, 2016 6:57 am (Group Access) [\(details\)](#)

[Update User](#)

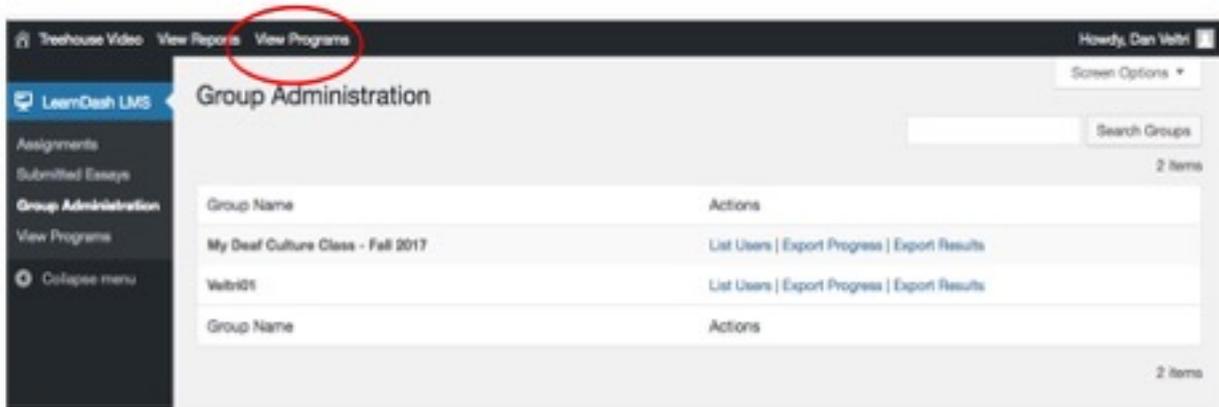
7. Now you can click the arrows next to the individual units and see which parts of the program the student has indicated as “Mark Complete.”



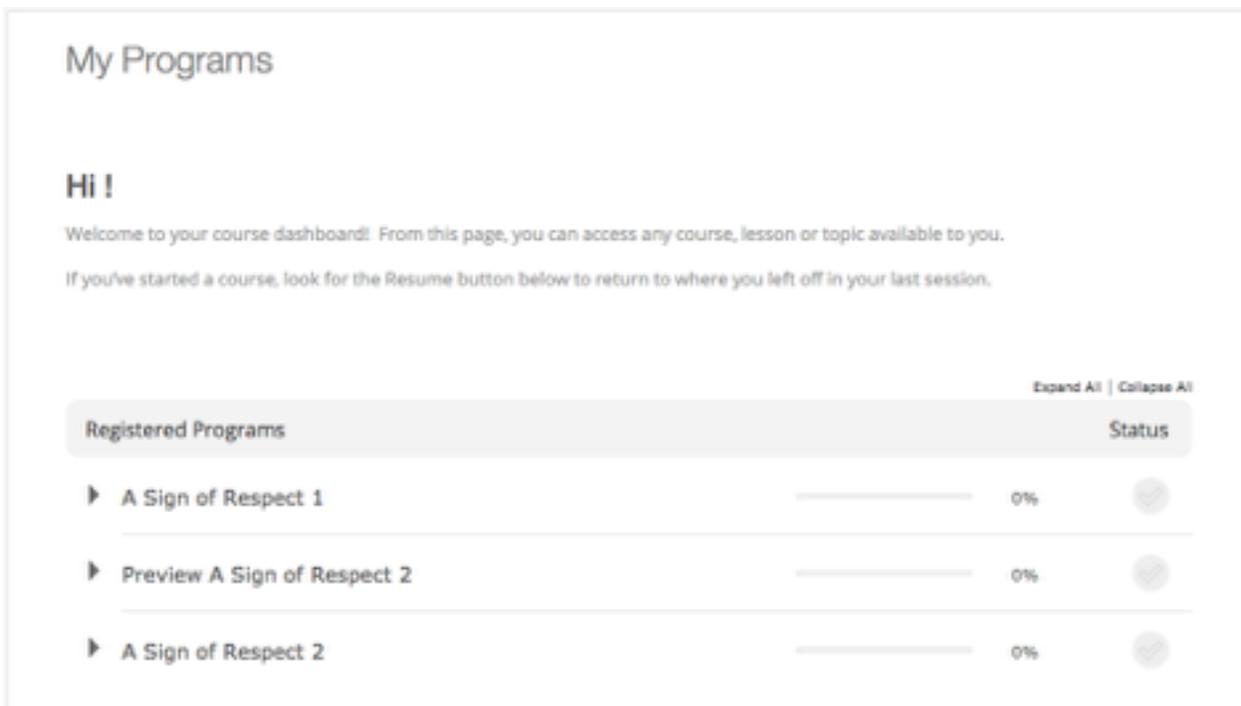
*There are many exercises and readings in this program.
Most teachers do not require their students to complete each one.
You have the flexibility to decide what parts to assign to your students.*

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.

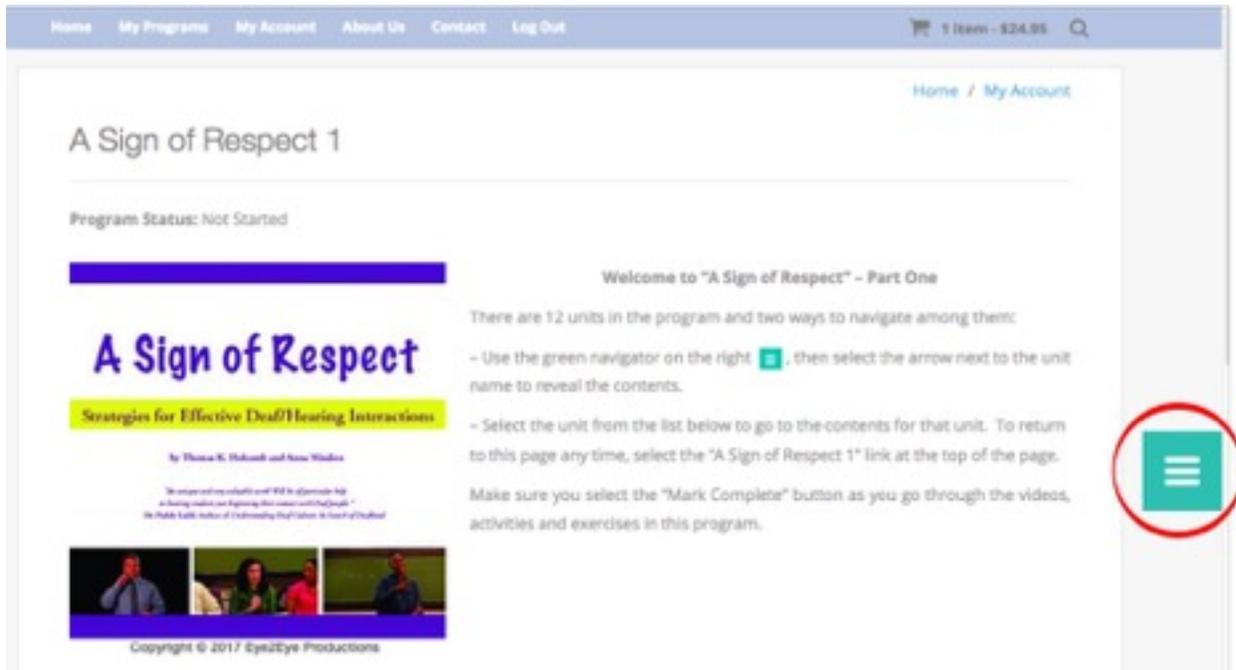
8. To view the ASOR programs, from the dashboard click on View Programs.



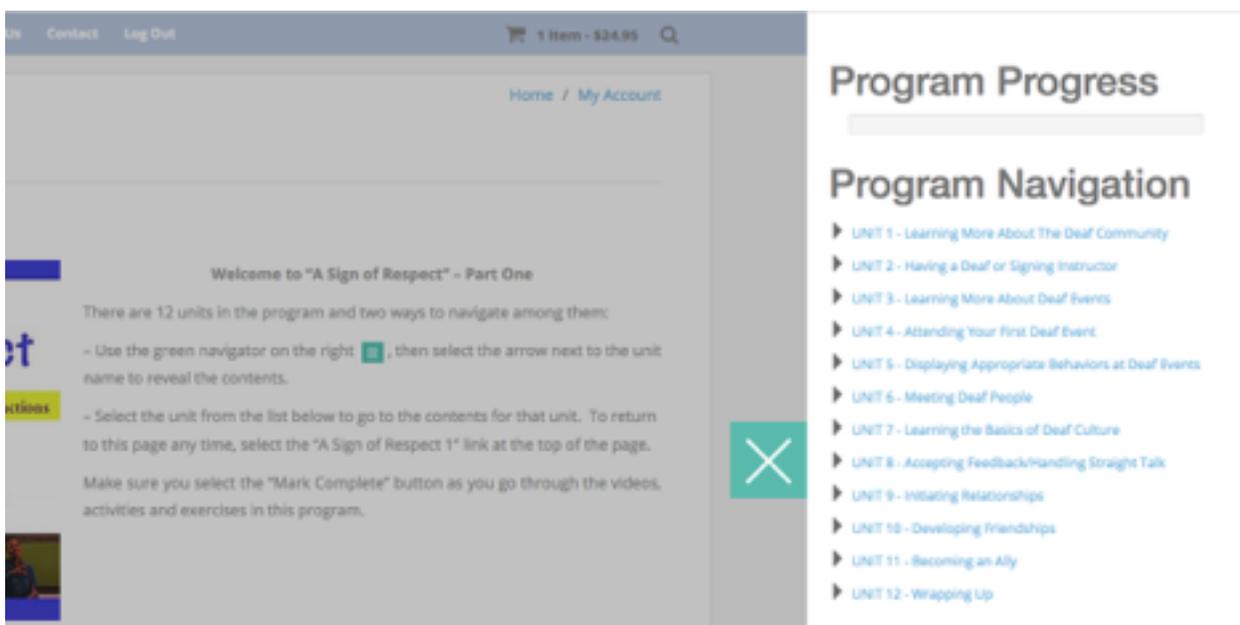
9. This will take you to your My Programs page. This shows you all the programs you can access.



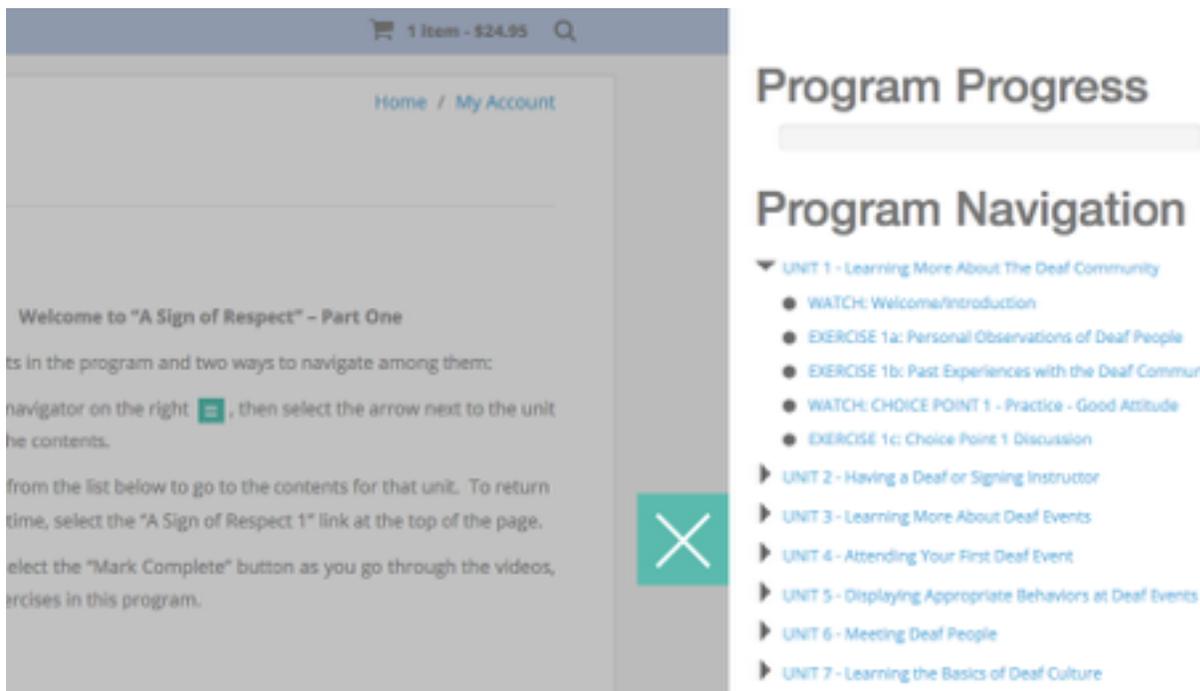
10. Click on name of the program you want to view. Suppose you want to view “A Sign of Respect 1.” After you click on the title, this screen will appear. You can navigate to any part of the program by selecting the green square navigator button with three white stripes on the far right:



11. From here you can select parts of the program to view:

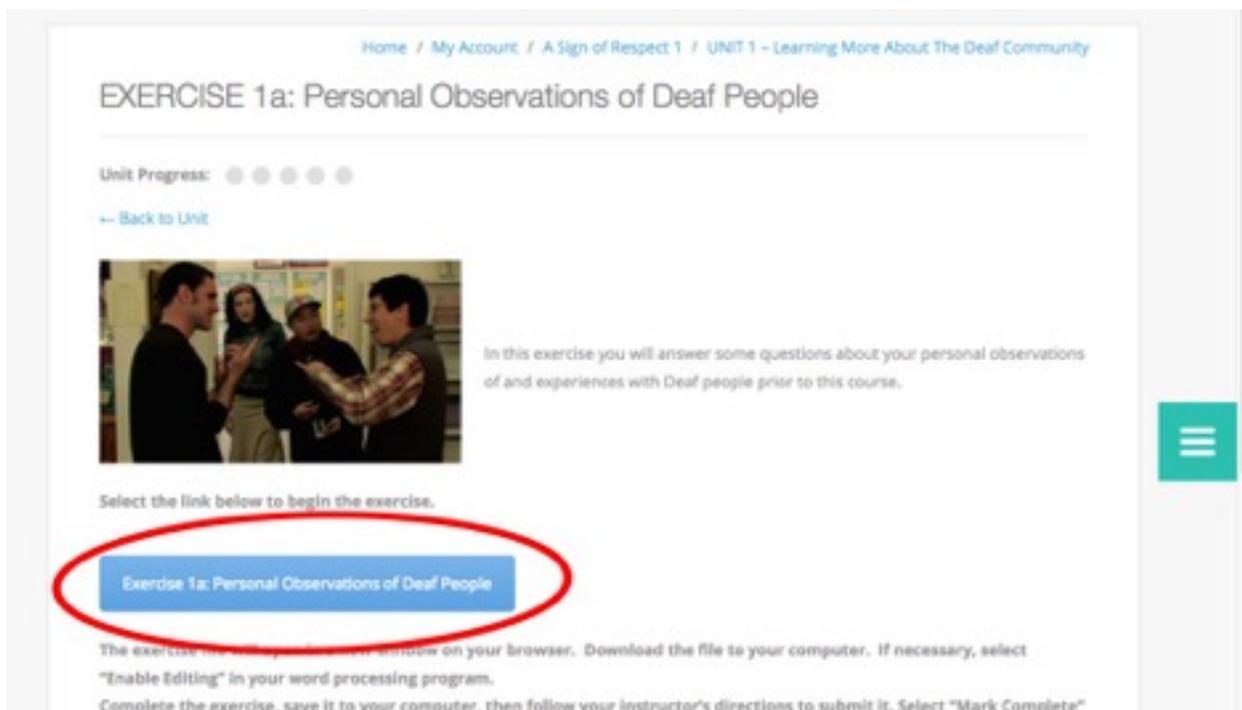


12. To go to a specific part of a unit, you can click the arrow next to the name of the unit to reveal the contents and make your selection:



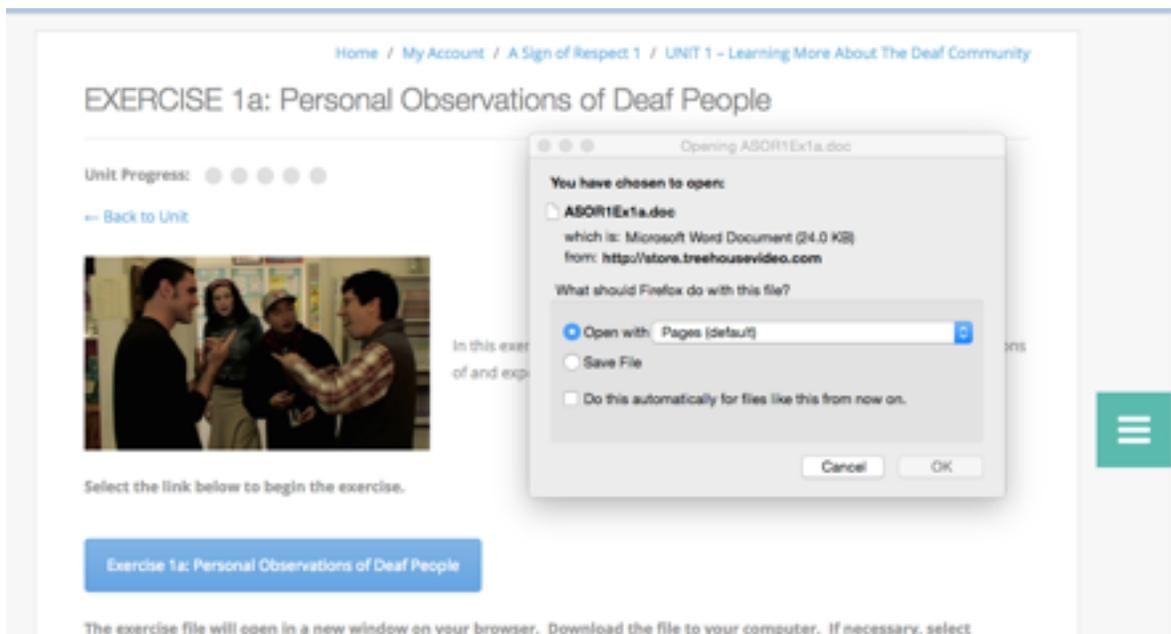
The screenshot shows a course interface. At the top, there is a shopping cart icon with '1 Item - \$24.95' and a search icon. Below that is a breadcrumb trail: 'Home / My Account'. The main content area on the left has a heading 'Welcome to "A Sign of Respect" – Part One' and text explaining navigation options. A green 'X' icon is overlaid on the right side of this text. On the right side of the page, there is a 'Program Progress' section with a progress bar, followed by a 'Program Navigation' section. This section lists seven units, each with a right-pointing arrow icon. The first unit, 'UNIT 1 - Learning More About The Deaf Community', is expanded to show a list of activities: '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'.

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



The screenshot shows an exercise page. At the top, there is a breadcrumb trail: 'Home / My Account / A Sign of Respect 1 / UNIT 1 - Learning More About The Deaf Community'. The main heading is 'EXERCISE 1a: Personal Observations of Deaf People'. Below the heading is a 'Unit Progress' indicator with five circles, the first of which is filled. A blue link '← Back to Unit' is visible. There is a photograph of four people in a classroom setting. To the right of the photo is text: 'In this exercise you will answer some questions about your personal observations of and experiences with Deaf people prior to this course.' Below the photo and text, there is a blue button with the text 'Exercise 1a: Personal Observations of Deaf People', which is circled in red. At the bottom, there is instructional text: '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"'. A green menu icon is visible on the right side of the page.

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

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

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.