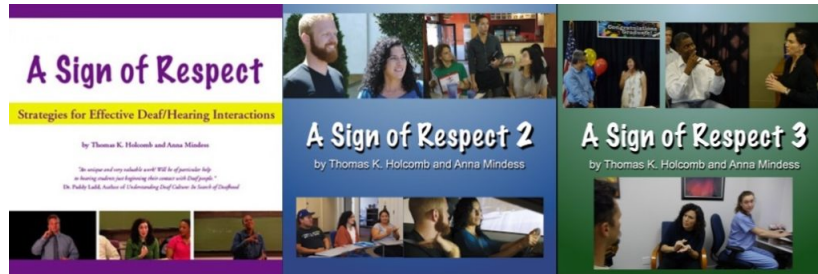


# Student User Guide

## Revised August 2023



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

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#### **1. Get your Class Group Code from your teacher**

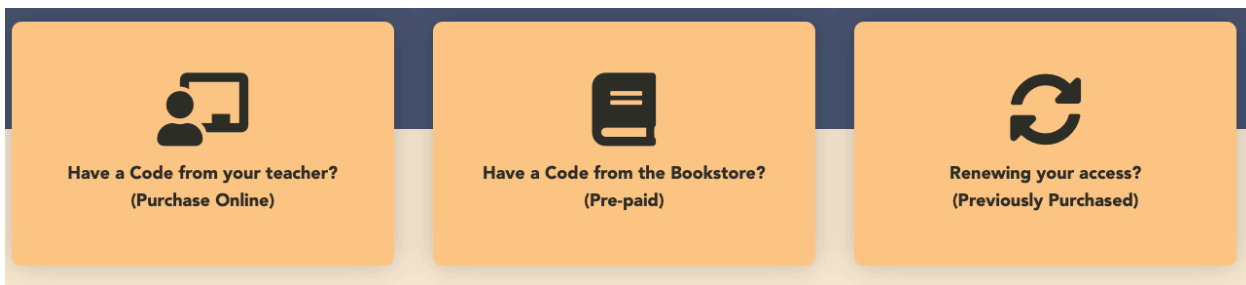
*Your teacher will announce the code to your class.*

*It will look something like this, with the semester and year at the end:*

**THU-12345-FA21**

*(Note, this is just a sample - do not use it)*

#### **2. Go to [www.treehousevideo.com](http://www.treehousevideo.com) and scroll down until you see the three boxes below:**



## Choose one of these three options:



Have a Code from your teacher?  
(Purchase Online)

### Purchase access online directly from our website

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

Have the **Class Group Code** available.

Go to Step 3 on page 3 for the next steps.



Have a Code from the Bookstore?  
(Pre-paid)

### Purchase an access code from the bookstore

If you purchased an access code from the bookstore, select the middle box “Have a Code From the Bookstore?” If you already have a treehousevideo.com account, log in first before selecting the middle box.

Have **both** the **Class Group Code** and **Coupon Code** from the bookstore available.

Go to Step 5 on page 4 for the next steps.



Renewing your access?  
(Previously Purchased)

### Renew Access from a Previous Purchase

If you have purchased the program previously, you do not need to pay again. Log in to your account, return to the home page, then select the right box “Renewing Your Access?” and enter the **Class Group Code** for your **new** class.

Go to Step 7 on page 5 for the next steps.

### 3. Purchasing Directly Online.

Select “Have a Code from your teacher?”



4. Fill out all the required fields, and in the Class Group Code field type in the code that you got from your teacher. Type the code exactly as it appears, including the dashes. You will also create a password for your account, enter your billing information and check out.

**Billing details**

First name \*  Last name \*

Company name (optional)

Country / Region \*

Street address \*

Town / City \*

State \*

ZIP \*

Phone \*

Email address \*

Create account password \*

**Additional information**

Order notes (optional)

**Class Group Code**

Class Group Code \*

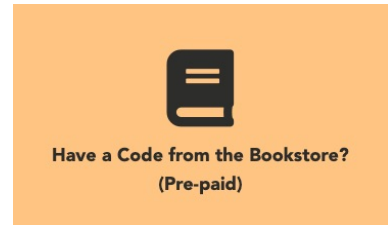
**IMPORTANT:** In the address fields, please enter the **BILLING** address of your credit card. If the address here is different from your billing address, the charge will not go through.

To learn how to access and use the program, go to Step 9 on page 6.

## 5. Purchasing from the bookstore.

Select “Have a Code from the bookstore?”

The bookstore will give you either a printed coupon in a sealed envelope or a scratch-off card. Have that Coupon Code available along with the Class Group Code.



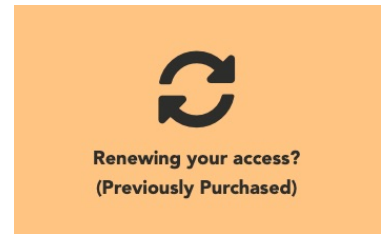
6. If you do not have a treehousevideo.com account, select "Create an Account" and fill out all the required fields, including your teacher's name, the Class Group Code, and the Coupon Code from your bookstore coupon. If you have an account, log in first, then fill in the required fields.

A registration form titled "Register" with a red underline. The form has a light beige background. It contains several input fields with red asterisks indicating required fields. The fields are: "Name" (split into "First Name" and "Last Name"), "Email Address" (split into "Enter Email" and "Confirm Email"), "Password" (split into "Enter Password" and "Confirm Password"), "Teacher's Name", "Class Group Code" (with a note "0 of 30 max characters"), and "Enter Group Code From Bookstore Coupon." (with a sub-field "Enter Group Code"). A red oval highlights the "Teacher's Name", "Class Group Code", and "Enter Group Code From Bookstore Coupon." fields. A red "Submit" button is at the bottom left.

To learn how to access and use the program, go to Step 9 on page 6.

## 7. Renewing your access.

If you are not already logged in to your account, log in, return to the home page, then select “Renewing your access?”



**NOTE:** You should select this option **ONLY** if you purchased and used “A Sign of Respect” in a previous course.

A screenshot of a web form titled "Renew Your Access" with a small icon of a house and a tree. The form has a white background with a thin orange border. It contains a label "Class Group Code (Required)" in red, a text input field, and a red "Submit" button.

8. Enter the Class Group Code for your new class, then submit.

If successful, you will see a message letting you know.

If we do not recognize the Class Group Code, make sure you have entered it correctly. Delete the incorrect code, then enter the correct one and submit.

A screenshot of the "Renew Your Access" form showing an error. At the top, a red box contains the message: "There was a problem with your submission. Please review the fields below." Below this, the "Class Group Code (Required)" label is in red. The text input field contains "xxxxxxxxx". Below the field, a red box contains the message: "We cannot locate your previous use of the program, and so you are not eligible for a free renewal. [Click here if you believe this is an error.](#)" The link is circled in red. A red "Submit" button is at the bottom.

If we cannot locate your previous use of the program, but you believe you have purchased and used it before, select the link to provide us with more information about your previous use of the program.

To learn how to access and use the program, go to the next page.

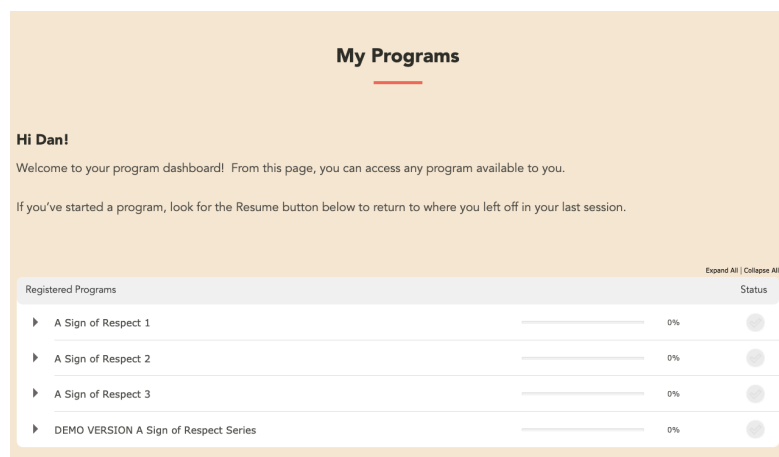
## 9. Viewing Programs

To access and use the programs any time, go to **www.treehousevideo.com** and log in with your username and password.

From the top menu, 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.*



## 10. 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

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

The screenshot shows a web application interface for '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, along with a shopping cart icon. The main content area on the left is titled 'Welcome to "A Sign of Respect" – Part One (Level One)' and provides instructions on how to navigate the 12 units of the program. It mentions using a green navigator on the right and selecting the arrow next to the unit name to reveal the contents. It also advises selecting the 'Mark Complete' button as you go through the videos, activities, and exercises. A large green 'X' icon is visible on the right side of the main content area. On the right side, there is a 'Program Progress' section with a progress bar and a 'Program Navigation' section with a list of units. The units listed are: UNIT 1 - Learning More About The Deaf Community, 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, and UNIT 6 - Meeting Deaf People.

**Program Progress**

**Program Navigation**

- UNIT 1 - Learning More About The Deaf Community
- 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

## 12. 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:

The screenshot shows the 'Program Navigation' section with the 'UNIT 1 - Learning More About The Deaf Community' expanded. The expanded list includes: 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. The other units listed are UNIT 2 - Having a Deaf or Signing Instructor, UNIT 3 - Learning More About Deaf Events, UNIT 4 - Attending Your First Deaf Event, and UNIT 5 - Displaying Appropriate Behaviors at Deaf Events. A large green 'X' icon is visible on the left side of the main content area.

**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


### 13. There are three types of activities in the program:

- **WATCH** - A video is displayed for you to watch. All the videos have closed captioning and voiceover. You will have the ability to replay the video when it is completed. If it is a **CHOICE POINT** video, make a note of the choice you made and view the feedback. Then go back and look at the feedback provided for the other choices.
- **READING** - Read the article. If there are links to other readings or internet sites, these will open in a new window on your browser.
- **EXERCISE** - Exercise pages have a button with a link to an exercise file. Select the link to open the .doc file. It should open in the word processing program on your computer. You may see a dialog box asking you how to handle the 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



## 14. Completing the Exercise

### **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?

-Make sure you enter your name next to the "Name" field.

-Place your cursor under each question and type your answer.

Save your work and submit it as directed by your instructor:  
(send as an email attachment, upload to a course website, print out and hand in, etc.)

## 15. Selecting "Mark Complete"



In this exercise you will answer some questions about your experiences with Deaf people prior to this exercise.

Select the link below to begin the exercise. The exercise file will open in a new window on your computer. If necessary, select "Enable JavaScript" in your browser's settings.

Complete the exercise, save it to your computer, then follow your instructor's directions to "Mark Complete" below when your instructor has received your work. Use the green "Mark Complete" button below to mark the exercise as complete.

Exercise 1a: Personal Observations of Deaf People

Mark Complete

[← Previous Topic](#)

Make sure you select "Mark Complete" at the bottom of the WATCH, READING and EXERCISE pages after you complete them.

**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).