

Teacher's Set-Up Guide

Revised October 2026

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

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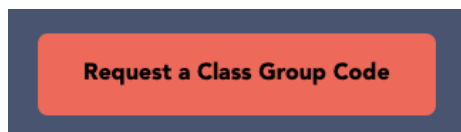
1. Class Group Code

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/

Scroll down to the box on the right “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 faculty account (if you don't already have one) and send you a Class Group Code for each class via email.

2. 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.

3. 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:

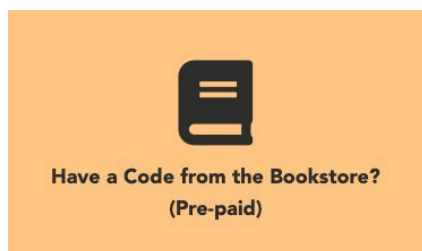


Purchase access online directly from our website

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*

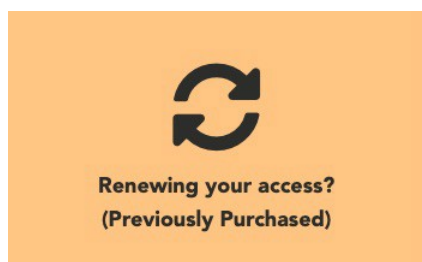
Students select the center box -

“Have a Code from the Bookstore?”

The bookstore will sell them a 6-digit code, either as a printed coupon or digital delivery.

They will need the BOTH the Class Group Code AND the bookstore coupon code to complete the registration.

**If you want your students to have the option to purchase from the bookstore, have your bookstore contact us at asor@treehousevideo.com to set up an account.*



Renew Access from a Previous Purchase

Students who have already purchased and used the program in a previous course do not need to pay again. To renew at no cost, they need to first log in to their treehousevideo.com account, then go back and select **“Renewing your access?”** on the home page and put in the **Class Group Code** for the new class.

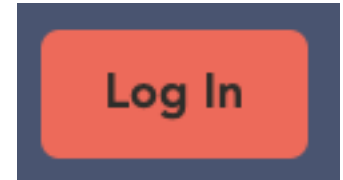
4. Logging in to Your Account

Go to the website 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.



The next steps focus on viewing the programs.

To learn more about your teacher’s dashboard, reviewing your students’ progress and viewing their exercises, go to page 9.

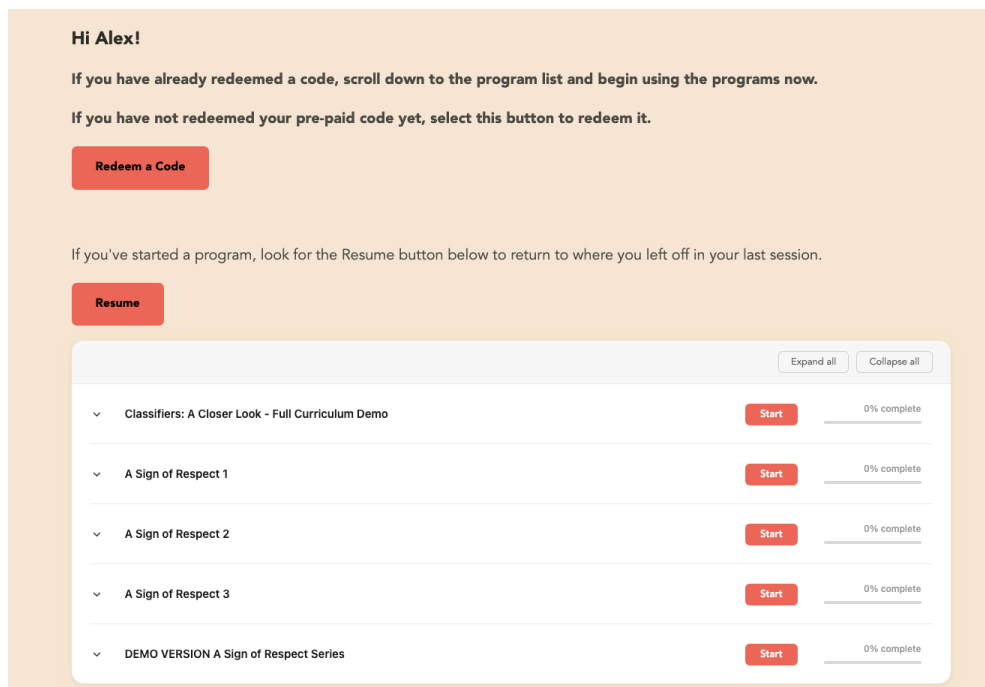
5. Viewing Programs

Select “My Programs” on the top menu.

Ignore the “Redeem a Code” button - this is only for students.

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.



6. Navigating the Program

To view a component of a particular unit in, for example, “A Sign of Respect 1,” first click on the title. The screen below will appear.

Select the unit you want to view, or click on “Expand” to view the unit contents:

The screenshot shows the 'A Sign of Respect 1' program interface. At the top, the title 'A Sign of Respect 1' is displayed. Below it, a book cover for 'A Sign of Respect: Strategies for Effective Deaf/Hearing Interactions' by Thomas K. Hildanek and Anna Hildanek is shown. To the right of the book cover, a welcome message reads: 'Welcome to "A Sign of Respect" – Part One (Level One)'. Below this, instructions state: 'There are 12 units in the program and two ways to navigate among them: - Use the green navigator on the right [green box icon], 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.' A 'PLEASE NOTE' section follows, stating: 'We have added a new unit: Appendix – Videos Only. This section lists all the videos in the program in order and allows you to access them directly.' Below this is a copyright notice: 'Copyright © 2017 Eye2Eye Productions'. The 'Program Content' section is at the bottom, featuring a list of units with expandable options. Unit 1 is 'UNIT 1 – Learning More About The Deaf Community' with 2 Topics and 3 Exercises. Unit 2 is 'UNIT 2 – Having a Deaf or Signing Instructor' with 3 Topics and 3 Exercises. Unit 3 is 'UNIT 3 – Learning More About Deaf Events'. Each unit has an 'Expand' button with a checkmark icon. An 'Expand All' button is also present at the top right of the 'Program Content' section.

There are three types of activities in the program:

WATCH - A video is displayed. 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 - There are two ways to do the exercises: Offline or Online. You decide which option you want your students to use.

Select a part of the program to view:

Select from the list or use the navigator menu on the right to choose a component to view.

The screenshot displays the 'A Sign of Respect' program interface. At the top, a navigation bar shows 'My Account > A Sign of Respect 1 > UNIT 1 – Learning More About The Deaf Community' with a 'Next Topic >' button. The main content area is titled 'UNIT 1 – Learning More About The Deaf Community' and includes a video of a man signing. Below the video, a 'Unit Content' section lists 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'. A progress bar indicates '0% COMPLETE' and '0/2 Steps'. On the right, a sidebar menu shows the program structure, including 'UNIT 1 – Learning More About The Deaf Community' (2 Topics | 3 Exercises) and 'UNIT 2 – Having a Deaf or Signing Instructor' (3 Topics | 3 Exercises).

To go back to your main account page any time, select your user icon in the upper right corner and select “Program Home.”

This close-up screenshot shows the user menu in the top right corner. It includes a greeting 'Hello, alex-mercer!' and a user icon. A dropdown menu is open, showing options: 'Program Home' (with a hand cursor icon), 'Logout', 'UNIT 1 – Learning More About The Deaf Community' (2 Topics | 3 Exercises), and 'WATCH: Welcome/Introduction' (Exercise 1a – Personal).

7. Exercise Pages

This is a typical exercise page.

Choose how you want your students to complete the exercises.

Exercise 1c – Choice Point 1 Discussion

My Account > A Sign of Respect 1 > UNIT 1 – Learning More About The Deaf Community > WATCH: CHOICE POINT 1 – Practice – Good Attitude > Exercise 1c – Choice Point 1 Discussion

In this exercise, you will explain your reactions to Choice Point 1 – Good Attitude.

- Do the exercise by selecting one of the buttons below.
- Click on the small arrow below to watch Choice Point 1 if you haven't already watched it or need to watch it again.

WATCH Choice Point 1

Follow your teacher's instructions for submitting this exercise:

Offline – Download Exercise File

Online – Start Exercise Now

There are two choices:

Offline - Download Exercise File or Online - Start Exercise Now

Offline: Choose this option if you want your students to download the exercise files and submit them to you via upload to your own learning system or email to you as an attachment. See the next page for more details.

Online: Choose this option if you want students to complete their exercises while in the program, so that you can view students' exercise answers without leaving the program. Go to page 11 for more details on viewing and grading online submissions.

8. Students Complete the Exercises Offline

When your students choose the Offline option, a .docx file like the one below downloads to their computer. They complete the exercise in their own application, and you decide how they should submit the file to you. For example, upload to your Canvas or Blackboard, email attach it to you, or print it out, etc.

You can still check your students' progress on your dashboard even if they complete the exercises offline. See Section 10 on p. 9 for details on how to navigate your dashboard.

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

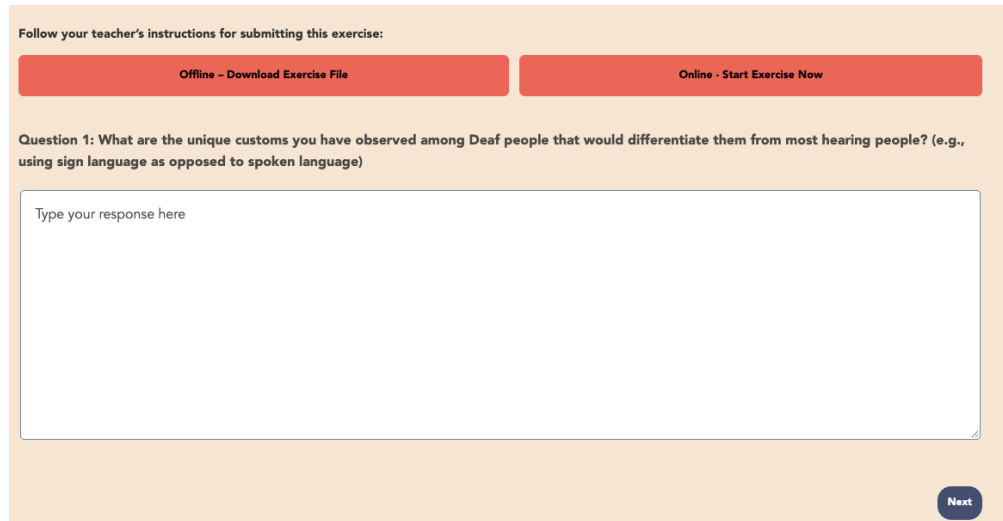
What have your personal experiences with Deaf people been like so far? Have they been uniformly positive or negative or have they been varied? (If you haven't yet met any Deaf people, you may go on to the next question.)

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. Completing the Exercises Online

Selecting this option reveals the exercise questions one at a time. The user types their answer in the box below the question:



Follow your teacher's instructions for submitting this exercise:

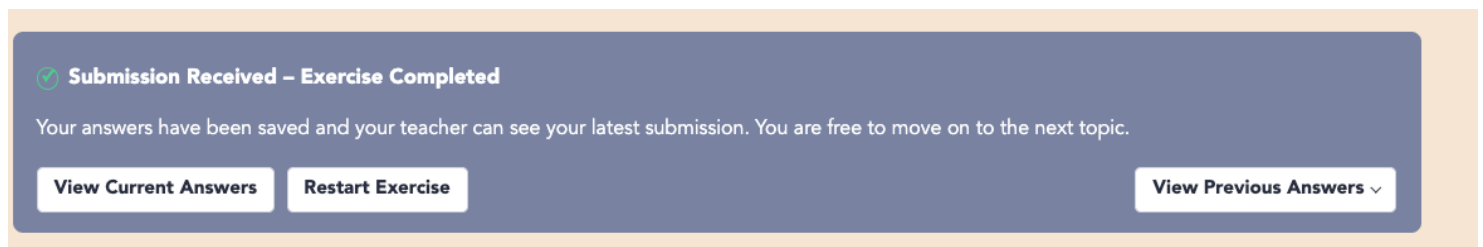
[Offline - Download Exercise File](#) [Online - Start Exercise Now](#)

Question 1: 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)

Type your response here

Next

After the user selects “Finish Exercise” they see this box:



✔ **Submission Received – Exercise Completed**

Your answers have been saved and your teacher can see your latest submission. You are free to move on to the next topic.

[View Current Answers](#) [Restart Exercise](#) [View Previous Answers](#) ▾

View Current Answers: Their most recent answers are displayed below.

Restart Exercise: The exercise starts over. Their most recent answers are saved.

View Previous Answers: Students have access to every previous saved version of their answers. Note, on your dashboard you will only see the most recent submission.

10. Your Dashboard

To view your dashboard any time, select **Dashboard** from the top menu.

If you are using this program in more than one class, use the drop-down Group menu at the top to choose the class you want to view.

Students Tab

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

To view an individual student’s progress, click on the “Report” button on the line with their name. If you have many students, you can enter an individual’s name in the search box to locate them quickly.

The screenshot shows the 'Student Enrollment' page. At the top, there is a navigation bar with 'Grading' and 'Students' tabs, and a 'GROUP' dropdown menu set to 'ASL 101 - FA26'. Below this is a search bar labeled 'Q. Search...'. The main content area is a table with columns: Name, Email, Program progress, Last active, and Actions. The table lists three students: River Phoenix, Morgan Davis, and Tavior Smithfield. Each student has a 'Report' button in the Actions column. Annotations include a green circle around the 'Students' tab, a green circle around the 'GROUP' dropdown menu, a green circle around the search bar, and a green circle around the 'Report' button for River Phoenix, with an arrow pointing down to the next screenshot.

Name	Email	Program progress	Last active	Actions
River Phoenix	rphoenix@student.adademy.edu	0 1 2	2026-08-12 20:11:03	Report
Morgan Davis	morgan.davis@student.academy.edu	0 0 3	2026-08-12 19:17:38	Report
Tavior Smithfield	tavior.smithfield@student.academy.edu	0 1 2	2026-08-12 19:13:52	Report

Drop down menu to select a class

Enter a student name to go directly to them

The screenshot shows the 'Student Profile' page for River Phoenix. On the left is a profile card with the student's name, email, and a 'Back to Students' button. The main content area is titled 'Program Progress' and shows a progress bar for 'A Sign of Respect 1'. Below the progress bar is a list of units: 'UNIT 1 - Learning More About The Deaf Community' and 'UNIT 2 - Having a Deaf or Signing Instructor'. Each unit has a list of topics, such as 'WATCH: Welcome/Introduction' and 'WATCH: CHOICE POINT 1 - Practice - Good Attitude'.

Student Profile

Program Progress

All Programs 3 Completed 0 In Progress 1 Not Started 2

A Sign of Respect 1 Not Started

Progress 0% • 0 of 112 topics

UNIT 1 - Learning More About The Deaf Community

- WATCH: Welcome/Introduction
- WATCH: CHOICE POINT 1 - Practice - Good Attitude

UNIT 2 - Having a Deaf or Signing Instructor

11. The Grading Tab

Select the **Grading** tab to see your students' exercise submissions. If you are using the program in more than one class, **select the class you want to view** from the top drop-down menu. To select a particular student's work to view, **choose their name from the drop-down menu**, or enter their name in the **search box**.

The screenshot shows the 'Student Grading' interface. At the top, a blue header bar contains a 'Welcome back, Alex!' message, a 'Grading' tab, a 'Students' link, and a dropdown menu for 'GROUP' (currently showing 'Alex Mercer Test Class'). Below this is a light orange section titled 'Student Grading' with the subtitle 'Here you can review and grade student submissions.' Underneath is a 'Grading Submissions' section. It features a search box (labeled 'Q Search...'), a 'Date Range' selector, a dropdown for 'All Students', and a 'Sort by Submitted' dropdown. Below these are four rows of submission data. Each row has columns for 'Student', 'Program', 'Exercise', 'Submitted', 'Status', and 'Actions'. The 'Status' column shows 'Graded' in green. The 'Actions' column has a red 'Review' button for each entry. At the bottom, there is a 'Show 15 entries' link and a 'Showing page 1 of 1' indicator.

Drop down menu to choose a class

Drop down menu to choose a student

Click Review to see their exercise

Enter a student's name to see only their exercises

Student	Program	Exercise	Submitted	Status	Actions
River Phoenix	A Sign of Respect 3	Exercise 7g – Reaction to Amy's Journal #1	September 10, 2026	Graded	Review
Taylor Jordan	A Sign of Respect 1	Exercise 1c – Choice Point 1 Discussion	August 27, 2026	Graded	Review
Taylor Jordan	A Sign of Respect 1	Exercise 1b – Past Experiences with the Deaf Community	August 27, 2026	Graded	Review
Taylor Jordan	A Sign of Respect 1	Exercise 1a – Personal Observations of Deaf People	August 27, 2026	Graded	Review

The grading tab shows the exercises for both types of submission, offline and online, but they provide different information when you view them. For **online**: You can read the student's responses. For **offline**: You will only see that they downloaded the file.

12. Reading Online Exercise Submissions

On the line with the student's name and exercise, click on the **Grade** or **Review** button for the exercise to view it.

You will see the submission like the one below.

The screenshot shows a 'Reviewing Submission' modal window. At the top, it says 'Graded' in a green pill. Below this, the student's name 'Taylor Smithfield' is shown with a 'Student' label. To the right, the exercise title 'Exercise 1c – Choice Point 1 Discussion' is displayed, with the subtitle 'A Sign of Respect 1'. The main content area contains three questions and their answers:

- Question 1: What do you think is the best choice? A, B or C?**
C - Take notes
- Question 2: Why did you choose that option?**
Because it's the right thing to do.
- Question 3: What is your reaction to each of the 3 answers offered in Choice Point 1: Good Attitude? Have you ever done one of these actions?**
Inventing signs is always a bad idea because first of all, you're not a native signer and second, there may be a sign for the term and you're just unaware of it.
Correcting a Deaf person's speech without them asking for your feedback is rude.
The last option was the best – offer to take notes. This is what is most helpful to them in the moment.

At the bottom left, there is a green checkmark icon and the text 'Mark Complete'. At the bottom right, there is a red 'Close' button.

After reading the submission, you can select the check mark on the lower left to mark it complete. This will update their progress in their account as well as your dashboard.

Note, students are able to re-submit exercises.

The one you see in your list is always their most recent submission.

13. Offline Submissions

If you choose to have your students use the Offline option, you decide how you want your students to submit their work.

Some of 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.

NOTE: When you have students download exercises, you won't see their answers online, but you will be able to see which exercises that the students downloaded. In grading tab, you will see the exercise listed.

When you click on it, in the answer spaces, you will see

"File downloaded - check for completion."

You need to verify if you actually received the submission.



The screenshot shows a user interface for a student named River Phoenix. At the top, there is a header bar with the student's name and a profile icon on the left, and the exercise title "Exercise 5c – Choice Point 5c Discussion" with a document icon on the right. Below the header, the main content area is divided into three sections, each with a question and a status message. The status message for each question is "File downloaded - check for completion." The questions are: "Question 1: What was your first answer choice?", "Question 2: Explain why you made that choice:", and "Question 3: What do you think of the cultural expectation among Deaf people that no privacy can be expected in public space?".

River Phoenix
Student

Exercise 5c – Choice Point 5c Discussion
A Sign of Respect 1

Question 1: What was your first answer choice?
File downloaded - check for completion.

Question 2: Explain why you made that choice:
File downloaded - check for completion.

Question 3: What do you think of the cultural expectation among Deaf people that no privacy can be expected in public space?
File downloaded - check for completion.

PLEASE NOTE

You decide what point value, if any, you assign to an exercise.

You do not enter a grade in our program.

You will need to record it in your own system.

***** Your classes, including student responses, are retained in our system for one term after the end of your class, then they are deleted. *****

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 quickly check off Mark Complete for the exercises, and take a look at the program progress details for the other readings and videos.

Thank you for using A Sign of Respect!

If you have any questions or need further assistance, send email with your name, email address and Class Group Code to

support@treehousevideo.com.