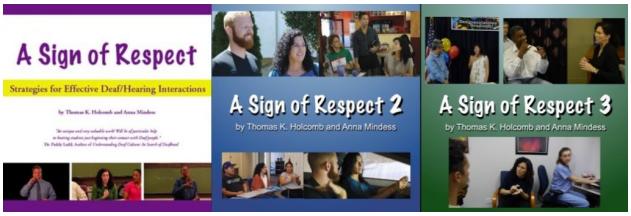

Teacher's Set-Up Guide
Revised October 2026

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.

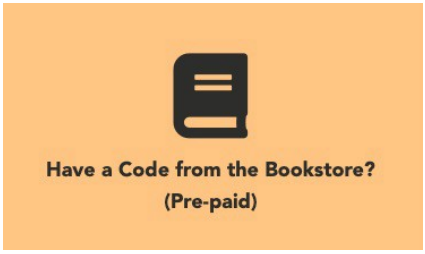
Your students have three options:

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.



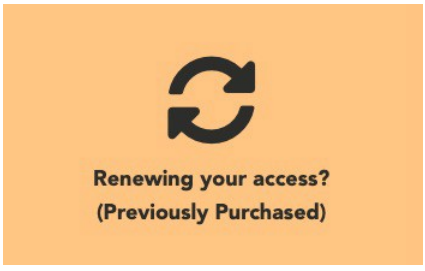
Purchase an access code from the bookstore*

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.

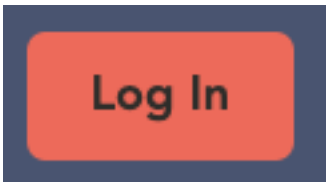
**If you want your students to have the option to purchase from the bookstore, have your bookstore contact us at asor@treehousevideo.com to set up an account.*



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.

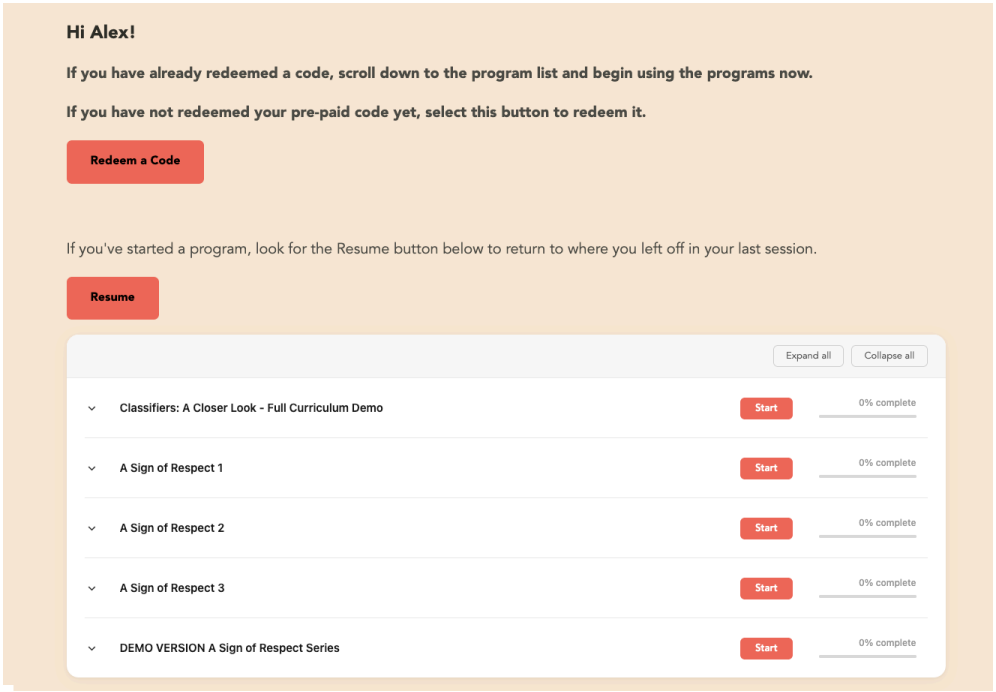
To learn more about your teacher’s dashboard, reviewing your students’ progress and viewing their exercises, go to page 9.

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:

There are three types of activities in the program:

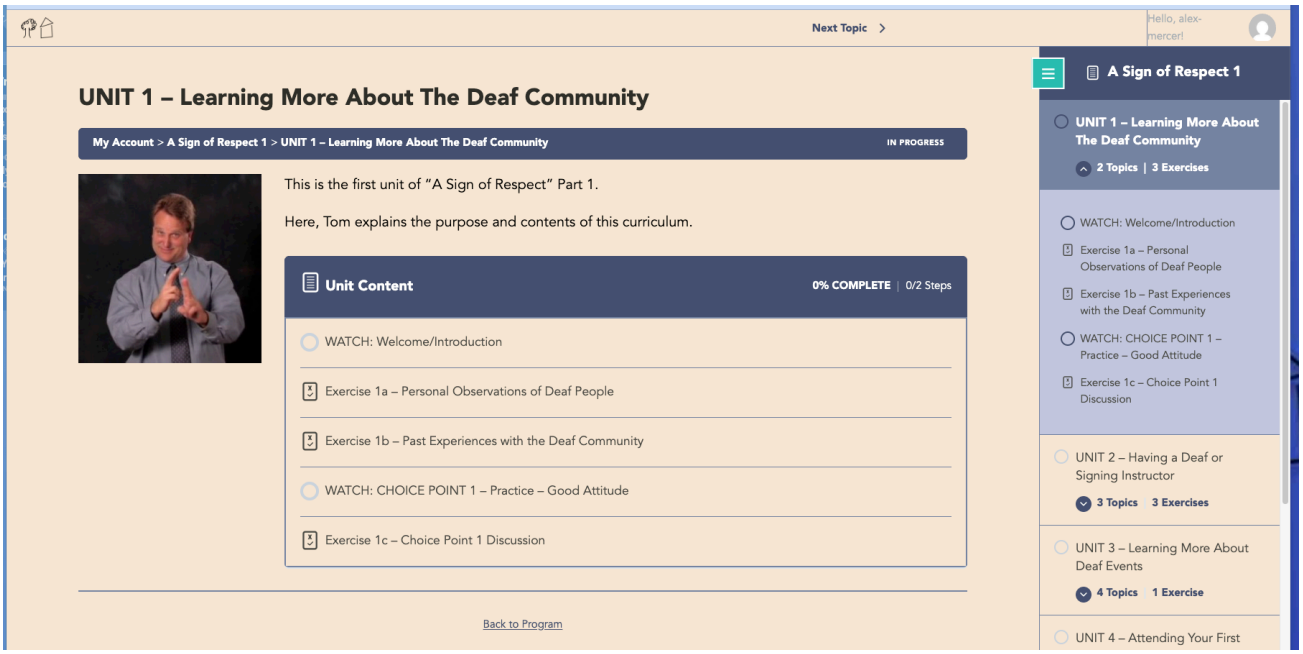
WATCH - A video is displayed. All the videos have closed captioning and voiceover. You will have the ability to replay the video when it is completed. If it is a **CHOICE POINT** video, make a note of the choice you made and view the feedback. Then go back and look at the feedback provided for the other 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.

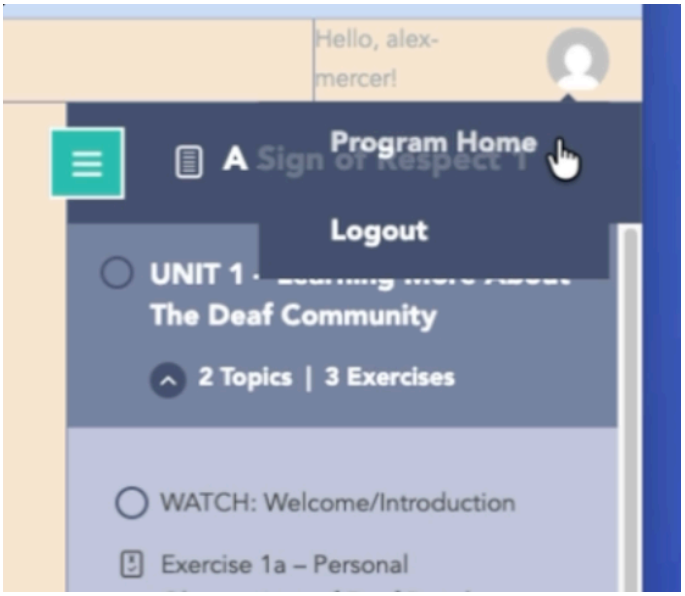
EXERCISE - There are two ways to do the exercises: Offline or Online. You decide which option you want your students to use.

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.



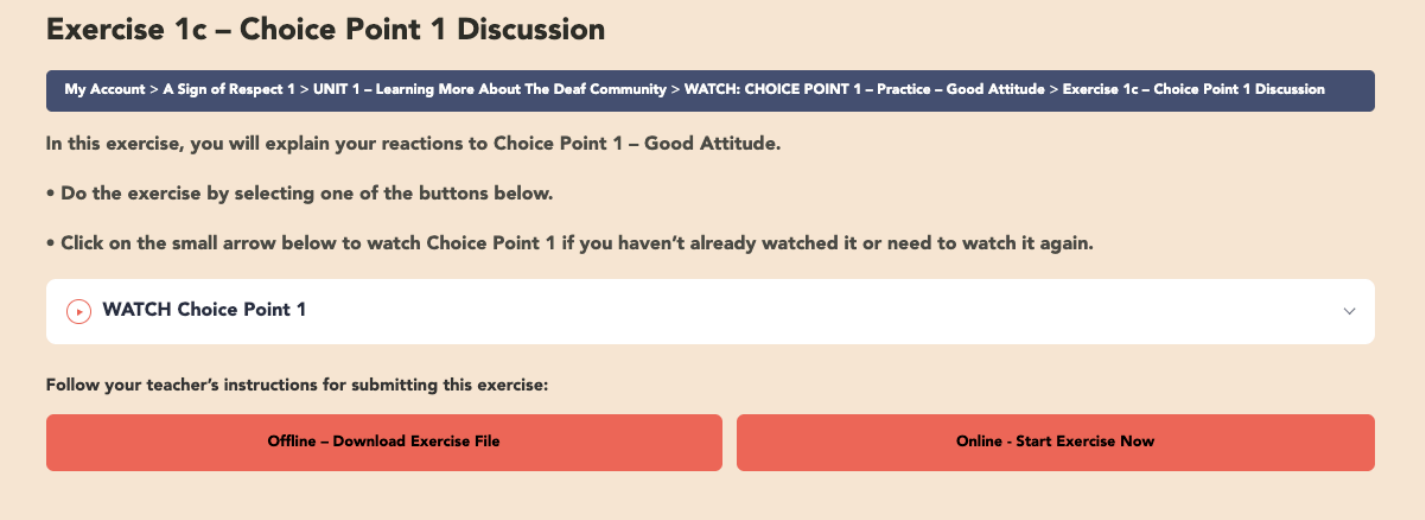
To go back to your main account page any time, select your user icon in the upper right corner and select "Program Home."



7. Exercise Pages

This is a typical exercise page.

Choose how you want your students to complete the exercises.



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

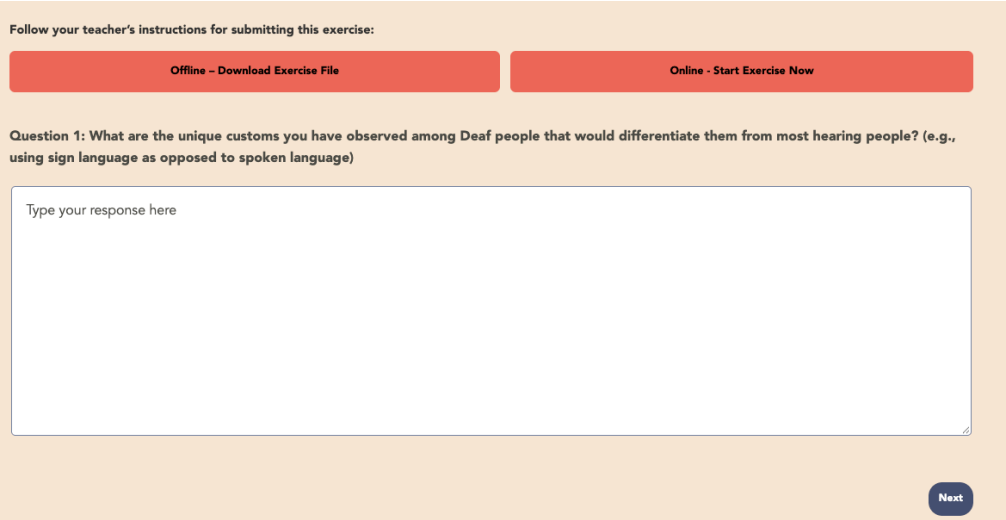
What have your personal experiences with Deaf people been like so far? Have they been uniformly positive or negative or have they been varied? (If you haven't yet met any Deaf people, you may go on to the next question.)

Question 3 of 3

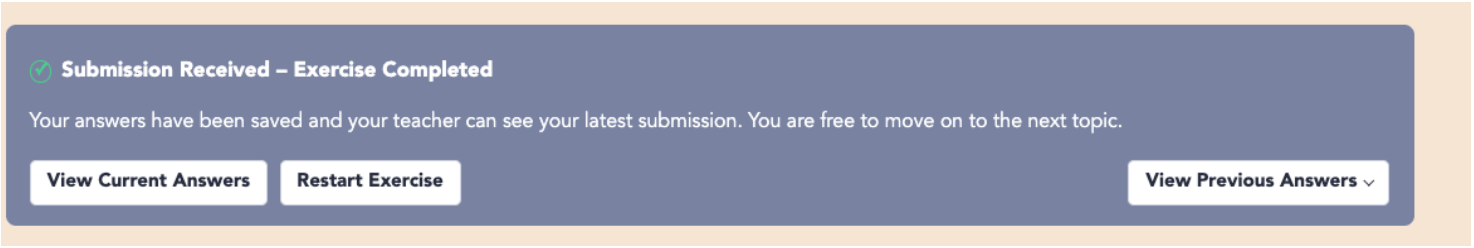
What are some of the stereotypes that are often attributed to Deaf people? How accurate are these stereotypes based on your personal experiences with Deaf people so far?

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:



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



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

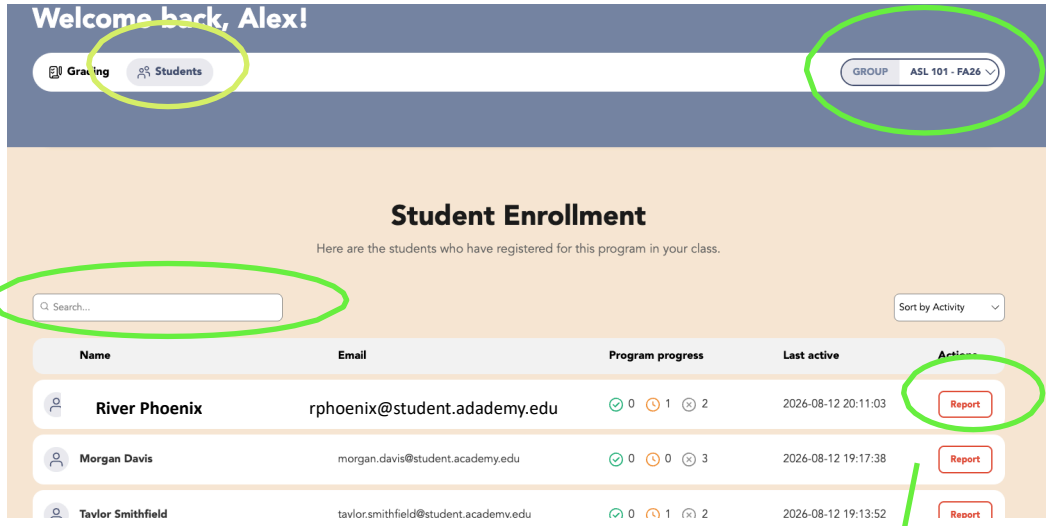
To view your dashboard any time, select **Dashboard** from the top menu. If you are using this program in more than one class, use the drop-down Group menu at the top to choose the class you want to view.

Students Tab

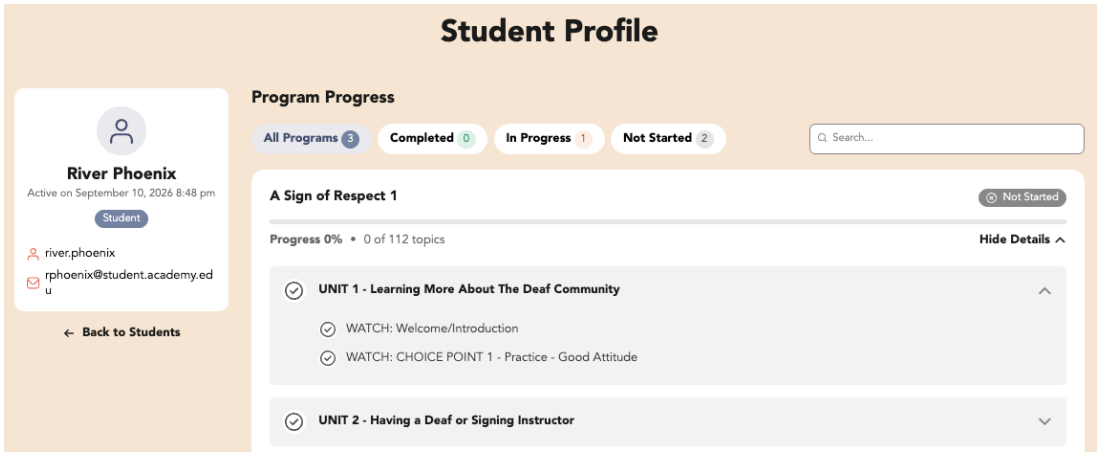
To see a list of the students in your class, select “Students.”

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.

Enter a student name to go directly to them

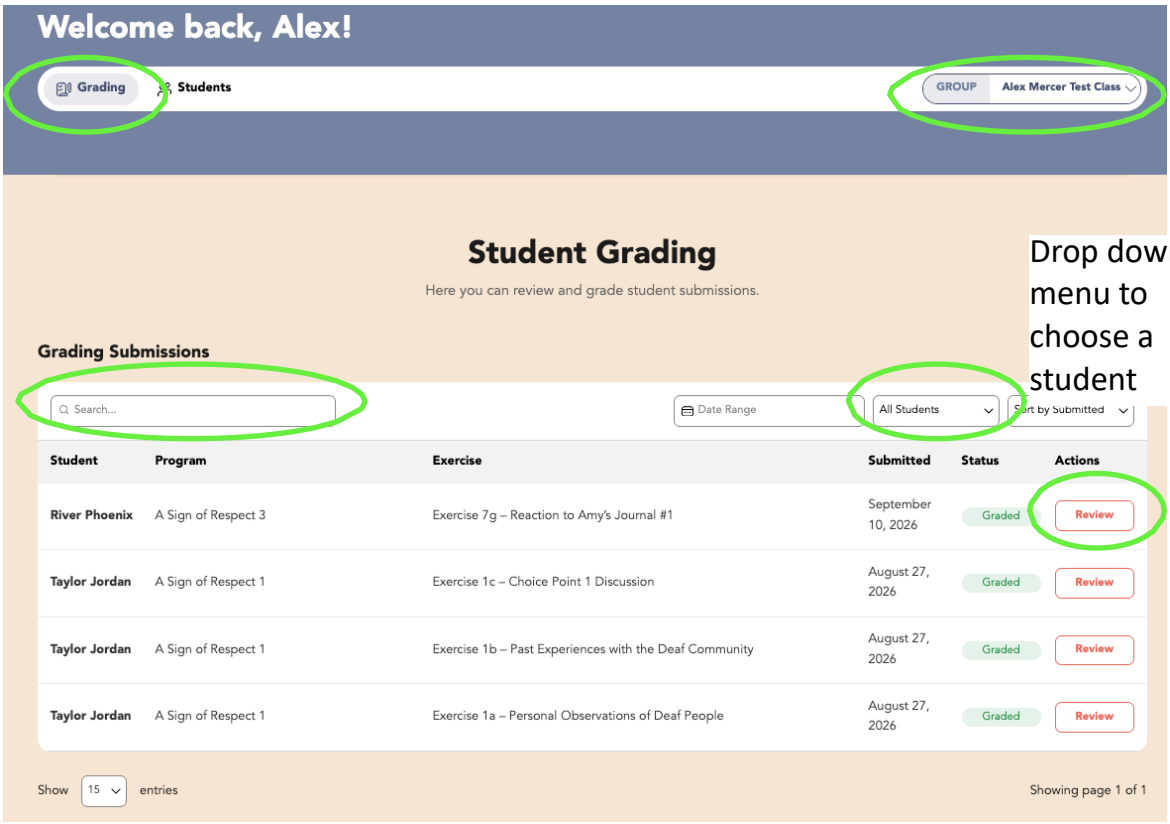


Drop down menu to select a class



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**.



Drop down menu to choose a class

Drop down menu to choose a student

Enter a student's name to see only their exercises

Click Review to see their exercise

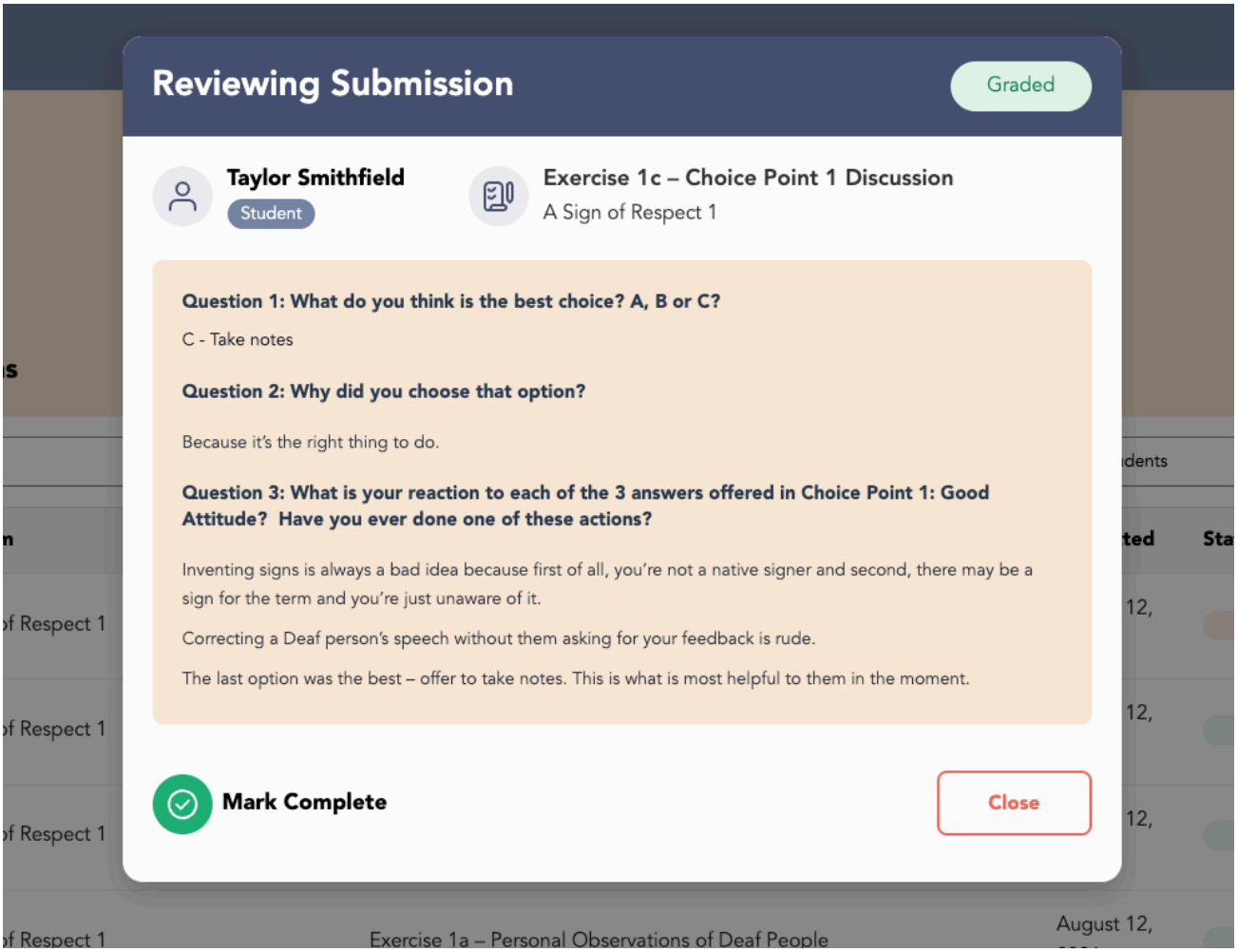
The grading tab shows the exercises for both types of submission, offline and online, but they provide different information when you view them.

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 exericse, click on the **Grade** or **Review** button for the exercise to view it.
You will see the submission like the one below.



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

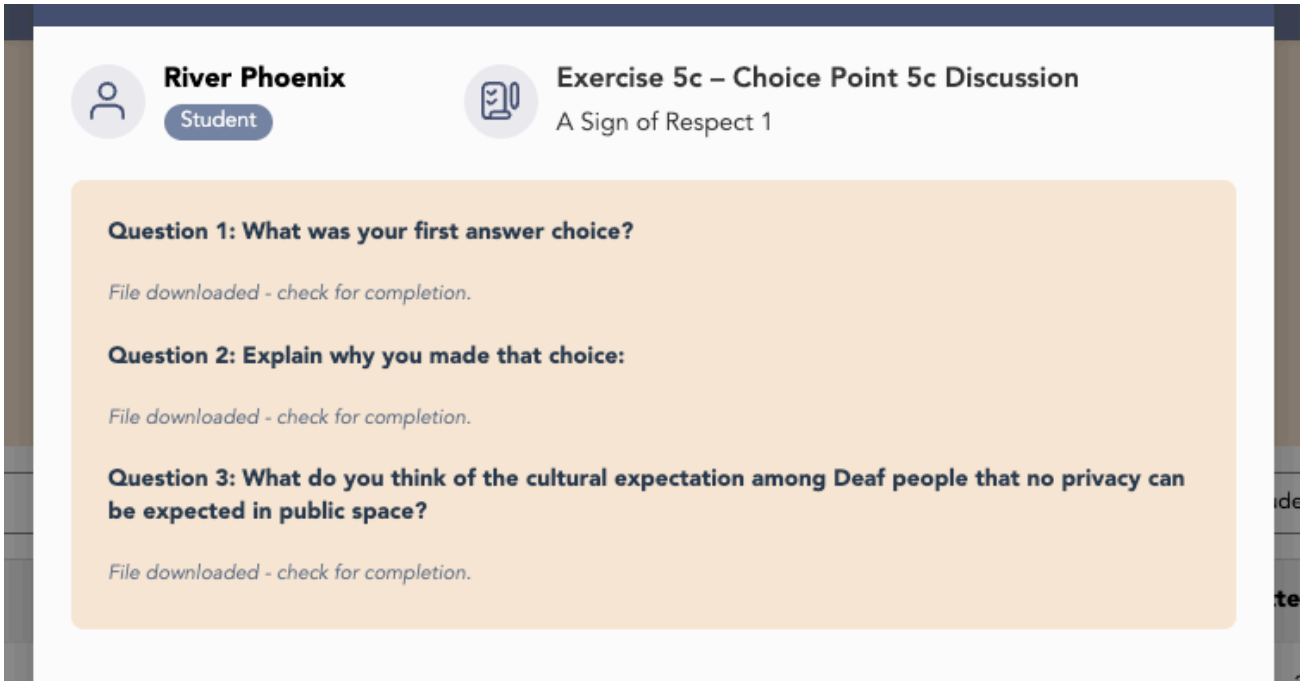
If you choose to have your students use the Offline option, you decide how you want your students to submit their work.

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.



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.