

Teacher's Set-Up Guide

Revised August 2026

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

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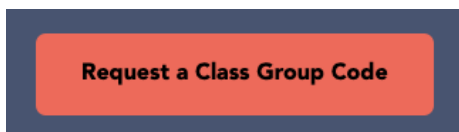
Class Group Code

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.

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.

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:

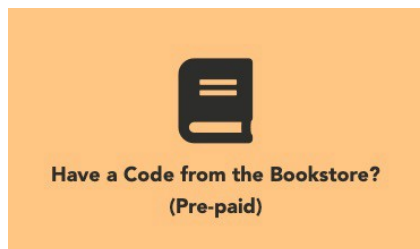


Purchase access online directly from our website

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*

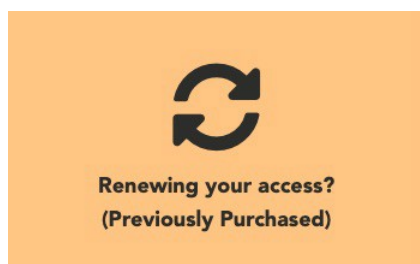
Students select the center box -

“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 select this option on the home page and put in the **Class Group Code**.

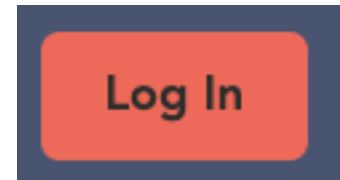
Logging in to Your Account

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.



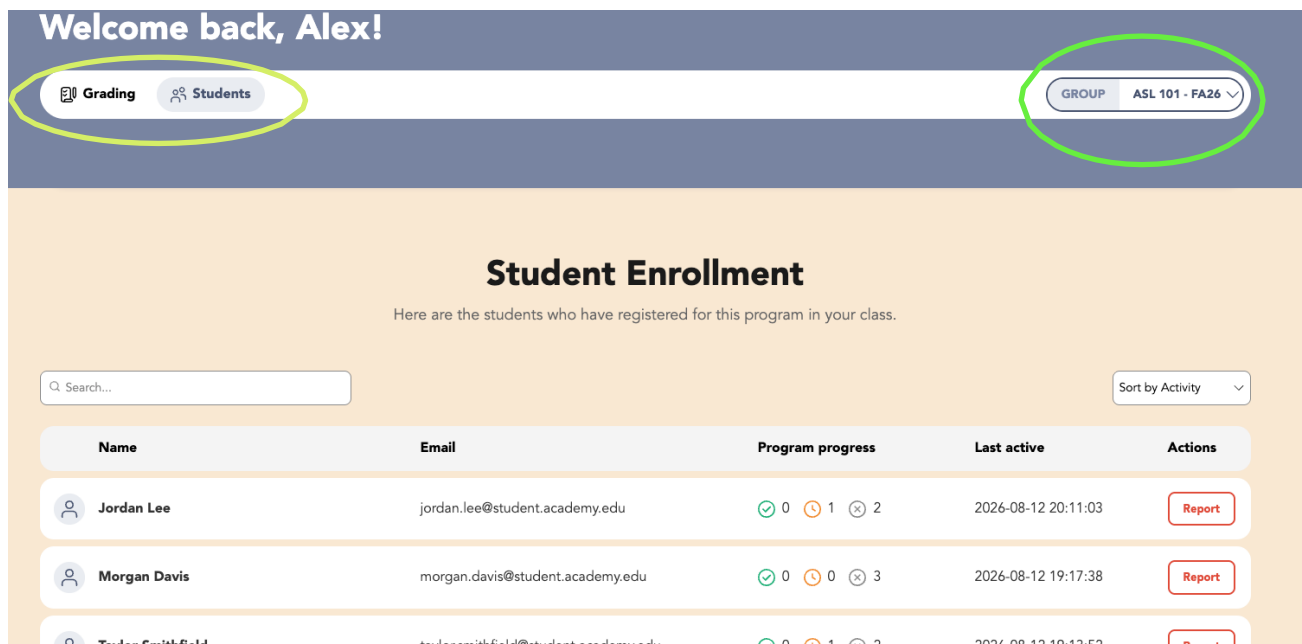
Your Dashboard

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

Use the drop-down Group menu at the top to choose the class you want to view.

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

To view student answers to exercises, select “Grading.”



Welcome back, Alex!

Grading Students

GROUP ASL 101 - FA26

Student Enrollment

Here are the students who have registered for this program in your class.

Search...

Sort by Activity

Name	Email	Program progress	Last active	Actions
Jordan Lee	jordan.lee@student.academy.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
Taylor Smithfield	taylor.smithfield@student.academy.edu	0 1 2	2026-08-12 19:13:52	Report

The next steps focus on viewing the programs.

To learn more about reviewing your students' progress and viewing their exercises, go to page 11.

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.

Hi Alex!

If you have already redeemed a code, scroll down to the program list and begin using the programs now.

If you have not redeemed your pre-paid code yet, select this button to redeem it.

Redeem a Code

If you've started a program, look for the Resume button below to return to where you left off in your last session.

Resume

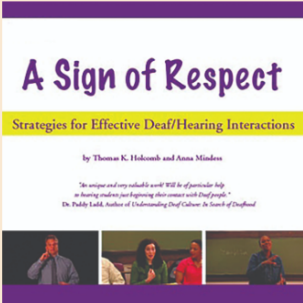
Expand all Collapse all		
▼	Classifiers: A Closer Look - Full Curriculum Demo	Start 0% complete
▼	A Sign of Respect 1	Start 0% complete
▼	A Sign of Respect 2	Start 0% complete
▼	A Sign of Respect 3	Start 0% complete
▼	DEMO VERSION A Sign of Respect Series	Start 0% complete

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:

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 allows you to access them directly.

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Program Content

Expand All

☐ UNIT 1 – Learning More About The Deaf Community

2 Topics | 3 Exercises

Expand

☐ UNIT 2 – Having a Deaf or Signing Instructor

3 Topics | 3 Exercises

Expand

☐ UNIT 3 – Learning More About Deaf Events

Select a part of the program to view:

Select from the list or use the navigator column 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. Below this, the unit title 'UNIT 1 – Learning More About The Deaf Community' is prominently displayed. A video thumbnail of a man signing is shown next to the text: 'This is the first unit of “A Sign of Respect” Part 1. Here, Tom explains the purpose and contents of this curriculum.' Below the video, a 'Unit Content' section lists the following 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'. The progress bar indicates '0% COMPLETE' and '0/2 Steps'. On the right side, a sidebar menu titled 'A Sign of Respect 1' lists the units: 'UNIT 1 – Learning More About The Deaf Community' (2 Topics | 3 Exercises), 'UNIT 2 – Having a Deaf or Signing Instructor' (3 Topics | 3 Exercises), 'UNIT 3 – Learning More About Deaf Events' (4 Topics | 1 Exercise), and 'UNIT 4 – Attending Your First'.

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 profile menu in the top right corner. It includes the text 'Hello, alex-mercer!' next to a user icon. Below the icon, a dropdown menu is open, showing the 'Program Home' option with a hand cursor pointing to it. Other visible options in the menu are 'Logout', 'UNIT 1 – Learning More About The Deaf Community' (2 Topics | 3 Exercises), and 'WATCH: Welcome/Introduction'.

Exercise Pages

This is a typical exercise page.

Exercise 1a – Personal Observations of Deaf People

[My Account](#) > [A Sign of Respect 1](#) > [UNIT 1 – Learning More About The Deaf Community](#) > [WATCH: Welcome/Introduction](#) > [Exercise 1a – Personal Observations o](#)



In this exercise you will answer some questions about your personal observations of and experiences with Deaf people prior to this course. There are 3 questions in this exercise.

Choose how you will submit the 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.

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.

Completing the Exercises Offline

Choosing the Offline option downloads a .docx file to the computer. The user completes the exercise in their own application, and you decide how they should submit the file to you.

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?

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:

Choose how you will submit the 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

This response will be awarded full points automatically, but it can be reviewed and adjusted after submission.

[Next](#)

The user can select “View Questions” to review their answers or “Restart Exercise” if they wish to change their answers before finally submitting:

Results

[View Questions](#) [Restart Exercise](#) [Continue](#)

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)

They use sign language and they like to maintain eye contact.

Viewing/Grading Student Work Offline

If you choose 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 and simply ask them to select "Mark Complete" on the web page. Then you can use the Report feature described in the following steps to view their progress.

Reviewing Student Progress and Viewing/Grading Student Work Online

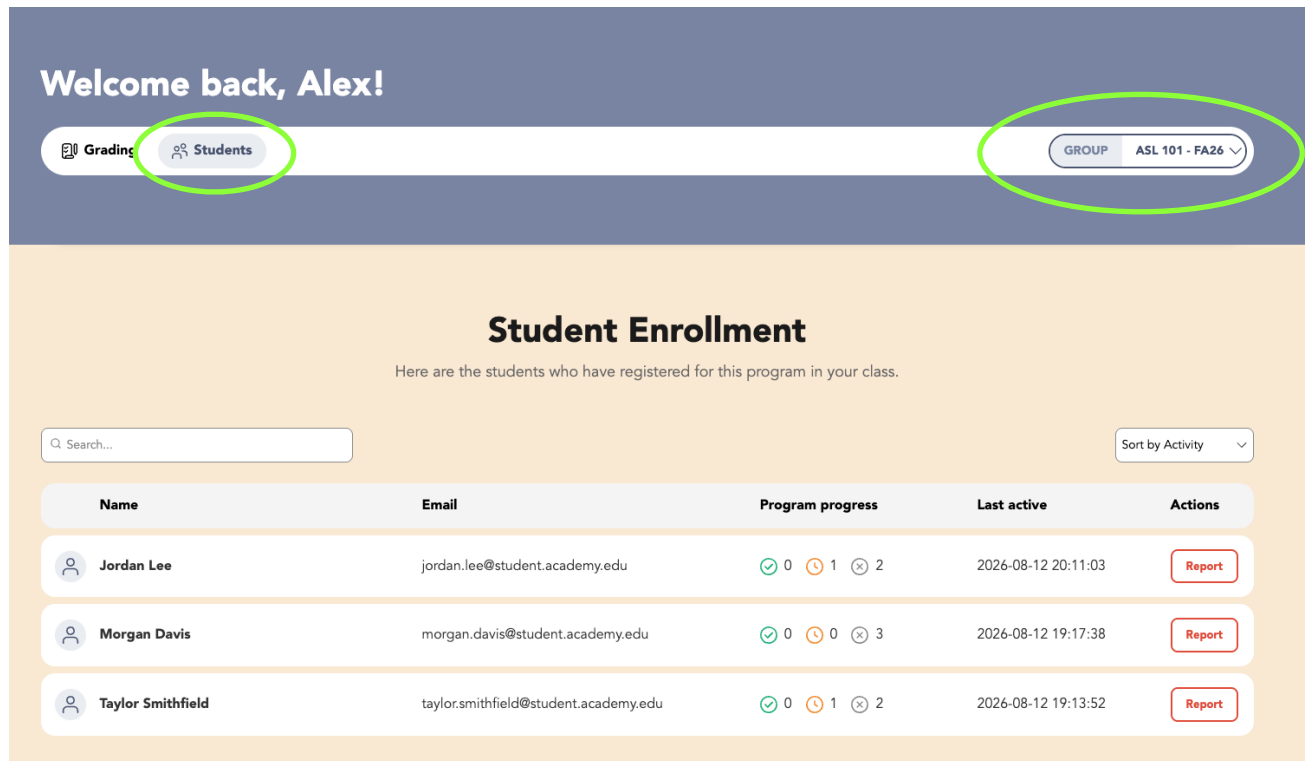
When you are logged in to your account and you are on the home page of the website, select “Dashboard” from the top menu. Your Dashboard lists all your classes that are using the program. From here you can view the progress of your students if you want.



The screenshot shows the Treehouse Video website interface. The top navigation bar includes the Treehouse Video logo, a dropdown menu for 'Products', and links for 'Dashboard', 'My Programs', 'My Account', 'Contact', 'Log Out', and a shopping cart icon. The 'Dashboard' link is highlighted with a yellow circle. Below the navigation bar, the main content area features a large title 'A Sign of Respect: Strategies for Effective Deaf/Hearing Interactions' in orange and white text. Below the title, it says 'By Thomas K. Holcomb and Anna Mindess'. A description follows: 'This series of three interactive programs is designed to help ASL and Deaf Culture students become more comfortable and confident about attending Deaf community events. When students purchase the program they are automatically added to the instructor's class. The instructor's access is free and provides a dashboard with views of all the students' activities and exercises.' To the left of the text, there are three video thumbnails titled 'A Sign of Respect', 'A Sign of Respect 2', and 'A Sign of Respect 3', each showing a different scene from the program.

Select a Class to View

To see the list of students who purchased and/or registered for the program for your class, select the class from the drop down menu on the right, then select the “Student” tab.



Welcome back, Alex!

Grading **Students**

GROUP ASL 101 - FA26

Student Enrollment

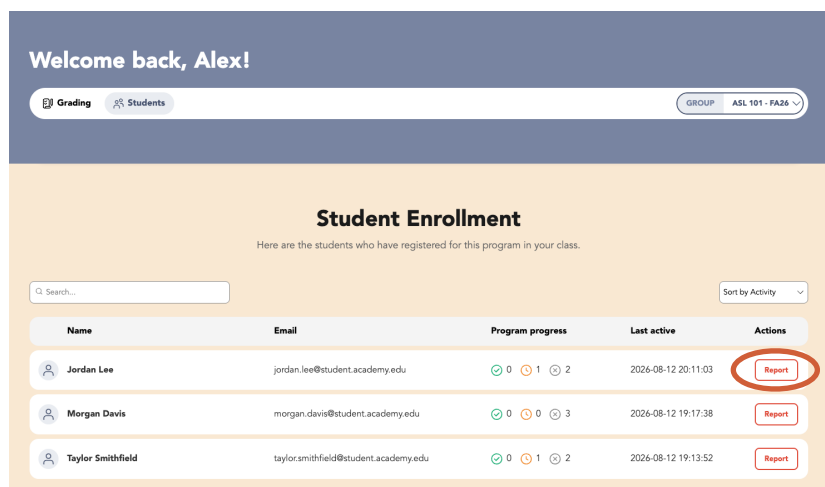
Here are the students who have registered for this program in your class.

Search... Sort by Activity

Name	Email	Program progress	Last active	Actions
Jordan Lee	jordan.lee@student.academy.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
Taylor Smithfield	taylor.smithfield@student.academy.edu	0 1 2	2026-08-12 19:13:52	Report

Select a Student

To see the progress of an individual student, select the “Report” link on the line with their name:



Welcome back, Alex!

Grading **Students**

GROUP ASL 101 - FA26

Student Enrollment

Here are the students who have registered for this program in your class.

Search... Sort by Activity

Name	Email	Program progress	Last active	Actions
Jordan Lee	jordan.lee@student.academy.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
Taylor Smithfield	taylor.smithfield@student.academy.edu	0 1 2	2026-08-12 19:13:52	Report

Student Progress Summary

You will see a summary of the parts student has viewed. To see more details, select the “Show Details” arrow:

The screenshot shows the 'Student Profile' page for Jordan Lee. On the left is a profile card with the student's name, active date, role, and contact information. The main section, 'Program Progress', includes filters for 'All Programs' (3), 'Completed' (0), 'In Progress' (1), and 'Not Started' (2). A search bar is present. Below, a card for 'A Sign of Respect 1' shows 'Progress 1%' and '1 of 112 topics'. A 'Show Details' button with a downward arrow is circled in red. A 'Back to Students' link is at the bottom left.

Student Progress Details

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

This screenshot shows the 'Student Profile' page with the 'Show Details' button clicked. The 'A Sign of Respect 1' card now displays a list of units. Each unit has a checkmark icon and a dropdown arrow. The units are: 'UNIT 1 - Learning More About The Deaf Community' (with sub-items 'WATCH: Welcome/Introduction' and 'WATCH: CHOICE POINT 1 - Practice - Good Attitude'), 'UNIT 2 - Having a Deaf or Signing Instructor', 'UNIT 3 - Learning More About Deaf Events', and 'UNIT 4 - Attending Your First Deaf Event'. The 'Hide Details' link is now visible. The rest of the page layout remains the same.

Viewing/Grading Online Exercises

If you have instructed your students to complete their work online, you can view and grade it from your dashboard.

Go to the “Grading” tab. Use the drop down menu to find the name of the student whose work you want to view. Then select the “Grade” button on the line with the exercise you want to view. If you already graded it, select the “Review” button.

Welcome back, Alex!

Grading

Students

GROUPASL 101 - FA26

Student Grading

Here you can review and grade student submissions.

Grading Submissions

Date Range

Taylor Smithfield

Sort by Submitted

Student	Program	Exercise	Submitted	Status	Actions
Taylor Smithfield	A Sign of Respect 1	Exercise 1c – Choice Point 1 Discussion	August 12, 2026	Graded	Review

You can now read the student's responses.

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 next to a person icon, with a 'Student' label below it. To the right, the exercise title 'Exercise 1c – Choice Point 1 Discussion' is shown with a document icon, and 'A Sign of Respect 1' is below it. The main content area has a light orange background and contains three questions with their answers. At the bottom left is a green checkmark icon and the text 'Mark Complete'. At the bottom right is a red 'Close' button.

Reviewing Submission Graded

Taylor Smithfield Student

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

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.

Mark Complete **Close**

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.

Our program allows you to keep track of your grading by indicating whether or not you have graded them.

***** Student responses are retained in our system for six months 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 take a look at the program progress details for each student and see which parts their students have completed.

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.