INSTRUCTIONS

TEACHER'S CURRICULUM

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INTRODUCTION

Welcome to the Start ASL community!

Our Teacher's Curriculum is perfect for teachers who want to use the Start ASL course curriculum in their classroom.

COURSE CONTENTS

1. **ASL_Workbook.pdf** - First, be sure to provide a copy of this workbook to your students. They will use it to complete the activities, quizzes, and exams in the course. Be sure to remove the answers in the back of the book if you don't want them included. Also, be sure to download the information for our online videos for students to complete workbook assignments at home from your [Downloads](#) page if you wish to assign homework.

2. **ASL_Syllabus.pdf** – This is the official course syllabus that includes the course overview, requirements, policies, expectations, and the complete course schedule.

3. **ASL_Lessons.pdf** – This file is the PDF version of the entire course. You can use this file to create lesson plans for your classroom.

4. **ASL_Readings.pdf** – This file includes the online readings for ASL 3 and ASL 4. This file is only included with those course levels. The Reading Assignments from the *DJSC! Student Guides* are not included in this file - only the articles that are only found online. They can be provided to your students if they do not have internet access.

5. **HTML Course Files** (files ending in ".html") – These files are the HTML (webpage) version of the entire course. You can use these files in various ways in your classroom. They are opened in the browser of your choice (we prefer Firefox or Chrome) or on your device and offer an online course experience without an internet connection. This version can be used, for example, to project the course lessons and activities on a screen in your classroom.

6. **HTML Support Files** ("files" folder) – These files help the HTML course version work correctly.

7. **ASL Videos** ("videos" folder) – All of the videos for the course can be found in this folder. They are linked to from the PDF course and the HTML course or you can access them from this folder directly.

Important: DO NOT move files around within the main "Start-ASL Course" folder. All files in this folder need to remain exactly where they are when they were downloaded or the PDF and HTML courses will not work correctly! You may move the "Start-ASL-Course" folder around on your computer, or save it to a removeable hard drive, but do not move the files within this folder.

Copyright information:

- The materials provided in this curriculum can NOT be posted online. You and your students can use our online videos for students to complete workbook assignments at home (found on your Downloads page) if you wish to assign homework.
- The *Don't Just Sign... Communicate!* books can NOT be posted online or distributed to your students. If you would like your students to have their own copies of the books, they can be purchased separately here: http://books.startasl.com.

HOW TO: UNZIP THE ZIP FOLDER

The absolute first step to using this offline course is to **"unzip" the zip folder** that you initially downloaded.

In order to package all of the files into one folder for downloading, the folder needed to be "zipped." When you first downloaded the package, you received a "zipped" folder. In order to use the files included in this folder, you need to first "unzip" this folder.

If you have not done this yet, you need to do it now. If your folder still shows a zipper on the icon, the folder is still zipped and needs to be unzipped.
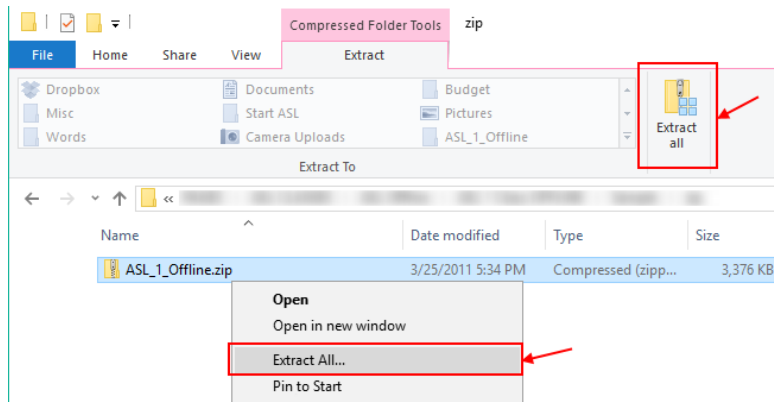
UNZIP A FOLDER ON A MAC

To unzip a file or folder on a **Mac**, double-click it. Then an unzipped folder with the same name will be created in the same location as the zipped folder. Be sure to access the unzipped folder from now on (it will not have a zipper on the icon).

UNZIP A FOLDER ON A PC

To unzip a zipped folder on a **PC**, click Extract All with the zipped folder selected or right-click the zipped folder and select Extract All.

When you click Extract All, an unzipped folder with the same name will be created in the same location as the zipped folder unless you specify a different location in the Select a Destination window. Be sure to access the unzipped folder from now on (it will not have a zipper on the icon).

If you still need help, we recommend searching online for "how to unzip a zipped folder on _____" without quotes with your operating system in the blank.
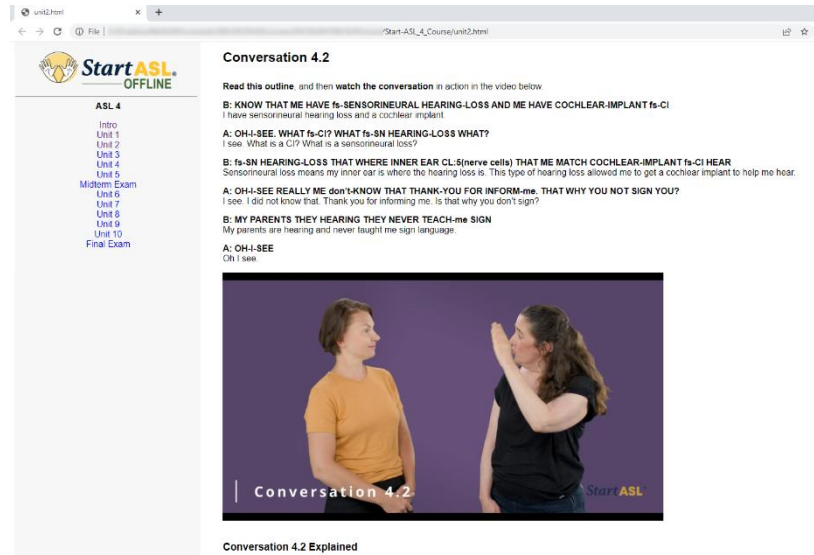
HTML WEBPAGE OR PDF COURSE?

There are two different course versions you can use.

You can choose either option or use a combination of both. They both use the same Workbook to complete the required activities, so switching between the two is extremely easy.
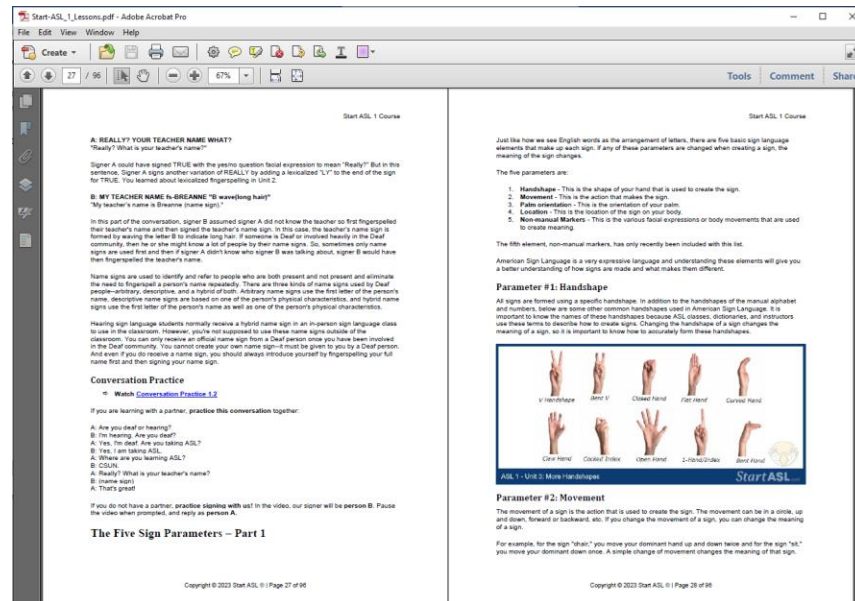
1. THE OFFLINE HTML WEBPAGE COURSE

The **Offline HTML Webpage Course** uses the HTML and other support files included in this download. The HTML files are opened in your browser for an online course experience without requiring an internet connection (all of the files needed to run the course are included in this download).

Important: Make sure to keep all files in your download folder together in the same way you received them at all times or your course will not work.

This option is useful if you have regular access to a computer or device and prefer teaching from a website-like environment, but do not have reliable access to an internet connection.

2. THE OFFLINE PDF COURSE

The **Offline PDF Course** involves printing or reading the ASL_Lessons.pdf file to teach the lessons. When the file mentions vocabulary or lesson videos to watch, you can click the link or use the "videos" folder to show the included videos when prompted.

This option is useful if you don't always have access to a computer or device or like to teach without constant screen time.

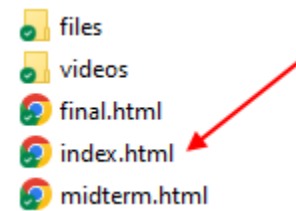## HOW TO: THE OFFLINE HTML WEBPAGE COURSE

Important: Make sure to keep all files in your download folder together in the same way you received them <u>at all times</u> or your course will not work.

1. **First, print out the "ASL_Workbook.pdf" file included in this download.**

   This workbook will be used to complete all of the activities in the course. This is the same file used with the PDF course as well, so you can switch between the two if you like. Be sure to remove the answers in the back of the book if you don't want them included before distributing to your students.
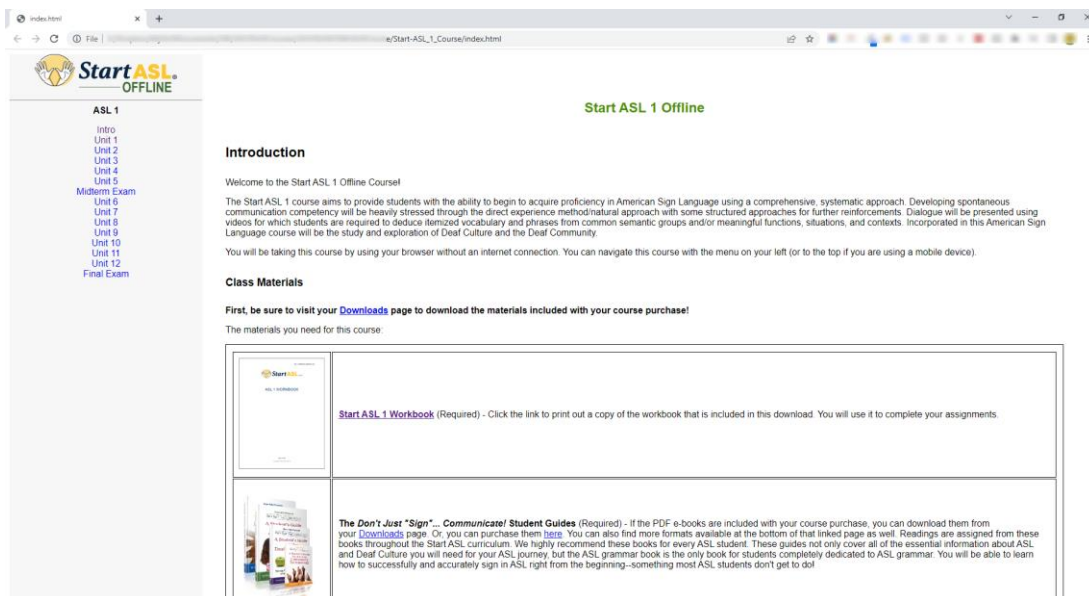
2. **Second, locate the "index.html" file included in this download and open it in your browser.**

   If you double click the "index.html" file and it does not open in your browser, right-click the file and choose "Open With" then click "Choose another program." Then, select the browser that you would like to use for this course and check the box for "Always use this program to open .html files." The file should now open in your browser. (We recommend using Google Chrome or Firefox for your browser.)

3. **The course Introduction should now be open in your browser.**

   You can now fully navigate the course using the menu on the left. Just follow each page and it will take you through all our lessons, vocabulary, and videos for the course. When prompted in the lessons, you can have your students complete the activities in their workbook. This version can also be projected onto a screen in your classroom as you are teaching.
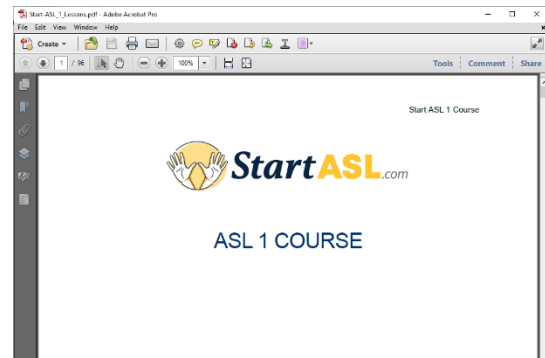
HOW TO: THE OFFLINE PDF COURSE

1. **First, print out the "ASL_Workbook.pdf" file included in this download.**

    This workbook will be used to complete all the activities in the course. This is the same file used with the PDF course as well, so you can switch between the two if you like. Be sure to remove the answers in the back of the book if you don't want them included before distributing to your students.
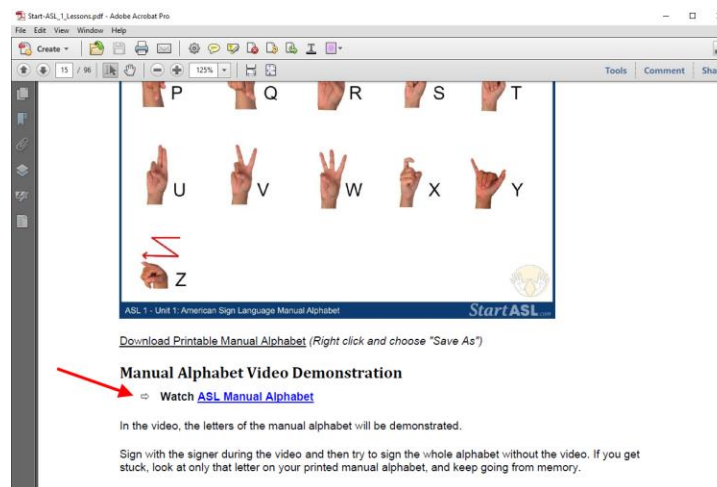
2. **Second, locate the "ASL_Lessons.pdf" file included in this download and open it.**

    This is where you will find all the lessons for this course. You can choose to print it out or read it on your device as you teach the course.

3. **Watch the videos when prompted in the lessons.**

    You will find videos in the lessons that you can watch by opening the links or finding the corresponding video in the "videos" folder. Show these videos when prompted in the lessons to teach everything you need and to complete the activities in the Workbook.

4. **Follow the ASL_Lessons.pdf file to complete the course.**

    Just follow each page and it will take you through all our lessons, vocabulary, and videos for the course. When prompted in the lessons, students will complete activities in their workbook.

FREQUENTLY ASKED QUESTIONS

1. **What if I don't have enough space on my hard drive?**

   These files are very large (to accommodate our high-quality videos!), so we recommend downloading them to an external hard drive or flash drive.

2. **How do I use this on my mobile device?**

   For mobile device users, we suggest downloading the files to your computer first, unzipping the files, and then transferring them to your device. You can also use an app like WinZip or iZip for Apple devices or WinZip or AndroZip for Android devices to unzip the zip folders directly on your device. Also, make sure you have programs available on your device to open PDF, HTML, and MP4 video files.

3. **How do I open a PDF file?**

   If a PDF file does not open or you receive an error, make sure you have Adobe Reader installed on your computer or that a PDF reader is installed on your device.

4. **How do I open an HTML file?**

   You only need to open these files if you are taking the offline webpage course. If you double click the "index.html" file and it does not open in your browser, right-click the file and choose "Open With" then click "Choose another program." Then, select the browser that you would like to use for this course and check the box for "Always use this program to open .html files." The file should now open in your browser. (We recommend using Google Chrome or Firefox for your browser.)

5. **How do I open an MP4 video?**

   You will need to have a video player installed on your computer or device that can open .mp4 videos.

6. **How can I play the videos in slow motion?**

   When you open a video, your computer or device will use its default video player to play the video. If you would like to play the videos in slow motion, the two video players that offer this ability are Windows Media Player (by right-clicking in the player and adjusting Enhancements > Play Speed Settings) and Quicktime Player (by pausing the video and using your arrow keys).

   If you would like to use a different video player than your default, you can install the new video player, right-click on a video, choose "Open With," then click "Choose another program." Then, select the video player that you would like to use for this course and check the box for "Always use this program to open .mp4 files."

If you are taking the webpage course, your browser uses whatever video program it likes. So, this option is only available by accessing the videos directly from the "videos" folder - not within your HTML webpage course.

7. Can I rename or move around the folders and files I downloaded?

No you cannot. Make sure to keep all files in your download folder together in the same way you received them or your course will not work.

8. Can I burn the videos to a DVD?

If you have a DVD burner and the skills necessary to do this, then yes! If you're able to do that, you can use a DVD player to watch the videos instead of a computer or mobile device.

9. Can I use this purchase with more than one student?

Yes, you can use this curriculum to teach more than one student in your classroom. If students will be using the course to learn on their own, they need to purchase their own copy of the Start ASL Offline Course: https://offline.startasl.com.

Please note: The materials provided in this curriculum can NOT be posted online. You and your students can use our online videos for students to complete workbook assignments at home (found on your Downloads page) if you wish to assign homework.

The Don't Just Sign... Communicate! books can NOT be posted online or distributed to your students. If you would like your students to have their own copies of the books, they can be purchased separately here: https://books.startasl.com.

10. Do I need an internet connection at all?

You need an internet connection to initially download all the materials. We link to online resources sometimes in the curriculum, but only the readings included in the ASL_Readings.pdf files (ASL 3 and 4) are required for the course.

11. Can I contact you?

Yes! If you have any questions or issues regarding any portion of the offline course, please don't hesitate to contact us at http://support.startasl.com.