



GREEK 1B

THE LUKEION PROJECT

Spring Class Syllabus
Regan L. Barr, Instructor

Xaípēte! Welcome to the second semester of Classical Attic Greek. This is the dialect used in Athens during the Classical period. It is the language of many of the great tragedians, philosophers, historians, and statesmen. After mastering Classical Attic Greek, moving to other forms of ancient Greek (Hellenistic, Koine, Homeric) is primarily a matter of vocabulary.

Textbook

[Athenaze, Book 1, 3rd ed. revised](#), by Balme & Lawall (Oxford University Press, 2015).

Class Webpage & Classroom Link

Link to the class webpage in Quia: <https://www.quia.com/pages/rbarr/2026greek1b>

The webpage provides access to class documents, quizzes, online homework forms, activities to assist the student in mastering new vocabulary and grammar concepts, and helpful links.

Link to the Adobe Connect online classroom: <https://lukeionproject.adobeconnect.com/grk1b18/>

Class Methodology

- **A grammar recording** will be available most Mondays presenting new grammatical concepts and vocabulary in lecture format. Students must view the recording and take notes on it before our live session. The material may be briefly covered in class but moving part of the lecture to recording allows us to be more interactive during the live class session.
- Our **live session** may include a review of the previous week's material and homework, discussion of new concepts covered in the recording, and interactive participatory activities.
- **Homework and quizzes** must be submitted online through the class web page.

Course Expectations and Requirements

Students are expected to

- View assigned weekly recordings before the live class session
- Attend weekly classes, arrive on time, and stay for the entire class session
- Actively participate in the live, online class session
- Complete all required assignments on time and without reminders from the instructor
- Use the textbook, class discussion, posted games and activities, and your own review and memorization methods to achieve mastery of the Greek language
- Spend at least 1 hour per day working on Greek class requirements
- Submit homework and take quizzes as stipulated in other parts of this syllabus or assigned in class before the deadline

Before our First Session

1. **Install the “IFAO-Grec Unicode” font** on your computer. (This is the same font used last semester.)
2. **Add yourself to the class roster in Quia** – Students must have a Quia student account and be on the class roster to submit homework and quizzes. Your instructor will send instructions.
3. **Take the Pre-Semester Quiz (PSQ)** on last semester’s material. This quiz is posted on the class web page and may be taken up to 5 times. When you reach 85%, it will be recorded as 100% in my grade book. If you don’t reach 85%, it will be recorded as a zero. Your instructor will provide additional instructions.
4. **Be sure we have your correct email address** – Your instructor will use your email on record in The Lukeion Project registration database. Be sure to inform us of any changes.
5. **Plan your study time** – Learning a language takes time each and every day.

Greek 1b Class Schedule

Each chapter of our book is divided into two sections, Alpha (α) and Beta (β). Most weeks we’ll cover one section, but to complete the textbook in one school year, sometimes we’ll need to double up. We’ll also do some work during Spring Break. Our class will follow this schedule:

Monday: Grammar Recording arrives by email for the Tuesday class session
 Tuesday: Live Class Session at 2:15 pm (Eastern Time)
 Thursday: Vocabulary Quiz due at 7 pm (Eastern Time)
 Sunday: Homework due at 7 pm (Eastern Time)
 Monday: Grammar Quiz due at 7 pm (Eastern Time)

Live Class Date (Tues)	Chap	Topics	Homework	Vocab. Quiz Due (Thur)	Home-work Due (Sun)	Gram. Quiz Due (Mon)
Pre-Semester Quiz (1/12 - 1/23)						
1	1/20	9α Participles: Present Active	Translation Ex. 9β Ex. 9γ Ex. 9δ	1/22	1/25	1/26
2	1/27	9β Nouns: 3 rd declension, -ντ-, vowels and diphthongs Cases: Uses of the genitive Uses of the article	Translation Ex. 9ε Ex. 9ζ Ex. 9η Reading Comprehension Ex. 9θ (sentences 1 & 2)	1/29	2/1	2/2
3	2/3	10α Verbs: The FUTURE tense, active and middle voice Verbs: Asigmatic futures of -ιζω verbs Verbs: Sigmatic futures of contract verbs Verbs: Verbs with deponent futures	Translation Ex. 10β Ex. 10γ Ex. 10δ Ex. 10ε	2/5	2/8	2/9
4	2/10	10β Verbs: Asigmatic futures, liquid and nasal stems Verbs: Impersonal Verbs Review of question words	Translation Ex. 10η Ex. 10θ Ex. 10ι Ex. 10κ (Grk to Eng only) Ex. 10λ Reading Comprehension	2/12	2/15	2/16
5	2/17	11α Verbs: Thematic 2 nd AORIST tense, active and middle voice Verbs: Aspect in verbs and verbals Verbs: Thematic 2nd aorist participles	Translation Ex. 11α Ex. 11δ Ex. 11ε Ex. 11ζ Ex. 11η	2/19	2/22	2/23

Live Class Date (Tues)	Chap	Topics	Homework	Vocab. Quiz Due (Thur)	Home-work Due (Sun)	Gram. Quiz Due (Mon)
6	2/24 11β	Verbs: Thematic 2 nd aorists from unrelated stems Verbs: Irregular accent on 2nd aorist imperatives Verbs: Augment	Translation Ex. 11ι Ex. 11κ Ex. 11λ Ex. 11μ Ex. 11ν Reading Comprehension	2/26	3/1	3/2
7	3/3 12α	Verbs: Sigmatic 1 st AORIST tense, active and middle voice Participles: Sigmatic 1 st aorist, active and middle voice	Translation Ex. 12γ Ex. 12ε Ex. 12ζ Ex. 12η (even numbers)	3/5	3/8	3/9
8	3/10 12β	Verbs: Asigmatic 1 st aorists, liquid and nasal stems Verbs: Irregular sigmatic 1 st aorists Verbs: Augment of compound verbs NATIONAL GREEK EXAM (Mon., March 16)	Translation Ex. 12ι Ex. 12κ Ex. 12λ Ex. 12μ Reading Comprehension Ex. 12ν	3/12	3/15	3/16
9	3/17 13α	Verbs: The IMPERFECT tense, active and middle voice Verbs: Aspect and use of the imperfect tense	Translation Ex. 13γ Ex. 13δ Ex. 13ε	3/19	3/22	3/23
10	13β	SPRING BREAK (By Recording) Relative pronouns and relative clauses Nouns: 3 rd declension, -ΕΩ-, -Ο-, -Ε-	Translation Ex. 13η Ex. 13θ Ex. 13ι Reading Comprehension	Sunday 3/29	Sunday 3/29	Monday 3/30
11	3/31 14α	Adjectives: Comparison of adjectives Adverbs: Comparison of adverbs Comparatives and Superlatives	Translation Ex. 14α Ex. 14β Ex. 14γ	4/2	4/5	4/6
12	4/7 14β	Adjectives: Demonstrative adjectives Interrogative and indefinite pronouns, adjectives and adverbs	Translation Ex. 14δ Ex. 14ε Ex. 14ζ Reading Comprehension	4/9	4/12	4/13
13	4/14 15α	Verbs: Athematic 2 nd aorists Nouns: 3 rd declension -ΕΩ- proper nouns	Translation Ex. 15β Ex. 15γ New Testament paragraphs	4/16	4/19	4/20
14	4/21 15β	Verbs: Ο-contract verbs Nouns: Contract -ΟΟ- nouns of the 2 nd declension Numbers: Additional numbers Uses of ως and its compounds	Translation Ex. 15ζ Reading Comprehension Ex. 15η	4/23	4/26	4/27
15	4/28 16α/β	Verbs: The passive voice Verbs: Deponent verbs with athematic presents & imperfects	Translation 16α Ex. 16β Ex. 16γ (Grk to Eng only) Ex. 16ε Reading Comprehension	4/30	5/3	↓
16	FINAL QUIZ (No live class)		Translation			5/5

This schedule is subject to change.

A Note about Studying a Language

Here's the simple truth: some people might seem to be "good at languages," but no one is truly "bad at languages." Everyone **can** learn a new language. The most important factor is **focused, daily work**. Cram sessions DO NOT work with languages; you **must** have regular exposure. Work with a language **daily** if you wish to master it. Practice vocabulary. Write out forms. Do some every day and you will succeed.

Academic Integrity

The Lukeion Project takes academic integrity very seriously. Participation in our courses implies agreement with our published Honesty Policy. A copy of the policy is available on the class web page. In short, the student agrees to follow all rules and submit only homework or quizzes/exams that follow those rules. Submitting anyone else's work as your own or using any help on quizzes/exams beyond your memory is forbidden. If the instructor discovers that a student has cheated, the student will be dropped from the course without refund or credit. In addition, Lukeion Project instructors will not write letters of recommendation for any students who have cheated on homework, assignments, quizzes, or exams in any Lukeion course.

AI Policy

The use of AI (Artificial Intelligence) on any writing assignment is prohibited at The Lukeion Project. All writing assignments will be examined using 2 AI-detector programs. Any assignment where the use of AI is detected will be considered cheating. The assignment will receive a zero and the student may be subject to expulsion from the class. Consult the document entitled *Honesty and AI Policy at The Lukeion Project* for specifics.

The Online Classroom

Logging into the classroom

The Lukeion Project holds the license with Adobe Connect, our online conferencing provider; you do not need an account or a license. You will be admitted to the classroom as a guest.

- When you try to enter the classroom, the instructor must approve your admittance as a guest.
- Always use your **real name** as part of your login. The instructor will not admit students who cannot be identified.

Classroom audio

Our classroom supports two-way computer audio, but most of the time only the instructor will be speaking aloud

- Students will use the Q&A function to communicate by typing.
- Should the instructor allow students to use a microphone in class, we recommend a headset that includes a microphone, headphones, and a mute function. Headphones not only provide sound but also minimize distractions around you by covering your ears.

Chat Box etiquette

If conversations are polite and respectful, we allow students to chat with one another before and after class using the chat box in the online classroom. If these rules are not followed, use of the chat box will be restricted:

- All messages must be polite and respectful; do not insult anyone or anything, even as a joke
- No profanity will be tolerated
- Avoid contentious topics like politics, religion, pandemics, vaccinations, or sports smack-talk
- Do not fill the chat box with nonsense, constant repetitions of the same word or phrase, or anything else that interrupts normal conversation
- Do not post web links, email addresses, or advertisements for any websites or products

Class Email Communications

Email communications sent by the instructor to the entire class will be sent from our registration database and will include both parent and student email addresses. ***It is your responsibility to inform us when your email changes so that we can update our database.*** The student is responsible for all information included in class emails, even if they fail to inform us of an email address change.

Fair Notice

All students are responsible for information communicated through any of the following means:

- announcements made during normal class sessions and available on recordings
- announcements distributed via email using the email address on file
- announcements posted on the class web page
- information included in the course syllabus

Dropping This Class

Rosters are finalized and instructors begin to communicate with parents and students 2 weeks **before** the first live session.

- After the 2-week cut-off date, no refunds will be issued.
- Before the 2-week cut-off date, a maximum 75% refund may be given.
- If a student drops the class, the instructor's obligation to the student ends immediately. No additional grading or evaluation will be done, regardless of when the assignments are submitted.

Failure to Complete Assignments

Students who fail to submit 5 homework assignments, miss 5 quizzes, or have 5 unexcused absences cannot pass the class. Any of these situations constitutes dropping to "auditor" status. An auditor does not receive a grade or a transcript for the class. If a student drops to "auditor" status, the instructor's obligation to the student ends immediately. No additional grading or evaluation will be done, regardless of when the assignments were submitted.

National Greek Exam (NGE)

Unless there are extenuating circumstances, every Lukeion Project Greek student is expected to take the National Greek Exam, offered by the American Classical League (ACL) and the National Junior Classical League (NJCL), on the date announced in class. (Unfortunately, adult learners may not participate in the year 1 exam. They may participate from the intermediate level, year 2, and beyond.)

- Every student must take the exam on the same day, as stipulated by the ACL/NJCL.
- Every student must be proctored by an adult who enforces the rules.
- Your instructor will provide additional instructions as the exam date approaches.

Course Grade Computation

A transcript will be provided after all grading is completed at the end of the semester. Your grade is computed using a 10-point scale: (90-100 = A, 80-89 = B, etc.). The following calculation will be used to determine your comprehensive grade in the class:

- 50% - Grammar Quiz Average
- 20% - Vocabulary Quiz Average
- 20% - Homework Completion (see homework explanation below)
- 10% - Attendance and Participation

Notes About Quia

- Homework and quizzes are submitted through the class web page (hosted by Quia), which can be accessed by signing into your student account at this URL: <http://www.quia.com/web>
- **PLEASE NOTE:** For purposes of recording and saving student work, **Quia will be treated as infallible by your instructor. Quia does not lose homework or quizzes that are submitted properly.** I do NOT provide any make-up or recovery clemency for students claiming that Quia "ate" their work. Quia records every time you log into each assignment, how long you spend in the assignment, and whether you abandoned, saved for later, or submitted the assignment during that login. If your internet connection is interrupted while you are in Quia (Quia is NOT responsible for this), you must send an email to your instructor immediately.
- Students are expected to read and follow the guidelines contained in the document about Quia that is posted on the class web page.

- Parents should know the student's username and password, both for safekeeping and so that the parent can view the student's progress and scores at any time; no mid-term evaluations are sent.
- **PLEASE NOTE:** *Quia averages homework and quiz scores together. The instructor's official grade book does NOT.* Your quiz average does not include homework scores, which count differently toward your grade.
- Nothing is saved in Quia until you hit either the "Submit" or "Save For Later" button. If your internet connection is interrupted before you submit (Quia is NOT responsible for this), your work will be lost. We expect students to complete their homework in a file saved on their computer before copying and pasting their answers into Quia for submission.
- It is the **student's responsibility to confirm that quizzes and homework have been submitted correctly.** The instructor does not accept claims that Quia "lost" their work. Contact your instructor immediately – before the deadline passes – if you cannot see your homework or quiz immediately after submission.

Quizzes (70% of final grade)

1. **Two (2) quizzes must be completed each week unless your instructor informs you of an exception.**
 - The weekly vocabulary quiz (20%) is due by **Thursday at 7 pm (Eastern Time).**
 - The weekly comprehensive grammar quiz (50%) is due by **Monday at 7 pm (Eastern Time).**
2. **The quiz submission window is enforced by Quia.**
 - Extensions will NOT be granted except in cases of natural disasters, or genuine family or health emergencies. Situations to which the entire class is subject (like national emergencies or pandemics) do not constitute grounds for an extension. The instructor will announce if deadlines change for the entire class.
 - If you will not be available during the submission window (scheduled trip, competition, standardized testing, etc.), specific arrangements must be made with the instructor **BEFORE** the absence. The student should take the quiz EARLY rather than late.
 - Your instructor does not grade or "check" late work unless an extension has been granted.
3. **Quizzes must be taken online through Quia.**

You only receive credit when properly logged in. Your instructor does not accept quizzes submitted in any other form.
4. **All quizzes are "closed book."**

All answers must come from the student's memory without any additional aid unless exceptions are explicitly communicated by the instructor.
5. **Quizzes may be entered only once unless your instructor informs you of an exception.**

Do not enter the quiz until you are prepared to complete it within the specified time limit. Quia will prevent you from entering the quiz a second time.
6. **Quizzes are timed.**

The timer is visible throughout your quiz. You must submit your quiz before your time expires.
7. **It is the student's responsibility to confirm that each quiz has been properly submitted.**

When you submit your quiz in Quia, you are taken to a submission page that shows your answers and preliminary score. **Email your instructor immediately – before the deadline passes –** if you believe that some mishap has occurred.

PLEASE NOTE: Quia can **ONLY** score the computer-graded portion of the quiz. Any questions requiring an instructor's review will show a zero score until the instructor can review student quizzes. The instructor will not grade any student's quiz until the submission deadline has passed and all students have completed their quizzes. Please do not contact your instructor about unscored questions until the instructor has completed his/her review.

Homework (20% of final grade)

Since we are working in a language that uses a different alphabet than our own, it will take some practice to get used to the homework process. Be flexible and persistent.

1. **Homework is required each week.**

Failure to complete homework will impact both your grade and your ability to learn Greek.
2. **Homework is "credit/no credit." Students do NOT receive a letter or number grade for homework.**

Students receive credit for "conscientious completion" of their homework. A student may miss some questions and still receive full credit for conscientious completion of homework. Conversely, a student who completes part of the homework perfectly but fails to finish may receive no credit. Failing to complete the homework or submitting homework that appears to be done without any attempt at

accuracy or correctness will adversely affect a student's grade. The score that is visible in Quia is not a useful metric for determining your homework score. The student who conscientiously completes 100% of the homework assignments will receive a 100%, not an average of their individual scores.

PLEASE NOTE: Although homework is labeled a "quiz" by Quia, it is not counted as a quiz when your instructor computes your grade. You receive credit for conscientiously completed homework. The letter or number grade that appears in Quia is not used in computing your course grade; you receive **credit** or **no credit** (100% or 0%). The quiz format is used for homework in Quia because it:

- ... saves your homework in your Quia student account by forcing you to log in
- ... allows your instructor to view everyone's responses side by side anonymously
- ... stores your answers so that there is no question about how you responded
- ... enforces the time window of availability

3. Homework must be submitted through Quia.

You only receive credit when properly logged in.

PLEASE NOTE: I do **NOT** accept homework submitted in any form other than through the class web page. Homework copied into an email, sent as an attachment, or stored in a cloud, will not be accepted.

4. The Quia homework form may be entered multiple times but should only be submitted once.

Your instructor can see the number of times an assignment has been submitted. Because submission may reveal the answers, *submitting your assignment more than once is considered cheating*. If a student has questions about what is included in the homework for any given week, he/she may enter the homework form in Quia but should exit the form without submitting it.

5. Homework opens the day the class meets and must be submitted by Sunday at 7 pm (Eastern Time).

The homework submission window is enforced by Quia.

- I do NOT accept late homework in any form unless an extension has been expressly granted.
- Extensions will NOT be granted except in cases of natural disasters, or genuine family or health emergencies. Situations to which the entire class is subject (like national emergencies, pandemics, or extraterrestrial alien invasions) do not constitute grounds for an extension. The instructor will announce if deadlines change for the entire class.
- If you will not be available during the homework submission window (scheduled trip, competition, etc.), specific arrangements must be made with the instructor BEFORE the absence. Students should submit their homework EARLY rather than late.
- I do not grade or "check" late work that is submitted without an extension.

6. Homework should be saved in a file on the student's computer, then copied and pasted into Quia.

Students who use Quia's "Save For Later" function do so at their own risk. Quia does not "lose" work that is properly submitted. The instructor does NOT provide any make-up or recovery clemency for students claiming that Quia "ate" their work.

7. It is the student's responsibility to confirm that each assignment has been properly submitted.

When you submit your homework in Quia, you are taken to a submission page that shows your answers and preliminary score. **Email your instructor immediately – before the deadline passes** – if you believe that some mishap has occurred.

PLEASE NOTE: Quia can **ONLY** score the computer-graded portion of the homework. Any questions requiring an instructor's review will show a zero score until the instructor can review homework. The instructor will not review any student's homework until the submission deadline has passed and all students have completed their homework. Please do not contact your instructor about unscored questions until the instructor has completed his/her review.

8. Homework should be used to practice the correct use of new grammar concepts and vocabulary

- Study your new vocabulary and grammar **before** beginning your homework
- **Attempt** to complete each question/exercise working from your memory alone
- If you are stumped, do **not** reinforce incorrect grammar or vocabulary; instead, review the relevant grammar in your textbook before returning to your homework.
- **Students are expected to compare their homework answers to the correct answers that Quia displays as soon as homework is submitted. This is a requirement for the proper completion of homework.** For any questions missed, students should attempt to determine why they missed the question and how they can prevent such errors in the future, or if their answers are correct and have been marked incorrect because of the limitations of Quia's grading logic. The latter will be corrected when the instructor reviews homework. If you believe there is an error in the homework, email your instructor.

Class Participation (10% of grade)

Students are expected to

- Arrive in class on time and stay for the full session (unless the instructor grants an exception)
- Notify the instructor *in advance* of any planned absences
- Notify the instructor at the earliest opportunity if an emergency prevents a student from attending class
- Participate in classroom drilling and activities
- Be polite, respectful, and mature when using the classroom chat box

Steps to Success

1. Create and follow a schedule

Regular work is essential to learning a new language. Develop a **daily** study and homework schedule. New vocabulary, word patterns, and grammar should be studied regularly and repeatedly. Your homework will be most effective if you spend time on vocabulary and grammar *before* you begin your homework. I suggest following this schedule:

- **Tues:** Read textbook chapter; practice vocabulary and grammar; read homework
- **Wed:** Practice vocabulary and grammar; do 1/3 of homework
- **Thurs:** Practice vocabulary and grammar; do 1/3 of homework; take vocabulary quiz
- **Fri:** Practice vocabulary and grammar; finish and submit homework
- **Sat:** Practice vocabulary and grammar; review homework, sight-read translation
- **Sun:** Practice vocabulary and grammar; review homework, sight-read translation
- **Mon:** Practice vocabulary and grammar; take grammar quiz; view new grammar recording

2. Take personal responsibility for the quality and intensity of your study time

- Eliminate distractions while you study
- Use your study time wisely and efficiently
- Take pride in your work
- Contact your instructor if you are having trouble

3. Complete your homework assignments with honesty and integrity

- Homework exercises increase your knowledge and enhance your ability to apply the principles and concepts learned in class. Apply appropriate effort to see maximum results.

4. Evaluate and correct your work

- Answers to homework and quizzes are visible to students as soon as work is submitted. Conscientious students will evaluate their work and check for errors while the work is fresh in their minds without waiting for the instructor.

Recordings and Class Materials Rules

We attempt to record each of our class sessions. Students and parents should be aware of the following rules regarding the use and abuse of recordings:

Class Recordings

- Class recordings are a courtesy only; we do not guarantee that a recording will always be available. On rare occasions, circumstances beyond our control have prevented the recording from generating correctly.
- Grammar recordings are posted on Monday and should be viewed before class on Tuesday.
- Issues with recordings should be reported to the instructor immediately via email.
- Downloading or “capturing” of recordings is forbidden; recordings must be viewed in streaming mode only.
- Recordings are copyrighted by The Lukeion Project and the instructor; storage on a personal computer and/or distribution to non-enrolled individuals is forbidden.
- Links to recordings may be posted on the class web page or requested by emailing the instructor
- We reserve the right to refuse to share recordings for any reason
- If a student abuses their access to recordings, either through unauthorized sharing or through excessive absences, we reserve the right to either remove the student from class or restrict their access to recordings.

Class Materials

- Any materials that have been compiled by the instructor or by The Lukeion Project are copyrighted; distribution to non-enrolled individuals in any form is forbidden.
- Students should download copies of documents shared via the class web page or distributed in class. Some links may only be live for a limited time. This prevents web crawlers from finding and posting our documents on other websites.
- If a student abuses their access to class materials, either through unauthorized sharing or through excessive absences, we reserve the right to either remove the student from class or restrict their access to materials.

Absences and Scheduling Conflicts

Instructors make every effort to be in class on time. We expect the same courtesy from our students. Your instructor will take attendance and track absences and tardiness. An excess of either may reduce your grade.

Student Absences:

- **Excessive Absences:** Attendance is a part of the class participation grade. Students are expected to arrive before the scheduled start time, when the instructor ceases marking students present. *Missing 5 live sessions without instructor approval constitutes dropping to an “auditor” status.* An auditor does not receive a grade or a transcript for the class. If a student drops to “auditor” status, the instructor’s obligation to the student ends immediately. No additional grading or evaluation will be done, regardless of when the assignments were submitted.
- **Scheduling Conflicts:** Inform your instructor ***in advance*** if you will miss class because of a scheduling conflict (doctor’s appointment, standardized exam, college visit, performance, travel, etc.). An excused absence will not affect your grade.
- **Emergency Situations:** If an unforeseen circumstance or emergency prevents you from attending class, contact your instructor ***as soon as possible***.
- **Class Recordings:** Students who miss class are nevertheless responsible for everything presented in the live class. Students should view the recording of the missed class as soon as possible; deadlines do not change. If you cannot access the recording on the class page, it is your responsibility to contact the instructor to request assistance.
- **Planned Extended Absences:** For planned extended absences (vacations, visits to family events, travel abroad, etc.), the student should nevertheless submit all assignments ***by the published deadline***. Work may not be submitted late. Contact your instructor in advance and arrange to submit assignments by the deadlines enforced for other students. Your instructor can provide a recording of the session from a previous year. Assignments may always be submitted early, but never late.
- **Failure to complete the course:** In the event of an extreme health emergency or natural disaster, students are nevertheless expected to submit all coursework by the end of the semester, when the instructor’s obligation ends. If this is not possible, you can register again to repeat the course the next time it is offered.

Instructor Absences:

- **Scheduling Conflicts:** Scheduled absences by instructors are rare, but can occur because of speaking engagements, family events, etc. In the event of a scheduled absence, the class will be informed in advance, either during a prior class session, through the email distribution list, or both. Students will receive a recording of that week’s material; submission deadlines for homework and quizzes will not change.
- **Instructor Absent at the Start of Class:** If an emergency or technical difficulty prevents the instructor from arriving in class on time, students should continue to try to enter the online classroom for 15 minutes after the scheduled start time. If the instructor arrives before the 15-minute waiting period has expired, any students who are not present will be counted absent for the day. If the instructor does not arrive before the 15-minute waiting period has expired, students are free to leave. The instructor will communicate with students by email as soon as possible.
- **Emergency Situations:** In the event of an unexpected illness, emergency, or natural disaster, the instructor will contact the class at the earliest possible opportunity, usually by email. A recording of the missed material will be distributed at the first possible opportunity. The class will be notified if submission schedules for homework and quizzes have changed.

Displaying and Typing Greek on Your Computer:

Homework and quizzes will require typing in Greek – a new skill that you will have to learn. EVERY computer is already equipped to type in Greek even if you were not aware of it.

PLEASE NOTE: It is much easier to learn to type in Greek if you **LEARN THE GREEK ALPHABET FIRST**. This is because the layout of the keys is intuitive: most Greek letters are mapped to the letters in English that most closely resemble them, either in sound or in appearance.

Your computer uses a **font** to **output** (display or print) characters. It has nothing to do with typing or input. Your computer uses a **keyboard** to accept **input** from a user. It has nothing to do with display or output.

FONTS: “Unicode” is a font standard that uses the same computer code for a given character, no matter what language the character belongs to. Using Unicode fonts ensures that your documents can be displayed correctly on other devices. All Unicode fonts include some Greek characters, but most are lacking some diacritical marks that are essential when studying Classical Greek.

All students are expected to have the free font **IFAO-Grec Unicode** installed on their computers. Installing a font is usually a 2-step process: downloading, then installing. Consult your computer’s “Help” files if you aren’t sure how to install a font on your computer.

1. Download the IFAO-Grec Unicode font to your computer

The download link is on [this web page](#) (which is in French). Scroll to the bottom of the page and look for the link “IFAOGrecUnicode-v3.zip” on the **right side** of the page. Do NOT get the “IFAO-Grec Exposant” font. (If this page link doesn’t work, try this [link](#) to a zip (compressed) file of the True Type Font.)

2. Run the install function

2 WAYS TO TYPE GREEK: You don’t have to purchase new hardware. There are two ways to type in Greek on your computer and I recommend the second one:

1. **Use your operating system’s built-in function.** It avoids the installation of additional software, but I find it more difficult than option 2. You will have to check your computer’s documentation or search the internet for instructions. You must be able to type *polytonic* (Ancient) Greek, which includes more symbols than modern Greek.
2. **Use a keyboard shift program to toggle between English and ancient Greek.** My preferred keyboard program is [Keyman](#), and the keyboard you need to install is [Greek Classical](#). Keyman became free in 2018 for Windows, Mac, Linux, and other operating systems. Instructions for installing Keyman are available in a separate document on the class web page.

Contacting Your Instructor

Please be aware that I am not usually available on weekends. I try to spend this time with my family.

By email: We prefer contact by email if you have questions or problems: rbarr@lukeion.org.

When using email, ALWAYS observe the following rules of email etiquette:

- Include a **relevant** subject line (example: *Problem with Grammar Quiz 3b*)
- Use your **real name**
- Include your **class & meeting time** (example: *Greek 1a, 10:15am*)
- Include as many **details** as possible (example: *Quia says Quiz 4a is unavailable*)

By phone: We prefer contact by email so that all correspondence is documented. We do **not** answer the phone on class days (Tuesday through Thursday) or weekends. If a phone call is necessary, please leave a message and we will return your call as soon as our schedule permits.

By mail: If you're vacationing in a sunny or exotic land and would like to send a postcard or gift (☺) to your instructor, you can send it to:

The Lukeion Project
253 Old Beardstown Road
Lobelville, TN 37097