



# GREEK 4B

## THE LUKEION PROJECT

Spring Class Syllabus  
Regan L. Barr, Instructor

Welcome to Greek 4. This semester we'll be reading one of ancient Greece's most dramatic true stories, as told by an eye-witness.

### Context:

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Early in the 5<sup>th</sup> century BC, Athens provided aid to an uprising in the western Persian Empire, prompting the Persian King Darius to invade Greece. Nearly 200 years later, Alexander's relentless eastward advance finally swept away the Persian Empire entirely in the ultimate act of revenge. The intervening period was characterized by decades of antagonism punctuated by brief periods of uneasy truces. Xenophon's *Anabasis* ("going up") occupies a unique position in this complicated 200-year relationship between Greece and Persia. The story of the 10,000 Greek mercenaries who were stranded deep in Persian territory and fought their way back to the Black Sea stands alongside the last stand of the Spartan 300 at Thermopylae as one of the great feats of ancient Greek heroism.

### Textbooks:

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- **Required Textbook**
  - [\*Xenophon's Anabasis, Books I-IV\*](#) by Maurice W. Mather and Joseph William Hewitt (University of Oklahoma Press, 1962)
- **Optional Advanced Dictionaries**
  - [\*An Intermediate Greek-English Lexicon\*](#) by Liddell and Scott, 7<sup>th</sup> ed. (Oxford University Press, 1945). Often referred to as the "Middle Liddell," this volume isn't the biggest or the smallest, it's just right! This is the middle size of the gold standard Classical Greek dictionary for those who can't afford the full unabridged version (2,446 page for \$185!).
  - [\*The Brill Dictionary of Ancient Greek\*](#) by Franco Montanari (Brill, 2015)  
*Although this is pricey (\$125), it's still less than the so-called "Great Scott," or unabridged version of the Lexicon listed above. It is scholarly, extensive, more modern, and easier to read than Liddell & Scott's massive tome. For the Classics student who's looking for a complete Greek Lexicon, this is a great option.*
- **Optional Advanced Grammars**
  - [\*Introduction to Attic Greek\*](#) by Donald Mastronarde (University of California Press, 2nd ed, 2013)  
*I rejected this book as too overwhelming as a beginning text, but it provides a great reference grammar for the advanced student. It's a great place for a more in-depth description of grammatical points than you find in Athenaze.*
  - [\*Greek Grammar\*](#) by Herbert Weir Smyth (Harvard University Press, 1956)  
*This is reprinted from the 1920 edition, revised in 1956, and is considered by many to be the gold standard authority on Greek Grammar. It can be a little difficult to use, partly because the wonders of modern computer-assisted typesetting and layout were not yet available, but it is comprehensive and it cites examples from throughout Greek literature. If you want the granddaddy grammar, choose this over Mastronarde (above).*

### Class Webpage& Classroom Link

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Link to the class webpage in Quia: <https://www.quia.com/pages/rbarr/2020greek4b>

Link to the Adobe Connect online classroom: <https://lukeionproject.adobeconnect.com/grk4b18/>

### Class Methodology:

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1. **Translation/Homework:** Students will submit a smooth English translation of the week's passage through the class web page on Quia BEFORE our live meeting. Students should investigate any forms and grammatical constructions that they don't understand and be prepared to discuss them in class.

2. **Live Class Sessions:** Students must have the equipment to speak aloud to the entire class through the live, online web conference. Each student should be prepared to translate aloud any portion of the week's passage when called on, and to discuss any unusual forms or grammatical constructions.
3. **Quizzes:** Quizzes will be assigned to cover readings in logical divisions, usually every other week. Quizzes will be submitted online through the class web page. On most quizzes, the student will be asked to sight-translate (without any helps) three selected passages from our readings over the past two weeks. Each passage will be followed by questions about the grammar or meaning of the passage.

### Course Expectations and Requirements:

- Complete the assigned translation and submit it by the deadline each week
- Attend weekly classes, arrive on time, and stay for the entirety of the class session
- Actively participate in the live, online class session
- Use the text, class discussion, and your own research and review methods to improve your mastery of the Greek language
- Be prepared to translate any part of the passage aloud and explain the grammar in class
- Complete all required assignments on time and without reminders from the instructor
- Submit all assignments and quizzes as stipulated in other parts of this syllabus or presented in class

### Before our First Session:

1. **Purchase the textbook**
2. **Install the "IFAO-Grec Unicode" font** on your computer. (This is the same font used last semester.)
3. **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. Instructions will be sent by your instructor.
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.

### Class Schedule:

Our translation passages are listed below. You are expected to not only translate, but to also fully understand each passage, including the grammatical idiosyncrasies that you encounter. Our class will follow this schedule:

Thursday: Live Class Session

Wednesday: Translation homework and quiz due by 7 pm (Eastern Time)

Week #	Trans Due	Class Date	Passage in <i>Xenophon's Anabasis</i>	Lines in <i>Xenophon's Anabasis</i>	Approx. Lines	Quiz Due
1	1/22	1/23	Book 1, Chapter 1	p. 51, line 1 – p. 54, line 18	80	
2	1/29	1/30	Book 1, Chapter 2a	p. 54, line 19 – p. 59, line 13	84	2/5
3	2/5	2/6	Book 1, Chapter 2b	p. 59, line 14 – page 64, line 2	93	
4	2/12	2/13	Book 1, Chapter 3a	p. 64, line 3 – page 67, line 27	101	2/19
5	2/19	2/20	Book 1, Chapter 5b-6	p. 78, line 23 – page 83, line 8	113	
6	2/26	2/27	Book 1, Chapter 7	p. 83, line 9 – page 87, line 14	101	3/4
7	3/4	3/5	Book 1, Chapter 8a	p. 89, line 15 – p. 92, line 5	84	
8	3/11	3/12	Book 1, Chapter 8b-9a	p. 92, line 6 – p. 97, line 12	109	3/18
9	3/18	3/19	Book 1, Chapter 10	p. 100, line 17 – p. 104, line 22	78	
10		3/26	<i>Spring Break (No class)</i>			
11	4/1	4/2	Book 2, Chapter 5-6a	p. 131, line 11 – p. 135, line 12	108	4/8
12	4/8	4/9	Book 3, Chapter 1a	p. 140, line 1 – p. 143, line 16	81	
13	4/15	4/16	Book 3, Chapter 1c	p. 146, line 21 – p. 149, line 19	79	4/22
14	4/22	4/23	Book 4, Chapter 5	p. 201, line 24 – p. 205, line 17	79	
15	4/29	4/30	Book 4, Chapter 8b	p. 222, line 22 – p. 225, line 23	70	
16			<i>Final Quiz (No class)</i>			
						5/5

## Academic Integrity:

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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 helps on quizzes/exams beyond your own 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, or quizzes in any Lukeion course.

## Classroom Audio:

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**You will be required to translate aloud in class.** A headset that includes headphones, a microphone and a mute function is preferable to using your computer's speakers and microphone. Headphones not only provide sound, but they also mute distractions around you by covering your ears. Using your computer's microphone and speakers creates a feedback loop for others in the class and picks up ambient noise.

## Chat Box Etiquette

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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, 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

## Class Email Communications

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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 contained in class emails, even if they fail to inform us of an address change.

## Fair Notice:

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Your instructor may reasonably expect ALL students to be aware of information communicated through any of the following means:

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

## Dropping This Class

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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.
- Prior to 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. No additional grading or evaluation will be done, regardless of when the assignments were submitted.

## Failure to Complete Assignments

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- Students who fail to submit 4 of their homework assignments or miss 3 quizzes are unable to pass the class. Either of these situations 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.

## National Greek Exam (NGE)

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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 **Monday, March 2, 2020**.

- 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 and submits a signed “Proctor Statement” along with the student’s answer sheet.
- Additional instructions will be provided by your instructor as the exam date approaches.

## Course Grade Computation:

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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 composite average in the class:

- 80% Average of Quizzes
- 10% Timely Homework Completion (see explanation below)
- 10% Attendance and Participation

## Notes about Quia:

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- 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, the length of time 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 “The Care and Feeding of Quia” which 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 may be lost. We expect students to do their homework into a file saved on their own computer before copying and pasting their answers into Quia for submission.
- It is the **student’s responsibility to confirm that quizzes and homework have 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 (80% of final grade):

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1. **Quizzes open on Friday and must be submitted by Wednesday at 7 pm (Eastern Time).**
2. **The quiz submission window is enforced by Quia.**
  - Extensions will NOT be granted, except in cases of genuine family or health emergencies.
  - If you will not be available during the “quiz submission window” (scheduled trip, competition, standardized exam, etc.), specific arrangements must be made with the instructor **PRIOR TO** the absence. The student should take the quiz EARLY rather than late.
  - Your instructor does not grade or “check” late work that is submitted without an extension.
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 specifically announced 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 timeframe. 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’re 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, these questions will not be scored 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.
8. **Quizzes can include any of the following types of questions**
  - Questions about the text and its author from the introductory material in your book, classroom discussion, or assigned essays
  - Questions about any review grammar that may be assigned in class
  - Several translation passages that were prepared for class, but must be sight-read on the quiz
  - Questions about specific points of grammar, syntax and morphology that are encountered in the translation passages on the quiz
  - Questions about reading comprehension

## Homework (10% of final grade):

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

The bulk of your homework will be the preparation of a translation for the following class session; translations are submitted weekly through [www.quia.com](http://www.quia.com). You are responsible for using all resources at your disposal to master the grammar in the assigned passage. Additional assignments relating to new vocabulary or mastery of grammar concepts may be announced in class. Failure to complete homework will impact both your grade and your continued mastery of 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. Students will receive no credit if they

  - Fail to complete the entire translation
  - Submit a translation that appears to be done without any attempt for accuracy or correctness
  - Present someone else’s translation as their own. Plagiarism, if discovered, is grounds for removal from the class without refund.

**PLEASE NOTE:** Although homework is labeled a “quiz” by Quia, it is not counted as a quiz by your instructor in the computation of 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**. 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 look at 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 or sent as an attachment will not be accepted.

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

When you submit your homework translation, you may be shown a translation by the instructor. This should NOT be the translation that you bring to class. Instead, use the translation to determine if you have fundamentally misunderstood any part of the translation; you may use your investigation of any differences to revise your translation for class. If you believe there is an error in the translation, contact your instructor with your concerns. If you see additional translational possibilities, you are encouraged to bring these to class.

5. **Homework is due by Wednesday at 7 pm (Eastern Time). The homework submission window is enforced by Quia.**

I recommend setting an earlier deadline for yourself, then having time to practice sight-reading the passage that you’ve completed. If you are unable to see the homework form, contact the instructor immediately.

- 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 genuine family or health emergencies.
- If you will not be available during the “homework window” (scheduled trip, competition, etc.), specific arrangements must be made with the instructor PRIOR TO the absence. In most cases, the student 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. 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’re 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. Questions requiring an instructor’s review will show a zero score until the instructor is able to 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 consists of creating a smooth translation of the assigned passage and researching any puzzling grammar concepts, word forms, or vocabulary**

- English versions may be used judiciously. The student should not be dependent on them during the translation process.
- Keep notes on difficult words or phrases
- If you are stumped, do **not** reinforce incorrect grammar or vocabulary; instead, use the resources at your disposal to figure out the grammar and create a smooth translation.

## Class Participation (10% of grade):

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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
- present their translation when called upon by the instructor
- participate in classroom discussions and answer questions posed by the instructor
- be polite, respectful and mature when using the classroom chat box

1. **Don't just translate – master the language.**

Creating a readable translation is the bare minimum, least-effort, requirement in this class – it won't move you toward mastery. You will encounter new vocabulary, puzzling word forms, and perplexing grammatical constructions in every translation this semester. These are more than just opportunities to review your grammar and forms; by reading unaltered Greek texts written by masters of the language, you are encountering the nuances and complexities of *real* Greek.

2. **Create your OWN commentary on each passage**

Beware! The commentary in your book may become a crutch, making you LESS likely to actually master the Greek. Create your own commentary with notes to use in studying for your exams – *separate from* your translation. I recommend including these three things in your commentary, perhaps with your own code system that quickly indicates why you're commenting on it:

- **Vocabulary** – Include definitions for unknown words encountered in the text.
- **Word Forms (morphology)** – Every time you research a word form, include it in your commentary. (*Is that augment or reduplication? If this is an aorist, why doesn't it look like there's an augment? Where has the ζ gone? Is this deponent or a true middle voice?*)
- **Grammar** – If you struggle to understand a sentence or phrase, record your reasons for your final interpretation. (*How is that dative used? What is the antecedent of this relative clause?*)

3. **Take personal responsibility for the quality and intensity of your study**

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

4. **Complete your homework assignments with honesty and integrity**

- To avoid the temptation of using someone else's English translation, schedule enough time to work on your translation each week.
- Don't become dependent on English translations! Use them to check your work. If there are differences, who is correct – and why? (Don't assume someone else's translation is more accurate than your own. They might have used an alternate Greek text or taken unjustified liberties. Defend your translation!)

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## Recording 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.
- 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
- 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 their own 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

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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:

- **Scheduling Conflicts:** Let your instructor know *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; if one is available; 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 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. Assignments may always be submitted early, but never late.
- **Failure to complete the course:** In the event of an extreme health emergency, students are nevertheless expected to submit all course work by the end of the semester, when the instructor's obligation ends. If this is not possible, you may need 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 or emergency, 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

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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 weren't 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 *display* information. 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 "IFAOGrec\_2nd\_edition.zip 268 Kb" on the **right side** of the page. Do NOT get the "IFAO-Grec Expositant" 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 open source and free in 2018 for both Windows and Mac. You can find the keyboard on this web page: <https://keyman.com/keyboards/greekclassical>
  - a. **Windows users** can install both the keyboard shift program and the Greek Classical keyboard at the same time using the link at the top of the page.
  - b. **Mac users** need to install the program and the Greek Classical keyboard separately. You can find both links on the Greek Classical keyboard page above
  - c. Documentation for using the Keyman-Greek Classical keyboard can be found here: <https://help.keyman.com/keyboard/greekclassical/1.1/greekclassical.php>

## Contacting your Instructor:

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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](mailto: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 the quiz is unavailable*)

By phone: We prefer contact by email, if possible, so that all correspondence is documented. We do **not** answer the phone on class days (Tuesday through Thursday).

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