Read Around the Planet 2022 Coordinator Packet

Important Dates:
Jan. 17 – Feb. 4, 2022 – **REGISTRATION**
Feb. 7 – Feb. 18, 2022 – Matching of Classes
Feb. 21, 2022 – Class Details Emailed & Online
Feb. 28, 2022 – 12;00pm ET – **CILC Kick-off Event**
March 1 – March 4, 2022 – **Connections Occur**

New to CILC Collaborations?
Sign up for your free account here

Registrations:

CILC Kick-off EVENT here

CILC READ AROUND THE PLANET here

Questions? Jan Zanetis
Email jzanetis@cilc.org

Videoconference Coordinators set up connections or support teachers and are a key to making this event a success. Please work with your teachers so students have a great experience.

What is the "Read Around the Planet" Event?

Read Around the Planet is a celebration of reading using videoconference technology. It is designed to promote reading and opportunities for classroom videoconference collaborations. Read Around the Planet (RAP) is sponsored by CILC (Center for Interactive Learning and Collaboration). 2022 will be the 21st year of this event!! Read Around the Planet is a celebration of NEA's Read Across America as well as the UK's World Book Day.

*Disclaimer. While we are using this name to be inclusive to our international friends, this name does NOT guarantee U.S. schools an international connection. They will be matched randomly in this project with usually over 90% of the participating classes from the United States.

Grade Levels: PreK – 12
Categories: English, English as a Second Language (ESL), Spanish

Getting Started

Do you have videoconferencing?

This activity is open to all PreK-12 students in public and private schools who have access to two-way interactive standards-based videoconferencing H.323 (room/cart systems like Cisco, Polycom, Lifesize, Tandberg, etc.) or cloud solutions like Lifesize, Zoom, BlueJeans, Webex, M

Teams or Zoom. If you are unsure whether or not you have access to this type of technology, or don't understand these terms, you should be working with your school's technology coordinator.

**If the school does NOT have any of the technology outlined above, CILC can provide a Zoom connection on a first-come, first-served basis. Email jzanetis@cilc.org to request.

Talk to your technical people

- Plan ahead for support.
- See if your tech coordinator has time to assist with all the videoconferences.
- Make sure that no changes are made to the network or equipment setup after successful test calls in February and before the actual connection.

Get set up for email communication

Email is the main form of communication for this event. Please don't participate unless you can answer email within 36 hours. Because of the complexity of matching partner classes, it is essential that you be available via email to work out any scheduling issues.

Please ask your network coordinator to whitelist https://www.cilc.org so that you will receive important announcements and information about this event.

Promoting Read Around the Planet

Next, encourage teachers to participate.
- Resource materials (RAP Flyer and Teacher Packet) are available **here**
- Go to **Collaboration Space** events and search Matchup for Read Around the Planet 2022.
- Have teachers who participated last year share their experiences in a staff meeting.

Collect registration information from teachers. You will need:
- Teacher name, phone, and email
- Grade level (PreK – 12)
- Language (English, English as a Second Language/ESL, or Spanish)
- Number of students
- ALL the dates & times they can do the connection between March 1 -4, 2022.

Commitment

When you register, you and your colleagues are committing to videoconference with your partner class.
- Please double check everything before you register!! You **cannot edit** a registration, if you need to make changes, you have to delete and re-add.
- Make sure you, the teacher(s), and the technician and the videoconference equipment are all available for the days your school is participating in Read Around the Planet.
- Check that there are no conflicts with your school's standardized testing, vacation, and event calendars.

When a class backs out of this event, it is almost impossible to find someone for the partner class to connect to. This means disappointed kids, and we don't want that!

Registration and Matching

CILC provides a matching service for point-to-point videoconferences between schools. Teacher matching is based on your registration information. Each teacher's class will be matched with a class to exchange reading activities. Each connection is scheduled for an hour.

Timeline
- **Jan. 17-Feb. 4, 2022**: Everyone registers teachers with all the dates and times they can do.
- **Feb. 7-Feb. 18, 2022:** The registration and matching system matches everyone possible. Usually we have over 50 registrations that don't match automatically. Then we work to find partners. This is where you can help us. During this time, please answer emails quickly and wait patiently for partners.
- **On or before February 21, 2022:** We finish matching and release the matches via email. In addition, they are posted in the Collaboration Space.
- For each teacher registration, <u>please enter ALL the dates and times that the teacher can do</u>. The more you enter the better chance for a match on your schedule.
- If you are coordinating for multiple schools and have just one videoconference room/mobile cart, we recommend selecting one or two days of the event for each school. Then still enter all the times that each teacher can do during those days.
- After you register, you should receive an email confirming that the registration was received. If you do not receive the email, please check online to see that it is listed. If not, register again.
- **February 18** is the last day you can cancel. After that, you have a partner class. Find another teacher to take the place of any teacher who cancels.

Unmatched Matching and Late Registration

After registration closes, the software matches as many classes as possible. Usually there are several registrations that don't match automatically. Here's how we work on it:

- We send an email and ask you to add more days/times for your registrations.
- We use late registrations to match with the unmatched list.
- We match grade levels further apart (i.e. high school Spanish with elementary bilingual Spanish).

Avoid the Unmatched Pile
Please do everything possible to avoid the leftover/unmatched list! Enter all the dates & times that teachers can do in your initial registration!

February: Communication and Test Calls

On or before February 21st you will receive an email notifying you of your partner information. Here's what to do next:
- If you don't receive the email by February 21, it probably is in your spam filter. If you can't find it email jzanetis@cilc.org.
- Copy all the important information into your scheduling chart (SEE PAGE 6).
- Communicate with partner coordinator(s) to set up test calls, confirm date(s) and time(s) and arrange the details of the connection.
- Let your partner coordinator(s) know if you will be unavailable or on break in February.

- Try to complete your test calls around school breaks.

Test Call Strategies
- Always do an authentic test! Test with the same equipment, the same system, and the same location you'll be using the day of the event. If your setup changes after a successful test call, test <u>again</u> before the actual connection.
- Set up a block of time for test calls and try to schedule them all during that time.
- Some coordinators with lots of test calls are using a public Google Spreadsheet to have others sign up for test call times. This saves a lot of emails and keeps all the information in one place.
- If you've made several unsuccessful attempts to test with the partner location, there may be equipment compatibility problems. Try to arrange an alternate way to connect (i.e. through CILC.)

Scheduling conflicts
What if you cannot connect on the day & time assigned (i.e. due to snow days, jury duty, illness)?
Reschedule! Reading is a great learning experience whether it's March, April, or even May!

- Work with your partner(s) to reschedule. Your connection will be just as successful and fun on another date!
- If you think there is a possibility of a snow day, get your partner coordinator's phone number. Call all partners first thing in the morning if you have a snow day. Then reschedule for another day.
- If your teacher cancels, please find another teacher to replace him/her. Don't disappoint the students in your partner class!
- If your partner cancels on you, see if any of your other partner coordinators have an extra class. Or find another partner within your district or region.

Assisting Teachers with Presentations

As coordinator, you should meet with your teachers to assist them with their students' presentations.
- Make sure they contact their partner teacher. Help them with phone calls if email doesn't work.
- Make sure they are comfortable with the technology and the methods of presentation.
- Make sure they have a copy of the Teacher Packet from Read Around the Planet 2022. Click on Resources

The Event: Reading Around the Planet

The big day(s) has arrived! Here ae some additonal suggestions:
- Take picures of class participation. If photo permission is granted, send them to tmoehring@cilc.org to be pushed out on social media.
- Invite administrators, parents and/or the press to observe the connections.
- Put up a bulletin board in the school hallway with pictures from the connections and a map showing all the places your school connected via videoconference.

- Write up the event for the school/district newsletter.
- Tweet it out! @cilcorg and use the hashtag #RAP2022

Read Around the Planet Coordinator Checklist

The Read Around the Planet event is a great activity for your students, so plan ahead, relax, and enjoy the activity with them!

Phase I - Registration

☐ I have scheduled tech support for the times we're signing up for.

☐ I have checked our school's standardized testing, vacation, and event calendars to make sure there are no conflicts.

☐ I have registered my teachers online (or assisted them in registering) and I made sure all of the registrations have more than one time and date selected.

☐ I have checked over the registration list in CAPspace to make sure everything is correct.

☐ (if applicable) My regional office has been contacted about use of the videoconference system and/or equipment during the event.

Phase II – Partner Assignment

☐ All partner assignment emails have been reviewed and verified that our site's information is correct.

☐ (if applicable) I'm using the Event Chart (page 6) to track multiple connections. Necessary test calls are scheduled.

☐ The videoconferencing camera(s) and microphone(s) are in good working order.

☐ (if applicable) Connection date(s) and time(s) were arranged with the regional office.

☐ We've completed test calls and found solutions to unsuccessful test calls.

Phase III – Presentation Preparation

☐ I've discussed presentation plans with my teachers and assisted them with the preparation for their students' presentations.

☐ I made sure that all of my teachers have the RAP Teacher Packet.

☐ I've made sure each of my teachers talked to their partner ahead of time, but that if they haven't heard from their partner teacher, they are still planning to participate. I have contacted the coordinator for any partner teachers that my teachers haven't heard from.

Phase IV – Activity Day(s)

☐ Essential phone numbers are accessible - room phone, tech contact, troubleshooting.

☐ I've planned to assist teachers with the connections and presentations.

Sample Distance Learning (DL) Event Chart Template

Summary
Date:
Time:
Who Initiates Call:
Trouble Phone #:
Notes:
	My Teacher Info
	Name:
	Building:
	Grade:
	Notes:
		Partner Info
		Teacher:
		  Email:
		  Phone:
		Coordinator:
		  Email:
		  Phone:
		Tech Person:
		  Email:
		  Phone:
		DL Room Phone:
		Grade Level:

Summary
Date:
Time:
Who Initiates Call:
Trouble Phone #:
Notes:
	My Teacher Info
	Name:
	Building:
	Grade:
	Notes:
		Partner Info
		Teacher:
		  Email:
		  Phone:
		Coordinator:
		  Email:
		  Phone:
		Tech Person:
		  Email:
		  Phone:
		DL Room Phone:
		Grade Level:

Summary
Date:
Time:
Who Initiates Call:
Trouble Phone #:
Notes:
	My Teacher Info
	Name:
	Building:
	Grade:
	Notes:
		Partner Info
		Teacher:
		  Email:
		  Phone:
		Coordinator:
		  Email:
		  Phone:
		Tech Person:
		  Email:
		  Phone:
		DL Room Phone:
		Grade Level:

Summary
Date:
Time:
Who Initiates Call:
Trouble Phone #:
Notes:
	My Teacher Info
	Name:
	Building:
	Grade:
	Notes:
		Partner Info
		Teacher:
		  Email:
		  Phone:
		Coordinator:
		  Email:
		  Phone:
		Tech Person:
		  Email:
		  Phone:
		DL Room Phone:
		Grade Level:

Summary	My Teacher Info	Partner Info

Date:
Time:
Who Initiates Call:
Trouble Phone #:
Notes:
	Name:
	Building:
	Grade:
	Notes:
		Teacher:
		  Email:
		  Phone:
		Coordinator:
		  Email:
		  Phone:
		Tech Person:
		  Email:
		  Phone:
		DL Room Phone:
		Grade Level:

Summary
Date:
Time:
Who Initiates Call:
Trouble Phone #:
Notes:
	My Teacher Info
	Name:
	Building:
	Grade:
	Notes:
		Partner Info
		Teacher:
		  Email:
		  Phone:
		Coordinator:
		  Email:
		  Phone:
		Tech Person:
		  Email:
		  Phone:
		DL Room Phone:
		Grade Level:

Summary
Date:
Time:
Who Initiates Call:
Trouble Phone #:
Notes:
	My Teacher Info
	Name:
	Building:
	Grade:
	Notes:
		Partner Info
		Teacher:
		  Email:
		  Phone:
		Coordinator:
		  Email:
		  Phone:
		Tech Person:
		  Email:
		  Phone:
		DL Room Phone:
		Grade Level:

Summary
Date:
Time:
Who Initiates Call:
Trouble Phone #:
Notes:
	My Teacher Info
	Name:
	Building:
	Grade:
	Notes:
		Partner Info
		Teacher:
		  Email:
		  Phone:
		Coordinator:
		  Email:
		  Phone:
		Tech Person:
		  Email:
		  Phone:
		DL Room Phone:
		Grade Level: