Read Around the Planet 2024 Teacher Packet

What is the "Read Around the Planet" Event?

Read Around the Planet celebrates the use of interactive virtual learning to promote literacy! This multifaceted Digital Learning Festival encourages collaborative connections among peers by matching school groups for live virtual visits where they work together on reading activities.

Those who register to participate in the Read Around the Planet (RAP) receive the following:

⭐ FREE virtual seats for all learners to the educational livestream to kick-off RAP

⭐ Match to peer group that align in learning level and collaboration criteria

⭐ Technical support preparing for the virtual exchange and facilitating the live event

⭐ One-year Cisco Webex license with full capabilities

This will be the 23rd year the Center for Interactive Learning and Collaboration (CILC) has sponsored Read Around the Planet in celebration of National Endowment of the Art's Read Across America as well as International Reading Month. CILC is looking forward to hosting learners in primary and secondary schools around the globe in this virtual exchange event!

⭐ Important Dates & Links:

Mark your calendars and share the registration details your education teams

Registration: November 10 - February 2, 2024
Please click here to register your class for NO COST!

Read Around the Planet Kick-Off Livestream: February 29, 2024
Educators can register for their free virtual seat here.

RAP Virtual Exchange Connections Occur: March 4-8, 2024
These virtual meeting rooms will be built after matching occurs.

Groups will be matched between February 5-9. Matches will be informed via email that will also include **directions, contact details, activity packet,** and **Cisco Webex license**.

Are you NEW to CILC Collaborations or Community? We invite you to learn more about us, virtual exchanges, and become a Member for FREE here: **cilc.org/join**

***Disclaimer**. While we are using the term 'planet' in the name of this event to be inclusive, this does NOT guarantee schools an international connection. Groups will be matched randomly based on project criteria and geographical locations submitted during the registration process.

Quick Guide to Getting Started

How Does RAP Work?
After completing the registration form, CILC uses the submitted details to match groups. Educators are connected to their match **to plan the best activity for your virtual exchange.** After the RAP Kick-Off Event, partners connect on the day and time you planned for the live virtual visit.

Who Needs to be Involved with Read Around the Planet?
This unique Virtual Exchange Event is designed for PreK-12 learners in any in-person, remote, or hybrid learning environments. Along with student groups from around the world, you will want to make sure your internal team (IT, co-teacher, etc.) is aware of the virtual exchange day and time!

What is Required After I Register?
There is NO COST to participate in Read Around the Planet, all that is required is the following:

- Equipment to conduct video call in learning environment
- Download Webex Meetings, provided to those who do not previously have
- Inform their internal team to ensure you have appropriate support
- Commitment to participating in the planned RAP Virtual Exchange Event

After receiving your match, you should work with their collaborative partners to …

- Meet prior to the RAP Kick-off event to decide on literacy activity
- Select the day & time for virtual exchange connection on the week of March 4-8th
- Conduct a test prior to meeting date to ensure tech & materials are in place
- Arrange contingency plans should school or weather cause reschedule

Where Can You Find RAP Resources?
CILC will provide access to a Teacher Folder with your match email, resources can be found here:

- Main form of communication will be email from **info@cilc.org**
- RAP **Activity Packet** with literacy activities & planning templates
- CILC will provide any technical support, if necessary

When Should the Collaboration Take Place?
All Virtual Exchange connections should take place on the week of March 4-8,2024. All live virtual visits should be planned to take place over a 60-minute period, a sample schedule includes …

- **5min:** Welcome & Introduction Shares (Weather, time, class culture, etc.)
- **15min:** Class A Literacy Activity Presentation
- **15min:** Class B Literacy Activity Presentation
- **10min:** Peer Questions & Class Answers
- **10min:** Reflections & Share Outs
- **5min:** Good-bye Until Next Time

We suggest distributing all materials and reviewing virtual visit manners prior to connection.

Important Reminders

Planning with your collaborative partner and preparing your class to engage virtually is essential. Below provides important dates, RAP Pro-Tips, and technical information.

Important Dates & Links:

- ✦ November 10 - February 2, 2024: FREE Registration
- ✦ February 5-9, 2024: Groups are matched by CILC teams
- ✦ On or before February 12, 2024: Matches will be sent via email
- ✦ February 16, 2024: The final day to withdraw if necessary
- ✦ February 26-March 1, 2024: Conduct Test Call as Partners
- ✦ March 4-8, 2024: Read Around the Planet Connections

*Late Registrations have the potential to be unmatched, please register no later than **February 6**

RAP Pro-Tips

Based on past feedback, CILC offers these promising practices in planning and hosting a successful Virtual Exchange connection for your learners.

Registration: Includes **all of the days and times your educators are available for best matching potentials,** limited days and times can cause a group to go unmatched**.**

Planning: We invite you to download the suggested literacy activities and scheduling charts in RAP Resources. **Block out time to work with your partner educators to select the best activities, connections methods, and times** to make a smooth virtual exchange.

Tech Check: Test calls prior to the event. We suggest **authentic tech check, by having educators connect with the same equipment and location they will on the day of their RAP connection**. The one-year Cisco Webex license will be issued to educators (that do not already have) upon registration for them to use before the event..

Rescheduling: While we stress commitment to RAP, we understand life, or technology, can happen. We suggest that **you take time to plan a back-up date, action steps and lesson with your partner educator** should a life, school, or tech event occur.

Technical Requirements

RAP connections will be held via video call connection. This requires **each educator to connect with their partner teacher using a mobile, desktop, or videoconferencing unit. All those registered will receive a one-year Webex license (if they don't already have) with full meeting capabilities.** However, you are able to use the meetings platform you are most comfortable using.

Read Around the Planet Checklist

The Read Around the Planet event is a great activity for your students. Use this checklist to plan ahead, prepare your students for interactive exchange, and set-up your learning environment for an enjoyable collaboration!

Phase I: Registration

- [ ] Review schedule to block out at least three days and time for potential RAP connections
- [ ] Notify administration and education team of your involvement in RAP
- [ ] Confirmed no conflicts on our school's standardized testing, vacation, and event calendars
- [ ] Register for Read Around the Planet by February 2, 2024 (include two dates & times)
- [ ] Downloaded my Webex Meetings account (If necessary, contacted IT team to assist)
- [ ] If applicable, communicate with your IT about using or having them assist with tech

Phase II: Partner Assignment

- [ ] Receive your Read Around the Planet match & Teacher Resource Folder by February 12, 2024
- [ ] Reach out to RAP Partner to schedule virtual planning and test meetings
- [ ] Confirmed dates, time, contact information, and back-up plan with partner
- [ ] Identified virtual exchange room location, equipment, and connection platform
- [ ] Scheduled a test call with RAP partner (to be done from same virtual and physical location)
- [ ] Provided or received the link for RAP Connection to be used on test call and event
- [ ] Equipment is in working order and connection was successful
- [ ] If applicable, Re-tested and found solutions from previous test call that was unsuccessful
- [ ] If applicable, Connection date(s) and time(s) were arranged with the regional office.

Phase III: Presentation Preparation

- [ ] Brainstormed and decided upon RAP Virtual Exchange with partner
- [ ] Planned, prepped, and shared materials with partner for Virtual Exchange
- [ ] Ran through how technology will be used during the RAP connection
- [ ] Prepared learners for digital engagements planned for RAP Virtual Exchange
- [ ] Confirmed partner teachers or coordinators are prepared for the event
- [ ] Registered for the Kick-Off RAP Livestream Event hosted by CILC

Phase IV: RAP Activity Days

- [ ] Attend CILC RAP Kick-Off Event for Virtual Exchange reminders
- [ ] Confirmed with partner and learners you will arrive 5 minutes early
- [ ] Have all essential contact information: room phone, tech contact, troubleshooting
- [ ] Reviewed virtual exchange schedule, manners, and materials with learners
- [ ] If applicable, have all materials distributed or prepared to be distributed

Are you having any trouble planning for Read Around the Planet? We are here to support you on this journey! Make sure to visit your Teacher Folder to access RAP resources & contact us at info@cilc.org.