

Read Across Arizona Coordinator Packet

What Is the Read Across Arizona Event?

Read Across Arizona uses interactive videoconferencing to connect classrooms with other classrooms “across Arizona” and read to each other. The activity is sponsored by the Pinal County Interactive Television Consortium and the NCLB Title IID Technology Grant: The Pinal County ITV Consortium Partnership.

The Pinal County ITV Partnership provides the **registration tool**, **matches classrooms** with partners, and supplies **support documents**. Participating classrooms are responsible for their own video connections and developing their own reading activities for the event.

Getting Started

Do you have the right equipment?

This activity is open to all K-12 classrooms in Arizona schools who have access to two-way interactive video equipment (IP). If you are unsure whether or not you have access to this type of equipment, or don't understand these terms, you should be working with your school's technology coordinator. This project does not work with a web cam hooked up to a computer. Your equipment should be able to do H.323 (IP) videoconference connections.

Talk to your videoconferencing coordinator and technical people.

Read Across Arizona videoconference days can be very time intensive. Planning ahead for support is essential. Talk to your local technology coordinator to see if they have time to assist with multiple connections per day. Also, it is of utmost importance that you communicate with your local technology coordinator to make sure that no changes are made to the network or equipment setup after successful test calls and before the actual connection.

Do you check your email?

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

Commitment

When you register, you and your colleagues are committing to a day and time and type of connection. Matches are based on that commitment. If you give incorrect information, the class you are matched with will be left without a partner after weeks of preparation. **Please double check everything before you register!!** Make sure you, the teacher(s), and the technician are all available for the connection. When a class backs out of this event, it is almost impossible to find someone for the partner class to connect to.

Scheduling

Each teacher's class will be matched with a class from a different school in Arizona, and each class will exchange reading activities via videoconferencing technology. Each connection is scheduled for an hour: 15 minutes for testing cameras and microphones and introductions; 30 minutes for the reading activities (15 minutes per class); 15 minutes for exchanging information about respective schools and communities.

Before you start working with teachers, it is imperative that you double check that:

1. There are no conflicts with your school's event calendar.
2. You have technical support available for the times you are signing up.
3. The equipment is reserved for the days of the Read across Arizona event.

If you are planning to do more than one or two connections, we highly recommend that you make a chart to keep track of teacher information, matching school contact information and communications between you. A sample schedule (Event Chart) is included in this packet. It is imperative that you check when the connections are happening so that your teachers don't schedule their RAA events at the same time.

Registration Tasks: November 10 - 30, 2009

When registration opens, sign up for all of your teachers. You will find it easier to make sure everything is correct if you sign up for them. As soon as you receive an email confirming your registration, check the date, time, and connection information to make sure it is correct. Checking beforehand will make the event smoother for everyone.

If you are coordinating for multiple buildings and have just one videoconference room/mobile cart, check for overlaps in registrations to make sure you don't have multiple teachers signed up for Read Across Arizona during the same time slot.

If you have to cancel for some reason, please cancel as soon as possible. Matches are done the second week in October. Once you are matched, your cancellation means disappointed students for your partner school. Please do everything possible to make sure you don't let your partner school down.

Online registration does not guarantee you a match at the time and date you requested. We will make every effort to satisfy one of your top three choices.

Communicating With Your Assigned Partner: Mid December

Early in October you will receive an email notifying you of your partner information. Copy all important information into your scheduling chart. Immediately begin communicating with the partner(s) to set up test calls, confirm the date(s) and time (s), and discuss the content of your respective presentations. Contact the partner coordinator via email and/or phone to discuss and arrange the details of the connection.

It is the responsibility of the partners to make their connection a successful educational event. The Pinal County ITv Consortium provides the registration, matching, and support materials for this event; after that it is up to you and your partner teacher(s) to make this event amazing!

Scheduling conflicts with partner

If for some unforeseen reason (i.e. equipment failure or unexpected illness), your connection cannot work on the date and time assigned to you, please work with your partner(s) to reschedule at a date and time that is convenient for you. Also, don't forget to contact your respective tech people to let them know if a videoconference has been cancelled.

Assisting Teachers with Presentations

As coordinator, you should meet with your teachers to assist them with the students' presentations. Make sure they are comfortable with the technology and the methods of presentation. You will find additional presentation and project ideas in the Teacher information packet accompanying this project.

New teachers

Teachers who are new to videoconferencing will need extra assistance in preparing their presentations and making the connections. Plan to support these teachers. Make sure you have enough time between multiple connections to assist teachers.

Check it off!

Whether you are a seasoned pro at videoconferencing, or a newbie to this technology, we recommend using the checklist in the checklist in this packet to help you complete your key tasks for this event. The Pinal County I TV Consortium Read across Arizona event is a great activity for your students, so plan ahead, relax, and enjoy the activity with them!

Handy Checklist

Phase I – Registration

- ☞ I have scheduled tech support for the times we're signing up for.
- ☞ I have checked our school's event calendar to make sure there are no Conflicts.
- ☞ If I have multiple connections from my building, I've started an Event Chart To track all the connections and prevent double-booking.
- ☞ I have registered my teachers online (or assisted them in registering).
- ☞ All registration confirmation emails have been reviewed and verified that

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 to track multiple connections. ☞ I've checked with my tech contact on the necessary test calls. ☞ The videoconferencing camera(s) and microphone(s) are in good working order. ☞ We've completed test calls and reported unsuccessful tests to the Read across Arizona coordinators.

Phase III – Presentation Preparation

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

Phase IV – Activity Day

- ☞ Essential phone numbers are accessible - room phone, tech contact, troubleshooting.
- ☞ I've planned to assist teachers with the connections and presentations today.

Sample Event Chart Template

<p>Summary Date:</p> <p>Time: Who Dials: Trouble Phone #:</p> <p>Notes:</p>	<p>My Teacher Info Name:</p> <p>Building: Grade: Notes:</p> 	<p>Partner Info Teacher: Email:</p> <p>Phone: Coordinator: Email: Phone: Tech Person: Email:</p> <p>Phone: DL Room Phone: Grade Level:</p>
<p>Summary Date:</p> <p>Time: Who Dials: Trouble Phone #:</p> <p>Notes:</p>	<p>My Teacher Info Name:</p> <p>Building: Grade: Notes:</p> 	<p>Partner Info Teacher: Email:</p> <p>Phone: Coordinator: Email: Phone: Tech Person: Email:</p> <p>Phone: DL Room Phone: Grade Level:</p>
<p>Summary Date:</p> <p>Time: Who Dials: Trouble Phone #:</p> <p>Notes:</p>	<p>My Teacher Info Name:</p> <p>Building: Grade: Notes:</p> 	<p>Partner Info Teacher: Email:</p> <p>Phone: Coordinator: Email: Phone: Tech Person:</p> <p>Email: Phone: DL Room Phone: Grade Level:</p>
<p>Summary Date: Time:</p> <p>Who Dials: Trouble Phone #: Notes:</p>	<p>My Teacher Info Name: Building:</p> <p>Grade: Notes:</p>	<p>Partner Info Teacher: Email: Phone: Coordinator:</p> <p>Email: Phone: Tech Person: Email: Phone: DL Room Phone: Grade Level:</p>

© This document was created with information written by members of TWICE, creators of the Read Around the Planet videoconferencing event. Please visit their website at www.twice.cc/read.