

Read Around the Planet Checklist

Phase I – Verification

- Our Videoconference equipment can do **H.323** (IP) or **H.320** (ISDN) connections and can connect to sites outside our district.
- My phone number is listed correctly in CAPspace (Check My Settings).
- A representative from our building (or district) has begun the verification process (see www.twice.cc/verify).
- We have verified our equipment and advertised the event and registration website to our local staff.

Phase II - 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 option listed.
- I have checked over the registration list online to make sure everything is correct.
- (if applicable) My regional office has been contacted about use of the videoconference system and/or equipment during March.

Phase III – 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. (You can also download the .csv file to track multiple connections in your spreadsheet software.)
- I've checked with my tech contact on the necessary test calls.
- 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'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 hanging in there.

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.