

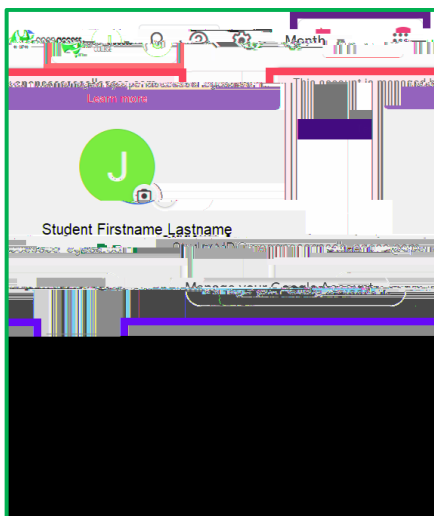
Google Calendar – } } |] v P / Ÿ v Œ v š d Z Œ s] •] š •

Itinerant Teachers (ITs) at School of the Air (SOTA) regularly visit families to provide face-to-face learning support. This help sheet will show you how to book these visits via the SOTA Itinerant Teacher Visits shared Google Calendar.

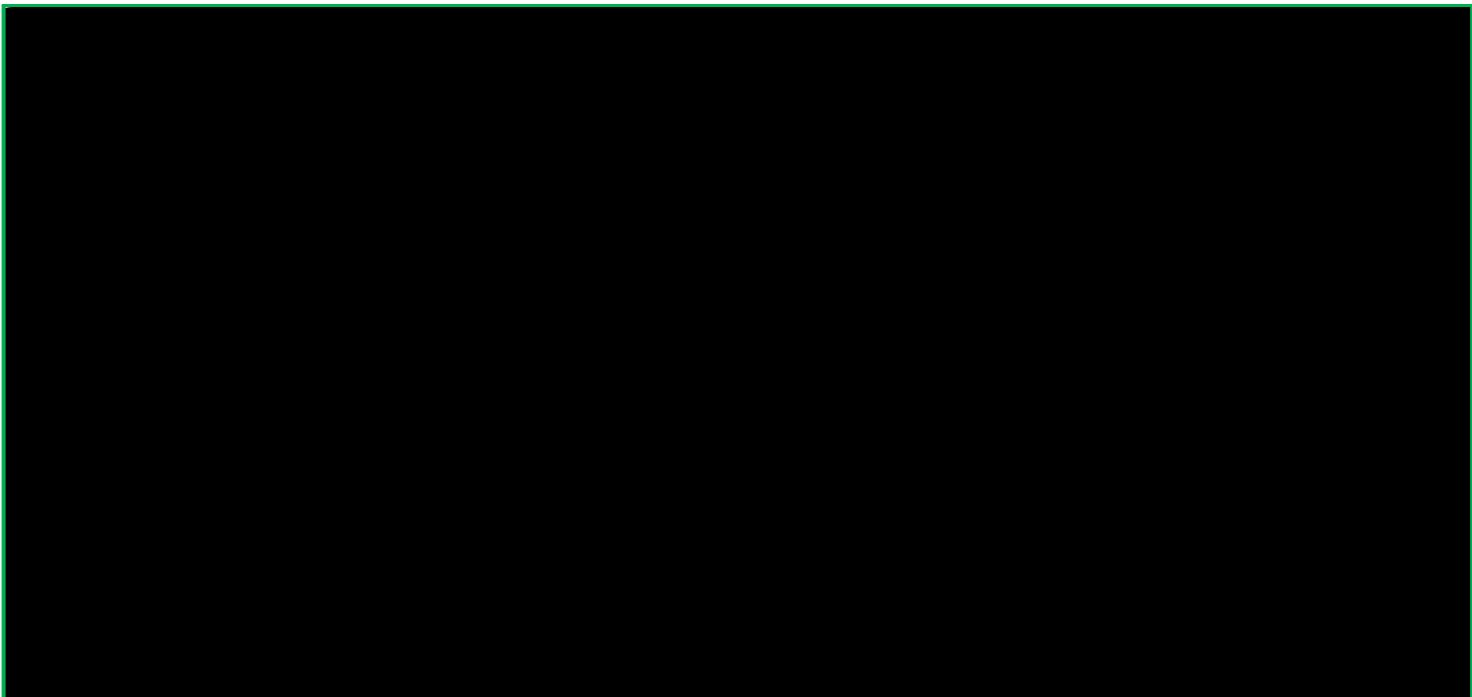
IMPORTANT: Please note that SOTA staff can view a detailed history of all changes to this calendar, including the account that made the changes. Please do not delete, edit or doublebook any bookings made by other stations.

If you suspect a booking has been changed or deleted without consent, please contact SOTA immediately.

1. Open your internet browser, go to <https://calendar.google.com/calendar> and log into a **student OAC Google account**
Username: studentID@openaccesscollegesga.com
Password: Student's date of birth backwards (e.g. January 27th 2008 will be 20080127)
2. To check your current Google account, [click the symbol](#) in the top right of any Google website and note the [details](#)
Click [Add another account](#) or [Sign out](#) to log into a different Google account



3. Click the [three horizontal lines](#) in the top left to [reveal](#) the Calendars section, [scroll down](#) inside this section until you see [the calendars](#), click the [small arrow s](#) to the right to [expand them](#), then [tick the box](#) to the left of your **IT Calendar**



4. Change the **time frame**