# Google Calendar –} } l] 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.
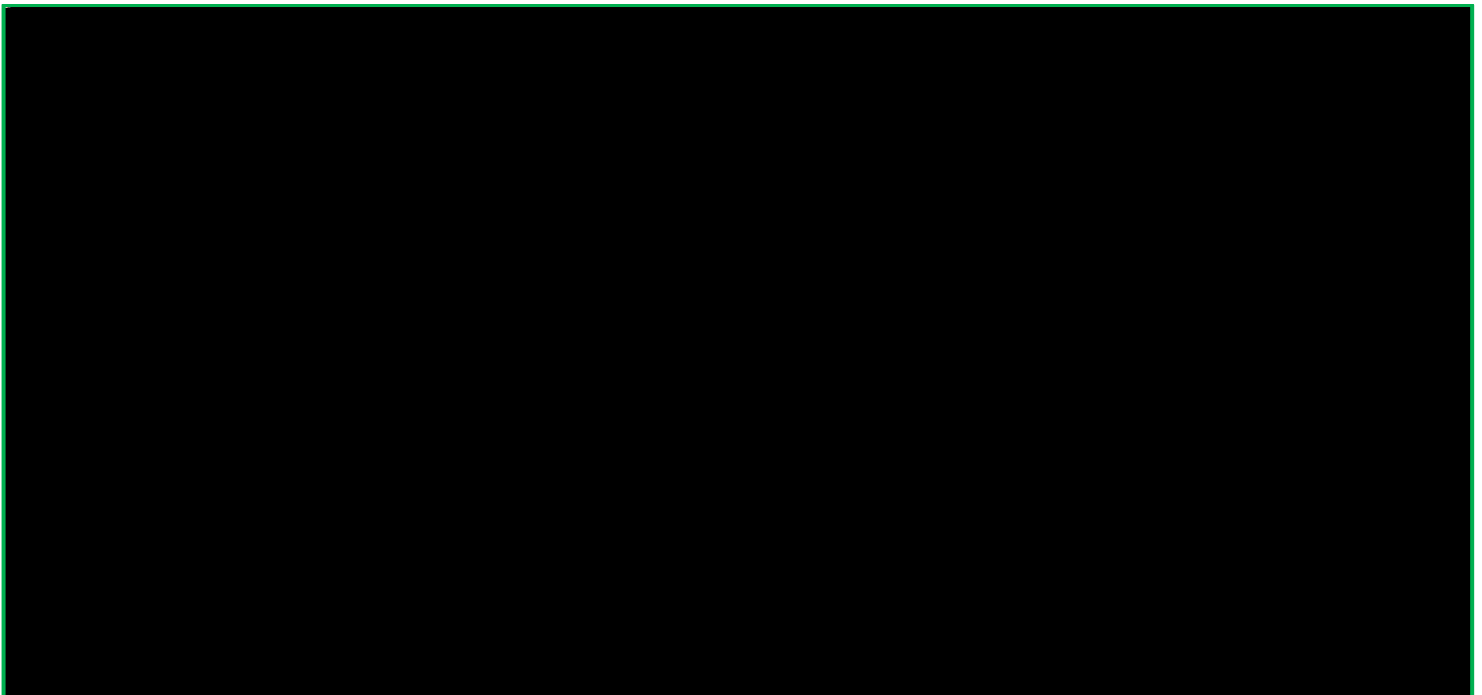
IMPORTANT: Please note that SOTA staff can view a detailed history of all changes made to this calendar, including the account that made the changes. Please do not delete, edit or double book any bookings made by other stations.

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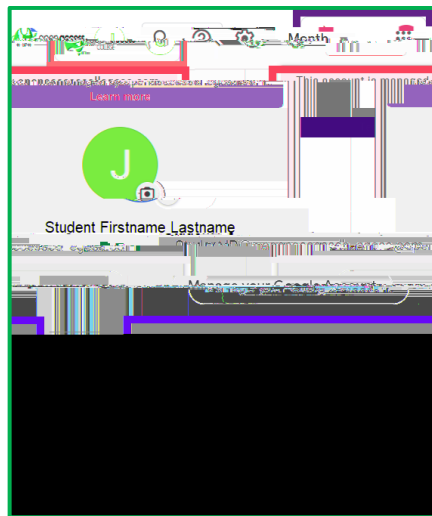
3. Click the three horizontal lines in the top left to reveal the Calendars section, scroll down inside this section until you see the calendars, click the small arrow s to the right to expand them, then tick the box to the left of your IT Calendar

4. Change the time frame