

Google Calendar – Booking Itinerant Teacher Visits

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 Calendars.

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 that a booking has been changed or deleted without consent, please contact SOTA immediately.

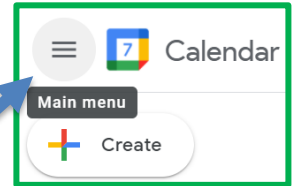
1. Open your internet browser, go to <https://calendar.google.com/calendar> and log in to a **student OAC Google account**

Username: studentID@openaccesscollegesga.com

Note: If you are unsure of your student OAC Google login details, please contact SOTA

2. In the bottom left under **My calendars**, tick the boxes for all calendars in this section

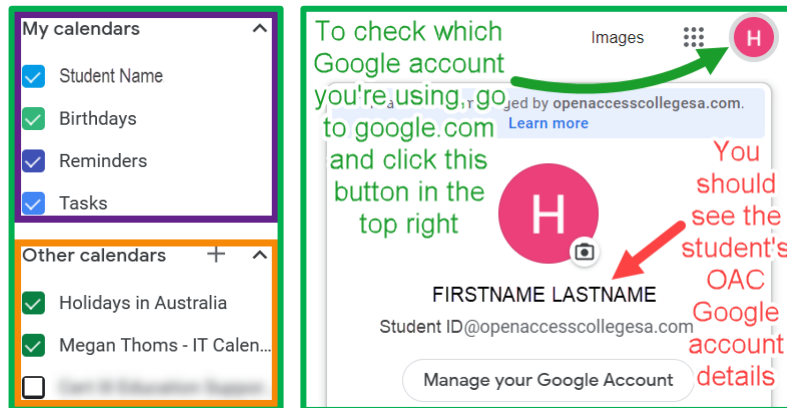
Note: If you **cannot see any calendars** on the left, click the **Main menu button** in the **top left**



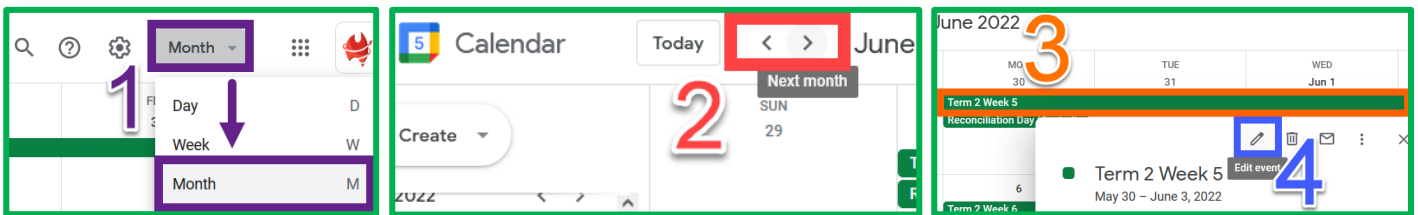
3. In the bottom left under **Other calendars**, tick the checkboxes for **Holidays in Australia** and your **IT Calendar**

Note: If you **cannot see your IT Calendar**, hover your mouse over the **My Calendars** area and scroll down

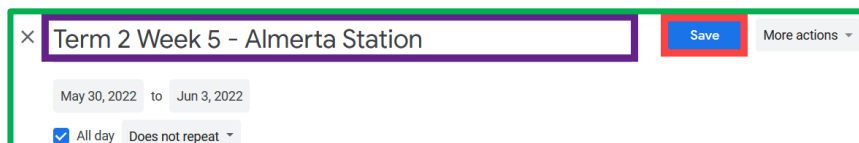
If you still cannot find your IT calendar, please contact SOTA



4. Change the **time frame** in the top right to **Month**, use the **navigation arrows** in the top left to locate the week you wish to book, left-click the **week name** (e.g. **Term 2 Week 5**) and select the **Edit button** to open the editing window



5. In the booking event editing window, **add your station name** after the **Term** and **Week**, click **Save** and you're done!



6. Your booking should now appear in the calendar as per the example below (*please note the date range and name*)

MON	TUE	WED	THU	FRI
30	31	Jun 1	2	3
Term 2 Week 5 - Almerita Station				

7. If your booking doesn't look like this, please follow **steps 4 through 6** again or contact SOTA if you have questions