



Welcome to the Ogburn School!

Your welcome e-mail provided a link to the ogburn.org website and your logon information, including your user name and password. Before starting your academic assignments, please review the orientation course information provided in your welcome e-mail. The orientation course should be completed before beginning your assignments. Please pay close attention to the hard copy documents that are provided in orientation that you must submit to the school. Also make certain you have the latest version of Adobe Reader on your computer. Go to Adobe.com to download the latest version.

Let's get started!

Go to: <http://www.ogburn.org>



Notice the **Menu Bar**. Look to the far right for the **Student Login** tab.

Click on: **'Student Login'** on the menu bar. ←

The login screen will appear. Enter your login information on this screen.

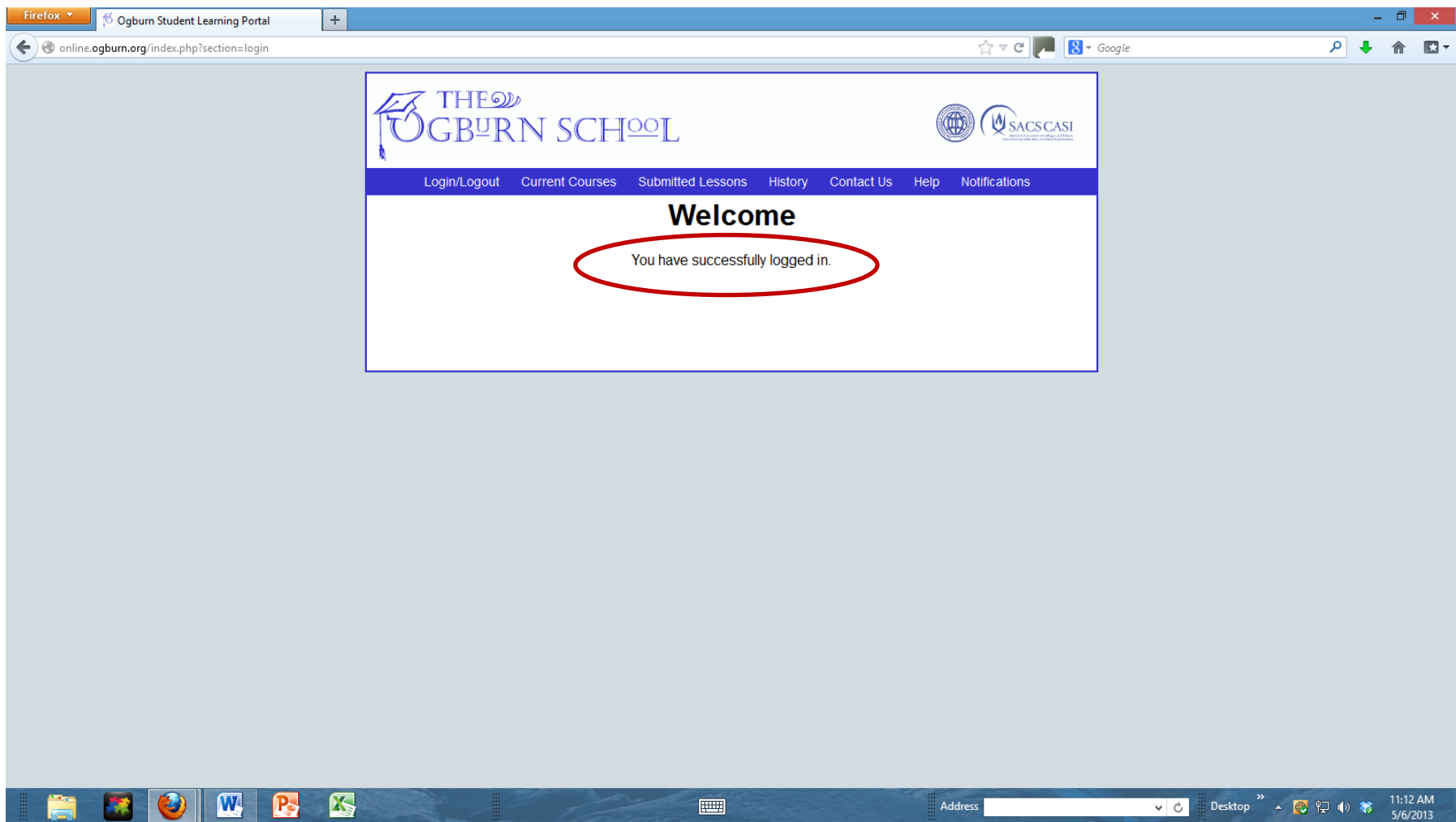
The screenshot shows a web browser window displaying the Ogburn Student Learning Portal. The page header includes the school logo and navigation links: Login/Logout, Current Courses, Submitted Lessons, History, Contact Us, Help, and Notifications. The main content area is titled "Login" and contains a form with the following fields:

- Username:
- Password:
- Login button

A red circle highlights the login form, and a red arrow points from the text above to the form. Three numbered instructions are provided on the right:

1. Enter the user name provided
2. Enter the password provided
3. Click on 'Login'

You should receive this message: **'You have successfully logged in.'**



Look at the menu bar. Click on **'Current Courses'** to view your assigned courses:

The screenshot shows the Ogburn Student Learning Portal. The browser address bar displays 'online.ogburn.org/index.php?section=courses'. The page header includes the school logo and the text 'THE OGBURN SCHOOL'. The navigation menu contains 'Login/Logout', 'Current Courses', 'Submitted Lessons', 'History', 'Contact Us', 'Help', and 'Notifications'. The 'Current Courses' menu item is circled in red. Below the menu, the heading 'Current Courses' is displayed, followed by the text 'There are currently 71 courses in-progress for your student account.' A table lists the courses with columns for 'Course Name', 'Started Date', and 'Assignments'. The 'Assignments' link for the 'English 1 AHS' course is circled in red. The system tray at the bottom shows the date and time as 11:38 AM on 5/6/2013.

Course Name	Started Date	Assignments
English IV	12-13-2012	Assignments
English 4 Honors	12-01-2012	Assignments
Environmental Science	06-19-2012	Assignments
test display title	06-04-2012	Assignments
Consumer Economics	10-08-2010	Assignments
Psychology	09-16-2010	Assignments
Psychology	09-10-2010	Assignments
Fundamentals of Earth Science	08-21-2010	Assignments
Life Management	08-01-2010	Assignments
Senior Capstone First Semester	07-10-2010	Assignments
Senior Capstone Second Semester	07-10-2010	Assignments
English 4	01-24-2009	Assignments
Algebra 1B (Full Year)	01-01-1999	Assignments
English 1 AHS	00-00-0000	Assignments
English 3 First Semester	00-00-0000	Assignments
English 3 Second Semester	00-00-0000	Assignments
Essentials of Chemistry	00-00-0000	Assignments
Essentials of Chemistry First Semester	00-00-0000	Assignments
Essentials of Chemistry Second Semester	00-00-0000	Assignments
Spanish 2	00-00-0000	Assignments
Spanish 1	00-00-0000	Assignments

Click on **'Assignments'** to view the assignment links for that course:

Firefox Ogburn Student Learning Portal
online.ogburn.org/index.php?section=toc&course_id=104

THE OGBURN SCHOOL

Login/Logout Current Courses Submitted Lessons History Contact Us Help Notifications

English 1 AHS

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Course Supplementals

[English 1 AHS Syllabus](#)
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- [English 1 Lesson 05](#)
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- [English 1 Lesson 20](#)
- [English 1 Lesson 21](#)

Address Desktop 11:45 AM 5/6/2013

Click on a **lesson link** to view that lesson: ←

The **lesson** will appear on the page. Scroll down to view the complete lesson and **Lesson Review**.

The screenshot shows a web browser window displaying the Ogburn Student Learning Portal. The page title is "English 1 AHS" and the main content is "COLON". The lesson title "LESSON 10: COLON" is circled in red. The page includes a navigation menu with links for Login/Logout, Current Courses, Submitted Lessons, History, Contact Us, Help, and Notifications. The lesson content includes objectives, rules, and examples of colon usage. The browser's address bar shows the URL "online.ogburn.org/index.php?section=content&content_id=280&lesson_id=1567". The Windows taskbar at the bottom shows the date and time as 12:03 PM on 5/6/2013.

THE OGBURN SCHOOL

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Login/Logout Current Courses Submitted Lessons History Contact Us Help Notifications

English 1 AHS

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COLON

LESSON 10: COLON

Objectives:

- Explain the concepts relating to the proper use of the colon
- Identify the proper use of the colon
- Apply the proper use of the colon in guided writing

RULES

Use a colon after the greeting in a business letter.

Example: Dear Sir: Dear Ms. Brown:

Use a colon between the hour and the minute when writing time.

Example: 8:00, 10:45, 3:30

Use a colon to introduce a list.

Example: The bag contained these items: a toothbrush, a comb, a watch, and some clothing.

Online Resources:

<http://www.slideshare.net/questa728e4/english-grammar-lesson-use-of-the-colon>

Lesson 10 Review:

Helpful Tip: The actual screen view is larger than this. However, if you want to enlarge the online screen view, hold the control key down and press the + key on your computer keyboard and the screen view will enlarge. Need it larger? Repeat the process.

The **Lesson Review** follows the lesson, usually on the same screen view.

Lesson 10 Review:

Rewrite each sentence using correct capitalization, punctuation, and adding colons where needed.

1. The concert begins at 7 00 where there will be games food prizes and fireworks
2. dear mr. gomez
there is a package waiting for you at the ups store so please make arrangements to pick it up before 600 pm on thursday friday or saturday
3. these are the members who must pay their dues jack brown cindy stevens sam white and ted west
4. west meadows elementary school takes in at 7 45 and dismisses at 2 30
5. dear mrs. ruth
please meet us at the pizza hut at 645

6. Writing Assignment

Using the rules from this lesson, write a paragraph on the following topic:

What would you do if you got lost in an unfamiliar city? Be certain to include colons in your paragraph.

Explain how you used the rules from the lesson in your paragraph. Note where you used the concepts from this lesson. Your paragraph should be 4-7 sentences in length.

Please Write Your Answer Below:

Submit Answers

Enter your answers in the submission box by typing directly into the box or by using copy/paste function. (See the 'Helpful Tips' on next page.)

Click on: **Submit Answers** to upload your work.

****Important** Helpful Tips:**

You can copy/paste the lesson to a Word (or Word compatible) document on your computer. Answer the review questions in the document, saving your work to a file on your computer. Save the document a name that 'makes sense' to you and be easily located, such as English 1 Lesson 10. Then copy/paste your answers into the submission box.

This is easier than trying to work 'online' and typing your answers directly into the submission box. It also helps to guard against losing your work in case of a power surge, a computer freeze or you 'time-out' of the site. Your work is saved on the computer and you can simply submit it again.

Avoid using the 'back' arrow on your browser. Using the 'back' arrow can erase your submission.

SAVE!

SAVE!

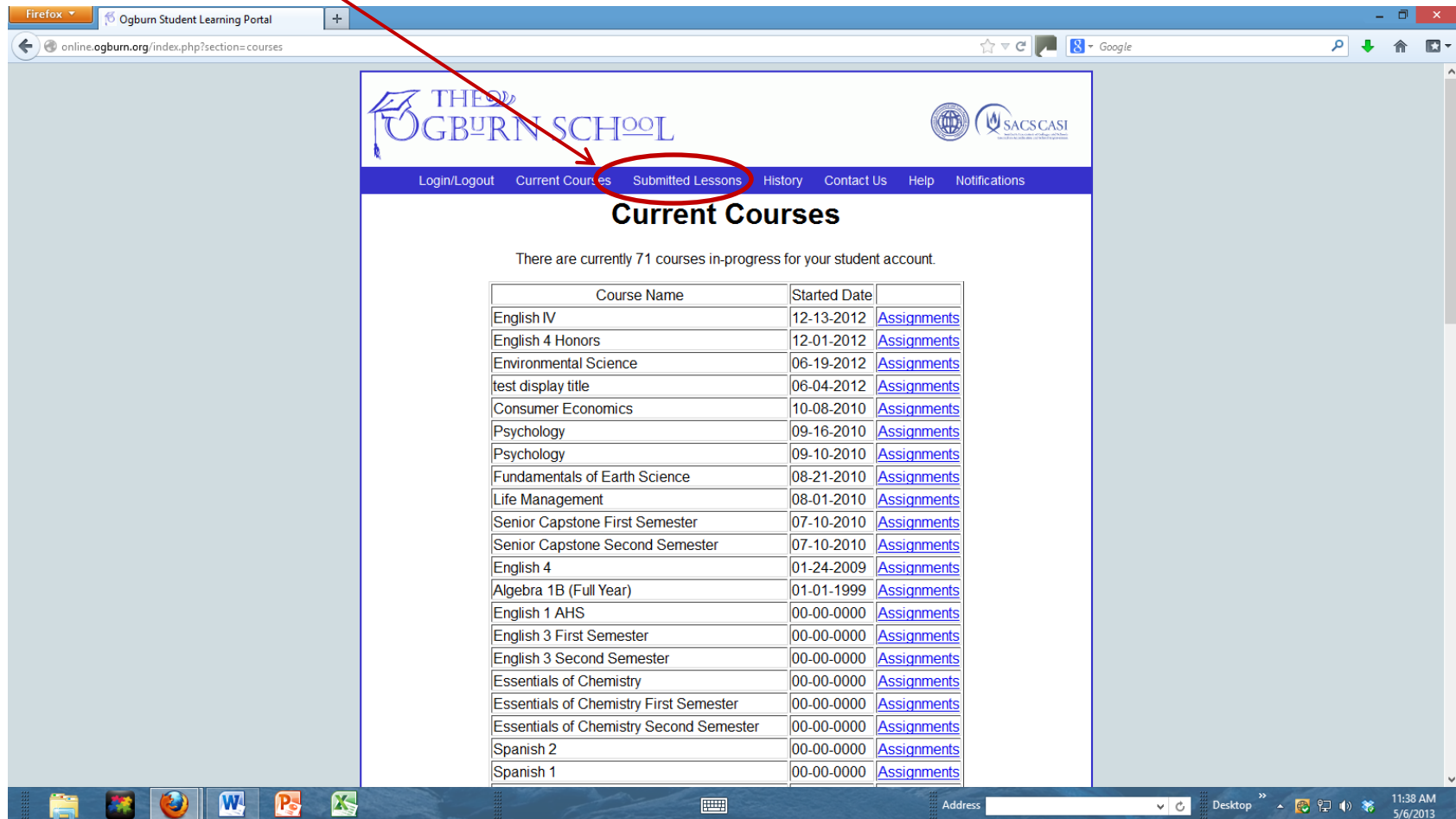
SAVE!

SAVE!

SAVE!

To view the lessons that you have submitted:

Click on: **Submitted Lessons** in the menu bar.



The screenshot shows a web browser window displaying the Ogburn Student Learning Portal. The browser's address bar shows the URL `online.ogburn.org/index.php?section=courses`. The page header includes the Ogburn School logo and the SACSCASI accreditation logo. The navigation menu bar contains the following items: Login/Logout, Current Courses, Submitted Lessons (circled in red), History, Contact Us, Help, and Notifications. Below the menu bar, the main content area is titled "Current Courses" and contains the text: "There are currently 71 courses in-progress for your student account." Below this text is a table with the following data:

Course Name	Started Date	
English IV	12-13-2012	Assignments
English 4 Honors	12-01-2012	Assignments
Environmental Science	06-19-2012	Assignments
test display title	06-04-2012	Assignments
Consumer Economics	10-08-2010	Assignments
Psychology	09-16-2010	Assignments
Psychology	09-10-2010	Assignments
Fundamentals of Earth Science	08-21-2010	Assignments
Life Management	08-01-2010	Assignments
Senior Capstone First Semester	07-10-2010	Assignments
Senior Capstone Second Semester	07-10-2010	Assignments
English 4	01-24-2009	Assignments
Algebra 1B (Full Year)	01-01-1999	Assignments
English 1 AHS	00-00-0000	Assignments
English 3 First Semester	00-00-0000	Assignments
English 3 Second Semester	00-00-0000	Assignments
Essentials of Chemistry	00-00-0000	Assignments
Essentials of Chemistry First Semester	00-00-0000	Assignments
Essentials of Chemistry Second Semester	00-00-0000	Assignments
Spanish 2	00-00-0000	Assignments
Spanish 1	00-00-0000	Assignments

Submitted assignments and grades will appear.

The screenshot shows a web browser window displaying the Ogburn Student Learning Portal. The page title is "Submitted Lessons" and the user is identified as "Brandy Carvalho". The page contains instructions on how to view submissions and resubmit for a higher grade. A list of submitted assignments is shown, with a red circle highlighting the entire list.

Submitted Lessons

Click on the lesson to view your submission and the lesson. If you'd like to resubmit for a higher grade, return to Current Courses.

A grade of "I" is an incomplete, and needs to be resubmitted for credit. If you do not resubmit, you will receive 0 points for the lesson.

Only the highest grade and associated teacher comments will show on this page. If you do resubmit, your resubmission and grade will not show on this page until it has been graded, and if it is a higher grade than the previous submission.

- Algebra 1
 - [Algebra1 Lesson 02](#) Grade: A
 - [Algebra1 Lesson 06](#) Grade: A
 - [Algebra1B Lesson 01](#) Grade: A
- American Government
 - [American Government Lesson 01](#) Grade: B
- Biology
 - [Biology Lesson 01](#) Grade: A
 - [Biology Lesson 02](#) Grade: A
 - [Biology Lesson 03](#) Grade: A
 - [Biology Lesson 04](#) Grade: A
 - [Biology Lesson 05](#) Grade: A
 - [Biology Lesson 06](#) Grade: A
 - [Biology Lesson 07](#) Grade: A
 - [Biology Lesson 08](#) Grade: A
 - [Biology Lesson 09](#) Grade: A
 - [Biology Lesson 10](#) Grade: A
 - [Biology Lesson 11](#) Grade: A
 - [Biology Lesson 12](#) Grade: A
 - [Biology Lesson 13](#) Grade: A
 - [Biology Project 01](#) Grade: A
 - [Biology Project 02](#) Grade: A
 - [Biology Project 03](#) Grade: A
 - [Biology Project 04](#) Grade: A
- Biology I
 - [Biology I Lesson 03](#) Grade: A
 - [Biology I Lesson 04](#) Grade: ENR

To view your answers and the instructor's comments, click on the **lesson link**.

The screenshot shows the Ogburn Student Learning Portal in a Firefox browser. The page title is "Ogburn Student Learning Portal" and the URL is "online.ogburn.org/index.php?section=studentSubmittedCourses". The page features the Ogburn School logo and a navigation menu with links for "Login/Logout", "Current Courses", "Submitted Lessons", "History", "Contact Us", "Help", and "Notifications".

The main content area is titled "Submissions by Brandy Carvalho" and includes the following text:

Click on the lesson to view your submission and the lesson. If you'd like to resubmit for a higher grade, return to Current Courses.

A grade of "I" is an incomplete, and needs to be resubmitted for credit. If you do not resubmit, you will receive 0 points for the lesson.

Only the highest grade and associated teacher comments will show on this page. If you do resubmit, your resubmission and grade will not show on this page until it has been graded, and if it is a higher grade than the previous submission.

The list of submissions is as follows:

- Algebra 1
 - [Algebra1 Lesson 02](#) Grade: A
 - [Algebra1 Lesson 06](#) Grade: A
 - [Algebra1B Lesson 01](#) Grade: A
- American Government
 - [American Government Lesson 01](#) Grade: B
- Biology
 - [Biology Lesson 01](#) Grade: A
 - [Biology Lesson 02](#) Grade: A
 - [Biology Lesson 03](#) Grade: A
 - [Biology Lesson 04](#) Grade: A
 - [Biology Lesson 05](#) Grade: A
 - [Biology Lesson 06](#) Grade: A
 - [Biology Lesson 07](#) Grade: A
 - [Biology Lesson 08](#) Grade: A
 - [Biology Lesson 09](#) Grade: A
 - [Biology Lesson 10](#) Grade: A
 - [Biology Lesson 11](#) Grade: A
 - [Biology Lesson 12](#) Grade: A
 - [Biology Lesson 13](#) Grade: A
 - [Biology Project 01](#) Grade: A
 - [Biology Project 02](#) Grade: A
 - [Biology Project 03](#) Grade: A
 - [Biology Project 04](#) Grade: A
- Biology I
 - [Biology I Lesson 03](#) Grade: A
 - [Biology I Lesson 04](#) Grade: ENR

A red arrow points from the text "lesson link" in the instruction above to the link "American Government Lesson 01", which is circled in red. The Windows taskbar at the bottom shows the time as 2:22 PM on 5/6/2013.

From this screen you can view:

1. Grades
2. Instructor's comments
3. Your answers
4. The original lesson is also viewable from this screen.

The screenshot shows a web browser window displaying the Ogburn Student Learning Portal. The page title is "Submissions by Brandy Carvalho". It contains instructions on how to view submissions and resubmit for a higher grade. The main content is for "American Government Lesson 01", showing a highest grade of "B", instructor comments of "test response", and the user's answer of "test". The original lesson content is also visible, including objectives and introductory text about the Constitution.

A red oval highlights the submission details section. To the left of this oval, a red box contains a list of four items, each with a double-headed red arrow pointing to the corresponding information on the page:

1. Grade
2. Instructor's comments
3. Your answers
4. Original Lesson

Click on: **History** ←

From this screen you can view the following:

1. Course name
2. Course start date
3. Course completion date
4. Course final grade

The screenshot shows the Ogburn School Student Learning Portal. The navigation bar includes links for Login/Logout, Current Courses, Submitted Lessons, History, Contact Us, Help, and Notifications. The 'History' link is circled in red. Below the navigation bar, the page title is 'History', and a message states 'There are currently 72 courses in the history for your student account'. A table lists the course history with columns for Course Name, Started Date, Completed Date, and Final Grade. The first row of the table is circled in red, and the columns are numbered 1 through 4. A red arrow points from the 'History' link in the navigation bar to the 'History' title on the page.

1 Course Name	2 Started Date	3 Completed Date	4 Final Grade
English IV	12-13-2012	N/A	N/A
English 4 Honors	12-01-2012	N/A	N/A
Environmental Science	06-19-2012	N/A	N/A
test title	06-04-2012	N/A	N/A
Consumer Economics	10-08-2010	N/A	N/A
Psychology	09-16-2010	N/A	N/A
Psychology	09-10-2010	N/A	N/A
Fundamentals of Earth Science	08-21-2010	N/A	N/A
Life Management	08-01-2010	N/A	N/A
Senior Capstone	07-10-2010	08-14-2010	F
Senior Capstone	07-10-2010	11-17-2010	F
English 4	01-24-2009	05-18-2011	A
Algebra 1B	01-01-1999	02-22-2010	F
Math for College Readiness Second Semester	N/A	N/A	N/A
Essay Writing 1	N/A	N/A	N/A
World History/Geography	N/A	N/A	N/A
Essentials of Chemistry	N/A	N/A	N/A
English 3	N/A	N/A	N/A
English 3	N/A	N/A	N/A
Essentials of Chemistry	N/A	N/A	N/A
Essentials of Chemistry	N/A	N/A	N/A
Essentials of Chemistry	N/A	N/A	N/A
Spanish 1	N/A	N/A	N/A
Spanish 2	N/A	N/A	N/A
English 1 AHS	N/A	N/A	N/A

Need to contact us for any reason? Use **Contact Us** to call, write or send a message.

The screenshot shows a Firefox browser window displaying the Ogburn School website. The address bar shows the URL `online.ogburn.org/index.php?section=contact`. The page features the Ogburn School logo and the SACSGASI logo. A navigation menu includes links for Login/Logout, Current Courses, Submitted Lessons, History, **Contact Us** (circled in red), Help, and Notifications. The main content area is titled "Contact Us" and provides contact information for the Mailing Address, Administrative Office, and Support.

Mailing Address:
P.O. Box 290
Fernandina Beach, FL 32035

Administrative Office:
1411 South 14th Street, Unit H
Fernandina Beach, FL 32034

Support:
help@ogburn.org
Phone: (904) 491-6233

Phone: (904) 491-6233

Fax: (951) 346-5089

Need help? Visit the **Help** page for web resources that will answer many of your questions.

The screenshot shows a Firefox browser window displaying the Ogburn Student Learning Portal. The address bar shows the URL `online.ogburn.org/index.php?section=help`. The page header features the school logo and navigation links: Login/Logout, Current Courses, Submitted Lessons, History, Contact Us, **Help**, and Notifications. The 'Help' link is circled in red, with a red arrow pointing to it from the text above. The main content area is titled 'Web Resources' and includes the following text:

Web Resources

Have Questions? Contact us!
help@ogburn.org
Phone: (904)491-6233

www.dmoz.org
The **Open Directory Project** is a large, comprehensive human-edited directory of the Web.

www.dictionay.com
Online dictionary

www.math.com
Assistance for math problems

www.wikipedia.org
Encyclopedia- can be edited by anyone, so be careful!

www.reference.com
Encyclopedia

www.factmonster.com
Online almanac, dictionary, encyclopedia and homework help.

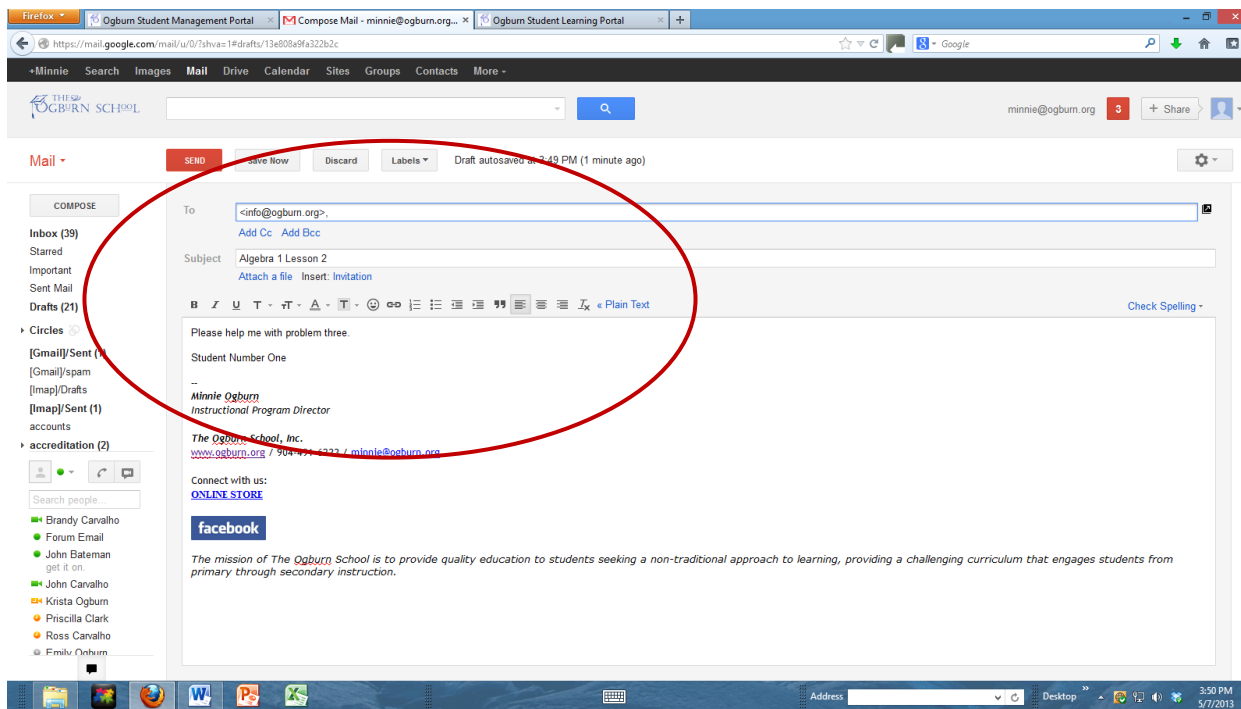
To increase the type size on websites,
hold down **CTRL** and press the "+" key

To reduce the type size on websites,
hold down **CTRL** and press the "-" key

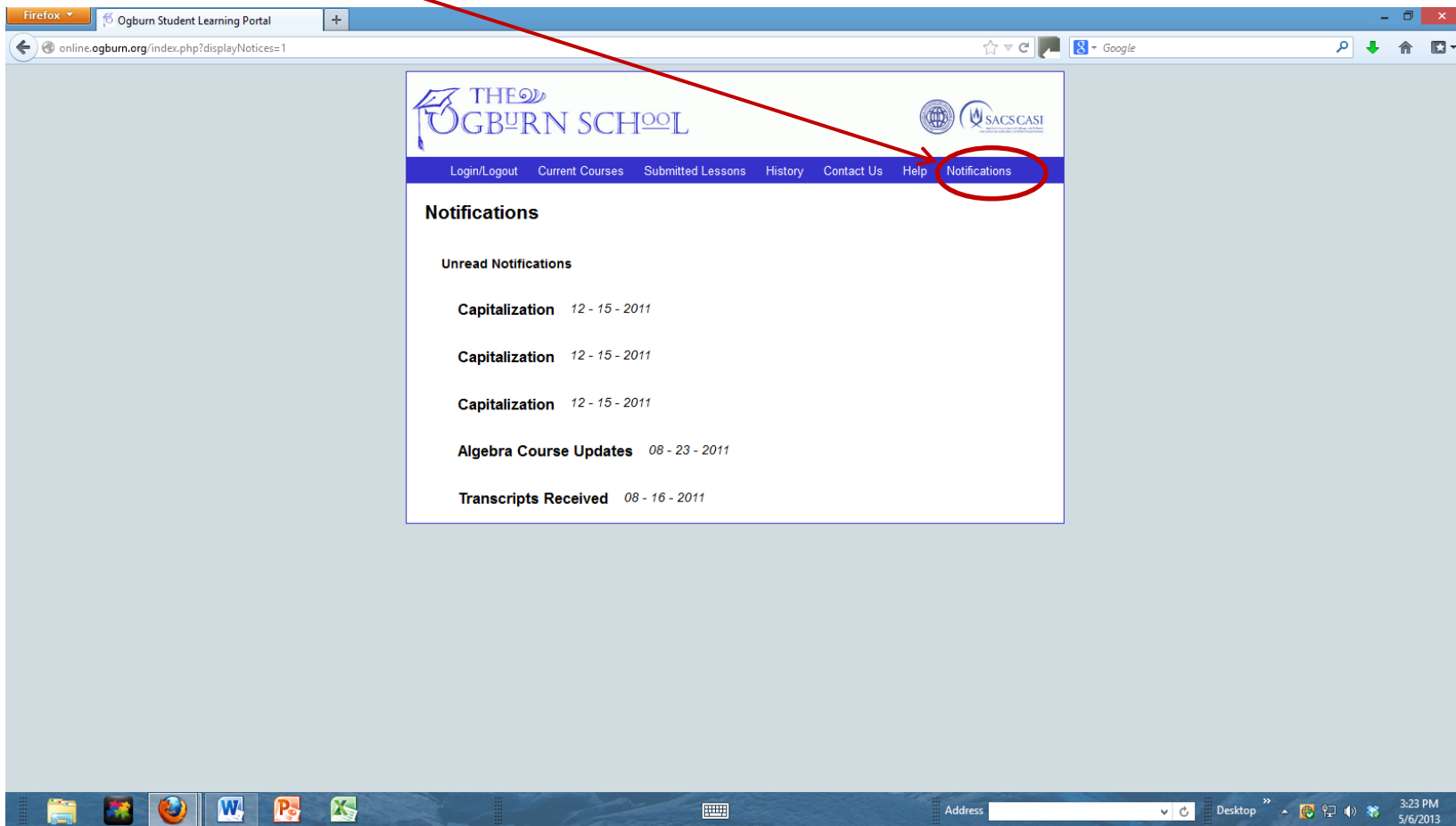
The browser's taskbar at the bottom shows the system tray with the time 3:21 PM and date 5/6/2013.

For assistance with lessons that cannot be answered on the Web Resources page, contact: help@ogburn.org

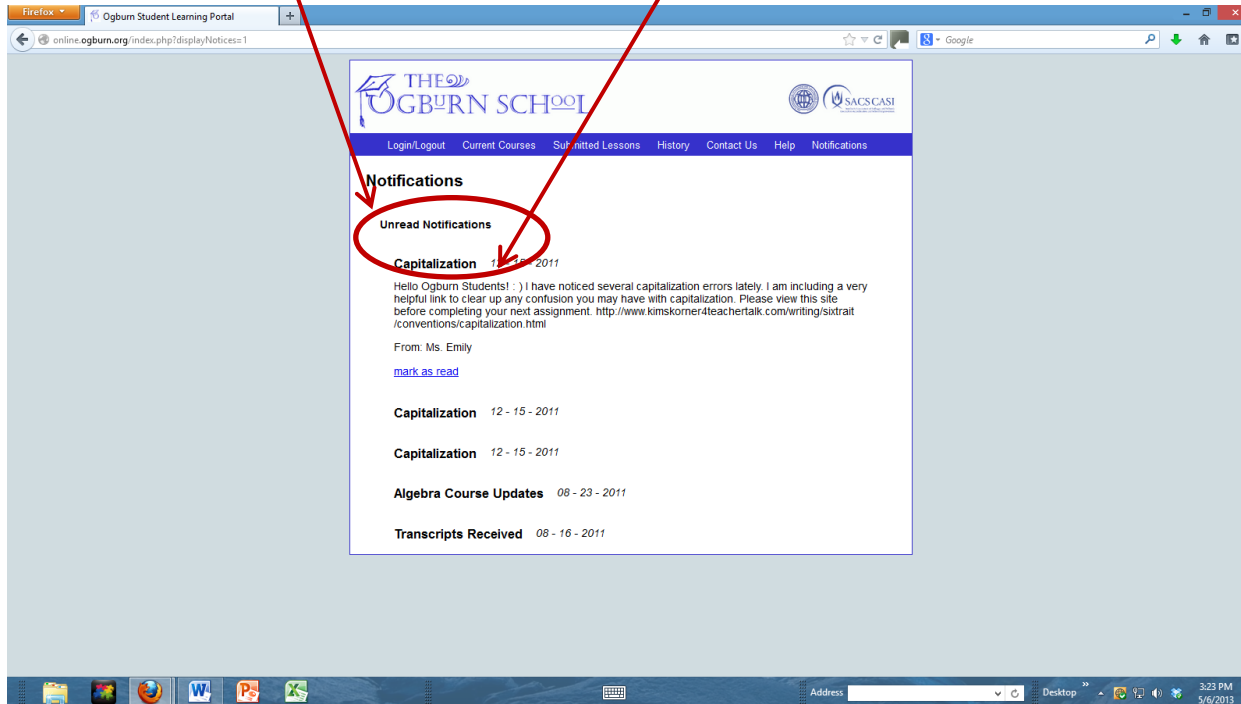
1. Place the course name and lesson number in the subject line.
2. Write your question in the message body.
3. Please make sure to provide your name in the message body. Your email address does not always identify you!
4. The first available teacher will respond to your question shortly.



Click on: **Notifications** to check for any important messages sent to students from the school.



Unread notifications will appear: Click on the **Title** of the notification to read the message.



Now you know how to navigate the Ogburn site. Let's open the floor to questions.

Frequently Asked Questions:

1. I lost my username and password. How do I retrieve it?

Contact info@ogburn.org and let us know. We will resend the username and password to the email address on file.

2. What if I accidentally submit my assignment before I have completed it?

No worries. Just enter your answers in the text box again and submit. Please write 'resubmitted lesson' at the top.

3. What if I am not happy with my grade? Can I submit it again? How many times can I submit an assignment?

Any lesson can be resubmitted one time to attempt a higher grade. Assignments can be submitted twice unless your teacher specifically requests that you resubmit a lesson again.

4. I want to submit an assignment that is too large for the text box or is a PowerPoint or other format. How can I do that?

Email as an attachment to info@ogburn.org

Fax to 951-346-5089

Mail to P.O. Box 290, Fernandina Beach, FL 32035

5. Some of the lesson documents will not open. How can I get these to open?

Some of the lessons are in .pdf format. Be sure you have the latest version of Adobe Reader installed on your computer. Go to Adobe.com and follow the instructions to download the latest version.

6. I received a grade of 'I' but I don't know what this means.

This means that the lesson is 'incomplete.' Review the teacher comments and resubmit.

Thank you for taking the time to review this information.

If you have additional questions please contact us at:

info@ogburn.org

Student Services: 904-491-6233

