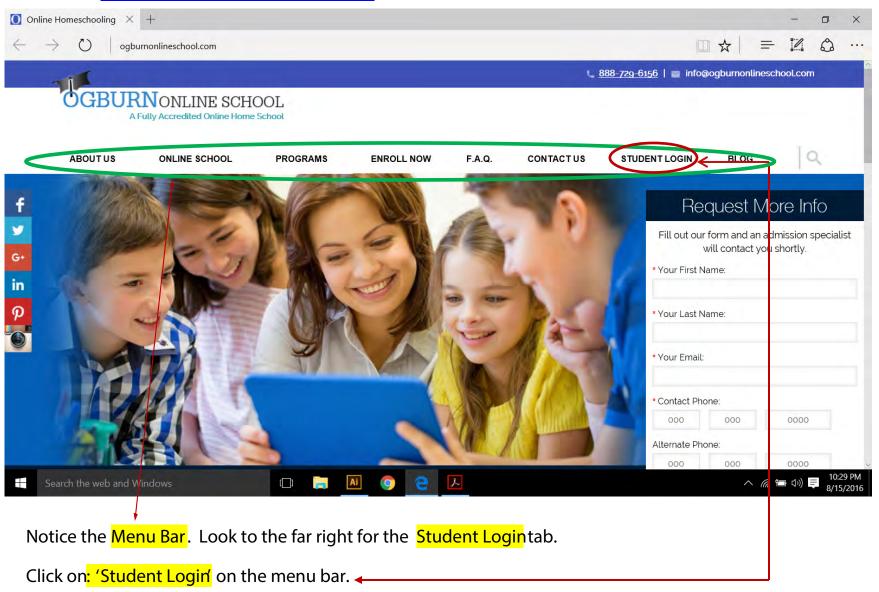


Welcome to the Ogburn School!

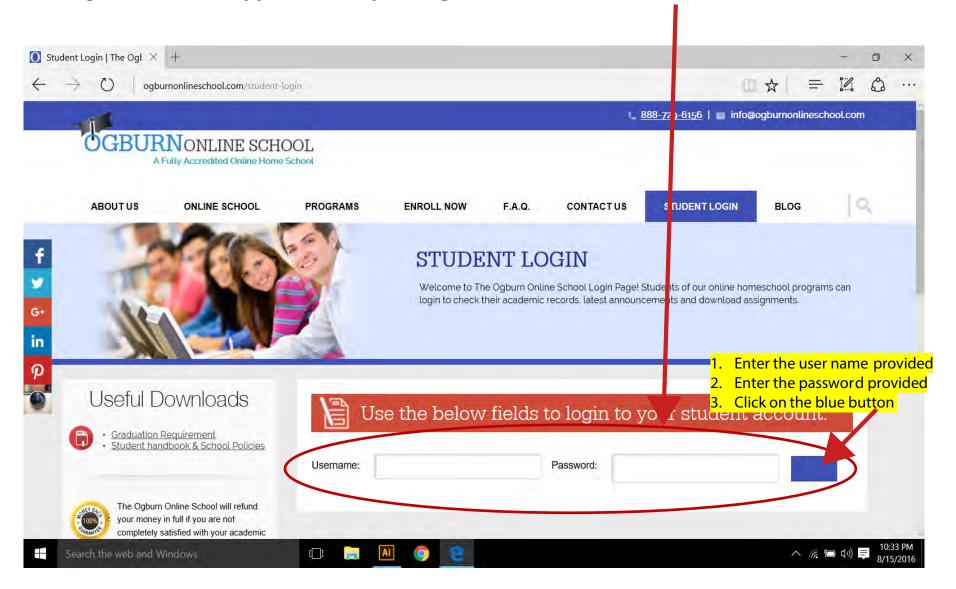
Your welcome e-mail provided a link to http://home.ogburn.org/ and your logon information, including your user name and password. Before starting your academic assignments, please review the course information provided in your welcome e-mail. Orientation should be completed by both the parent/guardian and student before beginning academic assignments. Please pay close attention to the hard copy documents in Orientation that must be submitted 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!

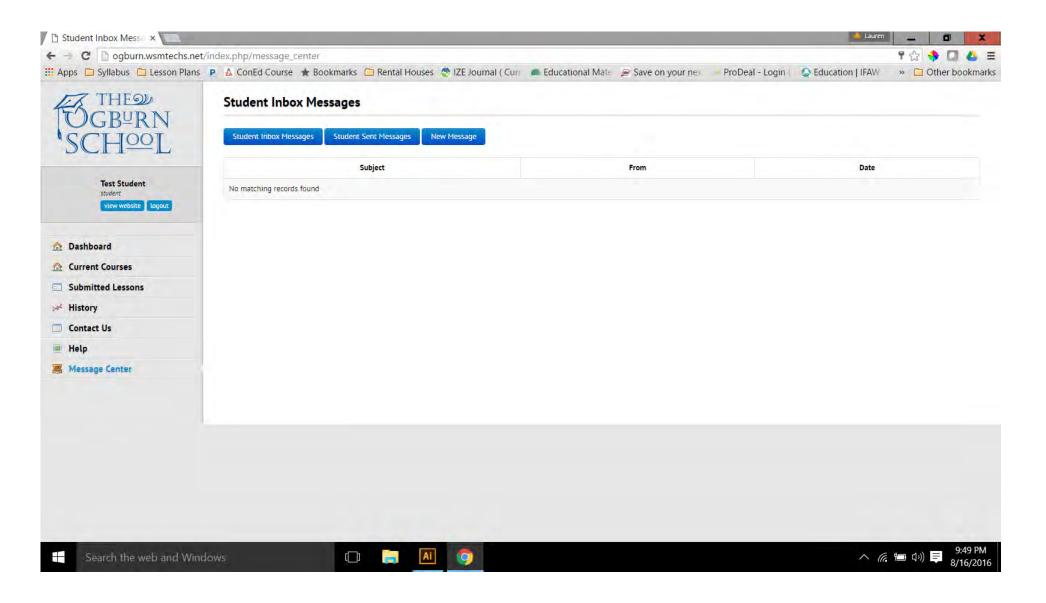
Go to: http://home.ogburn.org/



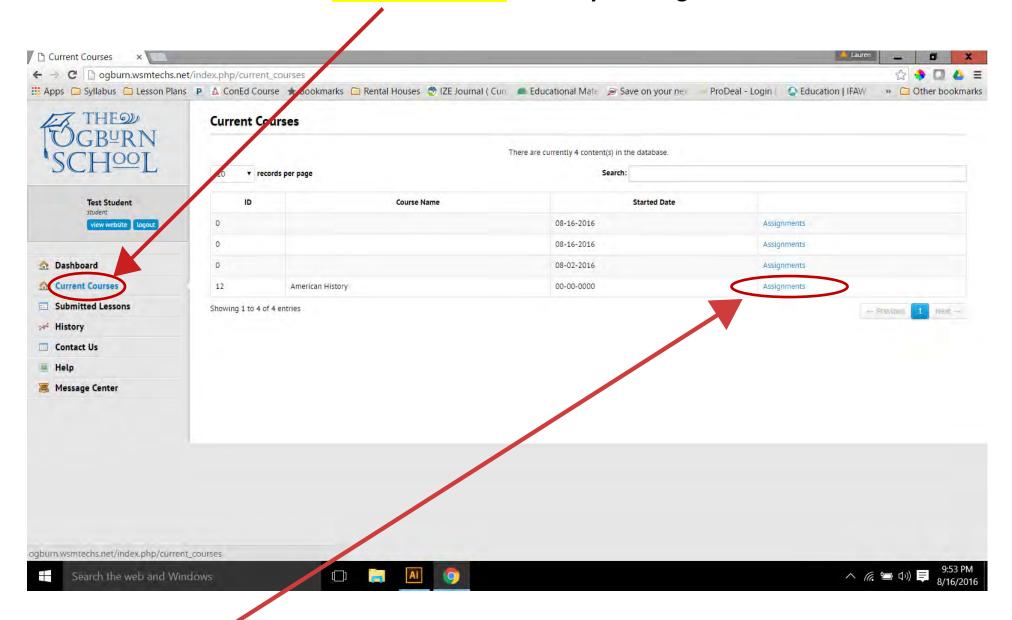
The login screen will appear. Enter your login information on this screen.



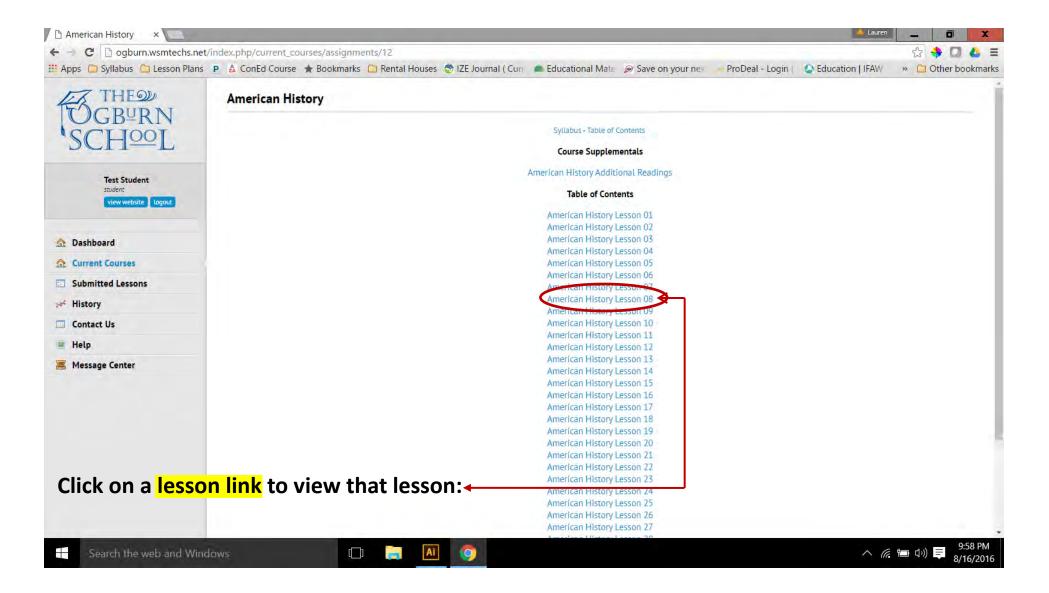
You will be taken to the student dashboard and inbox messages screen.



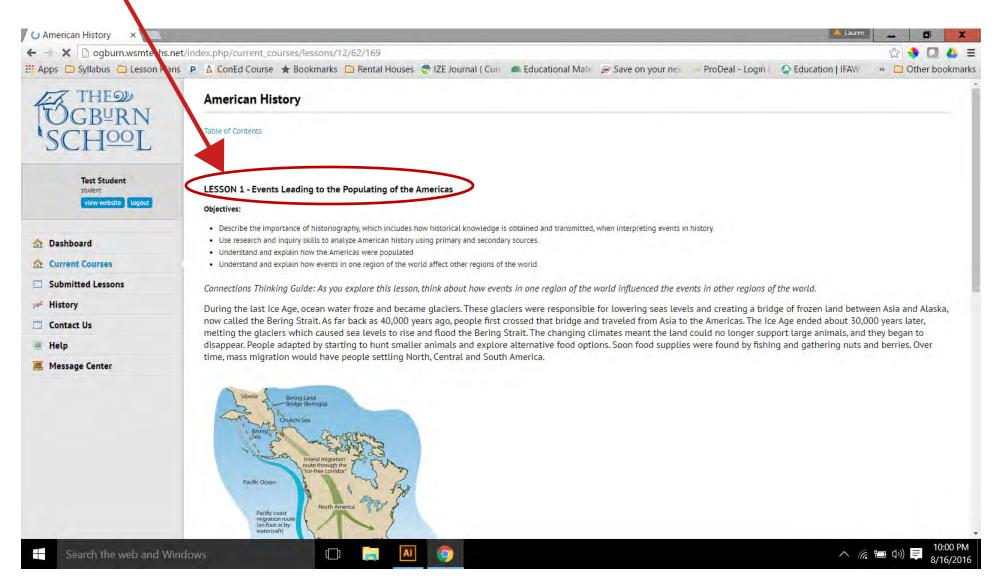
Look at the menu bar. Click on 'Current Courses' to view your assigned courses.



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

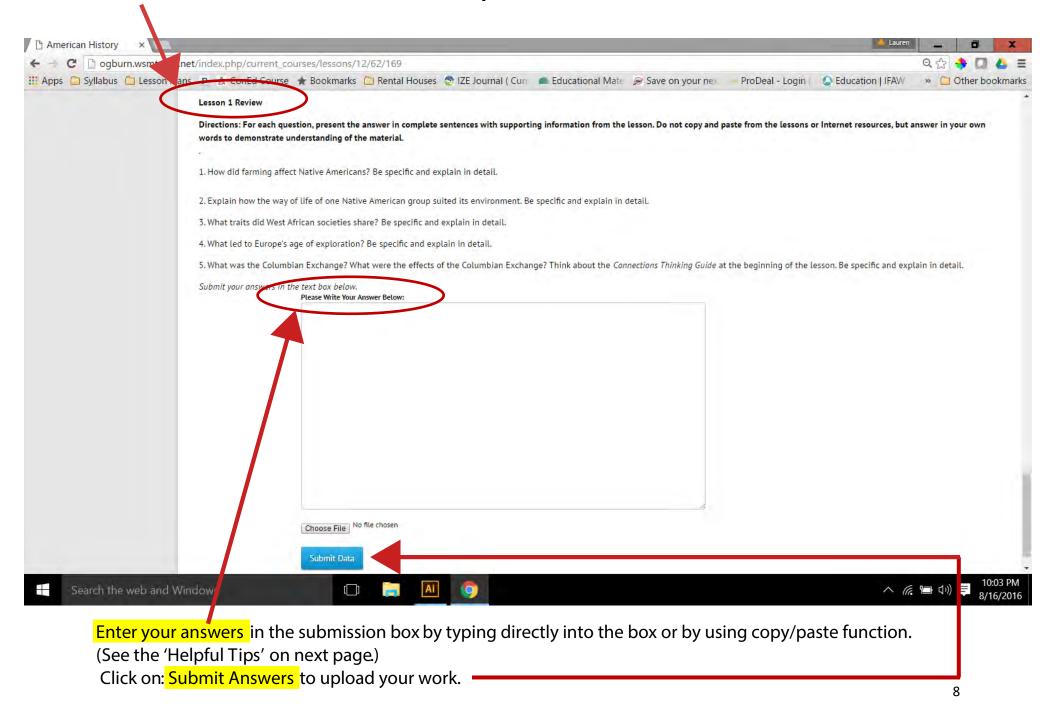


The lesson will appear on the page. Scroll down to view the complete lesson and Lesson Review.



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.



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.

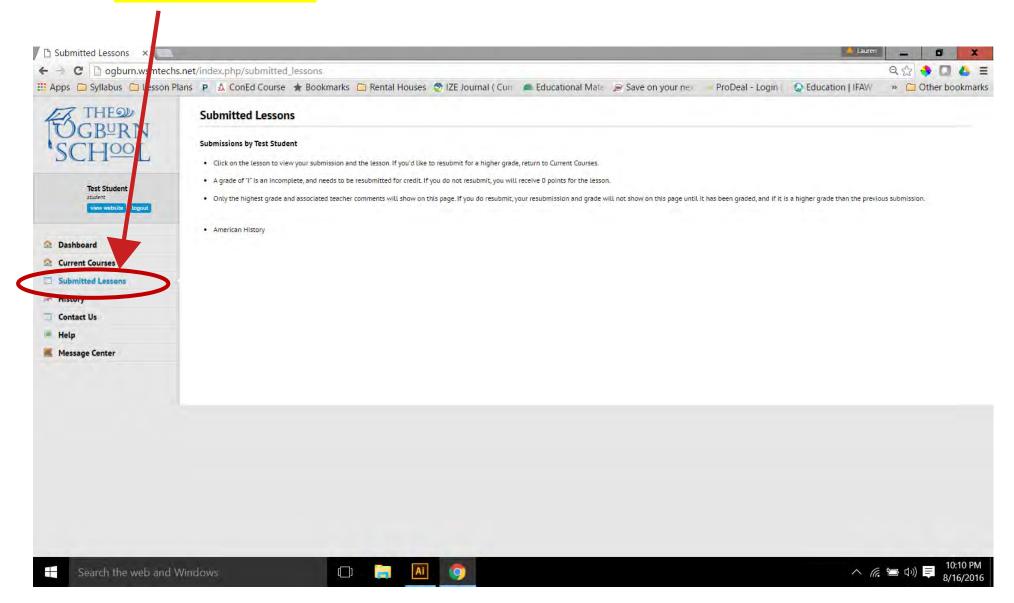
This is easier than trying to work 'online' and typing your answers directly into the submission box. It also helps to guard against losing your work in case of a power surge, a computer freeze or you 'time-out' of the site. Your work is saved on the computer and you can simply submit it again.

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

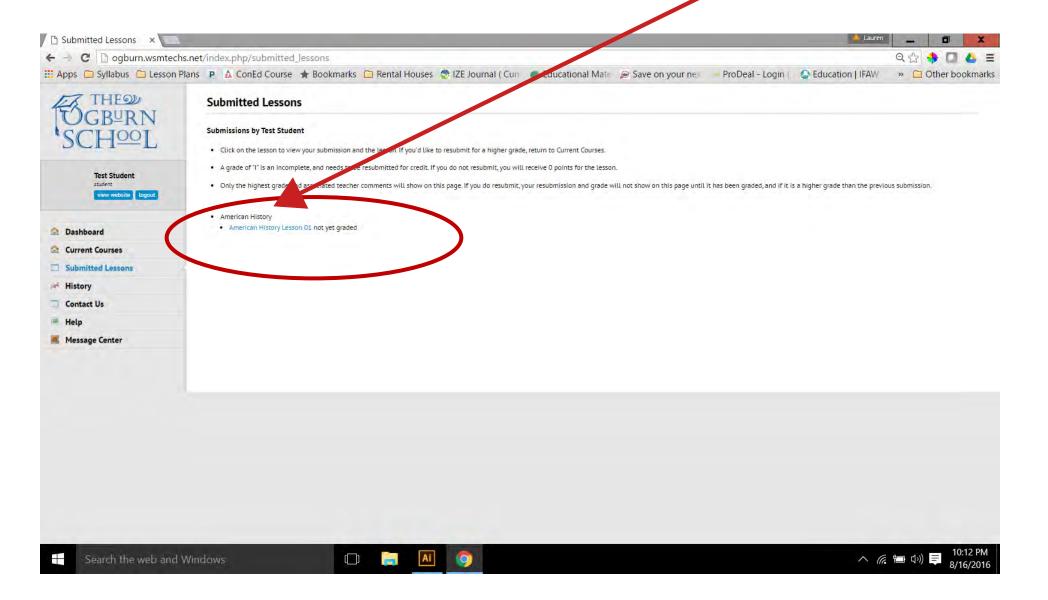
SAVE! SAVE! SAVE! SAVE! SAVE!

To view the lessons that you have submitted:

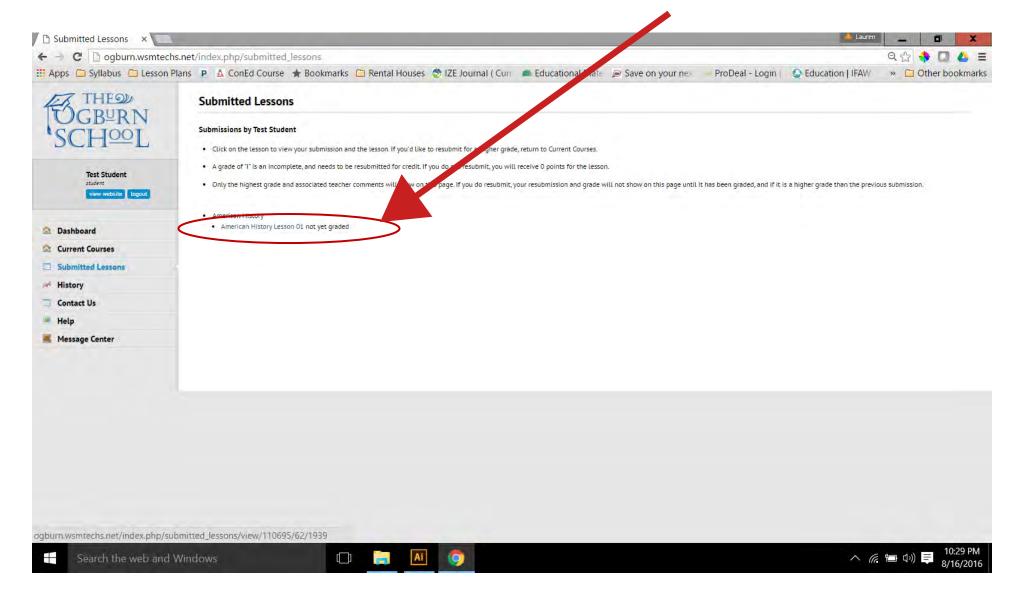
Click on 'Submitted Lessons' in the menu bar.



Submitted assignments and grades will appear when you click on the course link.

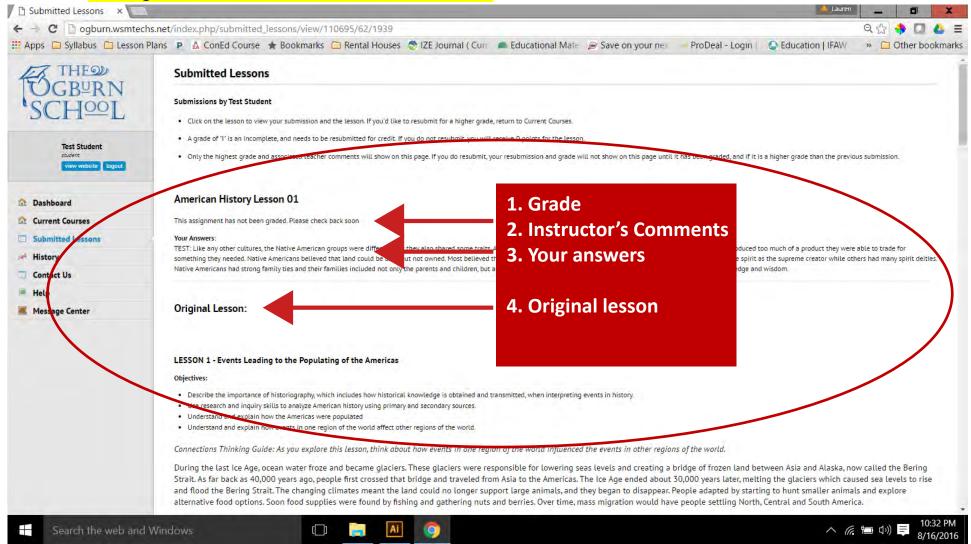


To view your answers and the instructor's comments, click on the lesson link.



From this screen you can view:

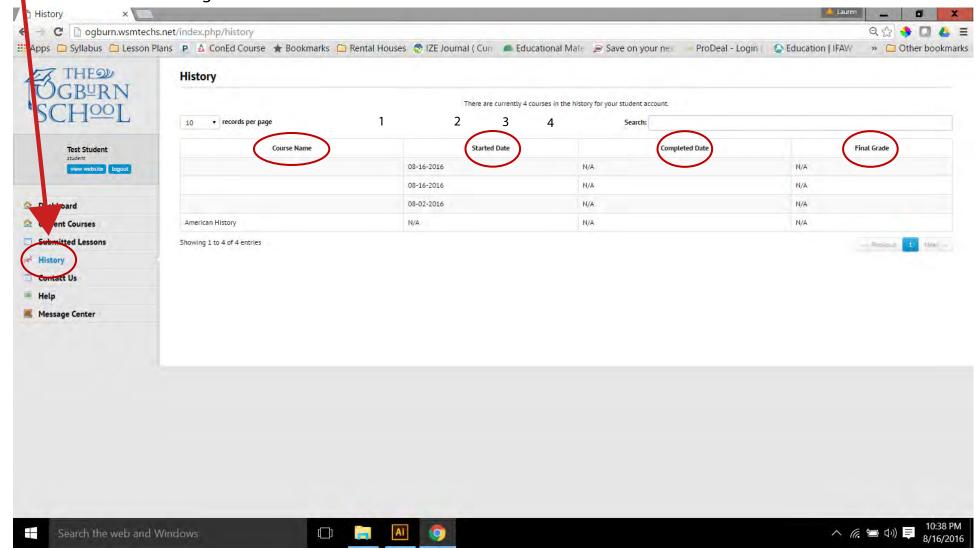
- 1. Grades
- 2. Instructor's comments
- 3. Your answers
- 4. The original lesson is also viewable from this screen.



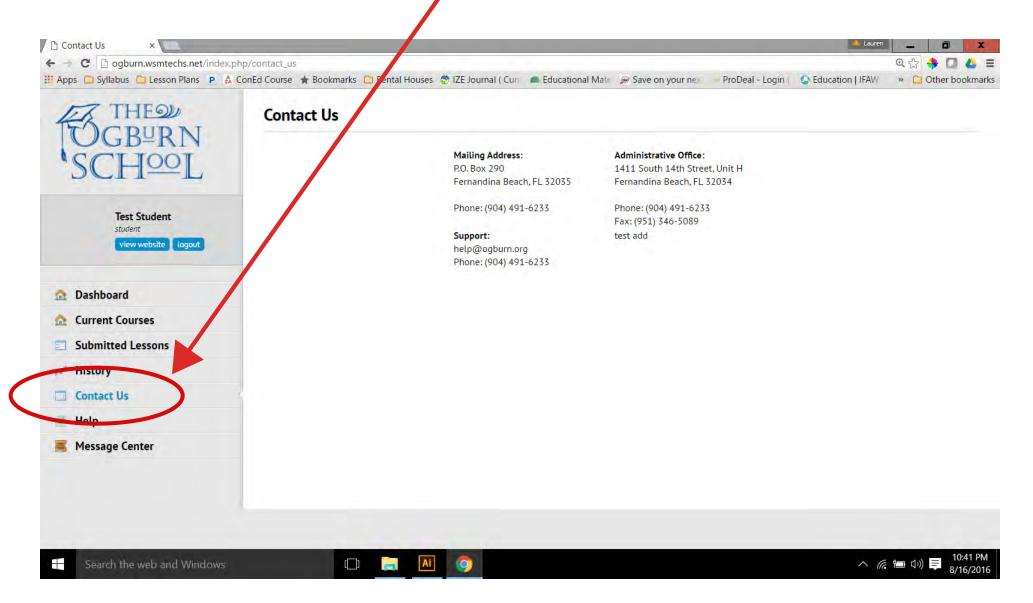
Click on: History

From this screen you can view the following:

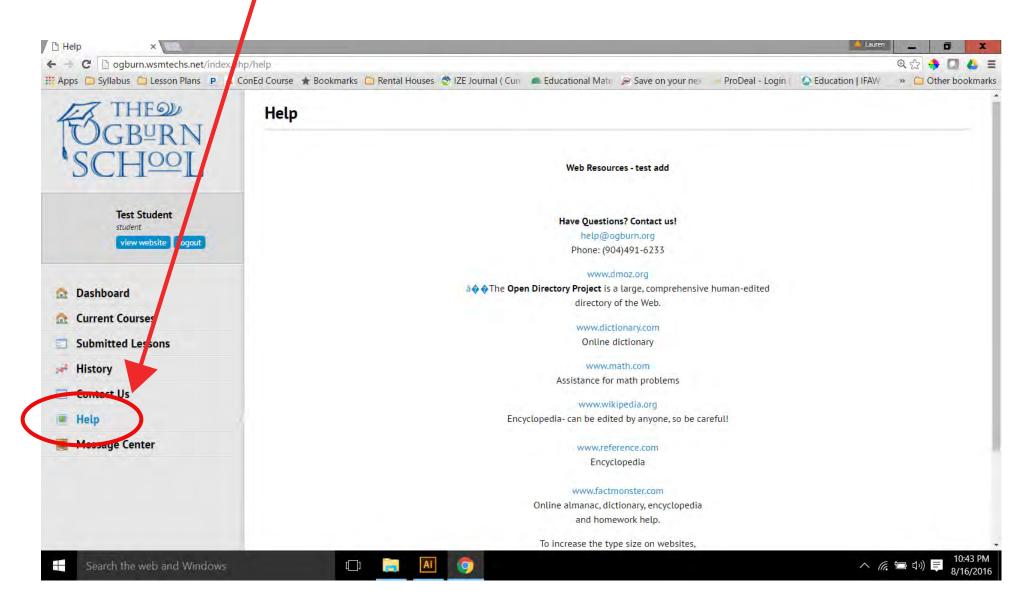
- 1. Course name
- 2. Course start date
- 3. Course completion date
- 4. Course final grade



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

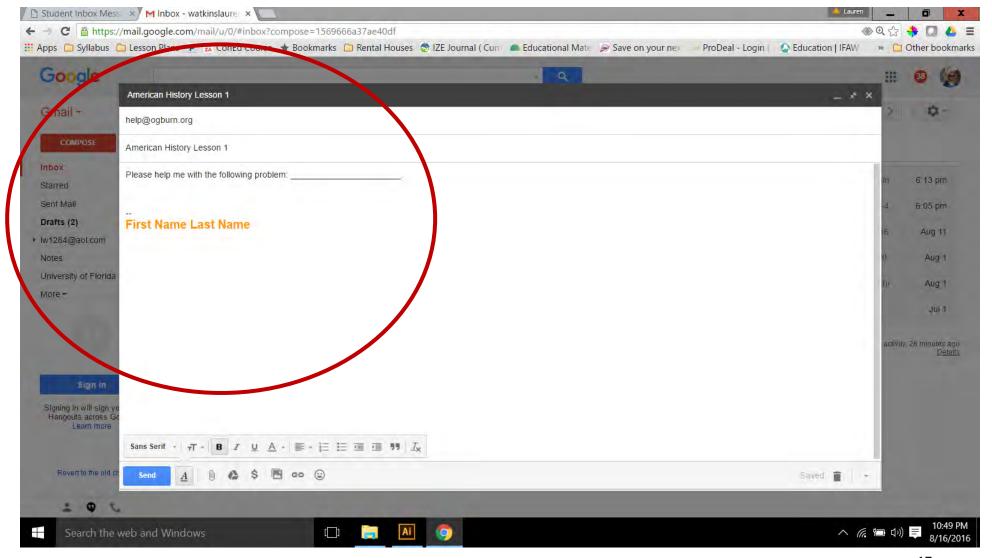


Need help? Visit the 'Help' page for web resources that will answer many of your questions.

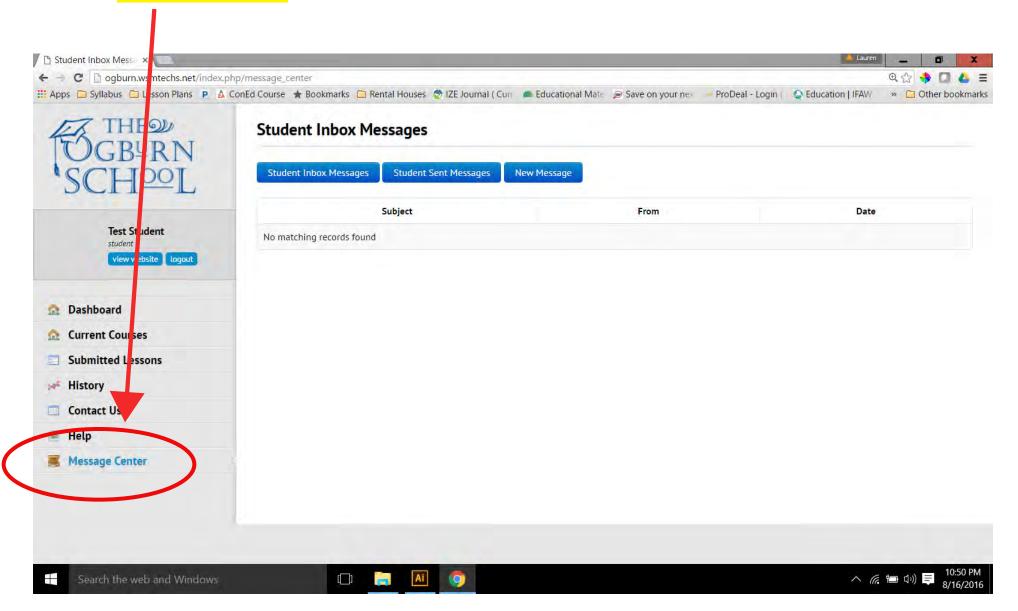


For assistance with lessons that cannot be answered on the Web Resources page, contact: help@ogburn.org

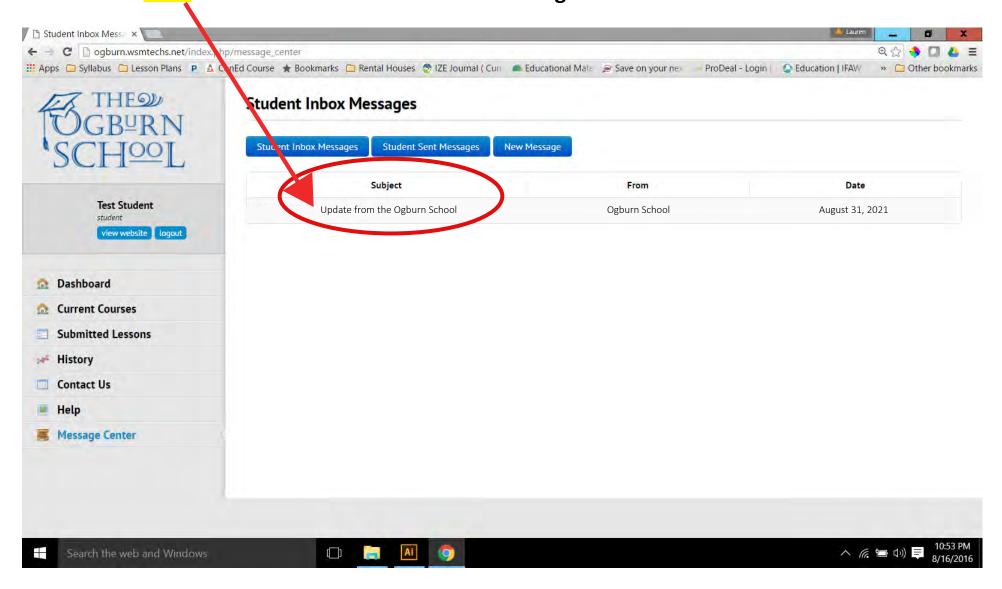
- 1. Place the course name and lesson number in the subject line.
- **2.** Write your question in the message body.
- **3.** Please make sure to provide your name in the message body. Your email address does not always identify you!
- **4.** The first available instructor will respond to your question.



Click on 'Message Center' to check for any important messages sent to students from the school.



Unread notifications will appear in the 'Subject' area. 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 <u>info@ogburn.org</u> and let us know. We will resend the username and password to the email address on file.

2. What if I accidently 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 <u>resubmitted one time</u> to attempt a higher grade. Assignments may 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

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







