Overview- Parents & Students
Distance Learning Plan for Valwood School

Moving forward within the COVID-19 pandemic, distance learning will continue to be a work in progress as Valwood School and its faculty diligently pursue the most effective solution for our students and families.

If you are not currently utilizing FACTS, please begin to become familiar with it. We are here to help you and the students be successful.

Please click here for a step by step instructional (& entertaining) video that will guide students through their distance learning platform

If you would prefer to read the instructions, they are provided below:

- To Log-in
  - Visit valwood.org
  - Click the 3 horizontal lines (pancakes) in the upper right-hand corner
  - Click School Life
  - Click Parents
  - Click FACTS FAMILY LOGIN outlined in a blue box
  - District code should be VW-GA
  - Username for students should be everything before the @valwood.org in your email address (example: beckham.gallahan)
  - Password should be your unique password. If you cannot obtain your password with the forgot username/password link provided on the screen- please email vgallahan@valwood.org for assistance
  - Click the circle for student
  - Click LOG IN
  - Students currently enrolled already have an account & DO NOT NEED to create a new Family portal account
- How to Access Gradebook, Assignments, Submit Assignments, Syllabus, & Resources
  - Within your FACTS Family account click the down arrow next to School
  - Click Classes
  - Select a class by clicking on the blue hyperlink of the class name
  - The class dashboard will display the following:
    - Gradebook
      - Displays current grade for a specific class
      - Displays 0s and Missing Assignments
    - Homework
      - Displays assignments for the week listed chronologically
    - HW Drop
      - Provides access to submit documents to teachers via upload
      - Using a PDF format is encouraged
    - Syllabus
      - Displays a teacher's syllabus
    - Resources

- ● Documents: gives students access to documents uploaded by teachers
- ● Websites: gives students access to website links provided by teachers
- ● How to access all assignments for the week
  - ○ Within your FACTS Family account click the down arrow next to student
  - ○ Click Homework
  - ○ Assignments are chronologically listed
  - ○ You can sort by subject using the drop down menu at the top-left entitled: Sort By
- ● How to access a Google Classroom (if your teacher chooses to use it)
  - ○ Log into your Gmail Account
    - ■ PLEASE NOTE THAT ONLY @valwood.org accounts are synced for Google Classroom & FACTS Gradebook
    - ■ Teachers may require that you use your @valwood.org account within Google Classroom
  - ○ Click the 9 dots (waffle) at the top right-hand corner next to G Suite
  - ○ Select classroom
  - ○ You may find your class already listed or you may have to request the class code from your teacher

Thank you for your continued support of our students. Please know that if you're having difficulties or questions you can contact the Registrar, [Val Gallahan](#)