

Every typed assignment should have this header at the top.

Double Spaced

Your Name  
Assignment Title  
Date

### How to Access OneDrive/Microsoft Online

- Go to [duvalschools.org](http://duvalschools.org)
- Click **Popular Links** at the top of the page.
- Click **OneView Webmail**
- Use your school login info to sign-in.
- Click on the **Blue Squares** in the upper left-hand corner.



- Select **OneDrive** (save your work online), **Outlook** (school email), or any of the **Microsoft Office Suite**.

## Creative Writing Reference Sheet

### Font & Formatting

**Font:** Times New Roman


**Font Size:** 12 – “THIS IS SIZE 12”

**Double space** all short stories or essays

Poetry can be single spaced or double spaced.

*Download Rubrics,  
PowerPoints, & Handouts*  
[lavillascribes.weebly.com](http://lavillascribes.weebly.com)  
Go to the Resources Page

### How to Upload to Focus

- Go to Focus.
  - Click on the gradebook for the assignment that is due.
  - Find the assignment title then look for the Edit/Upload button on the **right side** of the screen & click.
- 
- Browse your computer files to find your saved assignment and **double click** to select it
    - (You can also press “Open” on most computers).
  - Wait until the assignment is finished uploading and you’re done!

Tip: Unsure if your assignment uploaded? Look for a pencil or a green arrow. That means it uploaded.

I NEED HELP...

Rhyming – [rhymezone.com](http://rhymezone.com)

Dictionary/Thesaurus – [merriam-webster.com/](http://merriam-webster.com/)

Ms. Bethel – [betheli@duvalschools.org](mailto:betheli@duvalschools.org)