

Faculty: Create an Essay Response Template

Hart Wilson - 2019-02-10 - [Comments \(0\)](#) - [Faculty](#)

It is possible to supply a specific format for students to use in responding to essay questions. Being able to provide a template makes it easy to impose a particular structure for student responses. Enter text headings and provide text for students to type over as shown in this example. [This 90-second video](#) shows how to set up a template by inserting a table created in Word.

The top screenshot shows the 'Response Template' editor interface. It features a toolbar with icons for undo, redo, bulleted list, numbered list, link, unlink, image, and table. The 'bulleted list' icon is highlighted with a blue box. Below the toolbar, the template content is displayed, showing three sections: 'Type One', 'Type Two', and 'Type Three'. Each section has a placeholder text '(Replace this text with your response.)'. A blue callout box points to the 'Type One' section, indicating it is 'Heading 2'.

The bottom screenshot shows a larger example of the template, titled 'Describe four types of conflict resolution.' It contains four sections: 'Type One', 'Type Two', 'Type Three', and 'Type Four', each with the same placeholder text. A red arrow points from the top editor to this example, indicating the result of applying the template.