

Faculty: Create an Essay Response Template

Hart Wilson - 2019-02-09 - 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 image shows two screenshots of the Moodle 'Response Template' editor. The top screenshot shows the editor interface with a toolbar containing icons for undo, redo, list, bold, italic, bulleted list, numbered list, link, unlink, image, and table. A callout box points to the list icon, labeled 'Heading 2'. Below the toolbar, the text 'Type One' is shown with a callout box pointing to it, labeled 'Heading 2'. Below 'Type One' is the text '(Replace this text with your response.)'. Below that is 'Type Two' with '(Replace this text with your response.)' and 'Type Three'. A red arrow points from the top screenshot to the bottom screenshot. The bottom screenshot shows the final template with the text 'Describe four types of conflict resolution.' at the top. Below it is the same toolbar, but the list icon is now active, showing a dropdown menu with 'i' and a downward arrow. Below the toolbar, the text 'Type One' is shown with '(Replace this text with your response.)' below it. Below that is 'Type Two' with '(Replace this text with your response.)', 'Type Three' with '(Replace this text with your response.)', and 'Type Four' with '(Replace this text with your response.)'.