



Knowledgebase > Moodle > Faculty > Faculty: Create an Essay Response Template

Faculty: Create an Essay Response Template

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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.