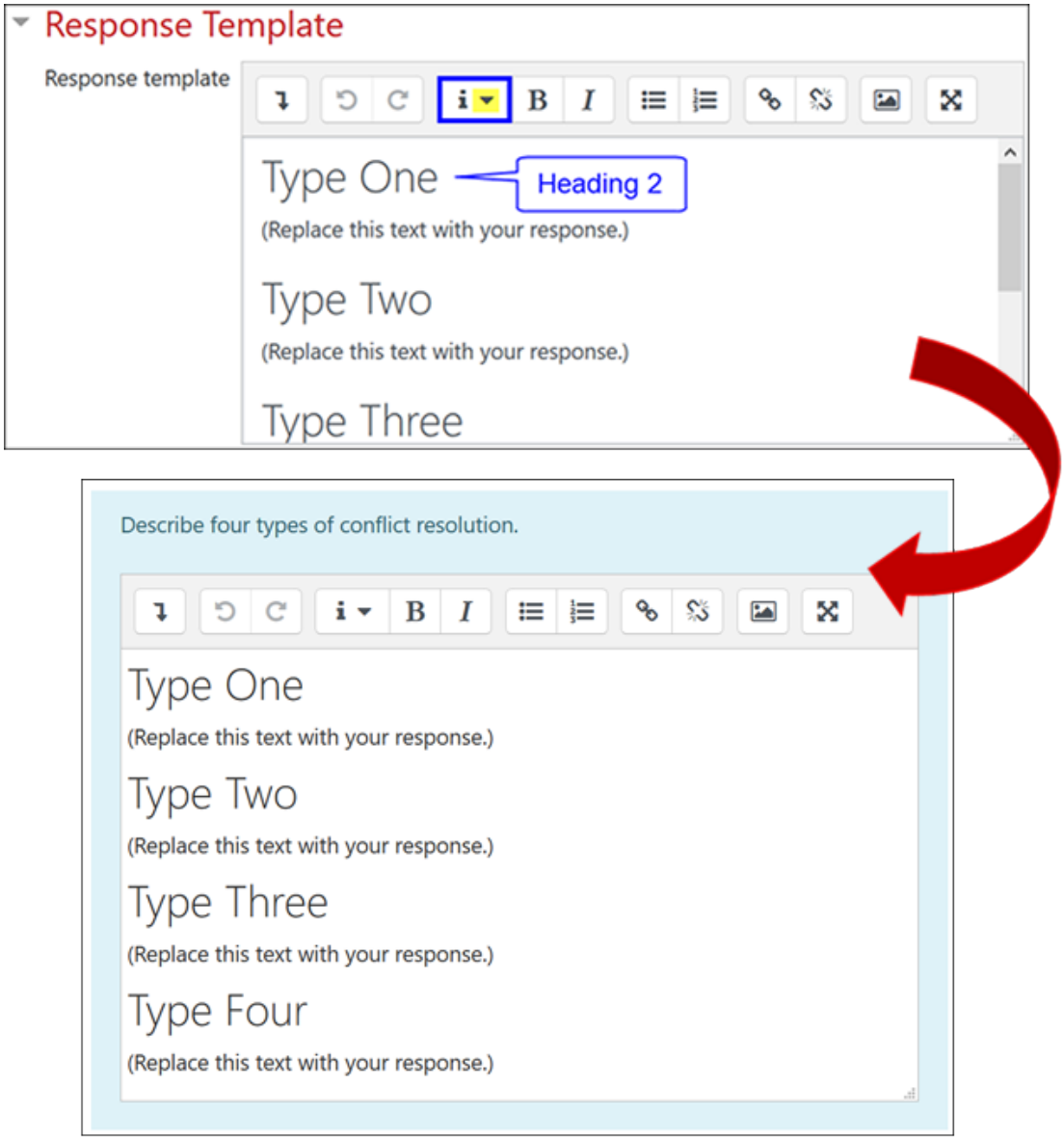
Faculty: Create an Essay Response Template

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.