Austin Peay State University
CLARKSVILLE TENNESSEE

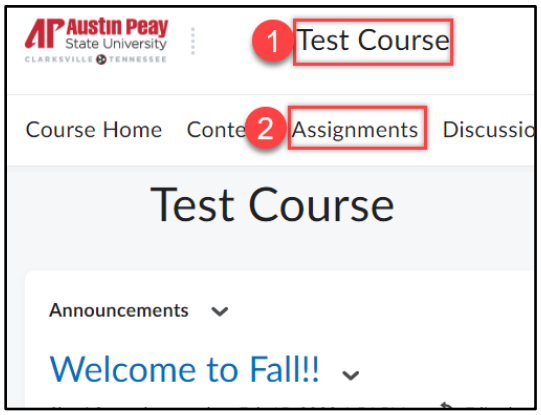
Distance Education

Excluding Assignment Templates in Turnitin

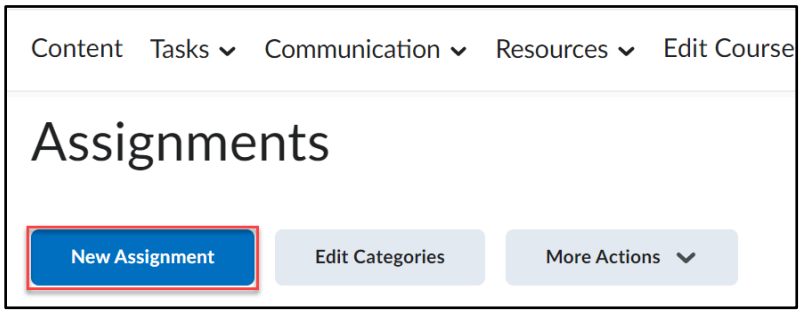
Occasionally, instructors provide students with templates (prompts, worksheets, etc.), and this text is included in the student's assignment. If all students within the class submit the same template, it will influence their Similarity Report. Instructors can now upload a template to the Turnitin assignment settings to automatically exclude it from all students' Similarity Reports in that class.

The steps below cover how to create a D2L assignment, enable Turnitin, and add a template for exclusion. You can add a template to a D2L assignment that has already been developed; however, **you must enable Turnitin and add the template before students make submissions to the assignment folder.**

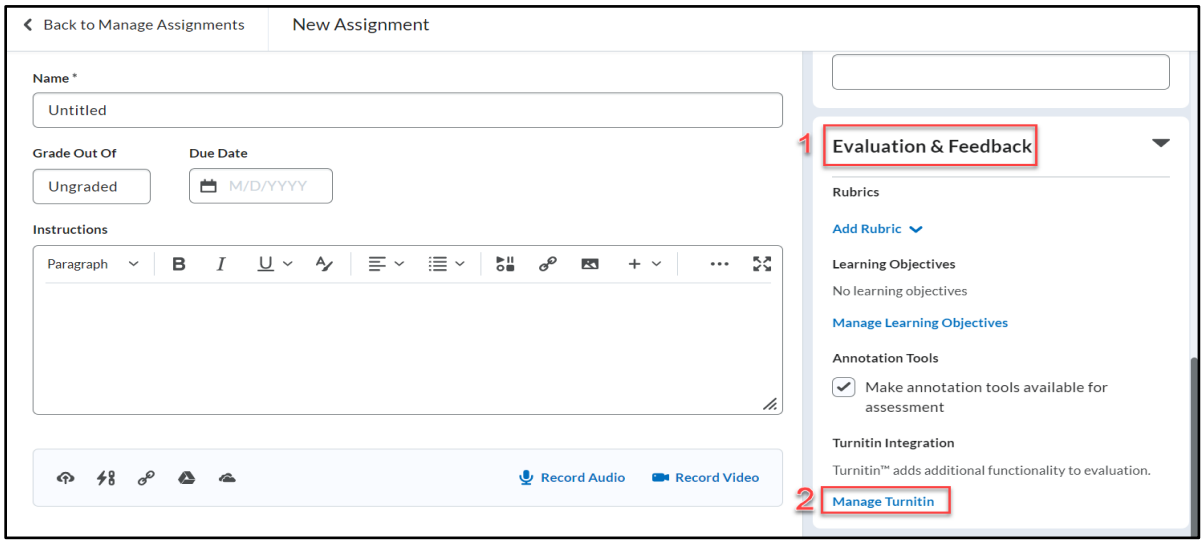
1. Access the course in D2L, then select "Assignments" on the navbar.



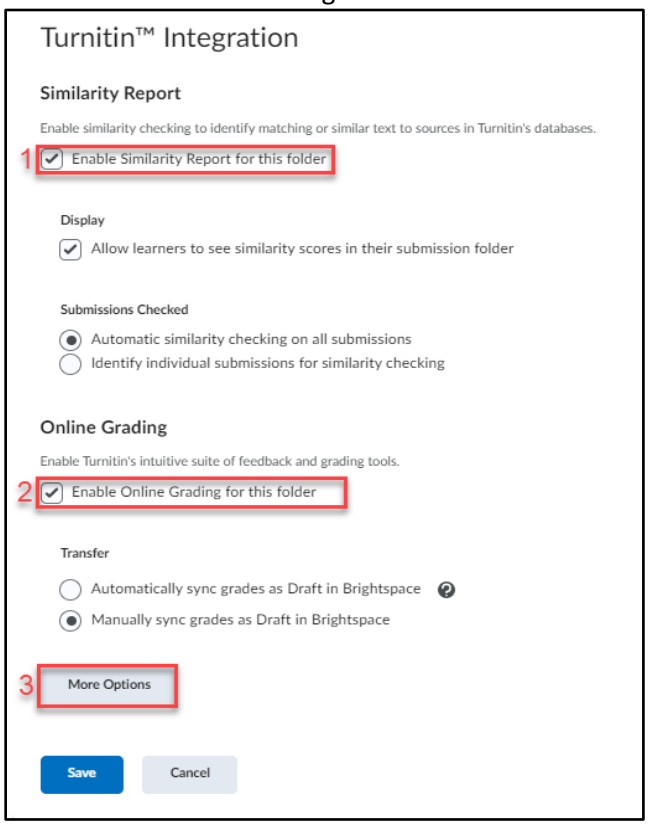
2. Select "New Assignment"



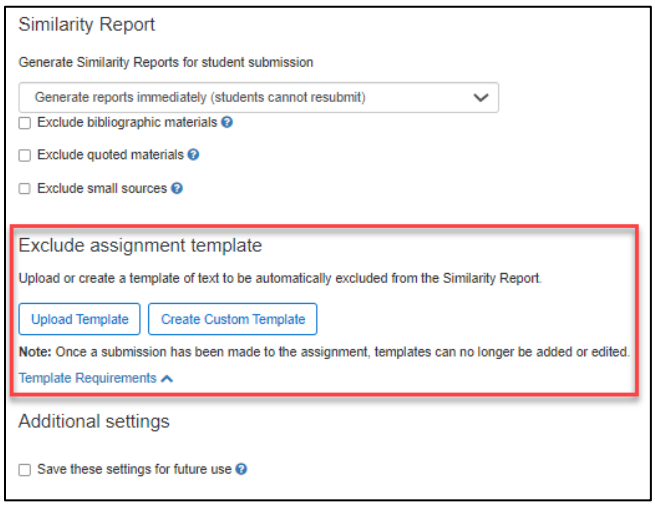
3. Fill out the form with the new assignment information. If you need assistance creating an assignment, please get in touch with Distance Education Support at online@apsu.edu or 931-221-6625. When you are done, select "Evaluation & Feedback" and then "Manage Turnitin."



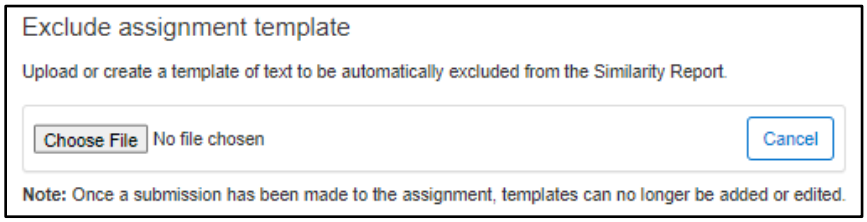
4. Complete the form to your preferences to integrate Turnitin into this assignment. At the minimum, you must check "Enable Similarity Report for this folder," which is necessary to add the template for exclusion. You can also "Enable Online Grading for this folder" if desired. Then, select "More Options."



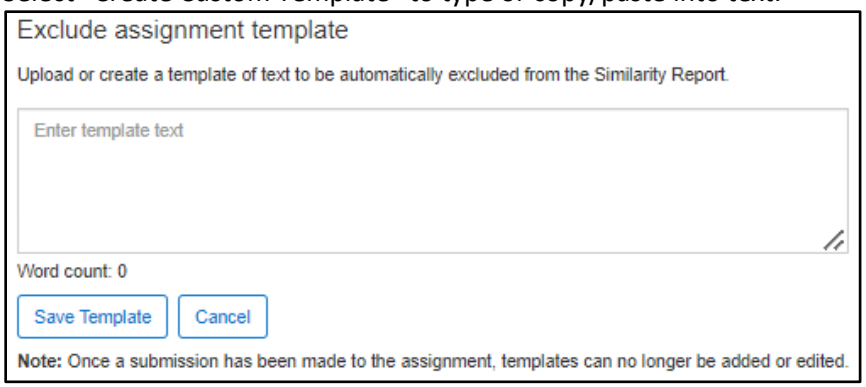
5. Review the settings and adjust as necessary. For the template, find the setting listed as "Exclude assignment template." You can choose to upload a template or create a custom template. If you select "Template Requirements," more information will be displayed.



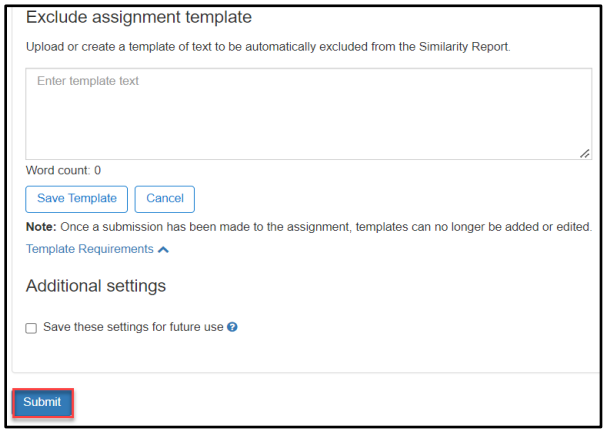
a. Select “Upload Template” to choose a file from your computer.



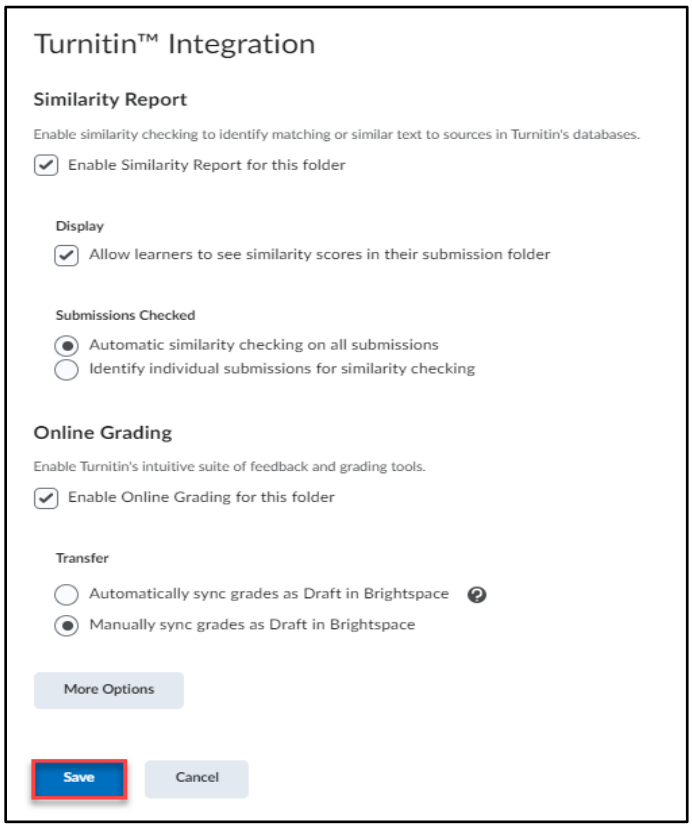
b. Select “Create Custom Template” to type or copy/paste into text.



6. After uploading or saving your template, select “Submit”.



7. Click “Save” once you return to the Turnitin Integration window.



8. Click “Save and Close or “Save” on the assignment creation form.