

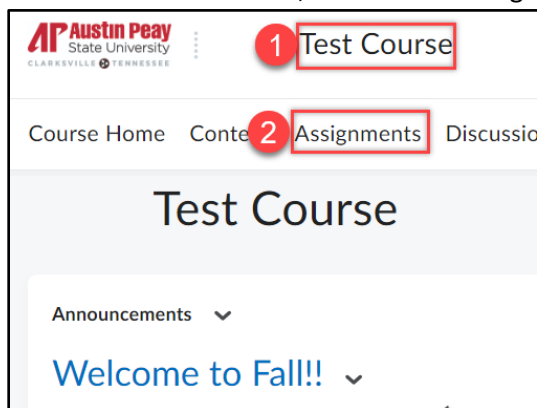
## Distance Education

### Excluding Assignment Templates in Turnitin

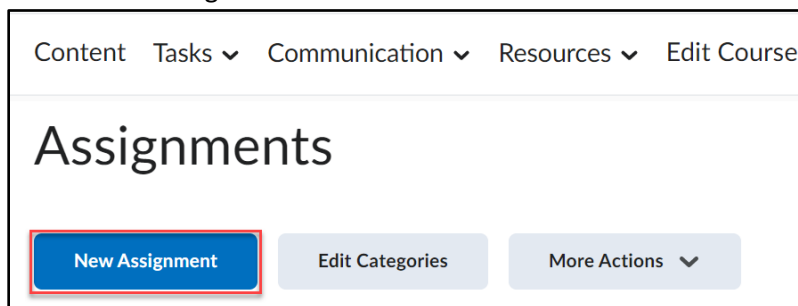
Occasionally, instructors provide students with templates (prompts, worksheets, etc.), and this text is included in the student's assignment. If all students within the class submit the same template, it will influence their Similarity Report. Instructors can now upload a template to the Turnitin assignment 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](mailto:online@apsu.edu) or 931-221-6625. When you are done, select "Evaluation & Feedback" and then "Manage Turnitin."



## Distance Education

Similarity Report

Generate Similarity Reports for student submission

Generate reports immediately (students cannot resubmit) ▾

Exclude bibliographic materials ⓘ

Exclude quoted materials ⓘ

Exclude small sources ⓘ

**Exclude assignment template**

Upload or create a template of text to be automatically excluded from the Similarity Report.

**Note:** Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#) ▲

Additional settings

Save these settings for future use ⓘ

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

**Exclude assignment template**

Upload or create a template of text to be automatically excluded from the Similarity Report.

No file chosen

**Note:** Once a submission has been made to the assignment, templates can no longer be added or edited.

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

**Exclude assignment template**

Upload or create a template of text to be automatically excluded from the Similarity Report.

Enter template text

Word count: 0

**Note:** Once a submission has been made to the assignment, templates can no longer be added or edited.

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

**Exclude assignment template**

Upload or create a template of text to be automatically excluded from the Similarity Report.

Enter template text

Word count: 0

**Note:** Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#) ▲

Additional settings

Save these settings for future use ⓘ

## Distance Education

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

**Turnitin™ Integration**

**Similarity Report**  
Enable similarity checking to identify matching or similar text to sources in Turnitin's databases.

Enable Similarity Report for this folder

**Display**

Allow learners to see similarity scores in their submission folder

**Submissions Checked**

Automatic similarity checking on all submissions  
 Identify individual submissions for similarity checking

**Online Grading**  
Enable Turnitin's intuitive suite of feedback and grading tools.

Enable Online Grading for this folder

**Transfer**

Automatically sync grades as Draft in Brightspace ⓘ  
 Manually sync grades as Draft in Brightspace

More Options

Save Cancel

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

Record Audio Record Video

**Annotation Tools**

Make annotation tools available for assessment

**Turnitin Integration**  
Turnitin™ adds additional functionality to evaluation.

Similarity Report On  Online Grading On

Manage Turnitin

Save and Close Save Cancel Visibility