Austin Peay State University
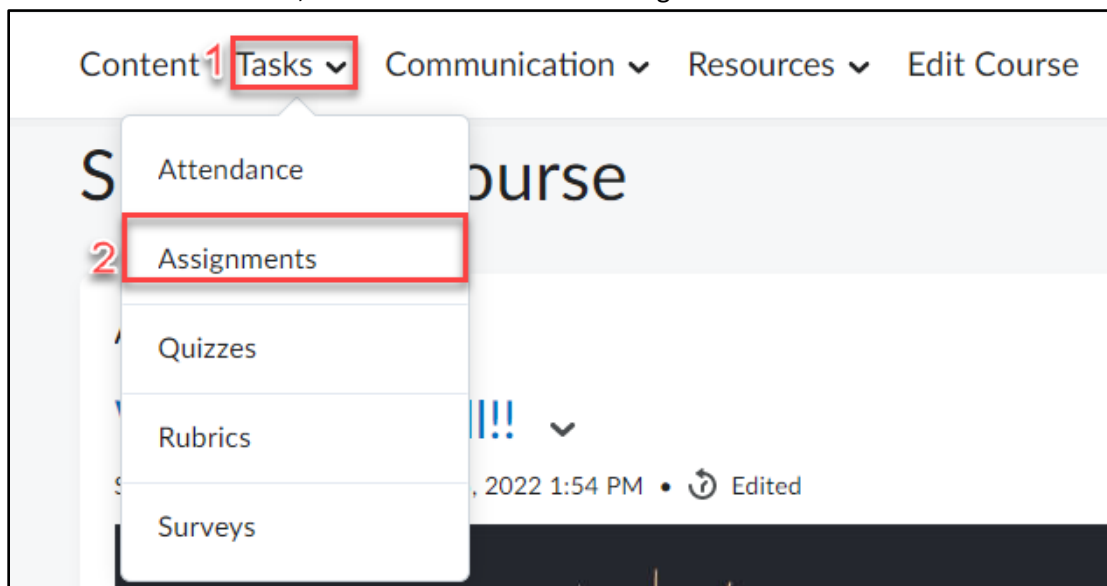
CLARKSVILLE ✦ TENNESSEE

Distance Education

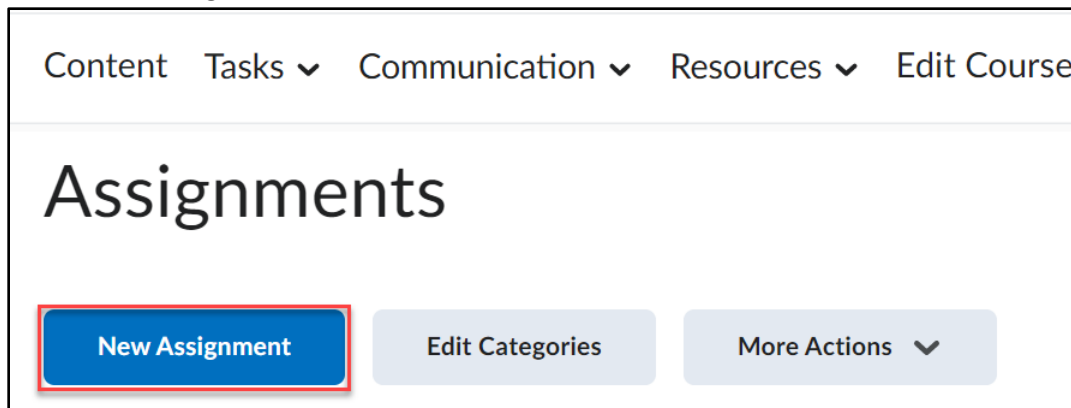# Excluding Assignment Templates in Turnitin

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 so that it can be automatically excluded 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 created; however, **you must enable Turnitin and add the template before students make submissions to the assignment folder.**

1. Access the course in D2L, select "Tasks" and then "Assignments."

2. Select "New Assignment"

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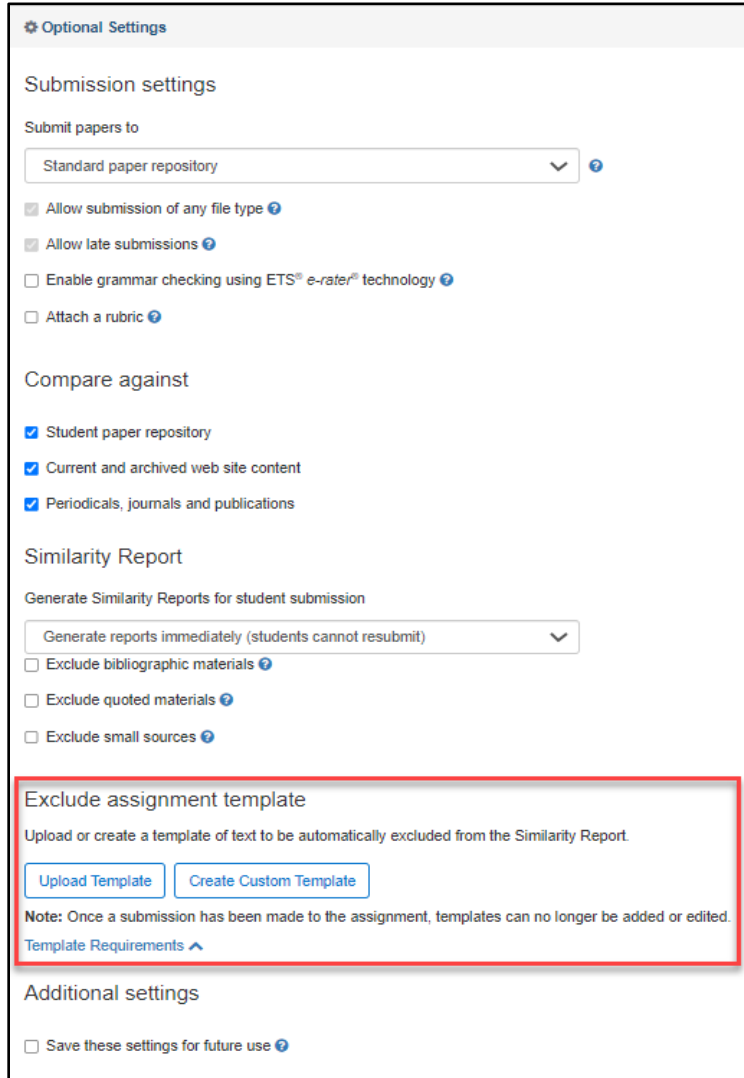

4. Complete the form to your preferences to integrate Turnitin into this assignment. At the minimum, you must check "Enable Similarity Report for this folder" which is necessary to add the template for exclusion. You can also "Enable Online Grading for this folder" if desired. Then, select "More Options."

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 is displayed.

⚙ **Optional Settings**

Submission settings

Submit papers to

Standard paper repository ⌄ ❓

☑ Allow submission of any file type ❓
☑ Allow late submissions ❓
☐ Enable grammar checking using ETS® e-rater® technology ❓
☐ Attach a rubric ❓

Compare against

☑ Student paper repository
☑ Current and archived web site content
☑ Periodicals, journals and publications

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.
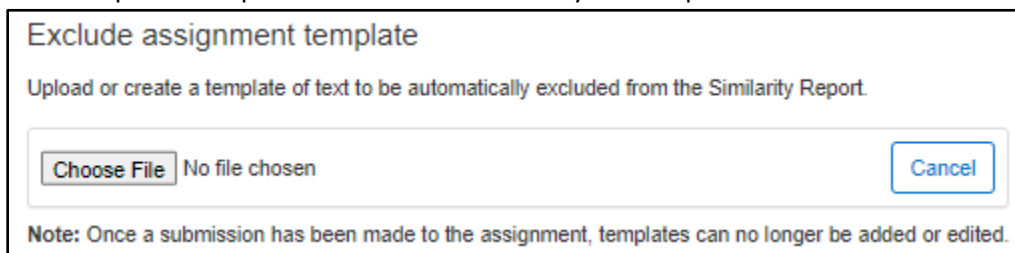
[Upload Template] [Create Custom Template]

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.

[Choose File] No file chosen   [Cancel]

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

b. Alternately, select "Create Custom Template" to type or copy/paste in 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

[Save Template] [Cancel]

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

[Save Template] [Cancel]

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 ❓

[Submit]

7. Click "Save" on 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.

Upload a document for Assignment #1.

🎤 Record Audio | 📹 Record Video

Learning Objectives
No learning objectives
Manage Learning Objectives

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