

# EXCLUDING TEMPLATES IN TURNITIN


The new version of Turnitin (2022) allows you to exclude assignment templates from similarity reports. This means Turnitin ignores the template’s language and just scans students’ written submission content, thus avoiding erroneous plagiarism flags. Please follow the instructions below to use the template exclusion function.

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## Instructions

### Option 1: Attach a template as a file

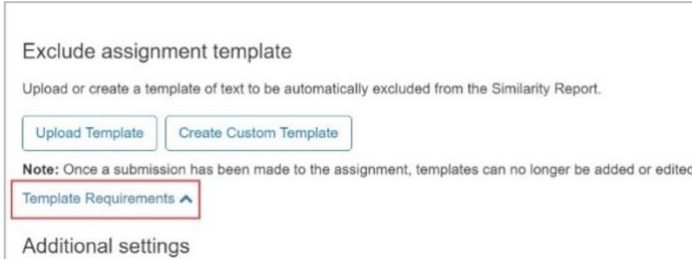
1. Create your assignment in the Turnitin interface. Instruct students to use the template for their submission, which you’ll attach in the next step.



2. To upload an assignment template for exclusion, click “Optional Settings” to open the menu.

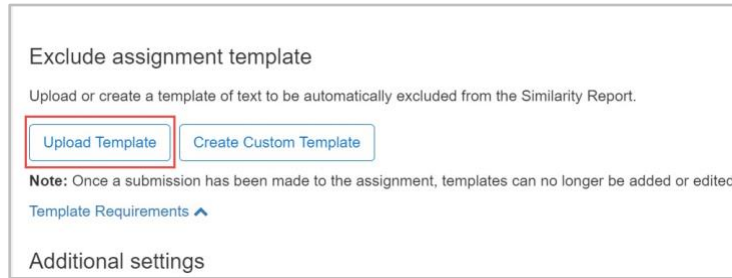


Before uploading your template, please check the requirements, as Turnitin only allows certain file types and has a minimum word percentage for text.



# EXCLUDING TEMPLATES IN TURNITIN

3. When ready, click **Upload Template** and select your file.



Exclude assignment template

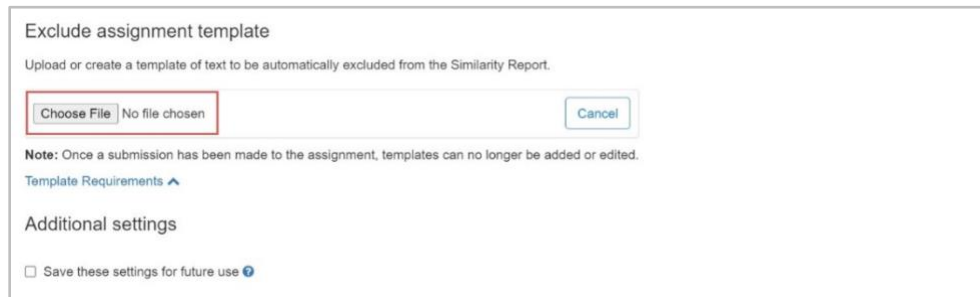
Upload or create a template of text to be automatically excluded from the Similarity Report.

**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



Exclude assignment template

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

**Choose File** No file chosen **Cancel**

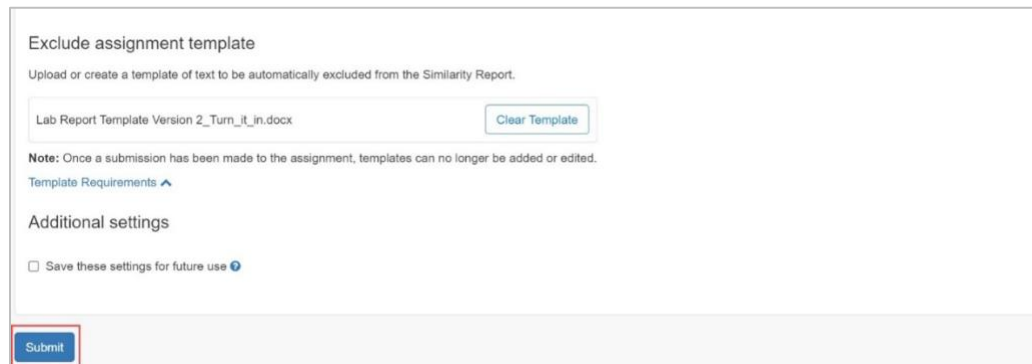
**Note:** Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#) ▲

Additional settings

Save these settings for future use ⓘ

4. Remember to click **Submit** before you leave the page. **Note:** saving settings for future use will not save the template for subsequent class assignments.



Exclude assignment template

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

Lab Report Template Version 2\_Turn\_it\_in.docx **Clear Template**

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

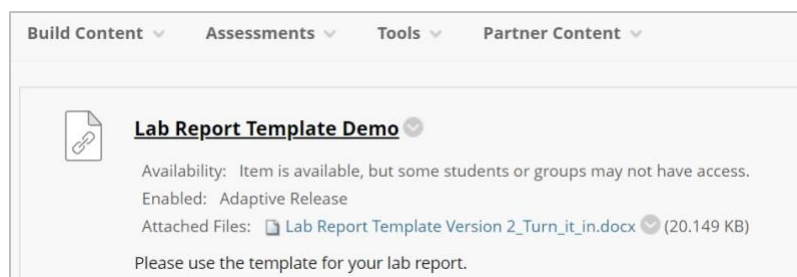
[Template Requirements](#) ▲

Additional settings


Save these settings for future use ⓘ

**Submit**

5. Now you can attach the template to the ulearn assignment. Leave the Turnitin interface and go to your assignment area in ulearn to attach the file.




Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

 **Lab Report Template Demo** ✓

Availability: Item is available, but some students or groups may not have access.

Enabled: Adaptive Release

Attached Files:  Lab Report Template Version 2\_Turn\_it\_in.docx ✓ (20.149 KB)

Please use the template for your lab report.

# EXCLUDING TEMPLATES IN TURNITIN

## Option 2: Make a custom template in the Turnitin interface:

1. You also have the option to create a custom template directly in the Turnitin interface.

Follow the same steps for the file-based option listed above, but, when you get to the template section, click **Create Custom Template**.



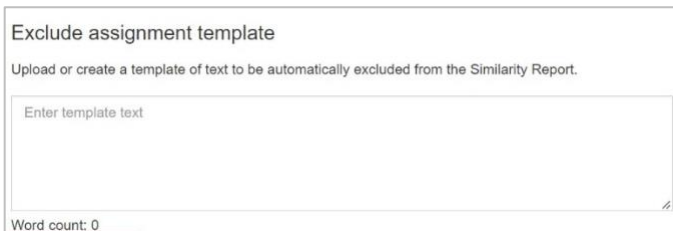
Exclude assignment template

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](#) ^

2. When the textbox appears, you can cut and paste content from another source or type directly into it. Keep in mind that the custom template has a minimum word count set to 20 words.



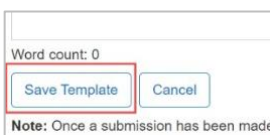
Exclude assignment template

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

Enter template text

Word count: 0

3. Click **Save Template** when ready, and, just like the file template, saving settings for future use will not save the template for subsequent class assignments.



Word count: 0

**Note:** Once a submission has been made