

# Using the assignment activity to collect documents

This page will explain how to set up an assignment as an administrative tool for collecting documents from students which are not for assessment purposes (formative or summative).

- [Create the Assignment](#)
  - [Step 1 - Turn editing on](#)
  - [Step 2 - Click 'Add an activity or resource'](#)
  - [Step 3 - Select assignment then click add.](#)
- [Configure the assignment](#)
  - [Step 1 - Name and describe the assignment](#)
  - [Optional](#)
  - [Step 2 - Set the relevant dates](#)
  - [Step 3 - Opt out of assessment and feedback policy](#)
  - [Step 4 - Set what file submissions you want](#)
  - [Step 5 - Disable Turnitin](#)
  - [Step 6 - Click save changes](#)
- [Related Articles](#)

It can be useful to use a Myplace assignment activity to collect documents from students. This could be forms for external trips or a variety of other documents. It can make it easier to keep track of which students have submitted and makes it easier for student to submit documents.

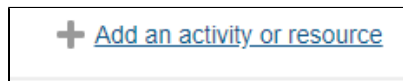
There are just a few settings (detailed below) that must be set to take into account that it is not an assessed piece of work

## Create the Assignment

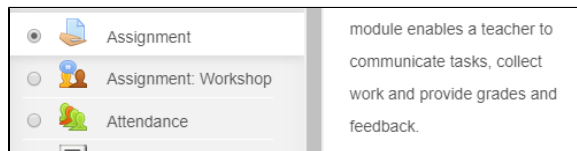
Step 1 - Turn editing on



Step 2 - Click 'Add an activity or resource'



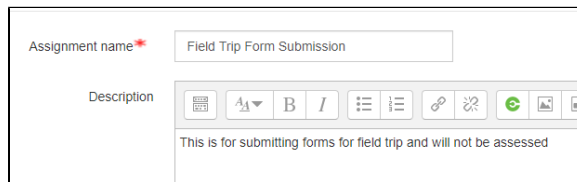
Step 3 - Select assignment then click add.



## Configure the assignment

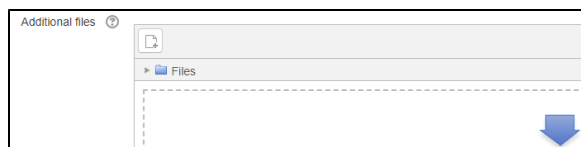
Step 1 - Name and describe the assignment

Make it clear to students what the purpose of this assignment is. You can toggle if you want the description to be displayed on the course page



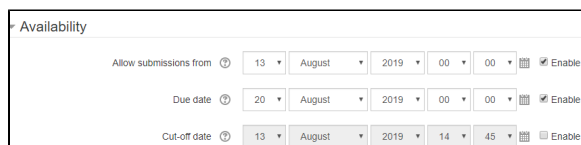
Optional

You can add any files that will be useful (such as forms that students will fill out) in the 'additional files' section



## Step 2 - Set the relevant dates

You don't have to set any dates but if you wish, you can set a due date to help communicate to the students when you would like the form submitted by.



You could also only allow submissions from a certain date if, for example, you don't want students to submit the form until a lecture covering what's required has taken place.

## Step 3 - Opt out of assessment and feedback policy

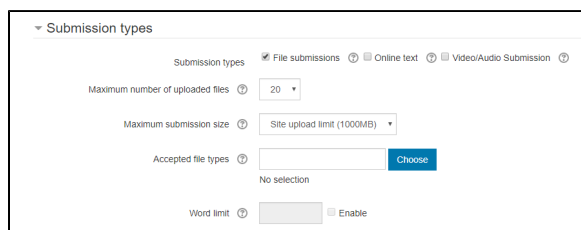
Select the checkbox to opt out, since this assignment is just for collecting documents and isn't an assessed piece of work



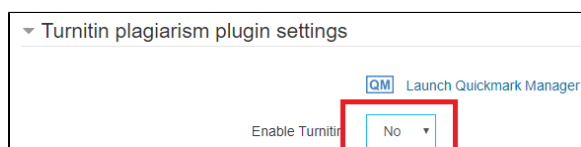
## Step 4 - Set what file submissions you want

Make sure the 'File submissions' box is checked and the others are unchecked.

You can also set the max number of uploaded files, max submission size and also choose which file types you will allow.



## Step 5 - Disable Turnitin



## Step 6 - Click save changes

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