Database

Database activity allows course participants to create, show and search a collection of entries/records about a topic. These entries can include text, images, multimedia, links and uploaded files. Then the participants can comment these entries.

A) Create a Database activity

1) In course main page, press **[Turn editing on]** at top right corner
2) Press **[+ Add an activity or resource]** under a course section
3) Press the **"Database"** box
4) Enter the Database name
5) Press the **"Entries"** and **"Availability"** categories, then select the appropriate options:
- **Approval required** - whether you need to approve the students' entries before they are viewable by other students
- **Allow comments on entries** - whether you and students can comment the students' entries
- **Entries required before viewing** - whether and how many entry is required for students to create so that the students can view and comment on other students' entries
- **Maximum number of entries** a student can submit for this Database activity
- **Available from & to** - control when students can access/view this Database activity and create new entries
- **Read only from & to** - control when students can only access/view this Database activity
6) If necessary, modify its Grading, Ratings, Common module, Restrict access and Activity completion settings
7) Press **[Save and return to course]**

B) Define fields in a Database activity

1) In course main page, press the name of the Database activity
2) In Database page, press **[Fields]** tab
3) In **"Create a new field"** pull-down menu, select the appropriate option of field (i.e. named unit of information)
- **Checkbox** - allow students to check one or more than one checkbox(es)
- **Date** - allow students to select a date from pull-down menus
- **File** - allow students to upload a file from their computers
- **Latlong** - allow students to enter a geographic location's latitude and longitude (Links inside its entries are auto-linked to geographic data services such as Google Maps)
- **Menu** - allow students to select an option from a pull-down menu

- **Multimenu** - allow students to select more than one options from a pull-down menu
- **Number** - allow students to enter a number
- **Picture** - allow students to upload and show an image
- **Radio button** - allow students to select an option from radio buttons
- **Text area** - allow students to enter text up to 60 characters in length
- **Text input** - allow students to enter text longer than 60 characters in a text editor
- **URL** - allow students to enter a web link

4) Enter the field name and description, and if necessary, select/modify other appropriate options
5) Press **[Add]**