

# How to add a database activity

## Moodle Help & Support

This refers to Moodle 3.4 from December 2018 onward

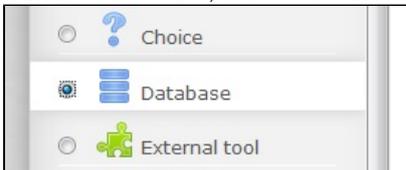
## How to: create a database activity

### Stage 1: Set up the database

1. Login to your module and click on the **Turn editing on** button (top right).



2. In the relevant section, click on the **+ Add an activity or resource** hyperlink and choose **Database**



3. In General Settings, add the **Name** of the database (which will display on the main module page) and **Description**, e.g., to include specific directions on how students might contribute if they are expected to.
4. Choose any **Restrict access settings** - Use the dates to restrict access by date if required

5. Click on the **Save and display** button to see the database and start setting it up as below. (or **Save and return to module** to go to module front page or **Cancel**.)

## Other settings

You can also add settings to:

- **Entries:** Set teacher approval for database entries to be viewable, allow comments, maximum entries, set entries required for completion of the activity or before students can view the entries of others.
- **Availability:** Similar to restrict access
- **RSS:** Add entries to RSS feed
- **Grade:** Controls the category in which this activity's grades are placed in the gradebook.
- **Ratings:** Allow users to rate items

## Stage 2: Define the fields:

You create a database by defining a set of fields that make up the database template. Each Field created will have a name and description. (Note that if you later edit the fields in a database template you must click on the **Templates** tab and use the **Reset template** button, or manually edit the template, to ensure the new fields are added to the display.)

For a new database, the Fields window will open automatically.

If not, click on the **Fields** tab.

Under **Create a new field** dropdown Choose to select the type of field

Field types include:

- **Checkbox** - This allows you to offer checkboxes for the user to select. Add the options one under the other. The word will appear next to a checkbox when the user clicks to add an entry. They can check more than one box.
- **Date** - This allows a user to enter a date by picking a day, month and year from a drop down list.
- **File** - Users can upload a file from their computer. If it is an image file then the picture field may be a better choice.
- **Latlong** - This allows users to add a location via link out services such as Google Maps.
- **Menu** - The text entered in the options area will be presented as a drop-down list for the user to choose from. Each line become a different option.
- **Multimenu** - The text entered in the options area will be presented as a list for the user to choose from and each line become a different option. By holding down control or shift as they click, users will be able to select multiple options. This is a fairly advanced computer skill so it may be wise to use multiple checkboxes instead.
- **Number** - This allows users to enter any number.
- **Picture** - This allows a user to upload and display an image file. "Single view" is when the image is viewed on its own; "list view" is when it is viewed in with other images. Single view can be larger than list view.
- **Radio button** - The user gets radio buttons and can choose only one. They can only submit the entry when they have clicked on one button. (Note: If you only have two options and they are opposites (true/false, yes/no) then you could simply use a single checkbox instead. However checkboxes default to their unchecked status and so people could submit without actively selecting one of the options. This may not always be appropriate.)
- **Text area** - This allows users to enter a longer piece of text using the text editor.
- **Text input** - Users can enter short amounts of text up to 60 characters in length. For longer text, or for text that requires formatting such as headers and bullet points, you can use a text area field.
- **URL** - The user can add a link to a website here. If you select autolink then the URL becomes clickable.. If you also enter a forced

**Test database**

Test database description

View List View Single Search Add Entry Export Templates **Fields** Presets

Field name	Field type	Required	Field description	Action
Date field	Date field	No	Date details	⚙️ 🗑️
Menu	Menu field	No	Menu description	⚙️ 🗑️
Checkbox	Checkbox field	No	Checkbox description	⚙️ 🗑️

Create a new field Choose... ?

Default sort field Choose... Ascending Save

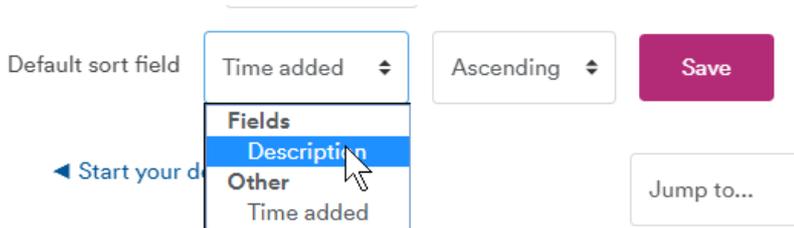
- Choose...
- Checkbox
- Date
- File
- Latlong
- Menu
- Multimenu
- Number
- Picture
- Radio button
- Text area
- Text input
- URL

name for the link then that text will be used for the hyperlink. For example in a database of authors you may wish people to enter the author's website. If you enter the text 'homepage' as a forced name then clicking on text "homepage" will take you to the entered URL.

Add names, descriptions and any other parameters to the fields and click **Add**

Continue adding fields.

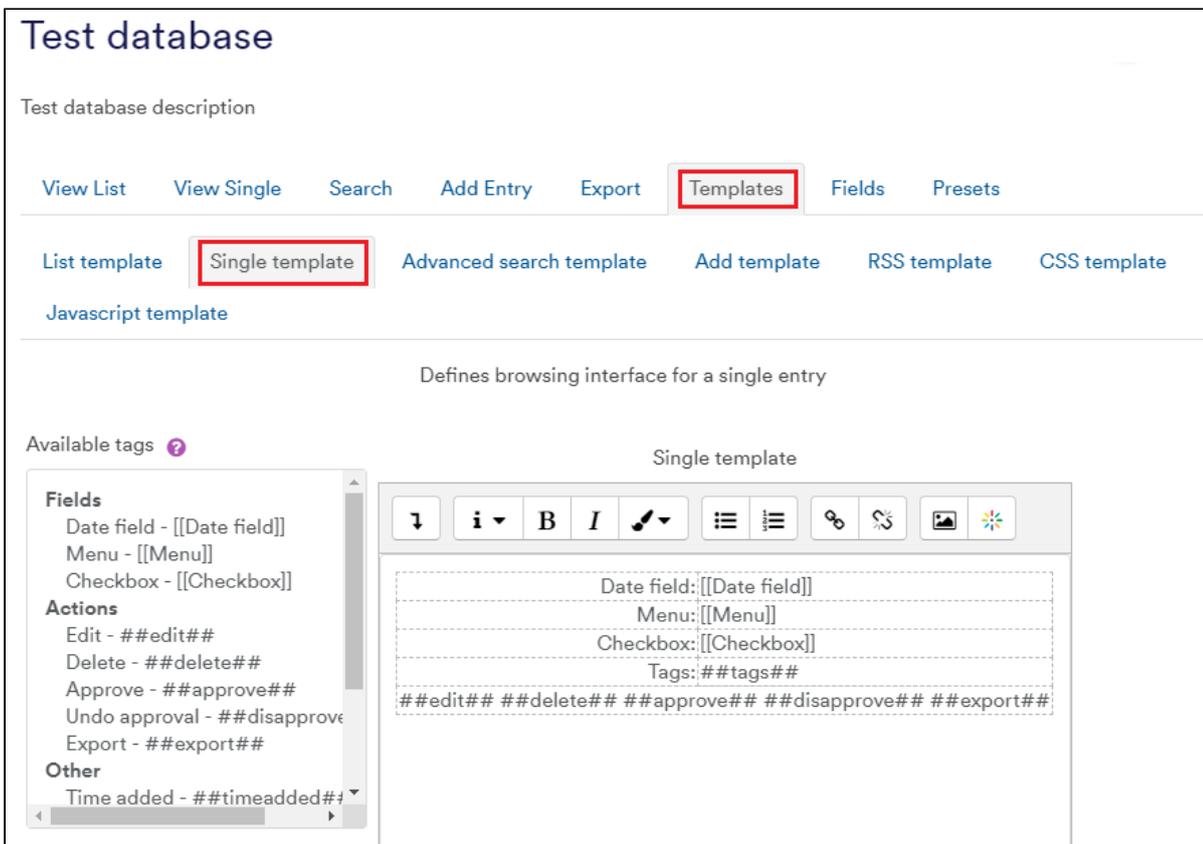
You can choose which of the fields is used to sort the entries (by default they are listed by time created/added)



### Stage 3: Define the templates

Click on the **Templates** tab. The **List template** and **Single template** define the way the database entries are displayed (there are other templates too, probably not needed for basic databases). Once you've defined the fields in step 2 you can often accept the default templates without having to change anything. (More information on the Moodle site [here](#))

Click Save template for each (normally **List, Single and Add** are the only ones needed)



### Stage 4: Add or import entries

It's usually a good idea at this stage to add your first entry or a test entry.

View List View Single Search **Add Entry** Export Templates Fields Presets

### New entry

Date: 5 September 2014

File:

Maximum size for new files: Unlimited, maximum attachments: 1

Files

You can drag and drop files here to add them.

Photo:

Maximum size for new files: Unlimited, maximum attachments: 1

Files

You can drag and drop files here to add them.

Alternative text

**Save and view** **Save and add another**

You can import multiple entries via a CSV file if you click the "Import entries" link in the Database activity administration block. The easiest way to determine the format of the text file is to manually add an entry to the database and then export it. The resulting export text file may then be edited and used for importing entries.

View List View Single Search Add Entry **Export** Templates Fields Presets

▼ Choose the format you wish to export to:

CSV text with selected delimiter: ,  .ODS (OpenOffice)

▼ Choose the fields you wish to export:

Date field  (Date field)

Menu  (Menu field)

Checkbox  (Checkbox field)

Select all/none

Include tags

Include user details

Include time added/modified

Export entries Cancel

There are required fields in this form marked **i** .

The expected file format is a plain text file with a list of field names as the first record. The data then follows, one record per line.

	A	B	C
1	Title	Weblink	Description
2	Guardian - I eat leftover food too	http://www.theguardian.com/commentisfree/2011/feb/15/bins-freegans-leftover-food	<p>What happens to supermarket leftovers?</p>
3	Grow your own veg successfully!	http://blogs.nottingham.ac.uk/uniofnottsmoocs/2014/06/09/grow-your-own-veg-successfully/	<p>The veg garden</p>
4	Keep calm and pre-cycle!	http://blogs.nottingham.ac.uk/uniofnottsmoocs/2014/06/06/keep-calm-and-pre-cycle/	<p>Posters from the participation in the 'Sustainability, Society and You' MOOC </p>
5	Campus Sustainability day 2010	https://www.flickr.com/photos/asugios/5165238592/	<p>I've chosen this picture because it shows that people are more engaged in the idea of sustainability. </p>
6			
7			

Example of a csv file that can be imported

### Example

*drug\_name,action,category*

*omeprazole,suppresses gastric acid secretion,proton pump inhibitor*

Records should be delimited by new lines

Note: Certain field types may not be supported (e.g., files and images).

Do not put spaces after your commas or upload will fail!

Click Import entries (as below). After upload if successful you'll read a message such as "10 entries saved".

The screenshot displays the Moodle Administration interface. On the left, the 'ADMINISTRATION' sidebar is visible, with 'Database activity administration' expanded. Under this section, 'Import entries' is highlighted with a red box. The main content area is titled 'UPLOAD ENTRIES FROM A FILE' and contains a form for uploading a CSV file. The form includes a 'CSV file' field with a 'Choose a file...' button (also highlighted with a red box), a dashed box for file upload with a blue arrow and the text 'You can drag and drop files here to add them.', a 'Field delimiter' dropdown menu set to ',', a 'Field enclosure' text input field, and an 'Encoding' dropdown menu set to 'UTF-8'. A 'Submit' button is located at the bottom of the form.

## See also

- [How to add a database activity](#)
- [Magic with Moodle 17 - Databases for Assessment](#)
- [How to export database entries for import into another Moodle database](#)