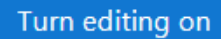


Adding a Database Activity to a Course

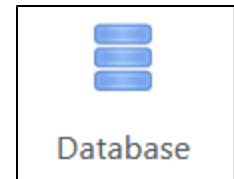
1. On your course, click the **Turn editing on** button.

A blue rectangular button with the text "Turn editing on" in white.

2. Click the **Add an activity or resource** link in the appropriate topic.

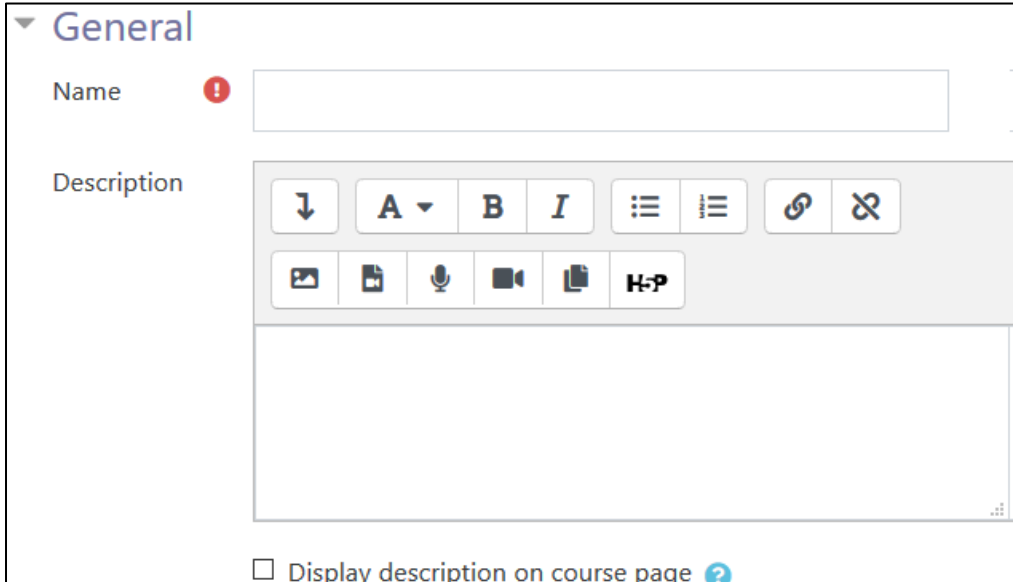
The **Add an activity or resource** pop up appears.

3. Select **Database** in the Activities tab.



The **Adding a new Database** window appears.

The **General** section is used to enter descriptive information about the activity.

A screenshot of a web form titled "General" with a dropdown arrow. It contains a "Name" field with a red error icon, a "Description" field with a rich text editor toolbar (including bold, italic, list, link, unlink, image, video, audio, and H-P icons), and a checkbox labeled "Display description on course page" with a question mark icon.

4. Type a descriptive name for your **Database** in the **Name** text box. Click the **Show editing** tools tab in the **Description** text box to display the text editor toolbar if needed.
5. Type a description or special instructions for the students in the **Description** field.
6. Do not select **Display the description** on the **course page**. Students will see this information when they click the **Database** link.

Teachers can control how the **Database** works by changing the settings found in each of the topics located below the **General** settings. They can expand either all the topics by clicking the **Expand all** link above and to the right of the **General** section or expand one section at a time.

- The **Entries** section allows teachers to decide if the **Database** entries will require **Approval** before being seen by other users in the course and whether or not to **Allow comments on entries**. Choose **Yes** if you want the entries to remain private and only accessible to each student and the teacher. Teachers can also choose to set a number of **Entries required before viewing**, and a **Maximum number of entries** allowed by each student. These settings can be very useful if you are using **Activity completion** to encourage participation, or to limit how many entries a student can add to the **Database**.

▼ **Entries**

Approval required ?

Allow comments on entries

Entries required before viewing ?

Maximum number of entries ?

- The **Availability** section allows teachers to choose date ranges for the **Database** activity with the following options: **Available from**, **Available to**, **Read only from**, and **Read only to**. Click on the checkbox to **Enable** the **Availability** options and then choose a date with the drop-down menus, or use the calendar icon to help select the dates.

▼ **Availability**

Available from	<input type="text" value="9"/>	<input type="text" value="May"/>	<input type="text" value="2020"/>	<input type="text" value="14"/>	<input type="text" value="38"/>	<input type="checkbox"/> Enable
Available to	<input type="text" value="9"/>	<input type="text" value="May"/>	<input type="text" value="2020"/>	<input type="text" value="14"/>	<input type="text" value="38"/>	<input type="checkbox"/> Enable
Read only from	<input type="text" value="9"/>	<input type="text" value="May"/>	<input type="text" value="2020"/>	<input type="text" value="14"/>	<input type="text" value="38"/>	<input type="checkbox"/> Enable
Read only to	<input type="text" value="9"/>	<input type="text" value="May"/>	<input type="text" value="2020"/>	<input type="text" value="14"/>	<input type="text" value="38"/>	<input type="checkbox"/> Enable

- The **Ratings** section allows teachers to set up aggregated scales and restrictions.

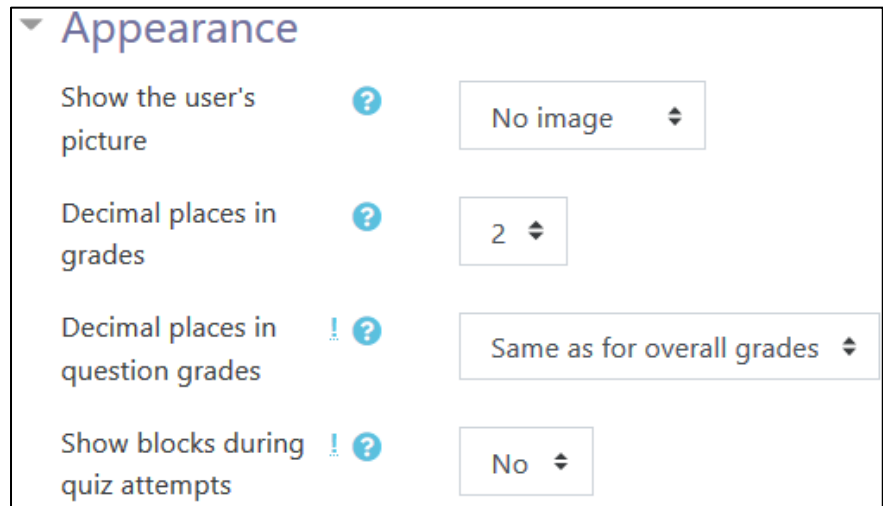
- The **Roles with permission to rate** indicates who can rate entries. This can be changed using the Permission link in the **Database** activity administration section of the **Administration** block.
- The options in the **Aggregate type** setting are used to specify how the grade book score is calculated. Options include the **Average of ratings**, the **Count (number) of ratings**, the **Maximum rating**, the **Minimum rating** or the **Sum of the ratings**. There will not be a score in the grade book if **No ratings** is selected.
- When the **Aggregate type** is selected, the **Scale** options appear. The **Scale** setting specifies the **Maximum grade** for the rating.

The screenshot shows the 'Ratings' configuration panel. It includes the following settings:

- Roles with permission to rate:** A text field with a help icon. A message above it states 'Capability check not available until activity is saved'.
- Aggregate type:** A dropdown menu currently set to 'Average of ratings'.
- Scale:** A sub-panel containing:
 - Type:** A dropdown menu set to 'Point'.
 - Maximum grade:** A text input field containing the value '100'.
 - Restrict ratings to items with dates in this range:** An unchecked checkbox.
- Grade category:** A dropdown menu set to 'Uncategorised'.
- Grade to pass:** An empty text input field.

- The **Restrict rating to items with dates in this range** setting indicates when the ratings for the entries start and finish using the **From** and **To** options.

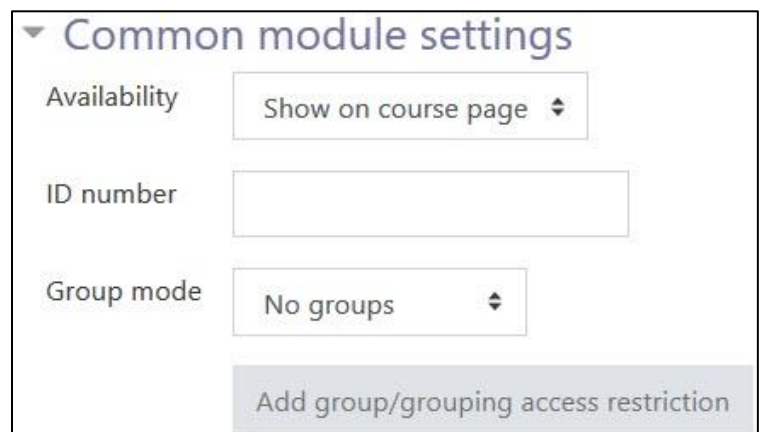
10. The **Appearance** section allows teachers to show or hide the user's picture, as well as set the number of decimal places in grades and in questions.



The screenshot shows the 'Appearance' settings section in Moodle. It contains four settings, each with a help icon (question mark) and a dropdown menu:

- Show the user's picture**: Set to 'No image'.
- Decimal places in grades**: Set to '2'.
- Decimal places in question grades**: Set to 'Same as for overall grades'.
- Show blocks during quiz attempts**: Set to 'No'.

11. Settings in the **Common module** section are common to many Moodle activities and resources.



The screenshot shows the 'Common module settings' section in Moodle. It contains three settings, each with a dropdown menu:

- Availability**: Set to 'Show on course page'.
- ID number**: An empty text input field.
- Group mode**: Set to 'No groups'.

Below these settings is a button labeled 'Add group/grouping access restriction'.

12. The **Availability** setting is used to **Show/Hide** the activity. This is identical to using the **Show/Hide** icons when the **Turn editing on** function is enabled on a course home page.
13. The **ID Number** setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)
14. The **Group mode** setting enables the use of groups. (More information is available in the **Groups** documentation in the Stage 3 **Course Management** section.)
15. The **Grouping** option enables the use of groupings (a collection of groups).

Settings in the **Restrict access** section can be used to limit access to the activity. (More information is available in the **Setting up and Using Restrict Access Settings** section of the Stage 3 **Course Management** section.)



16. Click on the **Add restriction...** button to display the **Add restriction** pop up.

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
Mobile app	Require students to access (or not access) using the Mobile app.
Password	Require students to enter a password.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

17. Settings in the **Activity completion** section are used to set completion tracking, grading options and the expected completion date. (More information is available in the **Completion Tracking** documentation in the Stage 3 **Course Management** section.)

Activity completion

Completion tracking Students can manually mark the activity as completed ▾

Do not indicate activity completion

Students can manually mark the activity as completed

Show activity as complete when conditions are met

Expect completed on 20 ▾ April ▾ 2020 ▾ 11 ▾ 38 ▾ Enable

The **Tags** sections can be used to add keywords to the assignment.

Tags

Tags No selection

Enter tags... ▾

18. Click on the **Save and display** button to save/update the activity or click the **Save and return to course** button.

Save and return to course Save and display Cancel

19. A database activity appears as shown here.

Student Field Trip Results