Adding a Database Activity to a Course
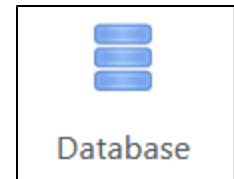
1. On your course, click the **Turn editing on** button.

2. Click the **Add an activity or resource** link in the appropriate topic.
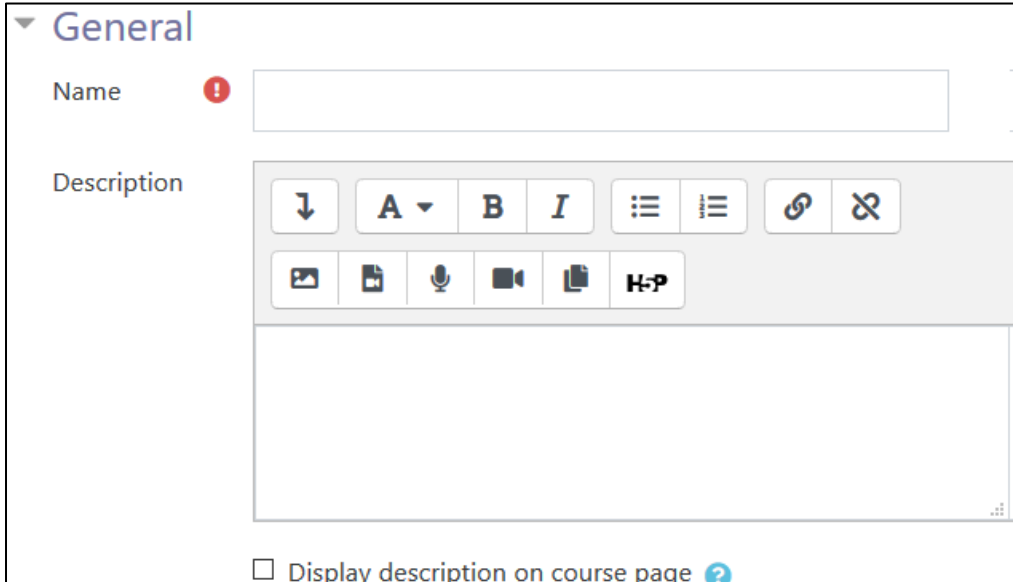
   The **Add an activity or resource** pop up appears.

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.

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.

7. 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**.

8. 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.

9. The **Ratings** section allows teachers to set up aggregated scales and restrictions.
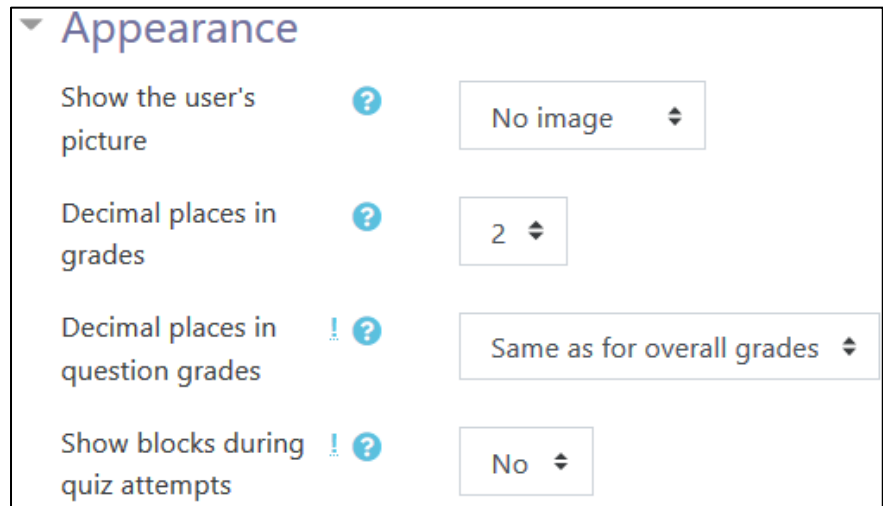
- The **Roles with permission to rate** indicates who can rate entries. This can be changed using the Permission link in the **Database** activity administration section of the **Administration** block.

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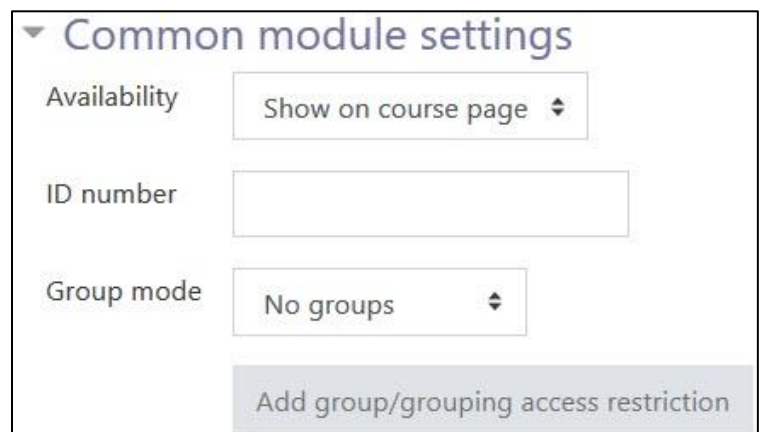
10. The **Appearance** section allows teachers to show or hide the user's picture, as well as set the number of decimal places in grades and in questions.

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

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.)

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

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

19. A database activity appears as shown here.