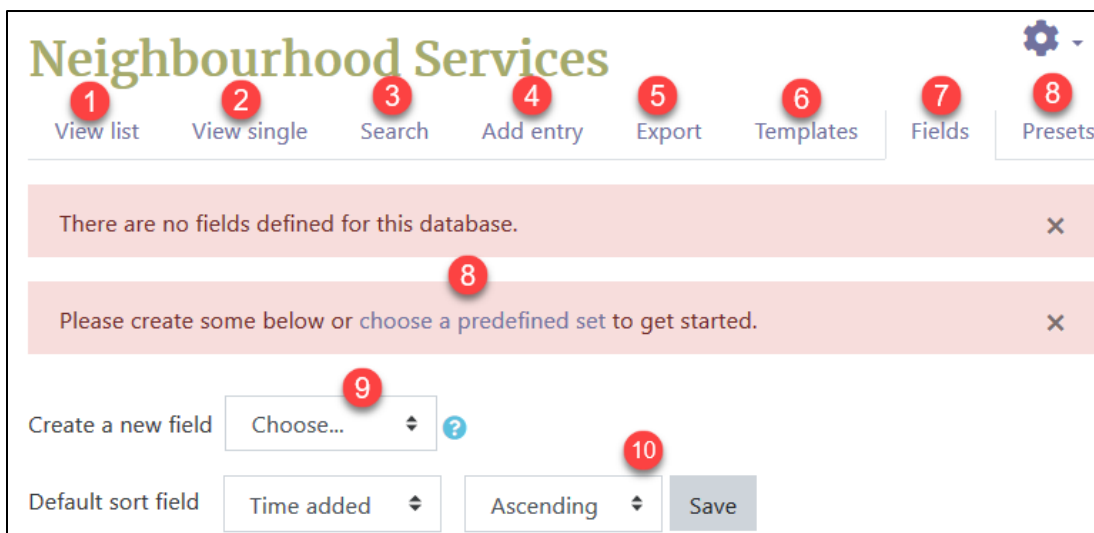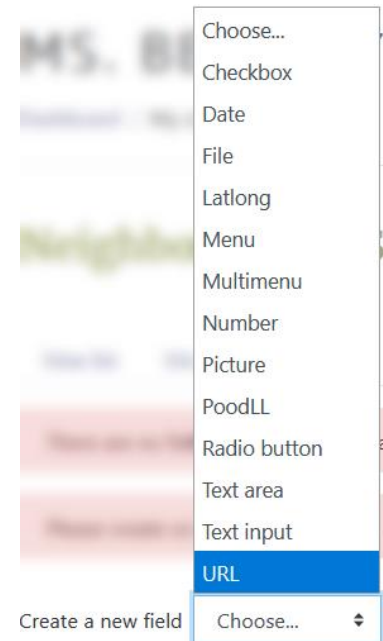# Adding Database Fields
Creating the Fields for the Database Entries

1. From the course home page, click on a new **Database** activity that does not yet have **Fields** added to it. Or, see section 6.1 for instructions on how to add a new **Database** activity to your course.

2. The image below shows the **Database** activity page. The heading is the activity name and there is a row of tabs that allow a teacher to (1) see a list of entries, (2) look at the entries one at a time, (3) find specific entries in the **Database**, (4) add new entries, (5) create Excel or OpenOffice spreadsheet files for use in/outside of the online course, (6) edit the various **Templates** to change the appearance on each tab, (7) create/choose/edit the **Fields for the Database**, and (8) access/create **Presets** for the **Database**. There is also a (9) Create a **new field** drop-down menu, and (10) drop-down choices for the **Default** sort field.

Important Note: Before you begin to add new **Fields** to a **Database**, be sure to have a list of the **Fields** you want to create, and a plan for the appearance of the **Add entry** template that students will use to add their entries. Adding the **Fields** in the order you want them to appear for students will save you a lot of time in the following steps.

3. Click on the **Create a new field** drop-down menu to select the first **Field** for the new **Database**. The options are: **Checkbox**, **Date**, **File**, **Latlong** (latitude and longitude), **Menu**, **Multimenu**, **Number**, **Picture**, **PoodLL**, **Radio button**, **Text area**, **Text input**, and **URL**.

4. Clicking on **Checkbox** will open the **Checkbox field** page. Type the **Field name** that will appear for students on the **Add entry** and other tabs in the **Database**.

5. Type the **Field description**, this text will appear to students if they hover their mouse over the **Checkbox** field options in the form on the **Add entry** tab.

6. Click in the **Required field** checkbox if it is an essential field to be answered in the database.

7. Finally, type the **Options (one per line)** that students will have to choose from. The **Checkbox** field allows students to choose more than one option. If you only want them to have one choice, use the **Radio button** field (described below) instead.

8. When this is done, click on the **Add** button to create the **Checkbox** field.

9. A green message saying **Field added** appears and the **Checkbox field** is visible in the table. You can use the **Create a new field** drop-down menu to continue adding new fields.

Field name	Field type	Required	Field description	Action
What section of the newspaper do you like to read?	☑ Checkbox field	Yes	Please choose all that apply.	⚙ 🗑

At this point, you can view the new **Field** by clicking on the **Add entry** tab. The options appear as **Checkbox** fields for students to choose one or more.

View list	View single	Search	Add entry	Export	Templates	Fields	Presets

Field added				✕

Field name	Field type	Required	Field description	Action
What section of the newspaper do you like to read?	☑ Checkbox field	Yes	Please choose all that apply.	⚙ 🗑

10. Click on the **Fields** tab to create another. Click on the **Create a new** field drop-down menu to select the next **Field** for the new **Database**. Selecting **the Date field** will open a new page. Type the **Field** name that will appear for students on the **Add entry** and other tabs in the **Database**.

    Type the **Field description**, this text will appear to students if they hover their mouse over the **Date field** drop-down menus in the form on the **Add entry** tab.

11. When this is done, click on the **Add** button to create the **Date field**.

Date field

Field name	Date
Field description	Please select today's date

[Add] [Cancel]

12. When the **Date field** has been added, click on the **Add entry** tab to view the new addition to the **Database**, or continue creating new **Fields**. The image below shows the **Checkbox field** and the new **Date field** that has been added using the **Add entry** tab.

13. Click on the **Fields** tab again to create another. Click on the **Create a new field** drop-down menu to select the next **File** for the new **Database**. Selecting the **File field** will open a new page. Type the **Field** name that will appear for students on the **Add entry** and other tabs in the **Database**.
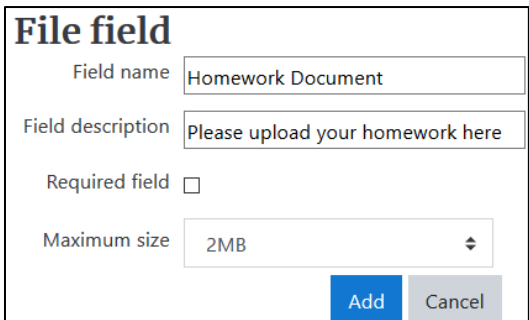
    Type the **Field description**, this text will appear to students if they hover their mouse over the **File field** upload window in the form on the **Add entry** tab.

    Check the box close to **Required field** if uploading a file is mandatory.

    Finally, set the **Maximum** size for file uploads with the drop-down selections

    Note: If a larger **Maximum size** is required, the **Course upload limit** can be changed by going to the **Administration** block and selecting **Edit settings** under **Course administration** on your course page.

    When this is done, click on the **Add** button to create the **File field**.

At this point, you can view the new **File field** by clicking on the **Add entry** tab.

14. Click on the **Fields** tab again to create another. Click on the **Create a new field** drop-down menu to select the next **Field** for the new **Database**. Selecting the **Latlong field** will open a new page. Type the **Field** name that will appear for students on the **Add entry** and other tabs in the **Database**. Type the **Field description**. This text will appear to students if they hover their mouse over the **Latlong field** in the form on the **Add entry** tab.

    Check the box close to **Required field** if responding to this **Field** is mandatory.

    Choose the **Link-out services to display** for the destination of the hyperlink that appears in completed entries in the **Database** by selecting from the menu. For the **How to label items** in **KML** files (**Google Earth**) selections, you can choose from the drop-down menu options.

    Important Note: If you plan to use the **Latlong field** in your **Database**, students will need skill-building/assistance finding latitude and longitude coordinates for a particular location online (for example: 45.423609, -75.700940). See the Help links below for more detail on the **Latlong field**.

    When this is done, click on the **Add** button to create the **Latlong field**.

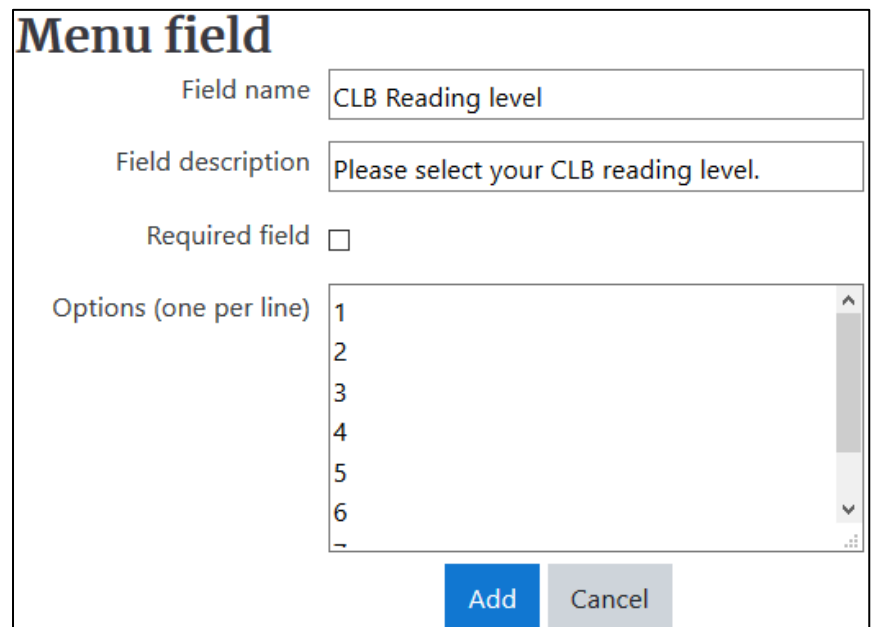At this point, you can view the new **Latlong field** by clicking on the **Add entry** tab.

15. Click on the **Fields** tab again to create another. Click on the **Create a new field** drop-down menu to select the next **Field** for the new **Database**. Selecting the **Menu field** will open a new page. Type the **Field name** that will appear for students on the **Add entry** and other tabs in the **Database**.

    Type the **Field description**. This text will appear to students if they hover their mouse over the **Menu field** drop-down choices in the form on the **Add entry** tab.

Finally, type the **Options** (one per line) that will appear in the drop-down menu for students to make their selection.

Check the box close to **Required field** if responding to this **Field** is mandatory.

When this is done, click on the **Add** button to create the **Menu** field.

At this point, you can view the new **Menu Field** by clicking on the **Add entry** tab.

16. Click on the **Fields** tab again to create another. Click on the **Create a new field** drop-down menu to select the next **Field** for the new **Database**. Selecting the **Multimenu** field will open the **Multiple-selection menu field** page.

    Type the **Field** name that will appear for students on the **Add entry** and other tabs in the **Database**.

    Type the **Field description**. This text will appear to students if they hover their mouse over the **Multimenu field** menu choices in the form on the **Add entry** tab.

    Finally, type the **Options** (one per line) that will appear in the drop-down menu for students to make their selection(s).

    When this is done, click on the **Add** button to create the **Multimenu field**. At this point, you can view the new **Multimenu Field** if you like by clicking on the **Add entry** tab.

    Important Note: Students must use the **Ctrl** or **Shift** keys to make multiple selections from the menu options on the **Add entry** tab. They may need skill-building and assistance to use the **Multimenu field**.

17. Click on the **Fields** tab again to create another. Click on the **Create a new field** drop-down menu to select the next **Field** for the new **Database**. Selecting the **Number field** will open the Number field page. Type the **Field name** that will appear for students on the **Add entry** and other tabs in the **Database**.

Multiple-selection menu field

Field name	I need to learn English
Field description	RL or SHIFT keys to choose more than 1 item.
Required field	☐
Options (one per line)	to help me in my community to help me find a job to help me with my work to help me with my education

Add   Cancel

Type the **Field description**, this text will appear to students if they hover their mouse over the **Number field** in the form on the **Add entry** tab.

Check the box close to **Required field** if responding to this **Field** is mandatory.

When this is done, click on the **Add** button to create the **Number field**. At this point, you can view the new **Number field** by clicking on the **Add entry** tab.

Number field

Field name	How many hours a week do you read?
Field description	Please type the number of hours here.
Required field	☐

Add   Cancel

18. Click on the **Fields** tab again to create another. Click on the **Create a new field** drop-down menu to select the next **Field** for the new **Database**. Selecting the **Picture** field will open the **Picture field** page.

Type the **Field name** that will appear for students on the **Add entry** and other tabs in the **Database**.

Type the **Field description**, this text will appear to students if they hover their mouse over the **Picture field** upload window in the form on the **Add entry** tab.

Check the box close to **Required field** if responding to this **Field** is mandatory.

Enter the **Width in single view**, **Height in single view**, **Width in list view**, **Height in list view**, and the **Maximum size** for picture uploads.

Note: If a larger **Maximum size** is required, the **Course upload limit** can be changed by going to the **Administration** block and selecting **Edit settings** under **Course administration** on your course page.

When this is done, click on the **Add** button to create the **Picture field**. At this point, you can view the new **Picture field** by clicking on the **Add entry** tab.

19. Click on the **Fields** tab again to create another. Click on the **Create a new field** drop-down menu to select the next **Field** for the new **Database**. Selecting the **Radio button** field will open the **Radio button** field page.

    Type the **Field name** that will appear for students on the **Add entry** and other tabs in the **Database**.

    Type the **Field description**, this text will appear to students if they hover their mouse over the **Radio button** field options in the form on the **Add entry** tab.

    Finally, type the **Options** (one per line) that students will have to choose from. The **Radio button field** allows students to choose only one option.

    Check the box close to **Required field** if responding to this **Field** is mandatory.

    If you want students to have more than one choice, use the **Checkbox** field (described above) instead. When this is done, click on the **Add button** to create the **Radio button field**.

20. Click on the **Fields** tab again to create another. Click on the **Create a new field** drop-down menu to select the next **Field** for the new **Database**. Selecting the **Text area** field will open the **Text area** field page. Students can type larger amounts of text in the **Text area** field than in the **Text input** field (see below).

Type the **Field name** that will appear for students on the **Add entry** and other tabs in the **Database**.

Type the **Field description**, this text will appear to students if they hover their mouse over the **Text area** field options in the form on the **Add entry** tab.

Check the box close to **Required field** if responding to this **Field** is mandatory.

Enter the **Width in columns**, **Height in rows**, and the **Maximum embedded file size (bytes)**, which if set to zero will be unlimited by default.

When this is done, click on the **Add** button to create the **Text area** field.

At this point, you can view the new **Text area field** by clicking on the **Add entry** tab.

21. Click on the **Fields** tab again to create another. Click on the **Create a new field** drop-down menu to select the next **Field** for the new **Database**.

    Selecting the **Text input** field will open the **Text field** page. Students can only type up to **60 characters** with the **Text input** field, if more space is required, use the **Text area** field instead (see above).

    Type the **Field name** that will appear for students on the **Add entry** and other tabs in the **Database**.

    Type the **Field description**, this text will appear to students if they hover their mouse over the **Text field** in the form on the **Add entry** tab.

    Check the box close to **Required field** if responding to this **Field** is mandatory.

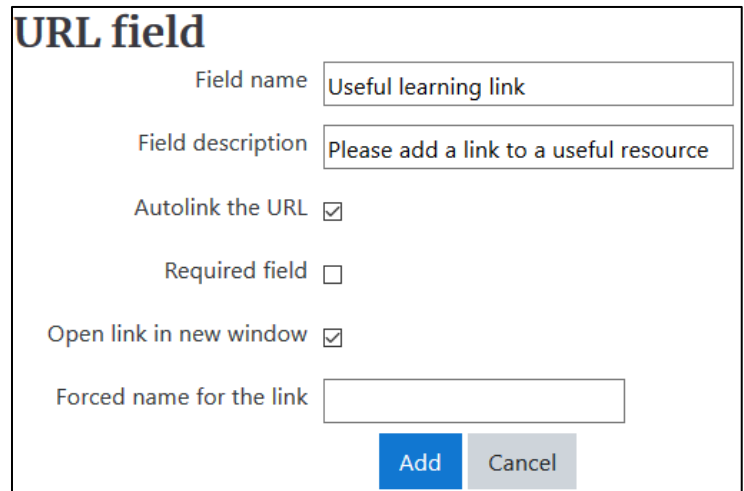   Check the **Allow autolink** checkbox if you want to activate **autolinking**.

    When this is done, click on the **Add** button to create the **Text field**.

    At this point, you can view the new **Text field** by clicking on the **Add entry** tab.

    Note: Autolinking is a feature of Moodle that words or phrases used within a course are automatically linked to a glossary and database entries. If the database or glossary terms appear in your course, the students can click on them to see the definition or database entry related to that term.

22. Click on the **Fields** tab again to create another. Click on the **Create a new field** drop-down menu to select the next **Field** for the new **Database**.

Selecting the **URL field** will open the **URL field** page. Type the Field name that will appear for students on the **Add entry** and other tabs in the **Database**. Type the **Field description**, this text will appear to students if they hover their mouse over the **URL field** in the form on the **Add entry** tab.

Check the **Autolink the URL** checkbox if you want the hyperlink to be clickable. Check the **Open link in new window** checkbox to have students retain the **Database** activity page when the hyperlink opens. Check the box close to **Required field** if responding to this **Field** is mandatory. Add text to the **Forced name** for the link field if you want all entries to show the same text for the hyperlink in the **URL field**.

When this is done, click on the **Add** button to create the **URL** field.

At this point, you can view the new **URL field** by clicking on the **Add entry** tab.

23. When all the **Fields** have been added to the **Database** activity, click on the **Add entry** tab to view the default **Add entry template**, and/or to add a model/example entry for the students to view. When teachers or students have finished filling in the form, there is the choice to **Save and view the new entry**, or to **Save and add another new entry**.

As you can see in the image below, the default **Templates** are not always ideal or engaging to the eye. For instructions on how to edit and format the **Templates** to give them some colour and context, please see the next section of this training document.

Students in My Class

View list   View single   Search   **Add entry**   Export   Templates   Fields   Presets

New entry

What section of the newspaper ⚠
do you like to read?:   ☐ front page stories

☐ international news

☐ Canadian news

☐ local news

☐ business

☐ entertainment

☐ sports

☐ lifestyle

☐ food

Date: 11 ⬍   May ⬍   2020 ⬍

Homework Document: Maximum file size: 2MB, maximum number of files: 1

📄   ▦ ☰ 📁

📁 Files

⬇

You can drag and drop files here to add them.

Where is you favourite Canadian
landmark?:   Latitude [_____] °N

Longitude [_____] °E

CLB Reading level: Choose... ⬍

I need to learn English: to help me in my community
to help me find a job
to help me with my work
to help me with my education

How many hours a week do you
read?:   [_____]

Field Trip Photos: Maximum file size: 5MB, maximum number of files: 1

📄   ▦ ☰ 📁

📁 Files

⬇

You can drag and drop files here to add them.

Alternative text
[_____]

What skill do you need to study
most?:   ○ Reading

○ Writing

○ Listening

○ Speaking

Write about one of your
favourite activities.:   ⬇ A ▾ B I ☰ ☷ 🔗 ⛓

🖼 📄 🎤 🎥 📋 H·P

HTML format ⌄

Name (first and last):   [_____]

Useful learning link: URL: [_____]

Text: [_____]

Tags: No selection

Enter tags... ▼

Save and view   **Save and add another**

Note: **Fields** in the example **Test Database** activity were created solely for this training document and are not meant to make sense together in a rational way, but rather to demonstrate the many possible **Fields** to choose from in the **Database** activity module.

Database Activity Help files

Moodle documents: Database Activity
<https://docs.moodle.org/39/en/Database_activity>

Moodle documents: Database Activity Settings
<https://docs.moodle.org/39/en/Database_activity_settings>

Moodle documents: Database activity FAQ
<https://docs.moodle.org/39/en/Database_activity_FAQ>