

# Editing Database Templates

## Editing the View Single Template

After setting up a new **Database**, adding the **Fields**, and editing the **Add entry template**, it is good practice to add a couple of sample **Database** entries to test the **Add entry template**, and to see how things look on the **View single**, and **View list** tabs as well. If there are already example/model entries in the **Database**, or if any students have added an entry, the **View list** tab and any existing entries are the first thing they will see when they enter the activity depending on the activity settings.

Generally, the **Add entry template** will have all the fields included in it, as this is the form the students will fill out. Many teachers like to have the complete set of fields for the **View single template** as well, this will show learners everything they have entered on the **Add entry** tab after they save their work. If enabled, students can also edit their entries from the **View single (or View list)** tab as well. See the section on **Available tags** below for more on this point.

The **View list template** is often used as a quick summary view of the complete entries, this enables students to see multiple entries with only the most important information displayed, rather than all the information at once in multiple entries on one page, this can greatly reduce the scrolling and increase the engagement of learners in the task at hand. In the steps that follow, you will learn how to quickly transfer your editing from the **Add entry template** to the **View single** and **View list templates** in turn. The following steps will also cover the use of the **Available tags** on the **Single template**.


For this document, the **Students in My Class Database** that was used in the previous document will continue to be used and has had two example entries added to it for demonstration purposes. See the images below for what the default **View list** tab and **View single** tab look like without any editing:

*View list: (see next page)*




View list
View single
Search
Add entry
Export
Templates
Fields
Presets

Entries per page 10
 Search 
 Sort by


Time added
Ascending
Save settings

What section of the newspaper do you like to read?: Canadian news  
 local news  
 entertainment  
 Date: 11 May 2020  
 Homework Document:  
 Where is you favourite Canadian landmark?: 45.4236°N, 75.7009°E  
 CLB Reading level: 3  
 I need to learn English: to help me find a job  
 How many hours a week do you read?: 3  
 Field Trip Photos: 




What skill do you need to study most?: Writing  
 Write about one of your favourite activities.: I like taking long walks with my dog.

Name (first and last): Ahmed Zain  
 Useful learning link: Breaking News English  
 Tags:   

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What section of the newspaper do you like to front page stories  
 read?: entertainment  
 sports  
 lifestyle  
 Date: 12 May 2020  
 Homework Document:  
 Where is you favourite Canadian landmark?: 51.1708°N, 115.5570°E  
 CLB Reading level: 5  
 I need to learn English: to help me with my education  
 How many hours a week do you read?: 8  
 Field Trip Photos: 


What skill do you need to study most?: Writing  
 Write about one of your favourite activities.: I enjoy playing piano. I really enjoy reading and attending talks on interesting events.



Name (first and last): Khaild Al Marri  
 Useful learning link: <http://edulinc.org>  
 Tags:   

View single:

View list	View single	Search	Add entry	Export	Templates	Fields	Presets
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1 2 »

What section of the newspaper do you like to read?: Canadian news  
local news  
entertainment  
Date: 11 May 2020  
Homework Document:  
Where is your favourite Canadian landmark?: 45.4236°N, 75.7009°E  
CLB Reading level: 3  
I need to learn English: to help me find a job  
How many hours a week do you read?: 3  
Field Trip Photos: 

What skill do you need to study most?: Writing  
Write about one of your favourite activities.: I like taking long walks with my dog.  
Name (first and last): Ahmed Zain  
Useful learning link: Breaking News English  
Tags:  
 

Clearly these tabs are not conducive to reading, nor are they appealing to the eye. To begin with, having edited the **Add entry template** already in the previous steps, it can be a simple matter of copying the **Add entry template** and then pasting it into the **View single template** to give it the same look as the form that learners will fill out on the **Add entry** tab.

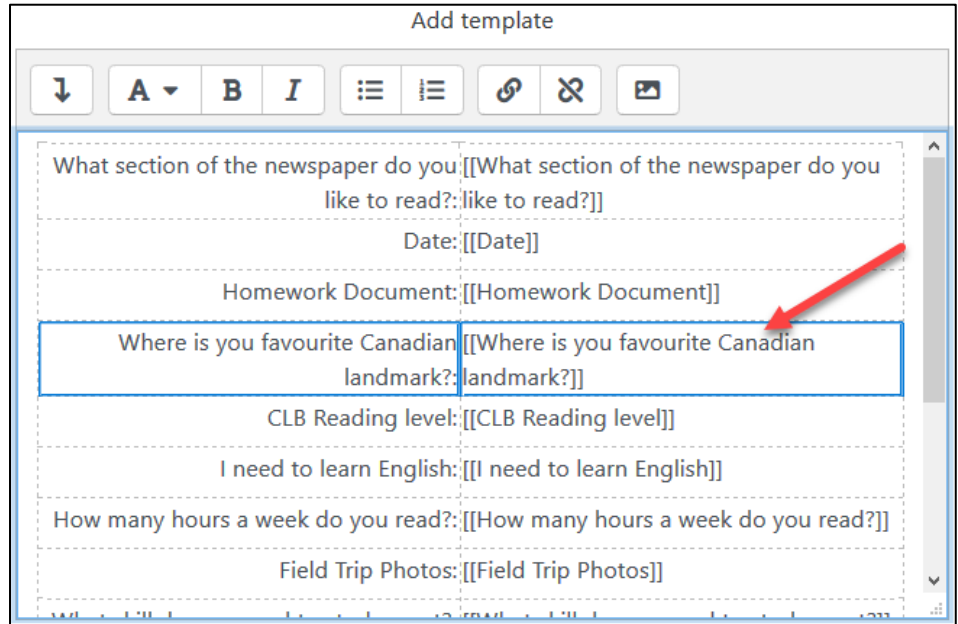
1. Clicking on **Single template** under the **Template** tab will open it for editing the interface for viewing single entries in the **Database** one at a time. Note that there is no **Header** or **Footer** output editing area for the **Single template**, as these are not available for the **Single** or **Add entry** tabs. But the **Available tags**, **Reset template** button, **Disable editor** button, and **Save template** button are available as in the **View list** template above. The image below shows what the (2) **Single template** page looks like under the (1) **Templates** tab.

As on the **Add entry template**, the **Available tags** window includes the **Fields** (3), but in the **Single template** there are also the tags: **Actions** (4), and **Other tags** (5).

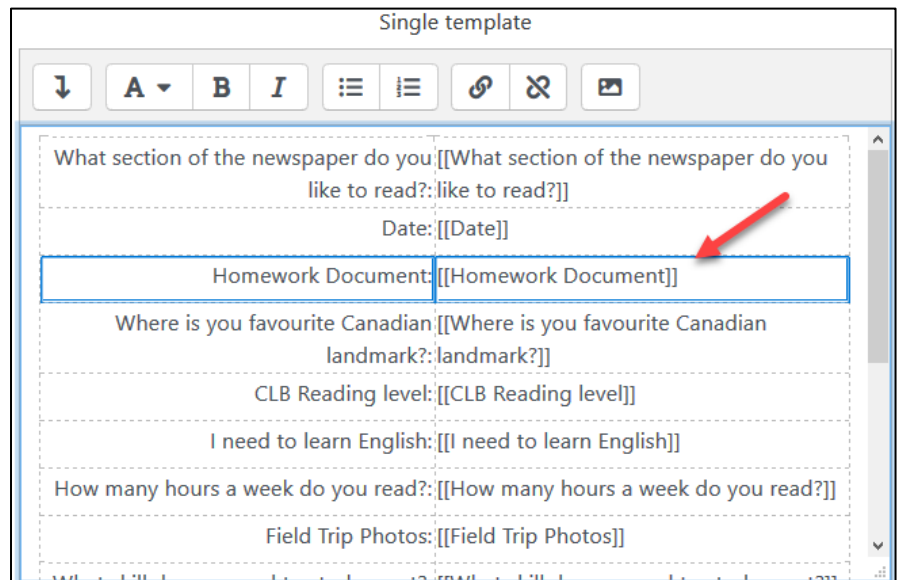
Note the connection with the green arrow between the **Single template** (7) and the **Actions** (4) and **Other** (5) tags. These **Actions** and **Other** tags can add more options and/or information about the entries to both the **View single** and **View list** templates. For example, the **Actions** tag - **##edit##** creates an editing icon when entries are viewed to allow users to edit entries in the **Database** if they have the necessary permissions to do so. To view the complete list of **Fields** and **Tags**, use the (6) scroll bar on the right-hand side of the window to move up and down the list.

The screenshot shows the 'Single template' editing interface. At the top, there are navigation tabs: 'View list', 'View single', 'Search', 'Add entry', 'Export', 'Templates' (highlighted with a red circle 1), 'Fields', and 'Presets'. Below these are sub-tabs for 'List template', 'Single template' (highlighted with a red circle 2), 'Advanced search template', 'Add template', and 'RSS template'. The main content area is titled 'Defines browsing interface for a single entry' and contains a 'Single template' editor. On the left, there is an 'Available tags' panel with a scroll bar (6). The tags are categorized into 'Actions' (Edit - ##edit##, Delete - ##delete##, Approve - ##approve##, Undo approval - ##disapprove##, Export - ##export##) and 'Other' (Time added - ##timeadded##, Time modified - ##timemodified##, User - ##user##, User picture - ##userpicture##, Approval status - ##approvalstatus##). A green arrow (7) points from the 'Single template' editor to the 'Actions' and 'Other' tags. The editor itself has a rich text editor toolbar and a preview area showing the rendered output with various fields like 'I need to learn English: [[I need to learn English]]', 'How many hours a week do you read?: [[How many hours a week do you read?]]', 'Field Trip Photos: [[Field Trip Photos]]', 'What skill do you need to study most?: [[What skill do you need to study most?]]', 'Write about one of your favourite activities.: [activities.]', 'Name (first and last): [[Name (first and last)]]', 'Useful learning link: [[Useful learning link]]', and 'Tags: ##tags##'. At the bottom of the editor, there are buttons for 'Reset template', 'Disable editor', and 'Save template'.

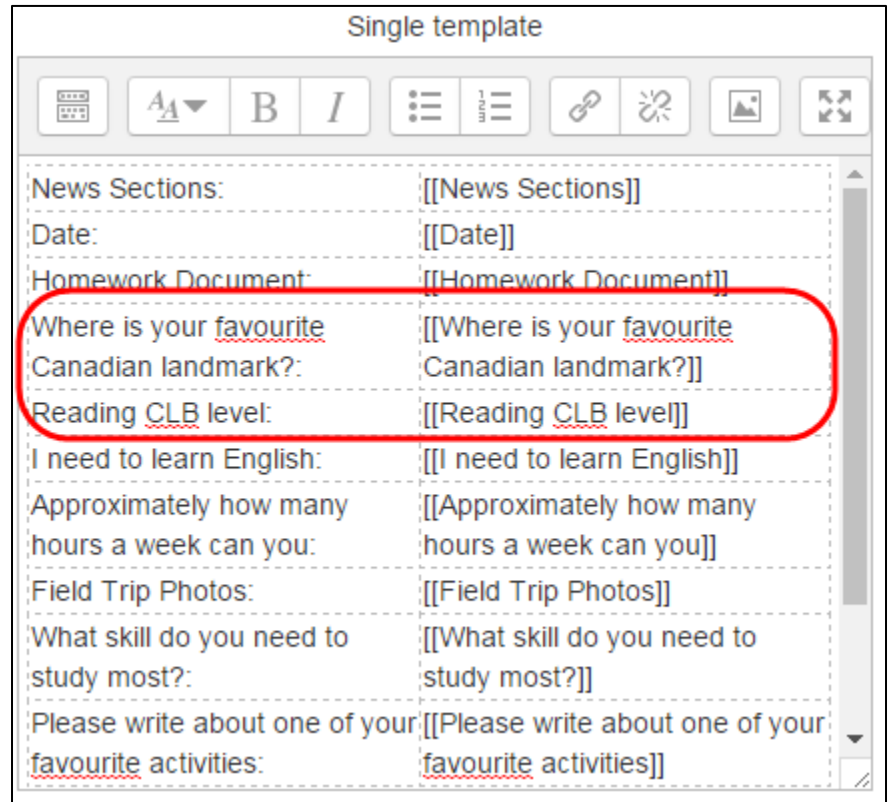
- Next, click on the **Add template** on the **Templates** tab, highlight the part of the table that you want in the **Add template**, copy it with the keyboard shortcut [Ctrl] + [c], or by pressing the [Ctrl] key and doing a right-click of your mouse and selecting 'copy'. Note that in the example below, the instructions in the top row are not highlighted to copy as they are only for the **Add entry** tab.



- Return to the **Single template**, and highlight the rows that you want to replace in the table. Right-click on the highlighted area to select the row, and delete it. Be careful not to delete the **Actions** tags, unless they don't suit your purpose.



- Complete the transfer of the **Add entry** template formatting by now pasting the copied table into the **Single template** with the keyboard [Ctrl] + [v], or with [Ctrl] and a right-mouse click and then by selecting **Paste**.
- The copied information will appear in the **Single template**.



- Click on the **Save template** button to save the editing, and then click on the **View single** tab to see what the changes look like. Note the **Actions** tag icons that appear at the bottom of the table.
- If you would like to remove, or add more of the **Actions** and **Other** tags, return to the **Single template**. In the **Single template**, delete any tags you do not want, for example, the `##approve##` tag may not be necessary if approval is not in use for the **Database**.

To add a new tag to the **Single template**, place your cursor where you would like the tag and then click on the tag in the **Available** tags window. This will automatically add the tag for you. If you would prefer to type the tags in this format `##taghere##` you can, or, you can click on the **Disable editor** button and work in code if you prefer.

In this image, the **##approve##** tag has been deleted and the **##timemodified##** tag has been added with the first method above. Remember to click on the **Save template** button to save the changes.

add remove template screen.

8. To see the results, after clicking on the **Save template** button, return to the **View Single** tab and look to the bottom to see the changes and new information from the **##timemodified##** tag. Compare this image to the pictures in step 6 above to see the difference here.

For more information about the many features of the **Database** activity and more advanced features/ideas, please see the following pages:

## Database Activity Help files

[Moodle documents: Database Activity](https://docs.moodle.org/39/en/Database_Activity)

<[https://docs.moodle.org/39/en/Database\\_activity](https://docs.moodle.org/39/en/Database_activity)>

[Moodle documents: Database Activity Settings](https://docs.moodle.org/39/en/Database_Activity_Settings)

<[https://docs.moodle.org/39/en/Database\\_activity\\_settings](https://docs.moodle.org/39/en/Database_activity_settings)>

[Moodle documents: Building Database](https://docs.moodle.org/39/en/Building_Database)

<[https://docs.moodle.org/39/en/Building\\_Database](https://docs.moodle.org/39/en/Building_Database)>

[Moodle documents: Database Templates](https://docs.moodle.org/39/en/Database_Templates)

<[https://docs.moodle.org/39/en/Database\\_templates](https://docs.moodle.org/39/en/Database_templates)>

[Moodle documents: Using Database](https://docs.moodle.org/39/en/Using_Database)

<[https://docs.moodle.org/39/en/Using\\_Database](https://docs.moodle.org/39/en/Using_Database)>

[Moodle documents: Database activity FAQ](https://docs.moodle.org/39/en/Database_activity_FAQ)

<[https://docs.moodle.org/39/en/Database\\_activity\\_FAQ](https://docs.moodle.org/39/en/Database_activity_FAQ)>