

## Using Moodle activities: Database

### What is the Database activity and how can I use it?

The database activity module allows the lecturer and/or students to build, display and search a bank of record entries about any conceivable topic. The format and structure of these entries can be almost unlimited, including images, files, URLs, numbers and text amongst other things.

### Picture this...

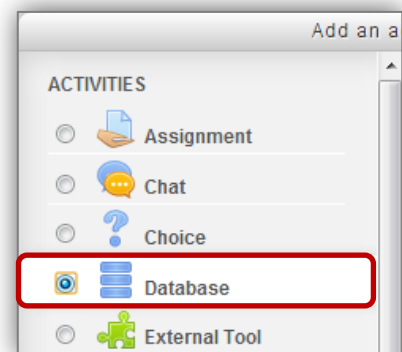
Your students are out on placement but you'd like to keep a record of where they have been and what they have been doing.

### What now..?

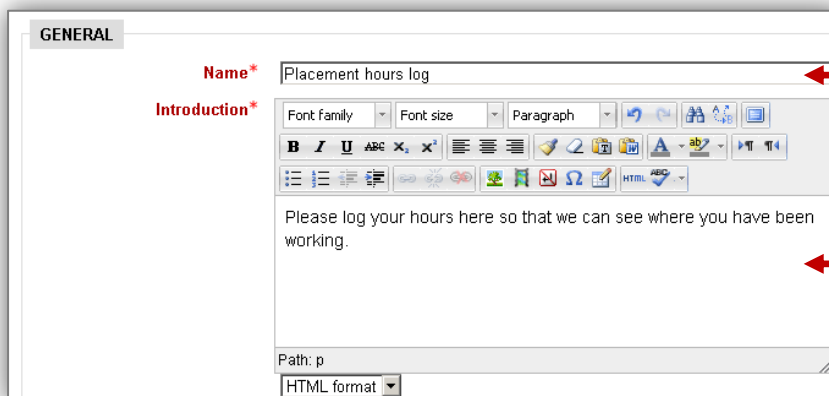
Why not create an hours log using the database activity in which the students can record their hours?

### How to add the Database activity to your study module

- ▶ First you need to log into Learning Space and navigate to your study module.
- ▶ Next click the **Turn editing on** button at the top right of the page.
- ▶ In the topic that you want to add the Database activity to, simply select 'Database' from the 'Add an activity or resource' pop up menu;



- ▶ Now you need to give your Database activity a title and introduction;

A screenshot of the Moodle Database activity configuration form. The form is titled 'GENERAL' and has two main sections: 'Name\*' and 'Introduction\*'. The 'Name\*' field contains the text 'Placement hours log'. The 'Introduction\*' field contains the text 'Please log your hours here so that we can see where you have been working.' Below the introduction field, there is a 'Path: p' field and a 'HTML format' dropdown menu.

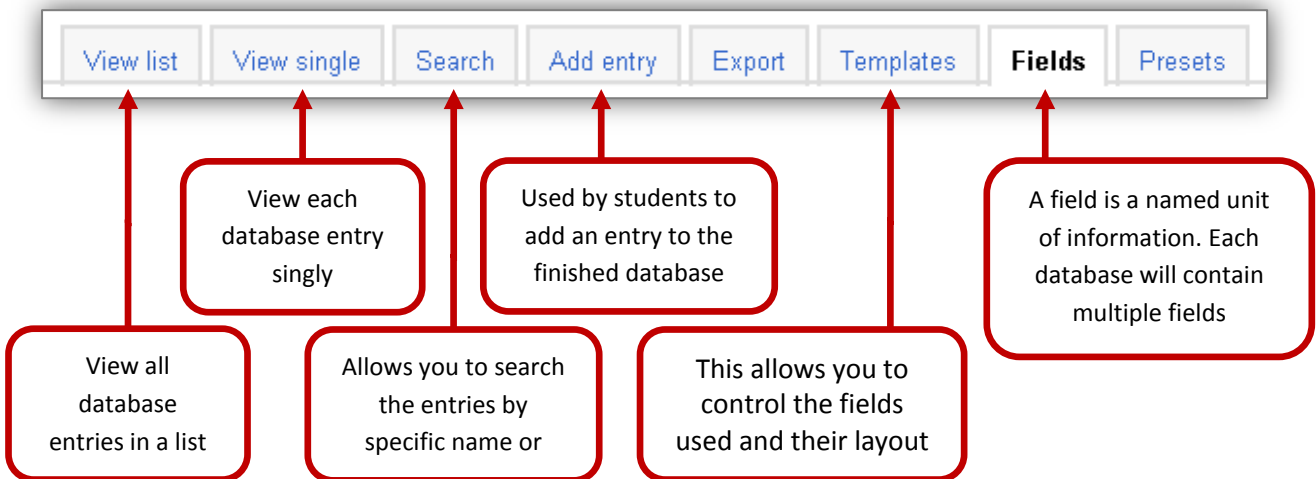
Write the title here

Write clear instructions to your students here

- ▶ Scroll down and click the **Save and return to course** button.
- ▶ You will now see the shell of your database has been created;



### Tab menu overview

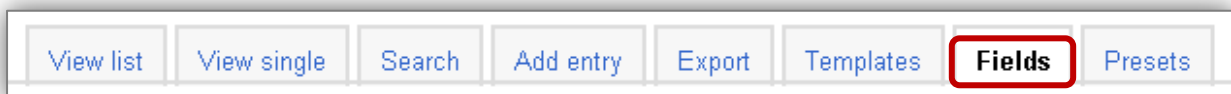


### Creating the database content

- ▶ Click on the name of your database to start adding the content.

**Note:** The following steps will show you how to set up the database to record placement hours, but feel free to try other set-ups/different field types.

- ▶ The first step is to select the tab marked 'Fields' from the menu;



### Field type overview

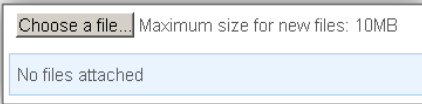
Reading  
 Teaching  
 School visit  
 Other

**Checkbox**

The word will appear next to a checkbox when the user clicks to add an entry. They can check more than one box.

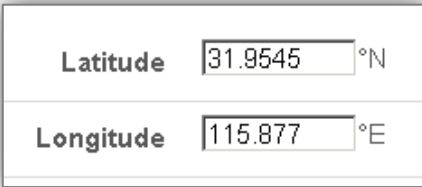
**Date**

This allows a user to enter a date by picking a day, month and year from a drop down list.



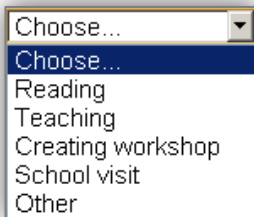
**File**

Users can upload a file from their computer. If it is an image file then the picture field may be a better choice.



**Longitude/Latitude**

Users can enter a geographic location using latitude and longitude. When viewing the record, links are automatically generated linking to geographic data services such as Google Earth.

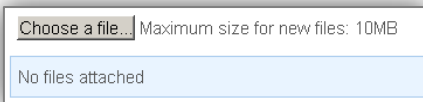


**Menu**

The text entered in the options area will be presented as a drop-down list for the user to choose from.

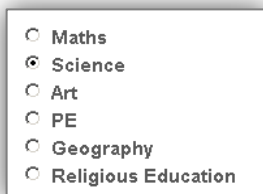
**Number**

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.



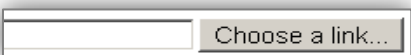
**Radio buttons**

The user gets radio buttons and can choose only one. They can only submit the entry when they have clicked on one button.



**Text**

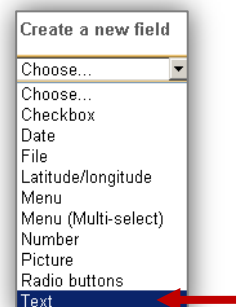
Users can enter text up to 60 characters in length. For longer text, or for text that requires formatting such as headers and bullet points, you can use a text area field.



**URL**

The user can add a link to a website.

- ▶ Now select 'Text' (This will create a text box that users can type into) from the 'Create a new field' drop down box;



- ▶ Enter a name (This will be visible to the student) and description (briefly explain the name) for this field;

- ▶ Then click **Add**

- ▶ A green message will appear to show that the field has been successfully added, you will also see that the field appears in the table on screen;

Field added

Field name	Field type	Field description	Action
Name	Text	Name of student	

- ▶ Add another field by selecting 'Number' from the 'Create a new field' dropdown menu;

- ▶ Next add a field name and description;

**Number field**

Field name

Field description

- ▶ Click **Add**

- ▶ Add another field by selecting 'Menu' from the 'Create a new field' dropdown menu;

- ▶ This time you will need to add a name and description as before but the ‘Menu’ also allows you to add various choices for your students to pick from;

**Menu field**

Field name

Field description

Options (one per line)

Reading

Teaching

Creating workshop

School visit

Other

Each choice must be on a separate line

- ▶ Click Add when you have finished.
- ▶ To finish this database example add a text area field, this will allow the user to write into the field;

**Create a new field**

- ▶ Enter the details as before;

**Textarea field**

Field name

Field description

Width  columns

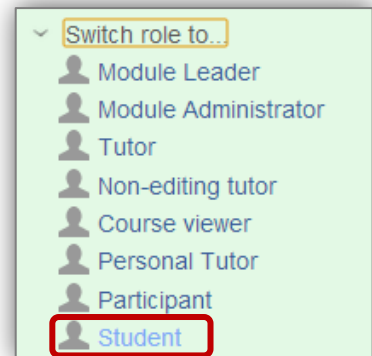
Height  rows

- ▶ Click Add when you have finished.
- ▶ Now that you have finished adding the four fields you should have a table like the following;

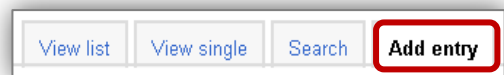
Field name	Field type	Field description	Action
<a href="#">Name</a>	Text	Name of student	
<a href="#">Number of hours</a>	Number	Hours to log	
<a href="#">Activity</a>	Menu	Activity for hours logged	
<a href="#">Details</a>	Textarea	Further details of activity	

## Adding an entry to the database

- ▶ Under the settings block switch your role to a student;



- ▶ You will now see 'Add entry' button, click on this tab;



- ▶ You can now add a dummy entry to test out your database;

**New entry**

Name:

Number of hours:

Activity:

Font family    Font size    Paragraph

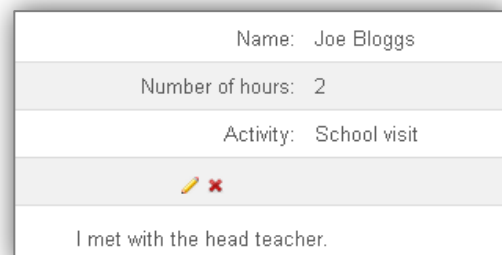
I met with the head teacher.

Path: p

HTML format

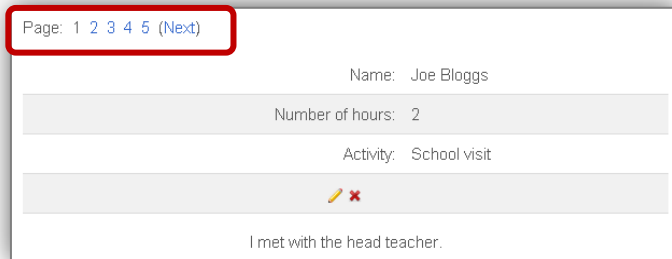
- ▶ Click Save and view when you have finished.

- ▶ Now you will be able to view your entry;

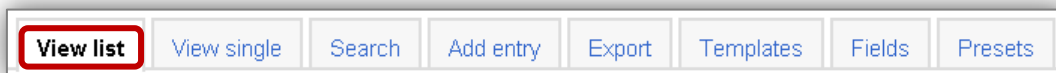


**Note:** Clicking on the pencil icon (✎) will allow you to edit the entry and clicking on the red cross (✖) will delete the entry.

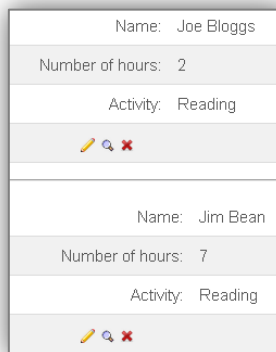
- ▶ Returning to your normal role will allow you to see each entry exactly as the student who submitted it would.
- ▶ When more entries have been added you can view each one individually by selecting the page numbers at the top of the screen;



- ▶ Or if you would prefer to see all of the entries on one long list simply select 'View list' from the tabs menu;

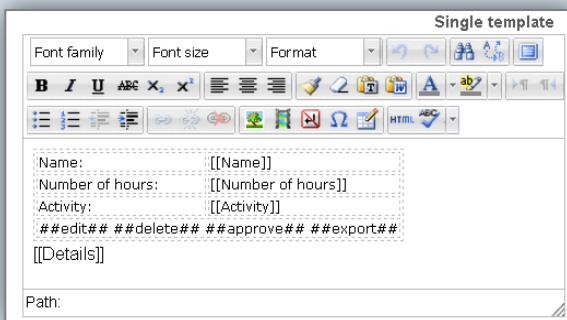


- ▶ And this will display the list of entries;

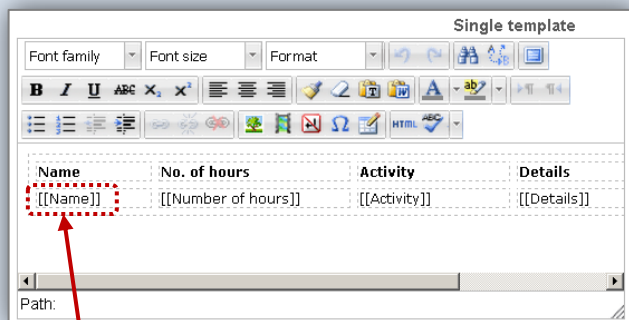


**Note:** You can style the layout of these pages using the templates tab;

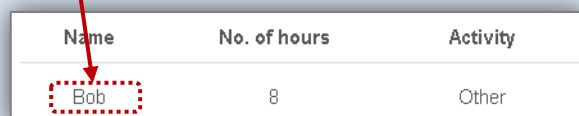
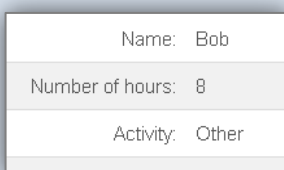
**From this:**



**To this:**

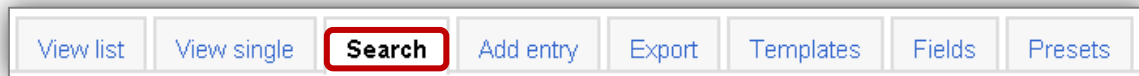


The brackets around each field are then replaced by the value inputted by the user

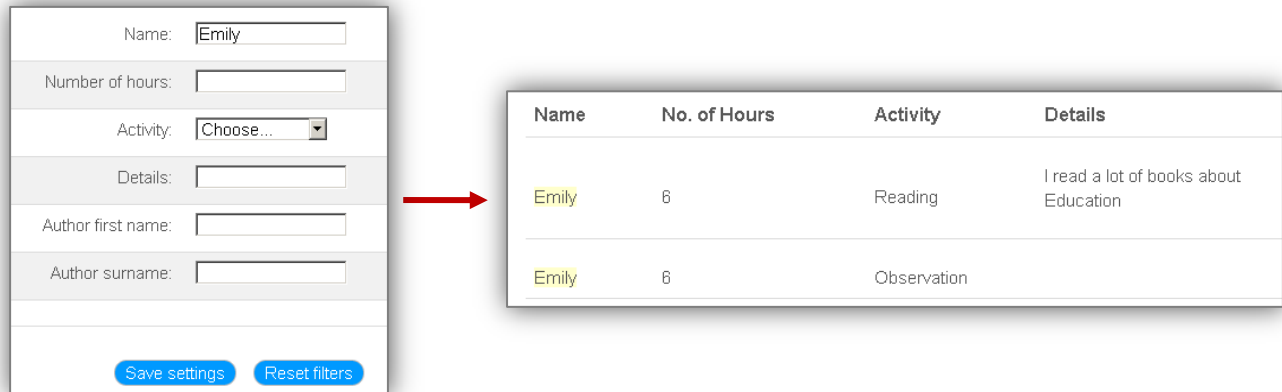


## Searching the database

- ▶ Clicking on the 'Search' tab will allow you to find all entries based on a certain criteria;



- ▶ Here we have searched for all entries with the name 'Emily' in which has returned two instances;



The search filter form on the left has the following fields: Name: , Number of hours: , Activity: , Details: , Author first name: , Author surname: , and buttons for 'Save settings' and 'Reset filters'. A red arrow points from the 'Name' field to the search results table on the right.

Name	No. of Hours	Activity	Details
Emily	6	Reading	I read a lot of books about Education
Emily	6	Observation	

**Note:** The search feature can be useful if you want to view all entries from only one student.

## Further Support

If you require any additional help or advice, please contact the e-Learning Team:

- ▶ [LSHelp@marjon.ac.uk](mailto:LSHelp@marjon.ac.uk) | ext: 5673 | Room: 108