1. Visit Course (Ex. ECE-A)

2. Turn on Editing Mode

3. Click Add an Activity Or Resource

4. Select Database and click Add

5. Fill the Details ( for example the database name is TestDatabase1)

Don't forget to select the availability to enable the database

6. Save and return to your course

7. Click the Database ( TestDatabase1) for creating the fields

8. Select the fields

9. Choose any one of the options from drop down (Create new field) to create the form fields

10. Finally select the template and save the templates

11. Select the Add Entry to fill the form details

12. Fill the forms then save the form to view the submitted details

13. Choose view single/view list to view the stored details in database

14. Select the Export to download the details as csv or ods documents