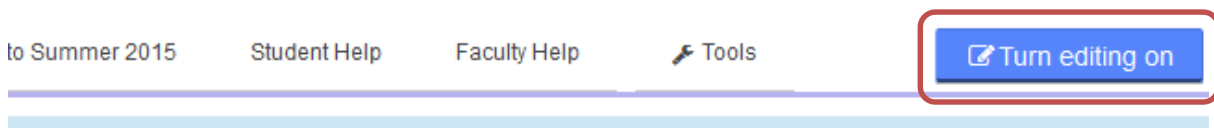


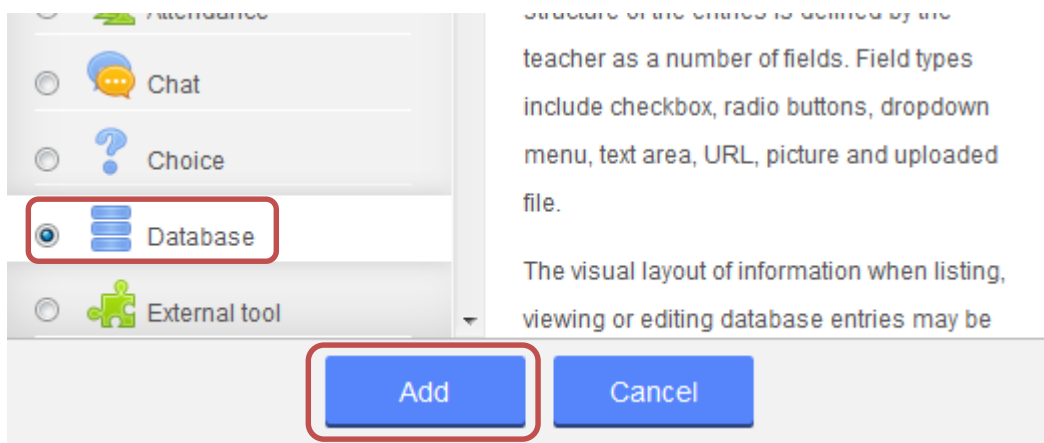
## Why Do This

Flashcards can be a great tool for your students to use when studying for an exam. Or, when they are created by the students themselves, they can be a tool for you to ensure students are understanding key concepts. With this Flashcard template and the Database tool, you can either create a set of flashcards for your students to use, but not modify, or you can have students create their own flashcards, contributing towards a larger set, whether that is the whole class or smaller groups.

1. First, download and save the Flashcard template ZIP file from the Faculty Help tab in Cougar Courses.
2. Go into your course and **Turn editing on**.



3. Find the module where you want to add your flashcards, and click **Add an Activity or Resource** in the lower right corner.
4. Under Activities, select **Database**, and click **Add** at the bottom.




5. Fill in the name and description (instructions) of this activity.

6. In the **Entries** section, decide whether you want to approve the student-created flashcards (entries) before they are posted, whether or not to allow comments on flashcards, whether students must create a certain number of flashcards to mark the activity as complete or to view the other flashcards, and whether or not to cap the number of flashcards a student can create.


### ▼ Entries

---

Approval required 


No 

Allow comments on entries


No 


Entries required for completion 

2 

Entries required before viewing 

2 

Maximum number of entries 

None 

7. In the **Availability** section, set the dates and times for the time period when students can create flashcards, and when they can view the flashcards. If you are creating flashcards for your students (and not having them create any), you will want to only enable the “read only” dates and times.


### ▼ Availability

---


Available from

24  March  2016  11  00    Enable





Available to

24  March  2016  11  00    Enable

Read only from

24  March  2016  11  00    Enable

Read only to

24  March  2016  11  00    Enable

8. If you want to grade student-created flashcards, you need to enable **Ratings**. Ratings for Database work the same as Ratings in Forums. If you will be grading more than one flashcard per student, under **Aggregate type**, set whether you want the average, sum, minimum rating, or maximum rating of the multiple ratings to be transferred to the gradebook. If you are just grading one flashcard per student, you can use maximum rating, minimum rating, or sum of ratings.

▼ Ratings

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**Roles with permission to rate** ?

Manager, Instructor, Grader without Design

**Aggregate type** ?

- Sum of ratings
- No ratings
- Average of ratings
- Count of ratings
- Maximum rating
- Minimum rating
- Sum of ratings

Scale 1 to 150

9. Under **Scale**, make sure the type is set to “**Point**” and enter the maximum number of points (total, not just the maximum for each individual flashcard) for this activity.

**Scale** ?

Type Point

Scale 1 to 150

Maximum points 10

10. If you want students to create and view flashcards within their groups in Cougar Courses, in the **Common Module settings** section set **Group Mode** to Separate Groups.

### ▼ Common module settings

#### Visible

#### ID number ?

#### Group mode ?

No groups ▼

- No groups
- Separate groups
- Visible groups

None ▼

11. Enable any other settings you want, scroll to the bottom of the page and click “**Save and display**.”

12. Click on the **Presets** tab.

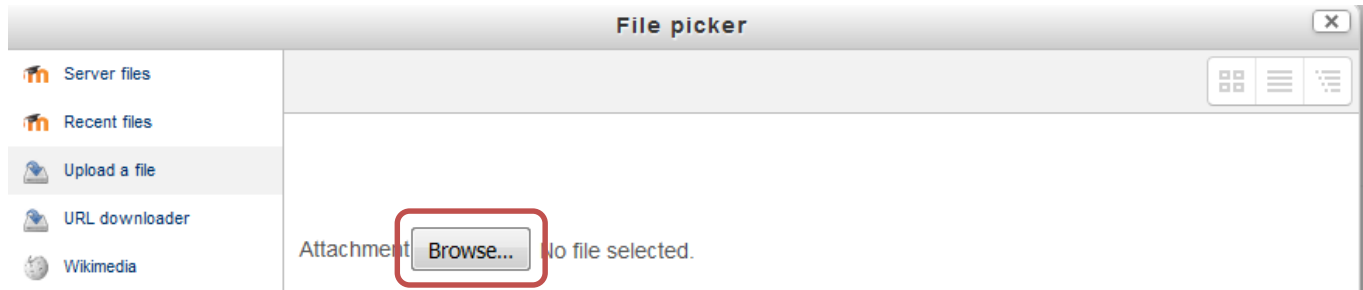
13. Scroll down to the **Import** section and click “**Choose file.**”

## Import

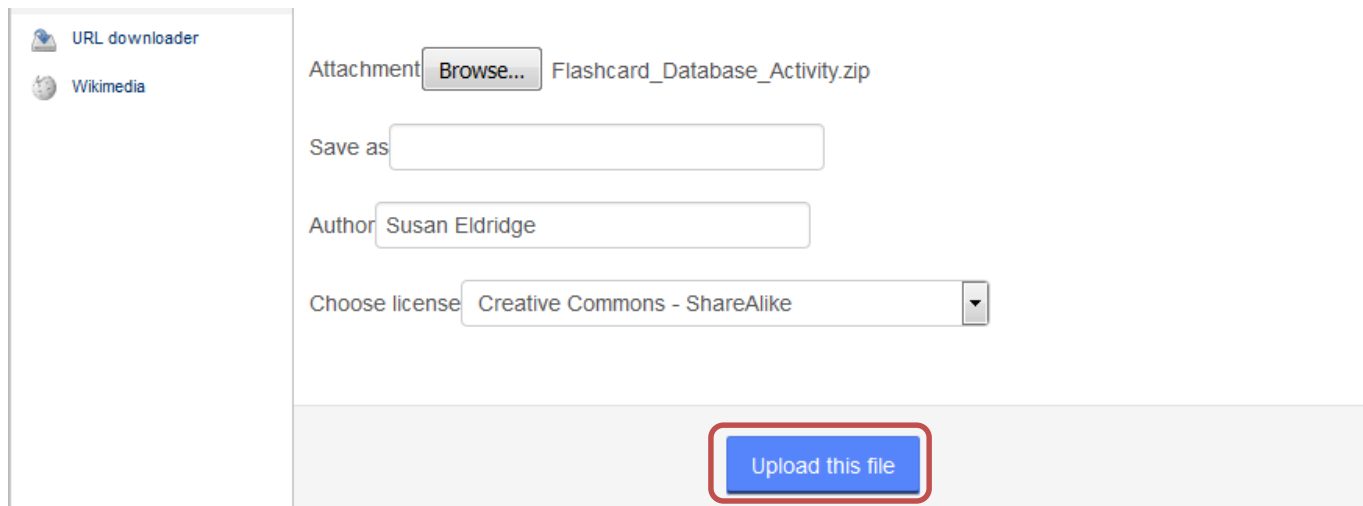
### ▼ Import from zip file ?

#### Choose file\*

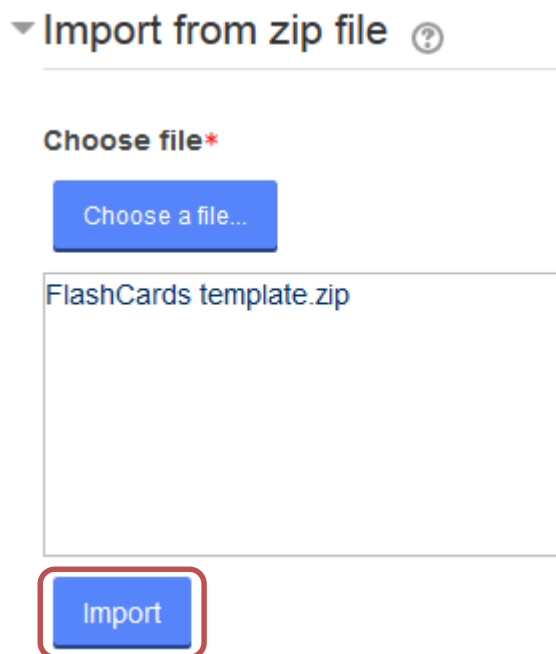
14. In the File Picker pop-up window, click **Browse**.



15. Navigate to where you saved the Zip file from Step 1 and select it. Once it is selected and showing next to Browse, click **Upload this file**.

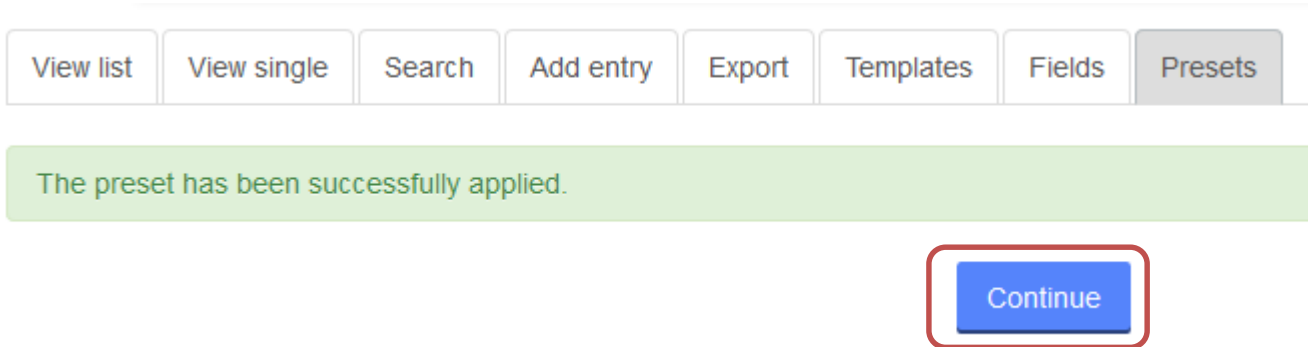


16. Click **Import**.



17. On the Field Mappings page, scroll to the bottom of the page and click **Continue**.

18. CC will tell you the preset has been successfully applied. Click **Continue**.

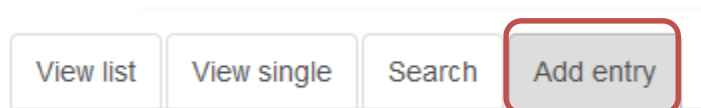


19. Your Database is now ready to create flashcards!

### Creating Flashcards (Entries)

These same instructions apply to students as well, so you can provide them with these instructions if they are confused about how to create flashcards.

1. Click on the **Add entry** tab.



2. Under “**Frontside of Flashcard,**” enter the question in the textbox next to **Question**.

### Frontside of Flashcard

Maximum size for new files: 600MB, maximum attachments: 1

**Picture:**  
Optional upload photo

You can drag and drop files here to add them.

Alternative text

**Question:**

Path: p

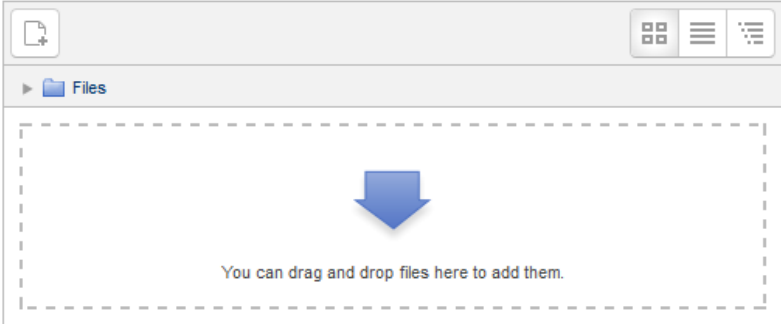
The image shows a form for creating a flashcard. It includes a file upload section with a dashed box and a blue arrow pointing down. Below the upload section is a text input field for 'Alternative text'. At the bottom is a rich text editor for the 'Question' with a toolbar containing options for Paragraph, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, and other icons. The path 'Path: p' is visible at the bottom of the form.

3. Under “**Backside of Flashcard**,” enter the answer in the textbox next to **Answer**.

### Backside of Flashcard


Maximum size for new files: 600MB, maximum attachments: 1

**Answer Picture:**  
Optional upload photo



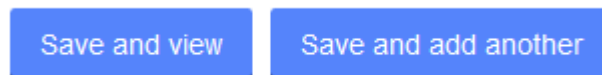
Alternative text

**Answer:**

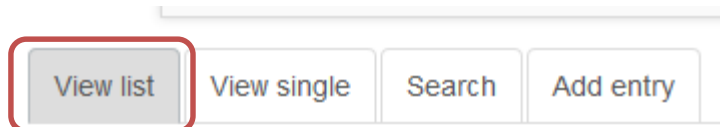


Path: p

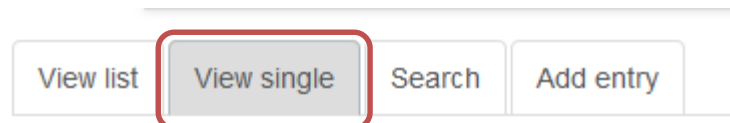
4. Select either “**Save and view**” to view the flashcard or “**Save and add another**” to create another flashcard.



5. To view the flashcards as a list, click on the View list tab.



6. To view the flashcards one at a time, click the View single tab.



- To reveal the answer, click “Flip the Card.” To view a random Flashcard, click “Random Card.” To view the previous card in order, click “Previous Card.” To view the next card in order, click “Next Card.”

Flip the Card   Random Card   Previous Card   Next Card

What is the airspeed velocity of an unladen swallow?

## Grading Flashcards (Entries)

- Go to the View Single tab.



- If a Flashcard has not yet been graded, underneath the card will look like this (this example is using Sum of ratings):

Sum of ratings: - Rate... ▾

- To assign a rating, click the dropdown and select a point value for this specific flashcard. You do not need to save, once you click a score it is saved.
- If you have already rated a flashcard, it will show the rating you gave it and how many times this card has been rated in parenthesis.

Sum of ratings: 5 (1) 5 ▾