

# Expanded Personal Database Rubric

50 points

Written Responses	5	4	3	2	1
<b>Redefine the Problem</b>	Problem is defined in depth. Identifies the questions that need to be answered. Identifies the data that needs to be collected/managed/used to answer these questions.		Problem is defined but not in depth. Only a few questions are identified. Only some of the data that needs to be collected/manages/used to answer these questions is identified.		Problem is identified but not defined. No questions are identified. Little of the data that needs to be collected/managed/used to answer these questions is identified.
<b>What Do You Need to be Addressed?</b>	Described how problem can be addressed using electronic DB. Explained how electronic DB will improve problems over past. Explained the types of reports needs and why.		How problem can be addressed using electronic DB is described but not in depth. How an electronic DB can improve past system is explained but not in depth. Types of reports are identified and briefly explained.		Problem to be addressed is identified but how it will be addressed using electronic DB is not described. Little mention of how electronic DB will improve over past. Reports are identified but not described.
<b>Database Structure</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Tables</b>				Uses 3 or more tables	Uses 2 tables
<b>10 fields (Including required fields)</b>			10 fields are used (include the 3 required fields)	9 fields are used (or only 2 of the required fields are used)	8 fields are used (or only 1 of the required fields are used.)
<b>25 records</b>				25 records are used.	24 records are used.

<b>Fields Explanation</b>				Connection between tables is thoroughly explained	
<b>Query</b>					
<b>Quality</b>			All 3 queries work and retrieve the desired information	2 queries work and retrieve the desired information	1 query works and retrieves the desired information
<b>Explanation</b>	Explanation describes the desired information, the fields that need to be used, and the criteria used to create the query.		Explanation includes 2 of the following: describes the desired information; the fields that need to be used; and/or the criteria used to create the query.		Explanation includes 1 of the following: describes the desired information; the fields that need to be used; and/or the criteria used to create the query.
<b>Form</b>					
<b>Forms Created</b>			3 forms are created and working	2 forms are created and working	1 form is created and working
<b>Fields Aligned</b>				All fields are aligned in a logical order.	90% of the fields are aligned in a logical order.
<b>Sequential Tab Order</b>				Tabs through all of the fields in a logical order.	Tabs through 90% of the fields in a logical order.
<b>Checkbox/Toggle Box</b>				Checkboxes or toggle boxes are used.	
<b>Graphic</b>				Graphics are good quality and well placed.	66% of graphics are good quality or well placed.
<b>Fits One Screen</b>				Forms fit on one screen.	66% of forms fit on one screen.

<b>Reports</b>					
Design	Reports have column titles align with data; subtotals are included; totals are included; sorted by at least one field.		Reports include 2 of the following: column titles align with data; subtotals are included; totals are included; sorted by at least one field.		Reports include 1 of the following: column titles align with data; subtotals are included; totals are included; sorted by at least one field.
Explanation	Includes in-depth explanation of what questions the report is designed to answer; how the separation for subtotals were used; what the totals signify; why the report(s) is(are) sorted by the sorting field; what answer do/does the report(s) answer about the question.	Includes at 4 of the following: an in-depth explanation of what question(s) the report is designed to answer; how the separation for subtotals were used; what the totals signify; why the report(s) is(are) sorted by the sorting field; what answer do/does the report(s) answer about the question.	Includes at 3 of the following: an in-depth explanation of what question(s) the report is designed to answer; how the separation for subtotals were used; what the totals signify; why the report(s) is(are) sorted by the sorting field; what answer do/does the report(s) answer about the question.	Includes 2 of the following: an in-depth explanation of what question(s) the report is designed to answer; how the separation for subtotals were used; what the totals signify; why the report(s) is(are) sorted by the sorting field; what answer do/does the report(s) answer about the question.	Includes 1 of the following: an in-depth explanation of what question(s) the report is designed to answer; how the separation for subtotals were used; what the totals signify; why the report(s) is(are) sorted by the sorting field; what answer do/does the report(s) answer about the question.
<b>Subtotals</b>					
					<b>Total</b>