

Personal Database Rubric

50 points

Written Responses	5	4	3	2	1
Problem Defined	Problem is defined in depth. Includes the explanation of the context and important factors for designing the database. Importance of these factors is explained.		Problem is defined but not in depth. Context is mentioned but not explained. Factors mentioned but not explained. Importance of factors is mentioned but not explained.		Problem is identified but not defined. No context is included. Factors not included. Few factors identified. Importance is not explained.
Done Before?	Past data management (or non-database) system is described. Problems (and/or potential problems) of previous system are explained.		Past data management (or non-database) system is described but not in depth. Problems (and/or potential problems) of previous system are explained but not in depth.		Past data management (or non-database) system is identified but not described. Problems (and/or potential problems) of previous system are explained.
Needs to be Addressed?	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.

Database Structure	5	4	3	2	1
10 fields (Including required fields)	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.)
25 records	25 records are used.		24 records are used.		23 records are used.
Query					
Quality	Query works and retrieves the desired information				
Explanation	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.
Form					
Fields aligned				All fields are aligned in a logical order.	90% of the fields are aligned in a logical order.
Sequential Tab Order				Tabs through all of the fields in a logical order.	Tabs through 90% of the fields in a logical order.
Checkbox/toggle box				Checkbox or toggle box is used.	
Graphic				Graphic is good quality and well placed.	Graphic is good quality or well placed.
Fits one screen				Form fits on one screen.	

Reports					
Design	Column titles align with data; subtotals are included; totals are included; sorted by at least one field.		Design includes 2 of the following: column titles align with data; subtotals are included; totals are included; sorted by at least one field.		Design includes 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.
Subtotals					
Total					