

Rubric for Data Management

The main purpose of a rubric is to help you do your best work. Use the rubric to make sure you understand what you are expected to learn. Is all of your work best described by column 4? If not, what can you improve? If you have access to a printer, you may want to print the rubric for reference as you work through the activities. Ask your teacher for help if you have any questions about the rubric.

	4	3	2	1
Survey Questions	<p>All questions are precise and clearly provide information relevant to important concepts that can be used to draw logical conclusions.</p> <p>All close-ended questions and answer choices are concise and complete.</p> <p>Open-ended questions are carefully worded to provide detailed information about important or complex ideas and concepts.</p>	<p>Most questions are precise and clearly provide information relevant to important concepts that can be used to draw logical conclusions.</p> <p>Most close-ended questions and answer choices are concise and complete.</p> <p>Open-ended questions address important or complex ideas and concepts.</p>	<p>Some questions are precise and clearly provide information relevant to important concepts that can be used to draw logical conclusions.</p> <p>Close-ended questions are concise and complete, but there are too many or too few answer choices.</p> <p>Open-ended questions do not address important or complex ideas and concepts.</p>	<p>Very few questions have a clear purpose or provide information relevant to important concepts that can be used to draw logical conclusions.</p> <p>Close-ended questions are too long to understand or too short to be complete.</p> <p>Open-ended questions are missing or unnecessary.</p>
Database Tables	<p>Data is clearly and logically organized into tables that are related by an appropriate primary key.</p> <p>Tables are formatted so they are attractive and easy to view, and the collected data is easy to understand.</p>	<p>Data is logically organized into tables that are related by an appropriate primary key.</p> <p>Tables are easy to view, titles of records and fields are easy to read, and the collected data is presented clearly.</p>	<p>Data is logically organized into tables, but the tables are not related by a primary key.</p> <p>Tables are easy to view and titles of records and fields are easy to read, but the collected data is not presented clearly.</p>	<p>Data is poorly organized, and either too many or too few tables are used.</p> <p>Tables are difficult to view or titles of records and fields are missing or difficult to read.</p>

<p>Forms and Queries</p>	<p>Advanced database features are used to ensure the integrity of all data in forms and queries.</p> <p>Data is manipulated efficiently with forms and queries.</p>	<p>Forms and queries accurately represent all of the data collected.</p> <p>Forms and queries data tables are used without assistance</p>	<p>Forms and queries accurately represent most of the data collected.</p> <p>Forms and queries data tables are often used without assistance.</p>	<p>Forms or queries are missing or do not accurately represent the data collected.</p> <p>Forms or query data tables are rarely used without assistance.</p>
<p>Database Reports</p>	<p>Report is attractive and engaging, and it is easy to visualize and understand important results and all supporting evidence.</p>	<p>Report is easy to read, thoroughly summarizes survey results, and includes all relevant evidence.</p>	<p>Report is easy to read and adequately summarizes survey results, but it does not include all relevant evidence.</p>	<p>Report is difficult to read, does not adequately summarize survey results, or does not include all relevant evidence.</p>
<p>Writing Mechanics</p>	<p>All words are spelled and capitalized correctly.</p> <p>All sentences are punctuated correctly.</p>	<p>Almost all words are spelled and capitalized correctly.</p> <p>Almost all sentences are punctuated correctly.</p>	<p>Several words are misspelled or capitalized incorrectly.</p> <p>Several sentences are punctuated incorrectly.</p>	<p>Many words are misspelled and capitalized incorrectly, making the information hard to understand.</p> <p>Many sentences are punctuated incorrectly, making the information hard to understand.</p>
<p>File Management</p>	<p>Files are clearly named, consistently saved to the correct location, and well-organized in folders.</p>	<p>Files are clearly named and consistently saved to the correct location, but they are not well-organized in folders.</p>	<p>Work is not lost, but files are not clearly named or not consistently saved to the correct location.</p>	<p>Work is lost because files are not clearly named or not consistently saved to the correct location.</p>