

Consider This: Your Turn 1-3
Creating an Electronic Assets Database
Sample Grading Rubric

Part 1:

Consider This: Plan Ahead Guidelines	Grading Notes	Suggested Percent	Score
1. Identify the tables that will be included in the database.	The template includes four tables. Students can choose to keep all tables but they must keep the Assets table.	20	
2. Determine the primary keys for each of the tables	In the template, ID is the primary key in the Assets table	5	
3. Determine the additional fields that should be included in each of the tables.	This is the students' decision but they should have reason for keeping or eliminating fields.	25	
4. Determine relationships between the tables a. Identify the "one" table b. Identify the "many" table c. Include the primary key of the "one" table as a field in the "many" table.	N/A		
5. Determine data types for the fields in the tables	If students add fields, they need to determine data type	5	
6. Determine additional properties for fields a. Determine if a special caption is warranted b. Determine if a special description is warranted c. Determine field sizes d. Determine formats			
7. Identify and remove any unwanted redundancy	N/A		
8. Determine a storage location for the database	N/A		
9. Determine the best method for distributing database objects	N/A		
	There should be at least one query.	10	
	There should be at least 2 devices per team member. Data should be in a standard format.	15	
	Descriptions should be standardized.	20	

Part 2: Critical Thinking Decisions

This assignment requires students to explain why they made these decisions in creating the electronic assets database:

- Terms to use to describe mobile devices
- Tables to include in database
- Data types and field sizes for any additional fields

- Fields to delete

Students also should answer the following questions. Answers will differ but they should provide reasons for their decisions:

- Which fields did they delete? Why?
- What terms did they use to describe each device? These should be standardized.
- What was the rationale?

Answers to Critical Thinking Questions – Chapter 01

Student answers could vary from those presented in this document.

Apply Your Knowledge – Assignment Instruction

10. How would you change the field name of the Balance field in the Customer table to Current Balance?

Apply Your Knowledge – Possible Answers

10. (p. AC 13) If students understand this question to mean changing a field's caption, then in Datasheet view, select the Balance field, tap or click the Name & Caption button (TABLE TOOLS FIELDS tab | Properties group), and enter the caption, Current Balance in the Enter Field Properties dialog box. In Design view, select the Balance field, and enter the caption in the Field Properties pane.

10. (p. AC 15) If students understand this question to mean renaming the field from Balance to Current Balance, then in Datasheet view, press and hold or right-click the field, select Rename Field on the shortcut menu and rename the Balance field to Current Balance. In Design view, position cursor on Balance field, replace Balance with Current Balance and save the changes to the table.

Extend Your Knowledge – Assignment Instruction

13. (a) Why would you use a template instead of creating a database from scratch with just the fields you need? (b) The attachment data type allows you to attach files to a database record. If you were using this database for a job search, what specific documents might you attach to a Contacts record?

Extend Your Knowledge – Possible Answer

13. (p. AC 7) (a) Answers will differ but students should have reasons for their responses. A template often includes additional database objects besides tables. Also, using a template can alert you to other fields that were not obvious when you were designing the database. (b) Answers will vary based on student interest but some typical responses could include: resume, letters of recommendation, specific skills required for job, notes about the company.

Analyze, Correct, Improve – Assignment Instruction

3. The Awards field currently has a data type of Short Text, but the only values that will be stored in that field are Yes and No to indicate whether the movie won any awards. What would be a more appropriate data type for this field?

Analyze, Correct, Improve – Possible Answer

3. (p. AC 9) A more appropriate data type would be Yes/No.

Lab 1 – Assignment Instruction

13. You entered the records for the Service Rep table in the order shown in Table 1–6, that is service reps 21, 45, 24, 37. What order will the records be in after you close and reopen the Service Rep table? Why?

Lab 1 – Possible Answer

13. (p. AC 23) The records will be in the following order: 21, 24,37, 45. Rep Number is the primary key for the table and records always appear in primary key order.

Lab 2 – Assignment Instruction

12. If you had designed this database, could you have used the field name, Name for the Supplier Name? If not, why not.

Lab 2 – Possible Answer

12. (p. AC 4) No. Name is a reserved word in Access and cannot be used as a field name.

Lab 3 – Assignment Instruction

8. Based on your current knowledge or XPS and PDF documents, which one do you think you would use most frequently? Why?

Lab 3 – Possible Answer

8. (p.AC 29) Answers will differ but students should support their response with reasons. Most students are probably more familiar with PDF documents and would choose that format simply because they know it is a safe file format to download and is available on multiple operating systems.

Consider This: Your Turn

See the Consider This: Your Turn Rubric Files for possible answers to their critical thinking questions.

Consider This: Your Turn 1-1
 Creating the Craft Database
 Sample Grading Rubric

Part 1:

Consider This: Plan Ahead Guidelines	Grading Notes	Suggested Percent	Score
1. Identify the tables that will be included in the database.	There are two tables: Student and Product in the database. Students could assign different names to the tables	35	
2. Determine the primary keys for each of the tables	Student Code and Product Code are the primary keys.	5	
3. Determine the additional fields that should be included in each of the tables.	Product table includes: Product Code, Description, Price, On Hand, and Student Code. Student table includes: Student Code, Last Name, First Name, Street City, State, Postal Code, and Phone Number.	30	
4. Determine relationships between the tables a. Identify the “one” table b. Identify the “many” table c. Include the primary key of the “one” table as a field in the “many” table.	The one table is the Student table and the Product table is the many table.	5	
5. Determine data types for the fields in the tables	All fields except Price and On Hand should be Short Text fields. Price is a Currency field. On Hand is a number field and it should be an integer.	10	
6. Determine additional properties for fields a. Determine if a special caption is warranted b. Determine if a special description is warranted c. Determine field sizes d. Determine formats	These properties are optional for this database.		
7. Identify and remove any unwanted redundancy	N/A		
8. Determine a storage location for the database	N/A		
9. Determine the best method for distributing database objects	N/A.		
	Students should have created a Wood Crafts for Sale report	10	
	There should be 16 records in the Product/Item table and 4 records in the Student table	5	

Part 2: Critical Thinking Decisions

This assignment requires students to explain why they made these decisions in creating their databases:

- Identify tables in the database
- Determine primary keys
- Determine additional fields
- Determine data types
- Determine field sizes
- Determine captions
- Determine how to add records

Students also should explain what method they used to add data to each table. They also should identify other methods that could have worked.

Possible Answers:

The method that each student used will differ.

Students could have imported the data from the Excel workbook to each table. One way to do this would be to create two workbooks: one with data for the Product table and one with data for the Student table. They could change field sizes, formats, and data types after importing the data.

Other methods include:

- Entering the data for each table manually
- Entering the data for the Product table by importing the workbook and entering the data for the Student table manually.

Consider This: Your Turn 1-2
 Creating the Mums Landscaping Database
 Sample Grading Rubric

Part 1:

Consider This: Plan Ahead Guidelines	Grading Notes	Suggested Percent	Score
1. Identify the tables that will be included in the database.	There should be two tables: Customer and Supervisor. Students could use different names for the tables.	35	
2. Determine the primary keys for each of the tables	Customer Number is the primary key for the Customer table and Supervisor Number is the primary key for the Supervisor table.	5	
3. Determine the additional fields that should be included in each of the tables.	The Customer table includes: Customer Number, Customer Name, Address, Postal Code, Telephone Number, Amount Paid, Balance, and Supervisor Number. The Supervisor table includes: Supervisor Number, Last Name, First Name, Address, City, Postal Code, Hourly Rate, and Start Date	30	
4. Determine relationships between the tables a. Identify the “one” table b. Identify the “many” table c. Include the primary key of the “one” table as a field in the “many” table.	The Supervisor table is the one table and the Customer table is the many table.	5	
5. Determine data types for the fields in the tables	In the Customer table, all fields except Amount Paid and Balance are Short Text fields. Amount Paid and Balance are Currency data types. In the Supervisor table, all fields except Hourly Rate and Start Date are Short Text fields. Hourly rate is a currency data type and Start Date is a Date/Time field.	15	
6. Determine additional properties for fields a. Determine if a special caption is warranted b. Determine if a special description is warranted c. Determine field sizes d. Determine formats	While these are not required, captions for Customer Number and Supervisor Number would be appropriate. Also, using correct field sizes for postal codes and telephone number helps improve data accuracy. Currency should display 2 decimal places.	5	
7. Identify and remove any unwanted redundancy	N/A		
8. Determine a storage location for the database	N/A		
9. Determine the best method for distributing database objects	N/A		
	The Customer table should have 15	5	

	records and the Supervisor table should have 3 records.		
	The sample solution file includes a query, form, and report. You could require your students to create these.		

Part 2: Critical Thinking Decisions

This assignment requires students to explain why they made these decisions in creating the databases.

- Identify tables in the database
- Determine primary keys
- Determine additional fields
- Determine data types
- Determine field sizes
- Determine captions
- Determine how to add records

Students also should explain what field they decided to use for the primary key and why.

- Customer Number is the primary key for the Customer table because it uniquely identifies each customer.
- Supervisor Number is the primary key for the Supervisor table because it uniquely identifies each supervisor.