Rubric Name: Case Study Part 2 - Provider Database (Access) 2016

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| **Criteria** | **Level 4** | **Level 3** | **Level 2** | **Level 1** |
| **#1-Project file/name. Launch MS Access and open a Blank Access database. Save the new database with the following name: “Student’s First Initial Last Name Provider Information”** | 0.05 pointsDatabase file name correct | 0 points | 0 points | 0 pointsDatabase file name does not include student's nameORFile name does not include "Provider Information" |
| **#2-Field:Provider ID (auto number)** | 0.2 pointsField name correct and is set as Primary Key | 0.1 pointsField name correct but field not set as Primary Key | 0.05 pointsField name not correct | 0 pointsField name missing or not as specified ANDfield not set as Primary Key |
| **#3-Field: Provider's Company Name (text)** | 0.1 pointsField name correct | 0.05 pointsField name not correct as specified | 0 points | 0 pointsField missing |
| **#4-2 Fields: Provider Contact-First Name (text) and Field:Provider Contact-Last Name (text)** | 0.4 pointsField names correct and field type correct | 0.2 pointsField names not as specifiedOR field type incorrect | 0.1 pointsField names not as specified OR field type incorrect | 0 pointsOne or both fields missing |
| **#5-2 Fields: Billing address (text) and City (text)** | 0.4 pointsField names correct and field types correct | 0.2 pointsOne or both Field names not as specified  OR field type incorrect | 0.1 pointsField names correct but one or both Field types not correct | 0 pointsOne or both fields missing |
| **#6-Field: State (text—limited to 2 characters)** | 0.4 pointsField name as specified and field size limited to 2 | 0.1 pointsField and field type correct BUT not limited to 2 characters | 0.05 pointsField name OR field type not as specified AND not limited to 2 characters | 0 pointsField missing |
| **#7-Field: Zip code (text—limited to 5 characters)** | 0.4 pointsField name correct and limited to 5 characters  | 0.1 pointsField name correct but size not set to 5 characters  | 0.05 pointsField name not as specified AND not limited to 5 characters  | 0 pointsField missing |
| **#8-2 Fields: Phone number – area code (text—limited to 3 characters) Phone number (text) (Use xxx-xxxx format when entering data)** | 0.6 pointsField names correct. Area code limited to 3 characters | 0.3 pointsField names and types correct BUT Area Code not limited to 3 characters  | 0.15 pointsOne field name or field type incorrect | 0 pointsOne or both fields missing |
| **#9-Field: YTD Orders (currency). When entering the data you will enter the total amount ($s) of orders your company has placed with each Provider** | 0.2 pointsField name correct and field set to data type Currency | 0.1 pointsField name correct BUT not set to data type Currency | 0 points | 0 pointsField missing |
| **#10-Field: Preferred Vendor (Yes/No) (Criteria must be provided in the Description field (Design View) which identifies what constitutes a Preferred Supplier). Base the Preferred Provider on a threshold of YTD amounts.** | 0.3 pointsField name correct, type correct (yes/no) and criteria entered into Description field | 0.1 pointsField name correct, field type correct BUT no criteria entered into Description field | 0.05 pointsField name not correct OR field type not correct AND  criteria not entered into Description field  | 0 pointsField  missing |
| **#11-All field names visible in datasheet view** | 0.1 pointsNo truncated field names in Datasheet View | 0.05 pointsAt least one field name truncated in Datasheet View | 0.01 pointsTwo field name truncated in Datasheet View | 0 pointsAt least two field name truncated in Datasheet View |
| **#12-Save and name the table "Provider Information Table"** | 0.05 pointsTable name is correct | 0 points | 0 points | 0 pointsTable name not as specified |
| **#13-Data Entry form. Use the Form Wizard to create a form that uses all the fields from the Provider Information Table.** | 0.2 pointsForm contains all table fields | 0.15 pointsForm missing some table fields | 0 points | 0 pointsNo data entry form created |
| **#14-Select Theme. Do NOT use the default theme which is Office** | 0.1 pointsTheme (other than default) selected and applied | 0 points | 0 points | 0 pointsOffice theme used by default |
| **#15-Form Name: Save and name the form "Provider Data Entry Form"** | 0.05 pointsForm name is correct | 0 points | 0 points | 0 pointsForm name not as specified |
| **#16-All field names are fully visible in each field in Form View (no truncated entries)** | 0.1 pointsNo truncated field names in Form View | 0.05 pointsOne field name truncated in Form View | 0.01 pointsTwo field names truncated in Form View | 0 pointsMore than two field names truncated in Form View |
| **#17-Enter all data (fill all fields) for seven Providers** | 0.25 pointsData entered for seven providersANDone provider is marked as Preferred and agrees with Preferred Provider criteria. | 0.1 pointsData for fewer than 7 providers enteredORSelected Preferred provider does not meet criteria in field descriptionOR at least one obvious typo in data entry | 0.05 pointsProvider marked as preferred but no criteria was set in table field (no way to verify selection) | 0 points [Data for fewer than 7 providers enteredANDNo provider marked as Preferred] ORSelected Preferred provider does not meet criteria in field descriptionOR more than one obvious typo in data entry |
| **#18-All entered data is fully visible in each field in Datasheet View of the Provider Information Table (no truncated entries)** | 0.1 pointsNo truncated supplier data in Datasheet view of the Table | 0.05 pointsAt least one provider data entry truncated in the Datasheet view of the Table | 0.01 pointsTwo provider data entries truncated in the Datasheet view of the Table | 0 pointsMore than two provider data entries truncated in the Datasheet view of the Table |
| **#19- Contact report. Use the Report Wizard to create a report from the database that uses the following fields, presented in the following order from left to right in the final report: • Provider's Company Name • Provider Contact First and Last Name • C** | 0.2 pointsReport created with the correct fields and showing in correct order | 0.1 pointsData not in the order specified. | 0.05 pointsReport created with missing fields or too many fields | 0 pointsNo report created |
| **#20-Sort data in report by Provider Contact-Last Name. Ensure that the order of the fields is still the same as identified above: company name, first name, last name, address, phone number.** | 0.1 pointsReport displays data sorted by Provider Contact Last Name. Fields in correct order: company name, first name, last name, address, phone number | 0.05 pointsReport sorted by incorrect field Fields in correct order: company name, first name, last name, address, phone number | 0.01 pointsReported on last name field, but order of fields not as specified. | 0 pointsNo sort done on the data in the report |
| **#21-All field names and entered data are fully visible in all areas of the report (no truncated entries)** | 0.1 pointsNo truncated field names or data in the Report view | 0.05 pointsOne field name or one data entry truncated in the Report View | 0.01 pointsTwo field names or two data entries truncated in the Report View | 0 pointsMore than two field names or data entries truncated in the Report View |
| **#22-Save and name this report as "Provider Contact Information." Be sure the report includes information on ALL providers.** | 0.1 pointsReport name is correct | 0 points | 0 points | 0 pointsReport name not as specified |
| **#23- Mailing labels Create mailing labels for the provider list: Include • Contact person’s full name • full company name • full mailing address.** | 0.7 pointsMailing labels createdLayout is correct  | 0.3 pointsFormat of labels is not correct – lines not separated  OR- spaces do not separate address entries | 0.1 pointsFormat of labels is not correct – lines not separated AND spaces do not separate address entries | 0 pointsNo mailing labels created |
| **#24-Save and name this report "Provider Mailing Labels."** | 0.05 pointsReport name is correct | 0 points | 0 points | 0 pointsReport name is not as specified |
| **#25- MS Word document. See project description for format and details to be included in this document.** | 1 point(+0.05) document name and format are correct(+0.05) Title page is correct(+0.5)Response to questions on target No typos or grammatical errors | 0.5 pointsResponse to questions on not on target ORfewer than the required 4-5 sentences per question | 0.3 pointsDocument name OR format are NOT correct (-0.05)Title page is not correct (-0.05)Response to questions on not on target (-0.5)  or less than the required 4-5 sentences per questionOR 1-3 typos or grammatical  | 0 pointsNo document included in submission ORMore than 3 typos or grammatical errors in responses |
| **Overall Score** | **Level 45.4 or more** | **Level 34.8 or more** | **Level 24.2 or more** | **Level 10 or more** |

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