

Rubric for Data Analysis

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
Forms and Queries	<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>Correct database terminology is used when discussing database features.</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>Basic database menus and commands are used efficiently.</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>Database menus and commands are sometimes used efficiently.</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 menus and commands are not used efficiently.</p>
Decision Possibilities	<p>The evaluation is precise and uses relevant information to develop important possibilities that are logical and thoroughly supported.</p> <p>Different types of formulas effectively analyze all of the relevant data.</p>	<p>The evaluation is precise and uses relevant information to develop important possibilities, but they may not be logical or well-supported.</p> <p>Formulas effectively analyze most of the relevant data.</p>	<p>The evaluation is precise and provides relevant information, but possibilities are unimportant or poorly developed.</p> <p>Formulas accurately analyze relevant data, but other formulas would be more effective.</p>	<p>The evaluation is not precise and provides inaccurate or irrelevant information.</p> <p>Formulas are missing or do not accurately analyze relevant data.</p>
Data Visualization	<p>All charts are clearly used to develop</p>	<p>Most charts are used to develop</p>	<p>Most charts have a clear purpose, but</p>	<p>Charts are missing or do not have a</p>

	<p>important concepts that support a decision alternative.</p> <p>Different types of charts represent all relevant data accurately and effectively.</p>	<p>important concepts, but they may not support a decision alternative.</p> <p>Charts represent most relevant data accurately and effectively.</p>	<p>they may not be used to support a decision alternative.</p> <p>Charts represent relevant data, but other kinds of data or other types of charts would be more effective.</p>	<p>clear purpose.</p> <p>Charts are missing or do not accurately represent the relevant data.</p>
Decision Choice	<p>Worksheets and charts are attractive and engaging, easy to read and interpret, and provide visual evidence of all survey results and thoroughly support a choice.</p>	<p>Worksheets and charts are easy to read, summarize poll results, and provide adequate evidence to support a choice.</p>	<p>Worksheets and charts are easy to read and summarize poll results but do not provide enough evidence to support a choice.</p>	<p>Worksheets and charts are difficult to read and do not summarize poll results or support a choice.</p>
Writing Mechanics	<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>
Database Basics	<p>Data is entered and tables are formatted accurately.</p> <p>Advanced database features and</p>	<p>Data is entered and tables are generally formatted accurately.</p> <p>Basic database features and</p>	<p>Data is entered and tables are created without assistance.</p> <p>Basic database features and</p>	<p>Data is entered and tables are created with much assistance.</p> <p>Basic database features and</p>

	terminology are used correctly.	terminology are used correctly.	terminology are sometimes used correctly.	terminology are not used, used incorrectly, or used with much assistance.
Spreadsheet Basics	Formulas are entered and charts are created without assistance, and advanced spreadsheet menus and commands are used efficiently.	Formulas are entered and charts are created without assistance, and basic spreadsheet menus and commands are used efficiently.	Formulas are entered and charts are created without assistance, but basic spreadsheet menus and commands are not used efficiently.	Formulas are entered and charts are created with assistance, or formulas and charts are not used.