Rubric for Data Collection

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 your work through the activities. Ask your teacher for help if you have any questions about the rubric.

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

	understand.	clearly.	clearly.	
Writing Mechanics	All words are spelled and capitalized correctly. All sentences are punctuated correctly.	Almost all words are spelled and capitalized correctly. Almost all sentences are punctuated correctly.	Several words are misspelled or capitalized incorrectly. Several sentences are punctuated incorrectly.	Many words are misspelled and capitalized incorrectly, making the information hard to understand. Many sentences are punctuated incorrectly, making the information hard to understand.
Database Basics	Data is entered and tables are formatted accurately. Advanced database features and terminology are used correctly.	Data is entered and tables are generally formatted accurately. Basic database features and terminology are used correctly.	Data is entered and tables are created without assistance, but there may be some inaccuracies. Basic database features are not used to format tables.	Data is entered and tables are created with much assistance.
File Management	Files are clearly named, consistently saved to the correct location, and well-organized in folders.	Files are clearly named and consistently saved to the correct location, but they are not well-organized in folders.	Work is not lost, but files are not clearly named or not consistently saved to the correct location.	Work is lost because files are not clearly named or not consistently saved to the correct location.