

Class – VIII (2016-17)
Topic: Access
Syllabus: Microsoft Office Access

Name of the Activity: **Designing the table for storing student information**

Description: You have been asked by the school authorities to design the table for student information. The table should have appropriate field and field type. Then add records of the students in your class.

Learning Outcome: After doing this activity, students will be able to:
-Understand the use of a database for record keeping system
- Adding records in a table.

Time duration: 1 hr.

Tool(s) used: Microsoft Office Access

Group size: Individual activity.

Procedure:
- Students shall be asked to do layout planning on paper and comprehend the usage of fields and field type required.
-They shall be allowed to carry the design plan to the lab.
- 1 hour shall be given to the students to perform the activity.
- The teacher shall supervise the practical activity.

Criteria for assessment:

Layout Planning	5 marks
Correctness of fields	10 marks
Correctness of field type	10 marks
Adding records in the table	5 marks

Assessment Rubrics:

Criteria	Excellent (4)	Good (3)	Average (2)	Needs Improvement (1)
Layout Planning	Table should be designed keeping in mind the important fields required for the student information	At least seven to eight fields for storing student information	All field set without appropriate field type	Table not designed using primary key field
Correctness of fields and field type	All ten fields with correct field type	Any five fields with correct field type	Any fields set for the table	No knowledge to prepare a table

Follow Up:

Students will be given an opportunity to understand their shortcomings and proper guidance shall be given for improvement.