

DATABASE EVALUATION DOCUMENT

MODULE 6

Your evaluation will be to produce documents using Microsoft Access.

IMPORTANT: This project is to be completed by the teacher without assistance from others.

If there is reason to believe that you have behaved unethically in the completion of this project, you may be asked to prepare the documents in the presence of the Evaluator or other third *party*. Using the application Help is encouraged.

Basic Information:

You are a teacher employed in the Godley ISD. You have 10 students. It is the first six-weeks of school and you want to set up a database to organize information about each of your students. Name the database Class 2003-2004 (or the current school year).

****It is advised that you read the ENTIRE assignment (1-8) before you begin your planning of this assignment.**

1. Three tables with information are included that need to be re-created. Examples to assist in the setup of Table 1, Student Information are provided. If you want to setup a database with information on your students, it will be fine.
2. Remember to use a common field to create linked tables. The student ID number is the best choice for these tables.

Field Name	Type	Size	Description
NUMBER	AutoNumber		
LAST NAME	Text	15	Student's last name
FIRST NAME	Text	15	Student's first name
MI	Text	2	Student's middle initial
ID NUMBER	Integer	8	School ID number
AGE	Number	2	As of August 1st
BIRTH DAY	Text	10	
GENDER	Text	6	Male/Female
CONTENTMASTERY	Yes/No		

3. Produce a form for each of your tables.
4. Make a **report** for your principal. He needs the ID#, last name, first name, and gender of the students. He also wants the father's name and mailing address of each student. Sort in alphabetical order according to the student's last name.
5. The principal has asked you for the following information. Run a **query** to find the results. She wants the ID#, first name, last name, birthday of all students. Because she is sending birthday cards to all of the students, she wants to know the homeroom teacher of each of these students. Sort in order by birth date month so she will have all the student's birthdays in order. This will make it easier for her!
6. The principal also wants to know first name, last name, ID# of all students who are Content Mastery and live in Joshua. She is going to call these students to the library to watch a special presentation on the history of Joshua.. Show only the last name, first name, and ID#. Show only the pertinent information requested! Hide the other information that you use to run the query.
7. Create mailing labels for each of your students. You are going to send the students a Christmas card and will use your database to save you time addressing the envelopes. Create a query to obtain the student name and address.
8. Export the table Student Schedule to an Excel Spreadsheet. Save it as Student Schedule.

To submit assignment for evaluation:

1. When you are finished with the above assignment, e-mail your results, as an attachment, to jesmith2@godleyisd.net. The subject line for your e-mail should be Database Evaluation Document. Please include your name and campus in the e-mail body along with the disclaimer. **"I verify that I have followed the directions and completed this document myself".** I

will e-mail you in return that I have received your assignment.

2. To save your documents for submitting as an attachment, go to **File > Export**, name the file and change the **Save as type** to **Rich Text**. This will save it as a MS Word document.

3. Arrange your attachments in the order they were assigned.

(Instructions on how to email attachments are on the Godley ISD website).

- a. The database file "CLASS 2003-2004". This will contain your tables, queries and forms. (instructions #1-3)
- b. The "report" the principal requested. (instruction #4)
- c. The "query" of the birthday list the principal requested. (instruction #5)
- d. The "query" of the list of CM students. (instruction #6)
- e. The mailing labels for your Christmas cards to your students. (instruction #7).
- f. The Excel Spreadsheet Student Schedule

4. If you have not submitted any other documents before, create a sub-folder in your network folder with the name "Evaluation Documents". If you have not taken the mandatory Networking and Troubleshooting workshop, you may not know how to do this.

5. Save your evaluation document into the subfolder under the name "Module 6 Evaluation". Keep this file in case you need resubmit.

Table 1 Student Information:

No.	Last Name	First Name	MI	ID #	Age	Birthday	Gender	Content Mastery
1	Anderson	Jerry	D.	467000	17	01/1/1989	Male	No
2	Davis	William	B.	688609	17	03/21/1989	Male	No
3	Cassels	Arthur	O.	753900	16	04/25/1990	Male	No
4	Washington	Catherine	A.	768010	15	10/03/1991	Female	No
5	Gonzales	Arturo	G.	776890	16	06/12/1990	Male	Yes
6	Smith	William	K.	778899	17	05/01/1989	Male	Yes
7	Thomas	Kyle	D.	887766	17	03/12/1989	Male	No
8	Davis	Sandra	A.	990000	16	04/15/1990	Female	Yes
9	Garcia	Leslie	M.	991111	17	02/22/1989	Female	No
10	George	Sherry	B.	997443	17	01/20/1989	Female	No

Table 2 Parent Information:

No.	ID#	Parents Last Name	Father First	Mother First	Live with Father?	Live with Mother?	Address	City	State	Zip	Home Phone	Work Phone
1	467000	Anderson	James	Delores	Yes	Yes	1488 Berry	Joshua	TX	76055	817-668-2425	817-555-1415
2	688609	Davis	Daniel	Mary	No	Yes	Box 144	Godley	TX	76044	817-445-9001	817-444-2121
3	753900	Cassels	Kevin	Kelly	Yes	Yes	Box1414	Godley	TX	76044	817-924-9987	817-744-5152
4	768010	Washington	Samuel	Beatrice	Yes	Yes	CR 4456	Godley	TX	76044	817-779-8989	817-779-8989
5	776890	Gonzales	Raul	Maria	Yes	Yes	CR 1189	Joshua	TX	76055	817-557-7854	817-557-7854
6	778899	Smith	Robert	Kathy	Yes	No	CR 2153	Joshua	TX	76055	817-668-4432	817-668-5533
7	887766	Thomas	Michael	Samantha	Yes	Yes	Box 445	Cleburne	TX	76033	817-645-1221	817-615-1515
8	990000	Davis	James	Phylis	Yes	Yes	235 First	Godley	TX	76044	817-778-2198	817-553-5545
9	991111	Garcia	Tommy	Lou	Yes	Yes	Box 3321	Godley	TX	76044	817-222-1414	817-222-9392
10	997743	Abdul	Denny	Micallea	No	Yes	CR 4456	Godley	TX	76044		817-589-2321

Table 3 Student Schedule:

No.	ID#	First Period	1st Period Teacher	Second Period	2nd Period Teacher	Third Period	3rd Period Teacher	Fourth Period	4th Period Teacher	Fifth Period	5th Period Teacher	Sixth Period	6 th Period Teacher	Homeroom Teacher
1	467000	History	Boggs	Art	Enloe	Math	Ernest	English	James	Science	Smith	PE	Parks	Presswood
2	688609	English	James	History	Boggs	Math	Ernest	Art	Enloe	BCIS	Armstrong	Band	Reed	Hunter
3	753900	Math	Ernest	Science	Smith	English	James	History	Boggs	BCIS	Armstrong	Band	Reed	Hunter
4	768010	Art	Enloe	Science	Smith	English	James	Math	Ernest	Art	Enloe	PE	Parks	Simms
5	776890	History	Boggs	Art	Enloe	BCIS	Armstrong	Science	Smith	Math	Ernest	PE	Parks	Presswood
6	778899	English	James	History	Boggs	Art	Enloe	BCIS	Armstrong	Science	Smith	Band	Reed	Simms
7	887766	Art	Enloe	English	James	BCIS	Armstrong	History	Boggs	Art	Enloe	PE	Parks	Morrow
8	990000	Art	Enloe	BCIS	Armstrong	English	James	Math	Ernest	History	Boggs	PE	Parks	Morrow
9	991111	BCIS	Armstrong	History	Boggs	ESL	Collins	English	James	Math	Ernest	PE	Parks	Presswood
10	997743	Math	Ernest	BCIS	Armstrong	English	James	Science	Smith	Art	Enloe	Band	Reed	Presswood