Name _____ Period _____ Date_____

UNIT (**6**) **Databases**   **Project 3**   R

Rubric
U6P3_IP3

3 Independent Practice (page 300)

Create a Report

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

| Criteria | Student Checklist | | Teacher Evaluation |
	Completed	Not Completed	Comments
Complete Project 3, Independent Practice 2, (p. 300)			
Determine the fields you will need to create a report including the information listed			
Use Access to create and print a report showing the information requested			
Make any necessary corrections to your form			
Use correct spelling, punctuation, and grammar			
Edit your database to make sure it is clear and free of any errors			

Glencoe Computer Concepts in Action