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| G:\Brooke Weston Logos\Bitmap Images\Logo Only\BW Logo 2007 Shape GIF.gif | **Brooke Weston Academy**  OCR Level 3 Nationals in ICT  **Unit 06 – Advanced Databases** |

##### Unit 06 – Structured Study Lesson for Week 9

**Lesson plan guidance: Week 9 (AO6)**

**Area of the Specification:**

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| **Assessment**  **Objective** | **Pass** | **Merit** | **Distinction** |
| **AO6**  Produce user documentation and technical information. | Candidates produce a user guide that covers some of the processes that allow a user to make effective use of the database.  They define the database structure, data relationships and a data dictionary in the technical documentation. | Candidates produce a user guide, using graphics and screenshots, that covers some of the processes that allow a user to make effective use of the database.  They **clearly define the database** structure, data relationships and a data dictionary in the technical documentation. | Candidates produce a user guide, using graphics and screenshots that covers most of the processes that allow a user to make effective use of the database.  They **clearly and accurately define the** database structure, data relationships and a data dictionary in the technical documentation. |

**Lesson related objectives:**

Students to be able to:

1. Explain in basic terms HOW to use the database system implement focusing on the functionality and navigation in logical and systematic form

**The Task: (make use of the PowerPoint and any other Word or PDF documents provided)**

***Task 1* –** Create a **step-by-step** guide illustrating **how** the system is used. **Briefly explain how your database operates**, with the use of screenshots illustrating the functionality of the database system.

* ***‘How to start the database’*** section, illustrating how your program should be loaded.
* ***‘Navigation of the system’*** section, which shows the user how they move around through your system. ***‘***
* ***‘How to input data’*** section, illustrating how users input data into your system.
* ***‘Storing information’***section, which describes how the system stores data input.
* ***‘Searching information’*** section, which describes how the system searches / filters the information stored.
* ***‘How to respond to error messages’***, in which you describe how to handle the error messages the users may see.
* ***‘Generating Invoices’*** section, in which it explains the breakdown of information presented
* ***‘Reports*** section, which describes the information represented
* ***‘Analysing Data’*** section, which explains how to use this function to the analyse the information stored
* Any ***other section of you system not already covered***.

***NO TECHNICAL INFORMATION / REFERENCES SHOULD BE MADE WITHIN THIS DOCUMENT***

**See “Unit 06 – AO6 - User Guide Template” for a guideline of what is expected for this documentation**

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| This is a homework task and you are expected to spend at least an hour on it. |

**What you should do (additional guidance):**

In preparation for next week, you need to do the following:

1. Prepare a technical guide for your database system implemented for Cube Systems
   1. Focusing on the techniques and tools (standard and advanced) used