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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 10

**Lesson plan guidance: Week 10 (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 HOW you implemented the database system identifying the techniques and tools used (standard and advanced)

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

***Task 2* – Explain in detail *how*** your **database operates**, with the use of screenshots clearly annotated and show exactly how the database operates.

* ***‘Hardware and Software Requirements’*** section, illustrating how your system run - Remember you should put minimum and recommended detailed specifications.
* ***‘How to open the system and configure’*** section, which shows the user ***how to start the system***, ***enabling the macros***, ***changing the viewing size*** for the intended user and ***viewing the formulas***
* Create a ***section for every TABLE, RELATIONSHIP, FORM and REPORT created*** within the database system, explain the following areas: (provide screenshot evidence – explaining what they do)
  + Macros used (show the macro code generated)
  + Validation and Verification processes (***relationships, drop down values, data ranges, etc...)***
* ***’Input and Output’*** section, ensure you cover how you print, change the settings and preview.

**See “Unit 06 – AO6 - Technical Specification 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. Explain **how** you have ***met the end user requirements***. Explain how the **functionality** and **features work**.
   1. Remember ***look back at your purpose and audience*** and **justify** why you have produced the database.
   2. ***Explain how you have met the user needs***.