

Practical 5: Create Google Form – Attendance Report

Aim

To design a Google Form and analyze responses.

Objectives

- To create form with multiple question types
- To collect sample responses
- To analyze responses

Materials Required

- Google account
- Internet

Procedure

Create new Google Form

Open Google Forms from your Google account and click **“Blank Form”** to start a new form. This opens an empty form where you can add questions.

Title it “Student Attendance Report”

Enter the title at the top of the form and add a short description if needed. This helps respondents understand the purpose of the form.

Add MCQs, rating, checkbox and short answer

Use the question type menu to insert multiple-choice questions, rating scales, checkboxes, and short-answer fields.

Arrange the questions in a logical order for easy response.

Customize theme

Click the **Theme** icon to change colors, fonts, and header images.

This improves the appearance and makes the form visually appealing.

Share form and collect responses

Use the **Send** button to share the form via link, email, or QR code.

Allow participants to submit their responses through any device.

View summary charts

Go to the **Responses** tab to see automatic charts and graphs generated by Google Forms.

These visual summaries help you quickly analyze the collected data.

Take screenshots

Capture screenshots of the form, responses, and charts for documentation.

Save them for use in reports or practical records.

Student Attendance Report

Mandatory for all students

akash.yadav@runqta.org [Switch account](#)


The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

Any files that are uploaded will be shared outside of the organization they belong to.

*** Indicates required question**

Email *

☐ Record akash.yadav@runqta.org as the email to be included with my response



Upload a leave application

Upload 1 supported file: PDF or document. Max 10 MB.

[Add file](#)

Attendance Improvement Suggestion *

Your answer

☐ Send me a copy of my responses.

[Submit](#) [Clear form](#)

Never submit passwords through Google Forms.

This form was created outside of your domain. - [Contact form owner](#) - [Terms of Service](#) - [Privacy Policy](#)

Does this form look suspicious? [Report](#)

Google Forms

Full Name *

Your answer

Roll No. *

Your answer

Course Name *

Your answer

Semester *

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Section *

☐ A

☐ B

☐ C

☐ D

☐ E

☐ F

☐ G

☐ H

☐ I


Date of Attendance *

Date

dd-mm-yyyy

Total Number of Class Conducted *

Your answer

Form_Responses 					
Timestamp	Email Address	Name of the student	ERP ID	Section	
12/8/2025 20:51:27	sugandhxarma@gmail.c	Sugandh Vishwakarma		11762	Anaconda
12/8/2025 20:53:20	faranahmad455@gmail.	Farhan ahmad		10501	Sa04
12/8/2025 20:55:00	yadavak4169ak@gmail.	Akash yadav		10127	A
12/8/2025 20:56:00	pratikkarmakar764@gm	Pratik Karmakar	Ru-25-11000		IBM A
12/8/2025 20:58:06	rajaditya26993@gmail.c	Aditya Raj		10107	A