

## **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

## OUTPUT :



### STUDENT ATTENDANCE REPORT

Only For 1st year students of CSE Branch

This form is automatically collecting emails from all respondents. [Change settings](#)

**FULL NAME \***

Short answer text

**ERP ID \***

Short answer text

**CLASS \***

Short answer text

**SECTION \***

Short answer text

**E-MAIL ID \***

Short answer text

**PHONE No. \***

Short answer text

**Mention your attendance for NALS class :**

Short answer text

**Mention your attendance for MATHS class :**

Short answer text

**Mention your attendance for WEB TECH class :**

Short answer text

**Mention your attendance for PFC class :**

Short answer text

**Mention your attendance for CDC class :**

Short answer text

**Mention your attendance for CP class :**

Short answer text

**Give your overall attendance here :**

Short answer text

Upload Overall attendance image : \*

 Add file

 View folder

Rate for Digiicampus app : \*



1



2



3



4



5



Questions Responses **5** Settings

5 responses

 View in Sheets



Summary

Question

Individual

Who has responded?

Email


arjunmahato5588@gmail.com

janmenjay.lohra@runqta.org

aman.kumar4@runqta.org

amankumarkps2020@gmail.com

hellobox281@gmail.com

 Waiting for 1 response

[Send email reminder](#)

anillumarray@gmail.com

FULL NAME

5 responses

eedbd

Janmenjay Lohra

aman kumar

ARJUN KUMAR

Aman Kmar

10269  
10015

#### CLASS

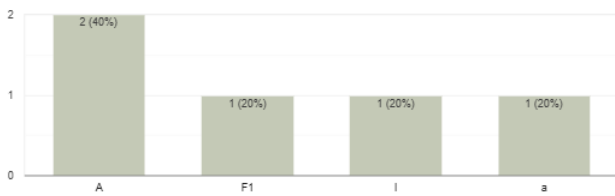
5 responses

sa04  
SA04  
uwgd  
TA01  
ta01

#### SECTION

5 responses

[Copy chart](#)



#### E-MAIL ID

5 responses

sogsyuaukb  
janmenjay.lohra@runga.org  
amnsuwhdwi  
ARJUN@GMAIL.COM  
aman.kumar4@runga.org

74.5%  
68  
98  
85

#### Upload Overall attendance image :

[View folder](#)

5 responses

- jjay - Hellobox.pdf
- PFC THEORY ASSIGNMENT - 3 - Janmenjay Lohra.pdf
- Fee Structure - Aman Kumar.pdf
- Blue White Illustrated Cybercrime Awareness Poster\_20251116\_210135\_0000 - 09 Arjun Kr Mahato.pdf
- eck\_REF\_2025\_00998 - Aman Kumar.pdf

#### Rate for Diglicampus app :

[Copy chart](#)

5 responses

