

## 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.

5) Design a complete google form survey and analyze responses.

Questions
Responses 5
Settings



## STUDENT RESIGRATION FORM

ATTENDANCE FORM

NAME \*

Short answer text

ERP ID- \*

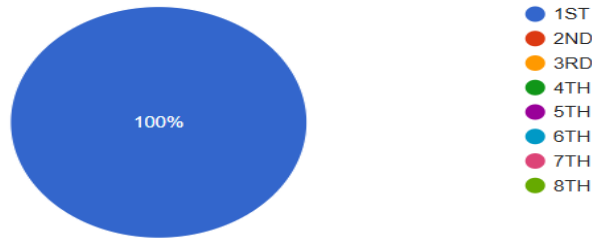
Short answer text

	A	B	C	D	E	F
	Form_Responses					
1	Timestamp	NAME	ERP ID-	PROGRAM NAME:-	SEMESTER:-	SECTION:-
2	12/12/2025 11:36:32	Piyush Kumar	19870	Attendance	1ST	H
3	12/12/2025 11:38:08	Ram Charan	1096	What program	1ST	H
4	12/12/2025 11:57:06	Naman kumar	10864	Attendance	1ST	H
5	12/12/2025 11:59:18	Aryan	10686	Ai/ml	1ST	E
6	12/12/2025 12:01:28	Naitik	786107	Cse	1ST	B
7						
8						
9						

#### SEMESTER:-

5 responses

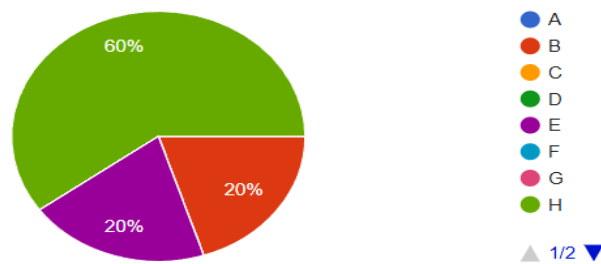
[Copy chart](#)



#### SECTION:-

5 responses

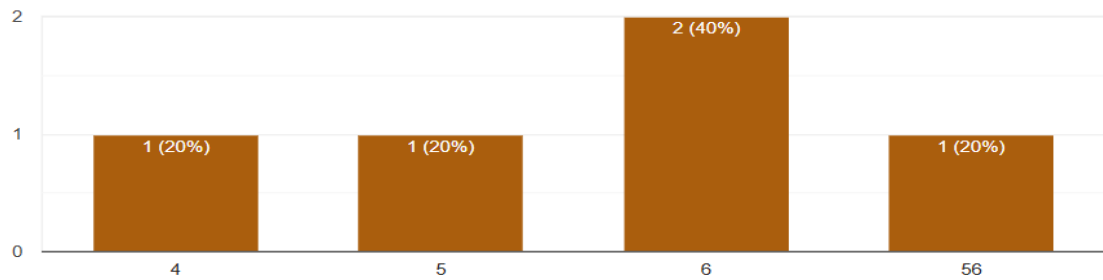
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#### TOTAL NUMBER OF CLASSES ATTEND TODAY

5 responses

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#### NUMBER OF CLASSES CONDUCTED TODAY

5 responses

[Copy chart](#)

