

## 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 RESIGATION FORM

ATTENDANCE FORM

NAME \*

Short answer text

ERP ID- \*

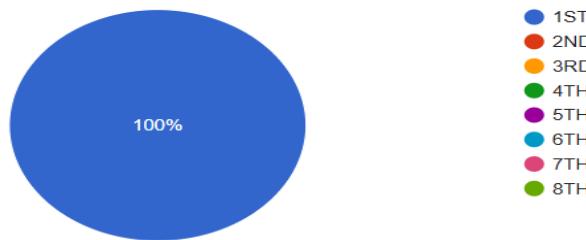
Short answer text

Timestamp

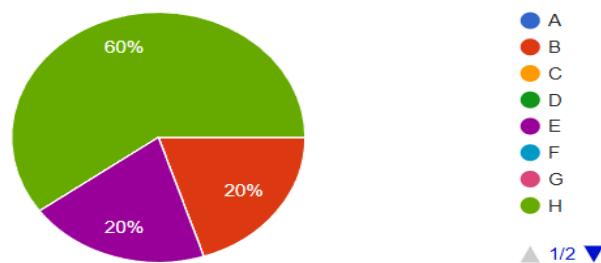
	A	B	C	D	E	F
1	Form_Responses	Timestamp	NAME	ERP ID-	PROGRAM NAME:-	SEMESTER:-
2		12/12/2025 11:36:32	Piyush Kumar	19870	Attendence	1ST
3		12/12/2025 11:38:08	Ram Charan	1096	What program	H
4		12/12/2025 11:57:06	Naman kumar	10864	Attendance	H
5		12/12/2025 11:59:18	Aryan	10686	Ai/ml	E
6		12/12/2025 12:01:28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

**SEMESTER:-**

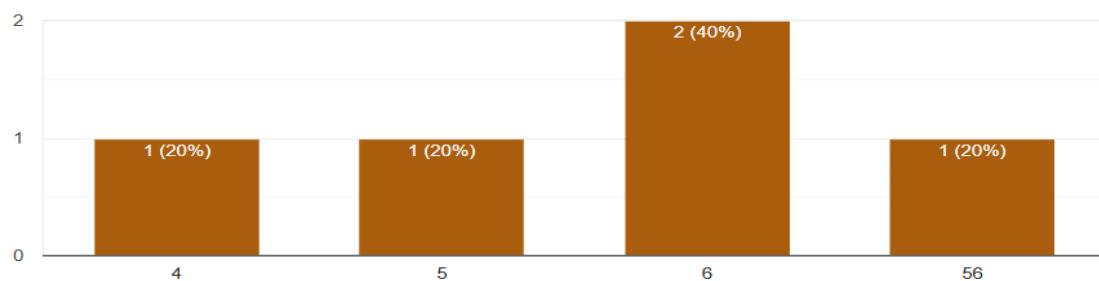
5 responses

[Copy chart](#)**SECTION:-**

5 responses

[Copy chart](#)**TOTAL NUMBER OF CLASSES ATTEND TODAY**

5 responses

[Copy chart](#)**NUMBER OF CLASSES CONDUCTED TODAY**

5 responses

[Copy chart](#)