

## **PRACTICAL NO-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:**

##### **1. 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.

##### **2. 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.

##### **3. 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.

##### **4. Customize theme**

Click the **Theme** icon to change colors, fonts, and header images. This improves the appearance and makes the form visually appealing.

##### **5. 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.

##### **6. 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.

##### **7. Take screenshots**

Capture screenshots of the form, responses, and charts for documentation. Save them for use in reports or practical records.

## GOOGLE FORM:



### Student Attendance Report

This form is used to record student attendance and feedback

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

Untitled Title  
Description (optional)

your semester \*

1st  
 2nd  
 3rd  
 4th

2. How many classes do you attend in a week on average? \*

Less than 5  
 5–10  
 10–15  
 More than 15

3. Main reason for your absence? \*

Health issues  
 Assignment load  
 Lack of transportation  
 Oversleeping  
 Other

4. How often do you arrive late to class? \*

Never  
 Rarely  
 Sometimes  
 Often



5. Do you attend labs/tutorials regularly? \*

- Yes
- No

6. Rate the punctuality of your faculty (lecturers): \*

1      2      3      4      5



7. Suggest one improvement that can help increase attendance. \*

Your answer

8. What motivates you to attend college? \*

- Quality education
- Friends & social life
- Practical learning / labs
- Attendance marks
- Campus facilities
- Cultural / sports activities
- Other

## RESPONSES:

5 responses

[Link to Sheets](#)



Summary

Question

Individual

### Who has responded?

Email

ayuu.123.4545@gmail.com

avishhekjain0111@gmail.com

yashsharma1172@gmail.com

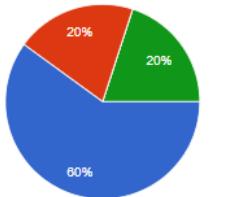
starwarrior573310@gmail.com

rrytdtt@gmail.com

### 1. Which year of college are you in?

5 responses

[Copy chart](#)

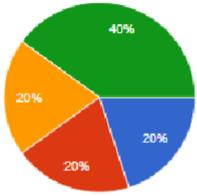


- 1st Year
- 2nd Year
- 3rd Year
- 4th Year

### 2. How many classes do you attend in a week on average?

5 responses

[Copy chart](#)

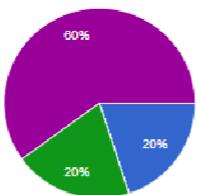


- Less than 5
- 5-10
- 10-15
- More than 15

### 3. Main reason for your absence?

5 responses

[Copy chart](#)

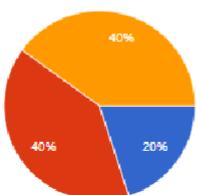


- Health issues
- Assignment load
- Lack of transportation
- Oversleeping
- Other

### 4. How often do you arrive late to class?

5 responses

[Copy chart](#)

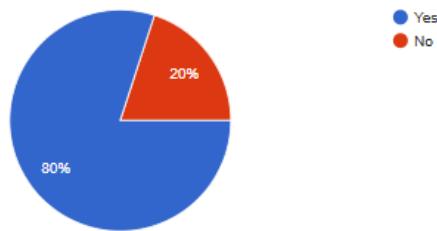


- Never
- Rarely
- Sometimes
- Often

5. Do you attend labs/tutorials regularly?

5 responses

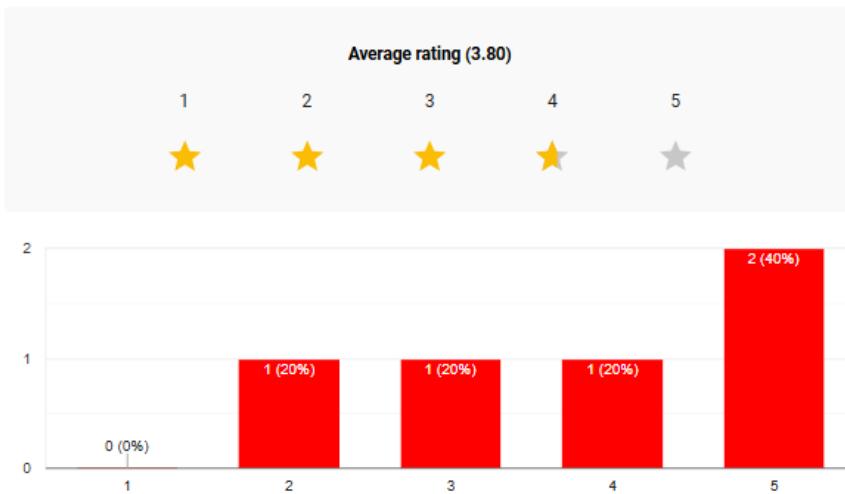
 Copy chart



6. Rate the punctuality of your faculty (lecturers):

5 responses

 Copy chart



7. Suggest one improvement that can help increase attendance.

5 responses

Sleeping less

Regular go to college

Change the College timing

Go college regular

Extra classes

8. What motivates you to attend college?

5 responses

 Copy chart

