

## **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 recode 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

avishekjain0111@gmail.com

yashsharma1172@gmail.com

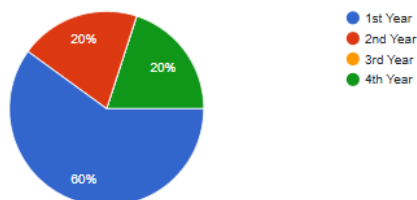
starwarrior573310@gmail.com

rrytdtt@gmail.com

1. Which year of college are you in?

 [Copy chart](#)

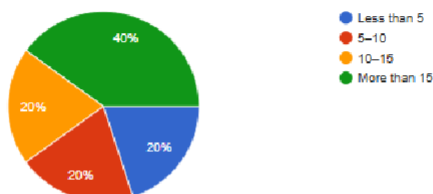
5 responses



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

 [Copy chart](#)

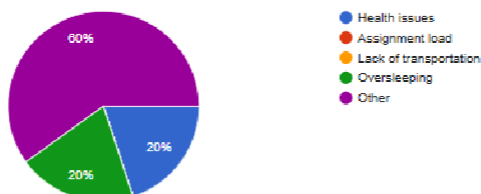
5 responses



3. Main reason for your absence?

 [Copy chart](#)

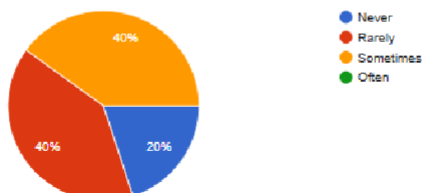
5 responses



4. How often do you arrive late to class?

 [Copy chart](#)

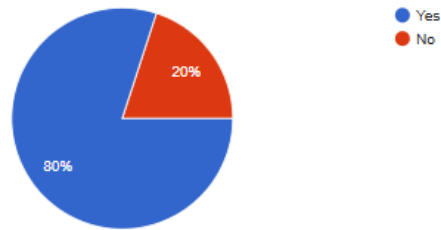
5 responses



5. Do you attend labs/tutorials regularly?

 Copy chart

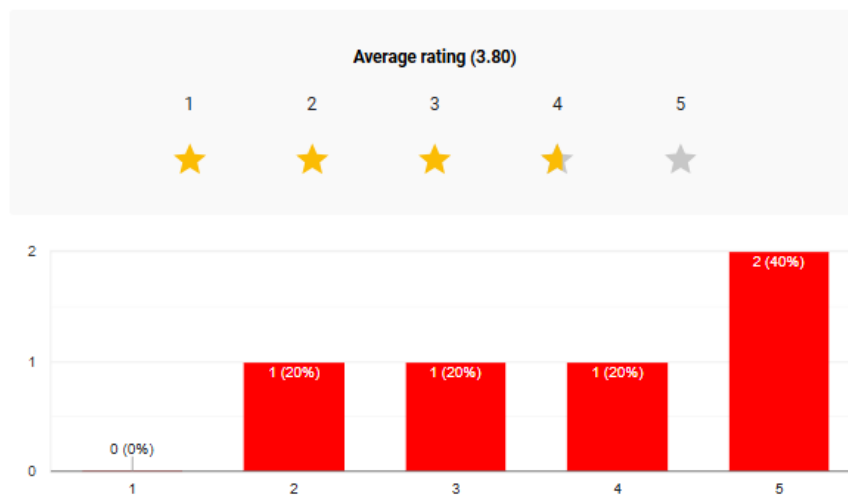
5 responses



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

 Copy chart

5 responses



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?

 Copy chart

5 responses

