



# TRAINING GUIDE FOR JOTFROM

Presented By : Temogo Leballo

Lorem ipsum dolor sit amet, consectetur  
adipiscing elit, sed do eiusmod tempor  
incididunt ut labore et dolore magna aliqua.



# PART B

## ATTENDANCE TRACKING





**Jotform**

# INTRODUCTION

Using Jotform for Digital Attendance Tracking

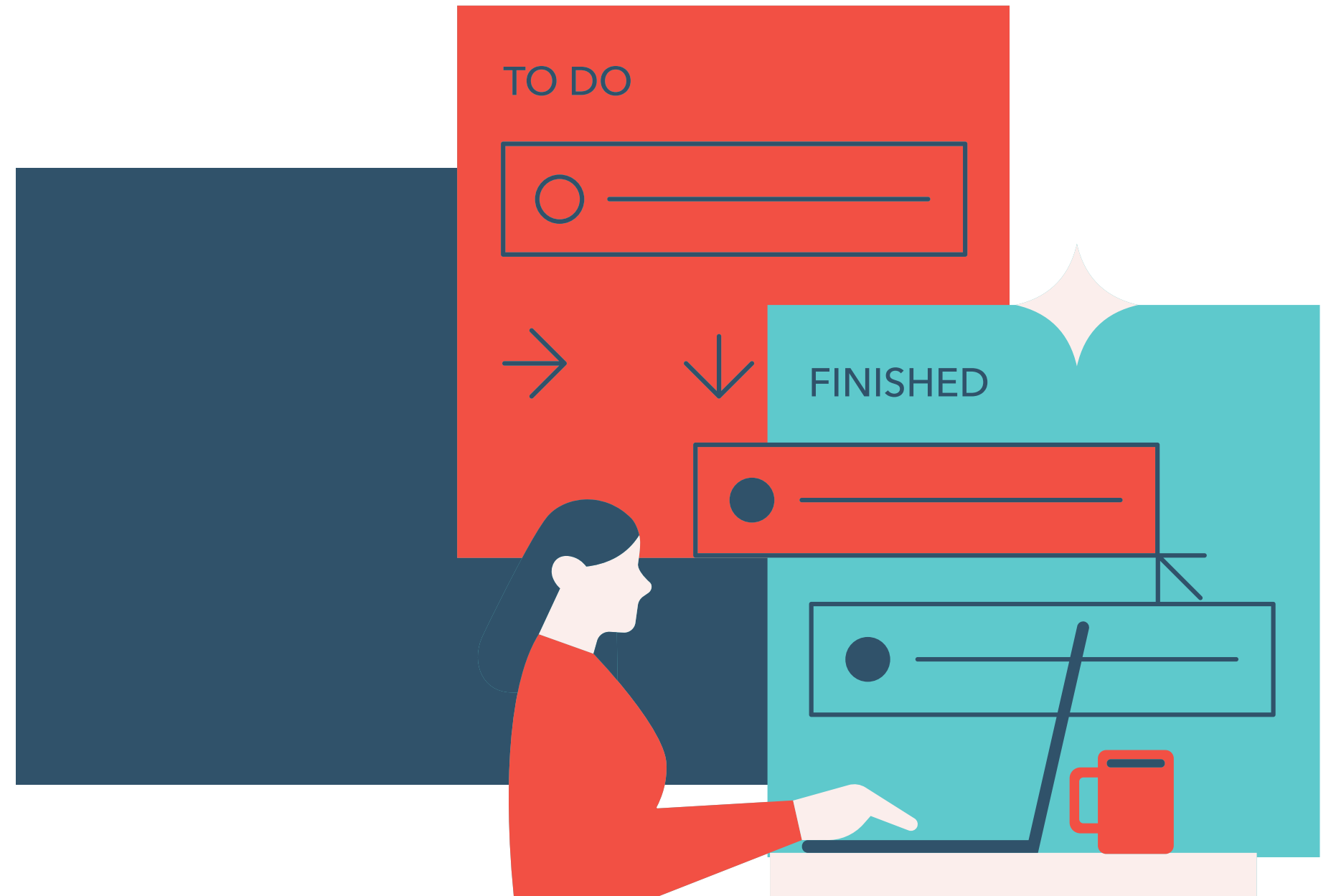


# WHAT IS JOTFORM?

Jotform is a magnificent free, online, easy-to-use program for creating digital forms without any coding knowledge. It works well on computers, tablets, and smartphones, making it easier for teachers and learners alike.

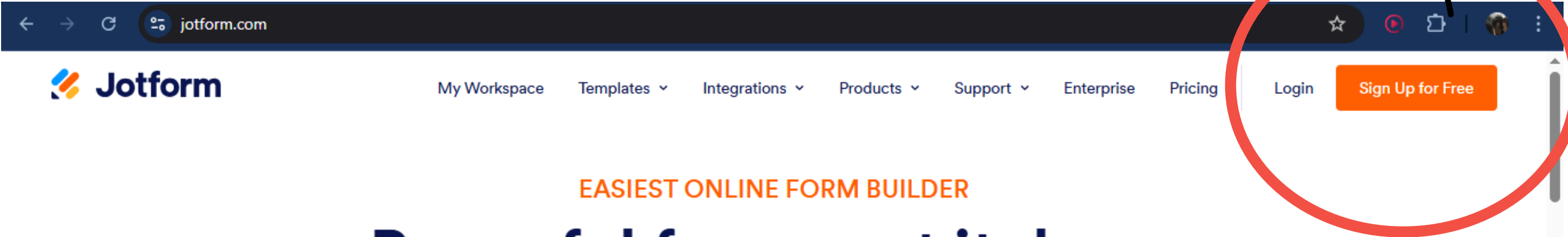


# STEP-BY-STEP INSTRUCTIONS



# STEP-BY-STEP INSTRUCTIONS

1.) Visit Jotform and log in to access the dashboard where you can create new forms

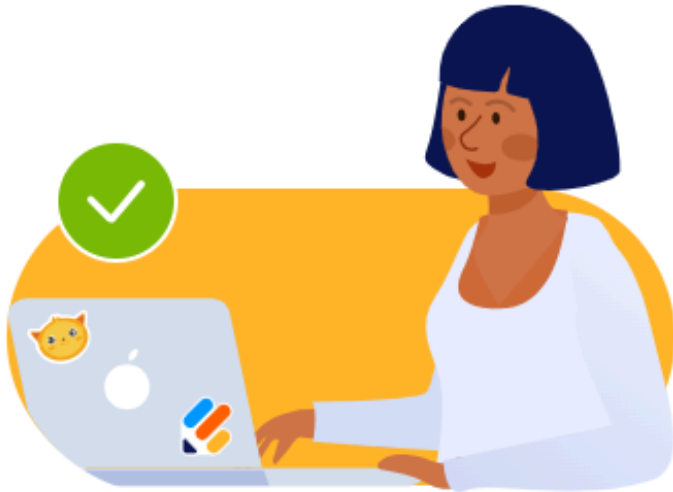
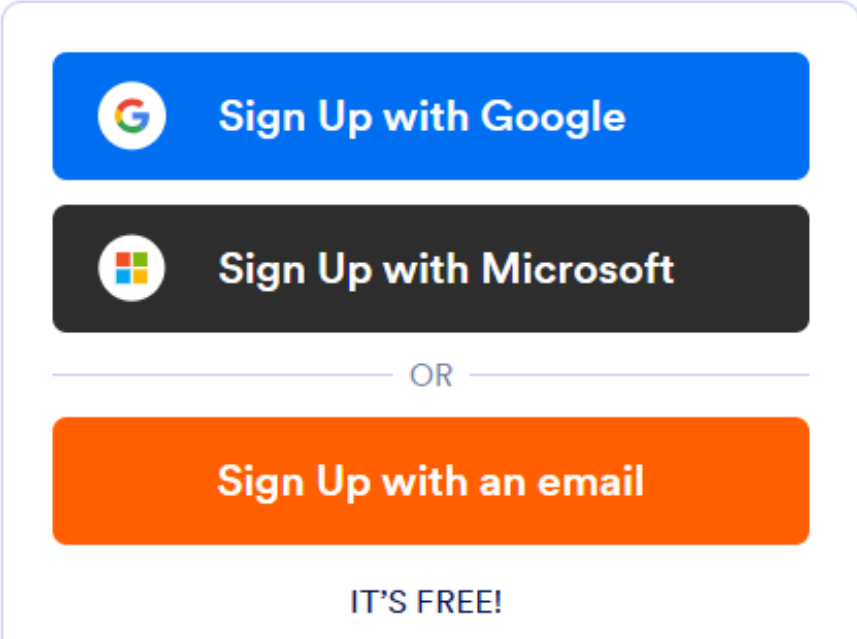



**Jotform** My Workspace Templates ▾ Integrations ▾ Products ▾ Support ▾ Enterprise Pricing Login [Sign Up for Free](#)

EASIEST ONLINE FORM BUILDER

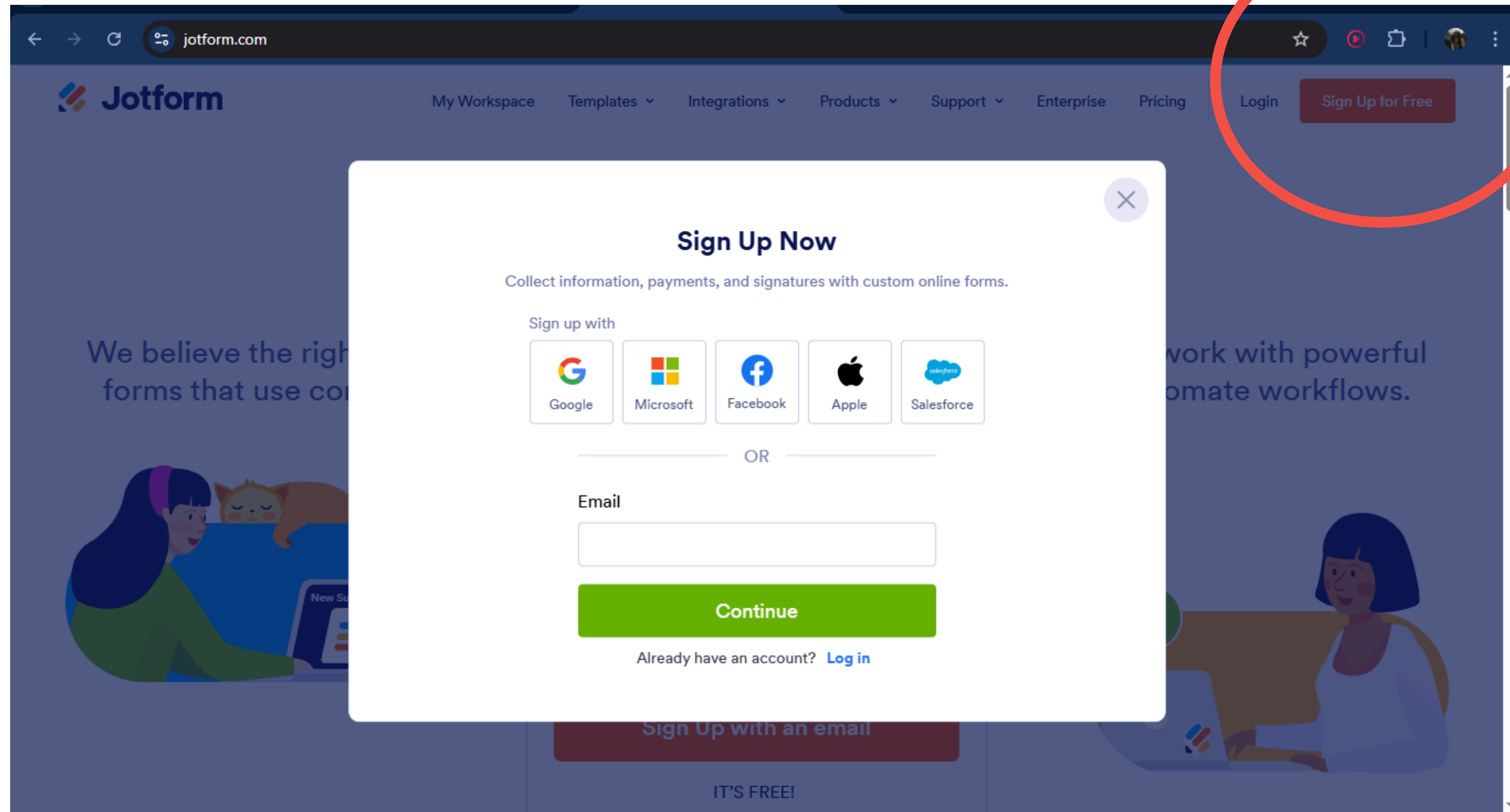
## Powerful forms get it done.

We believe the right form makes all the difference. Go from busywork to less work with powerful forms that use conditional logic, accept payments, generate reports, and automate workflows.



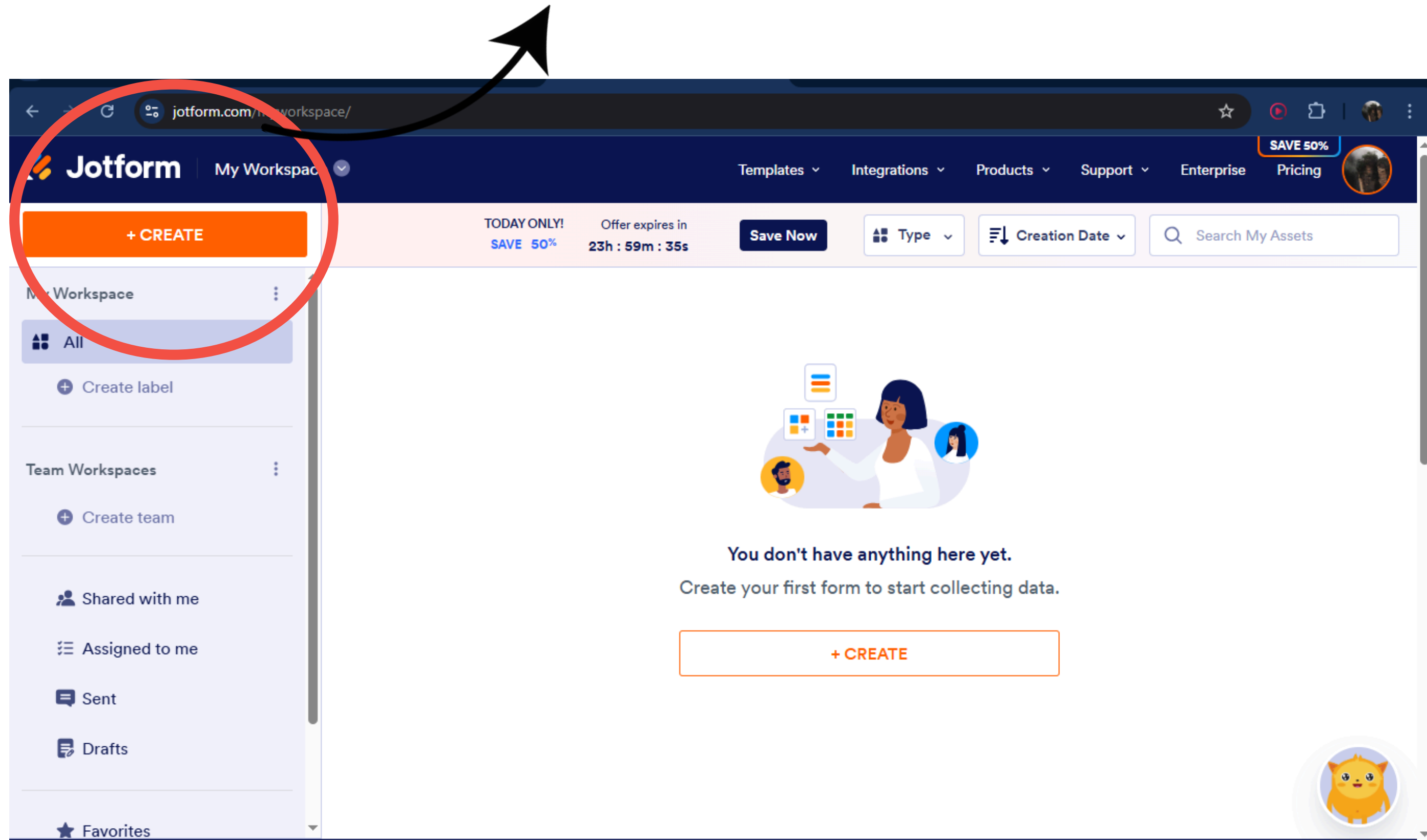
# STEP-BY-STEP INSTRUCTIONS

2.) Choose one of the available options to Create a free account. **REMEMBER** to tick the Terms and Conditions to proceed

A screenshot of the Jotform website. The browser address bar shows 'jotform.com'. The navigation bar includes links for 'My Workspace', 'Templates', 'Integrations', 'Products', 'Support', 'Enterprise', and 'Pricing'. On the right side of the navigation bar, there are 'Login' and 'Sign Up for Free' buttons. A red circle highlights the 'Sign Up for Free' button, with a black arrow pointing from the text 'Choose one of the available options to Create a free account' to it. A modal window titled 'Sign Up Now' is open in the center. It contains the text 'Collect information, payments, and signatures with custom online forms.' and 'Sign up with' followed by five social media icons: Google, Microsoft, Facebook, Apple, and Salesforce. Below these is an 'OR' separator, an 'Email' label, an empty text input field, and a green 'Continue' button. At the bottom of the modal, it says 'Already have an account? Log in'. The background of the website shows a woman working on a laptop with a cat on her shoulder, and another woman working on a laptop.

# STEP-BY-STEP INSTRUCTIONS

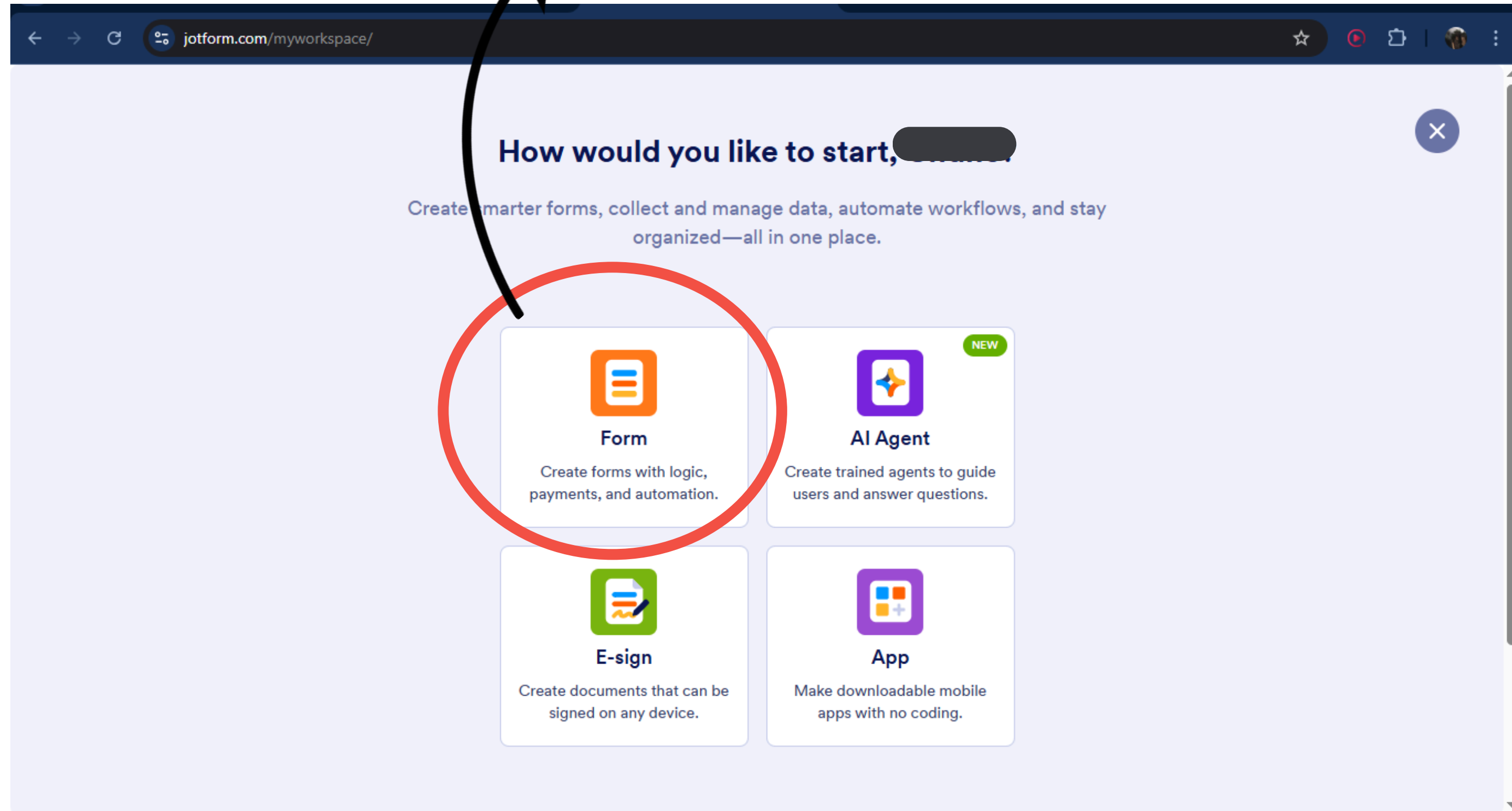
3.) Click 'Create Form' to start building your digital attendance form.





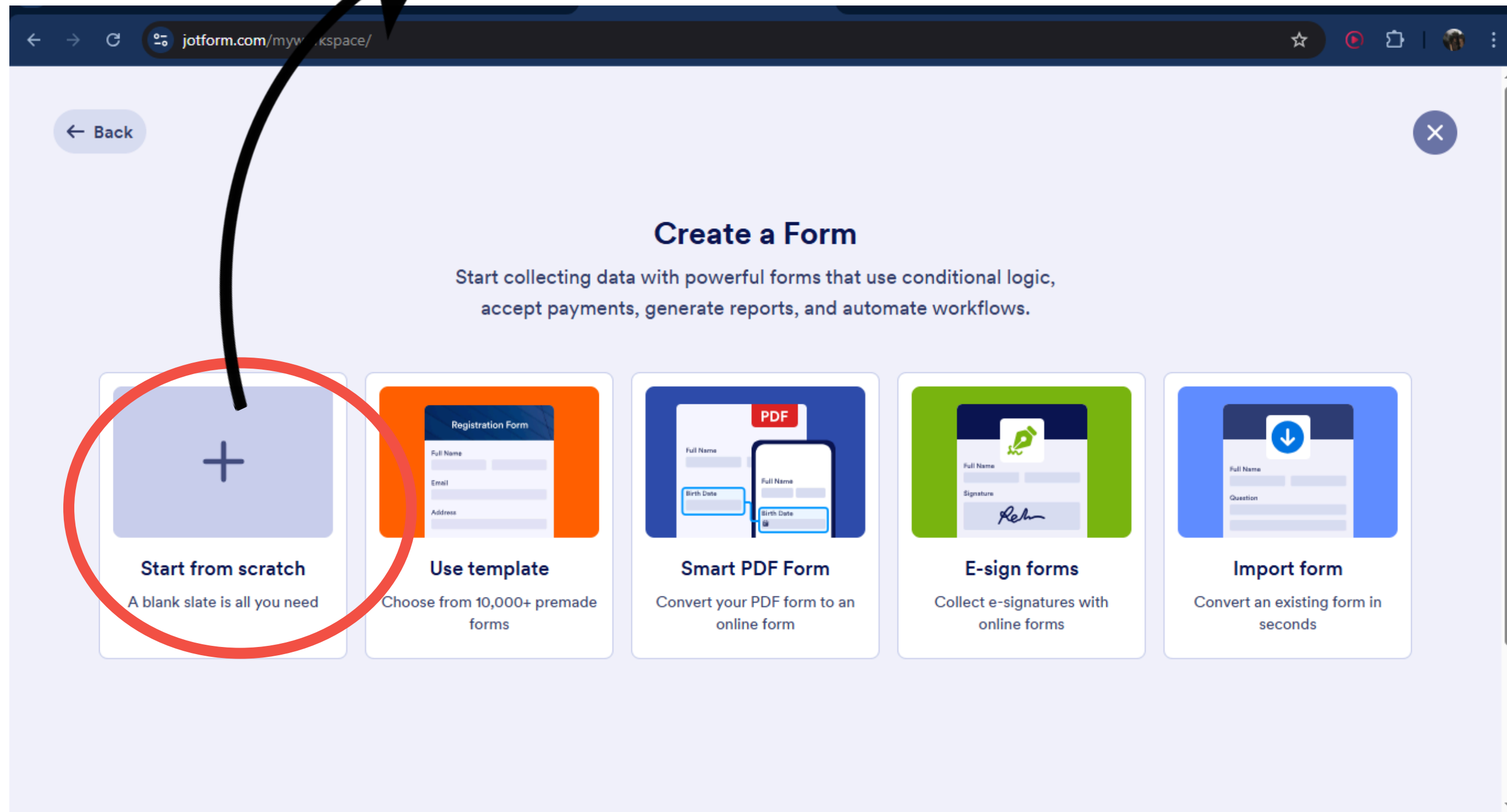
# STEP-BY-STEP INSTRUCTIONS

4.) Click “Form” to begin creating your own unique attendance form



# STEP-BY-STEP INSTRUCTIONS

5.) Click “Start from scratch” to begin creating the attendance form



# STEP-BY-STEP INSTRUCTIONS

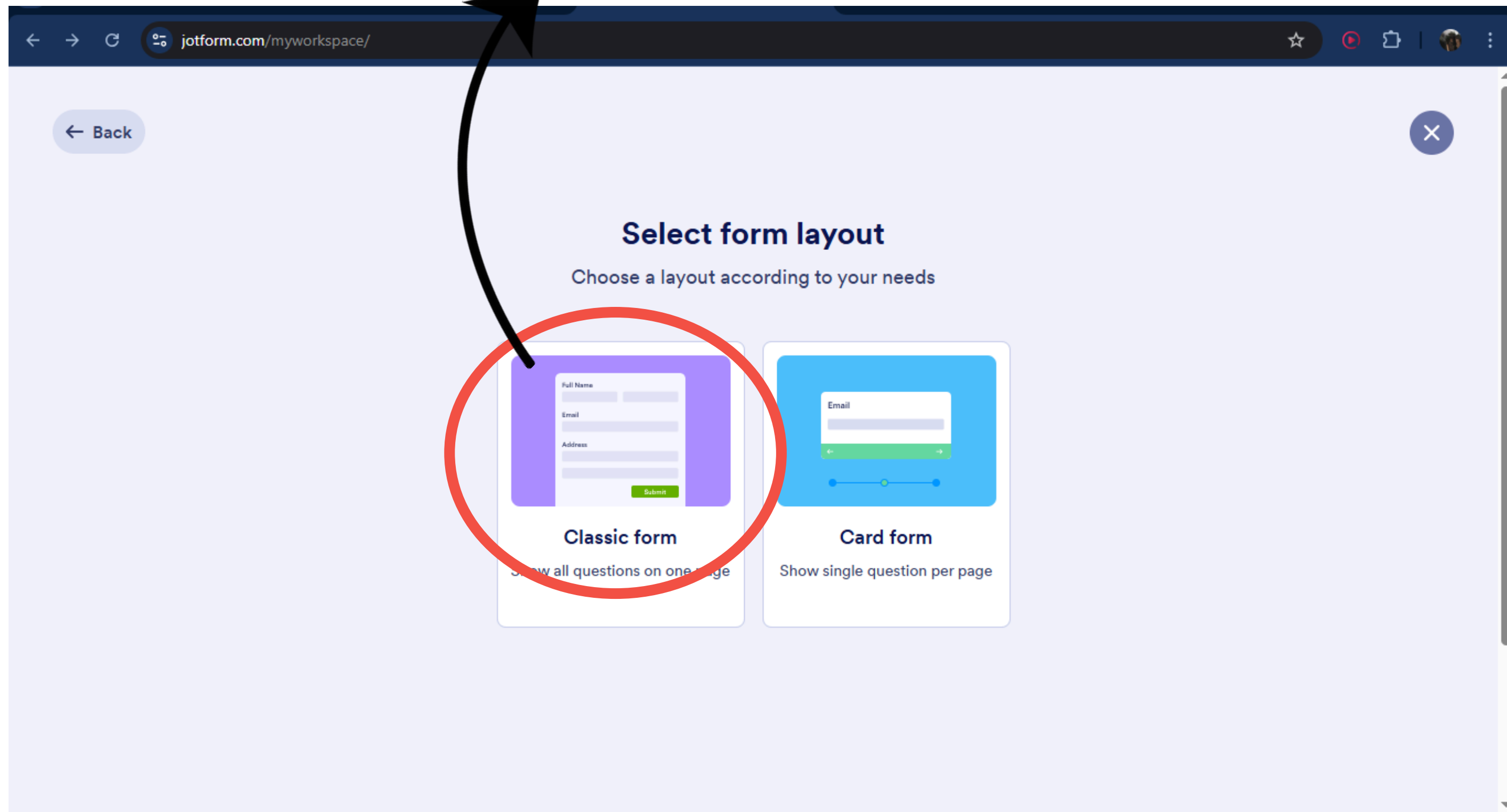
6.) In this section you can add the school logo and name which will be automatically added to the form. This part is **OPTIONAL**.



The screenshot shows the Jotform web interface with the 'Organization Settings' dialog box open. The dialog box has a title bar with a gear icon and a close button. Below the title, it says 'Set your organization logo and name to use it in your forms.' The main content area has two sections: 'Upload Organization Logo' with a dashed box containing a camera icon and the text 'Drag logo image file or click here to upload' and 'Max. file size 10 MB'; and 'Organization Name' with a text input field containing the placeholder 'Your Company Logo Name'. At the bottom, there is a checkbox labeled 'Don't show this again. You can add or edit your logo later from [Account Settings](#).' and a green 'SAVE' button. A large black arrow points from the 'OPTIONAL' text in the instruction above to the 'Organization Settings' dialog box. The background shows the Jotform 'Form Builder' interface with tabs for 'BUILD', 'SETTINGS', and 'PUBLISH', and a 'Submit' button at the bottom.

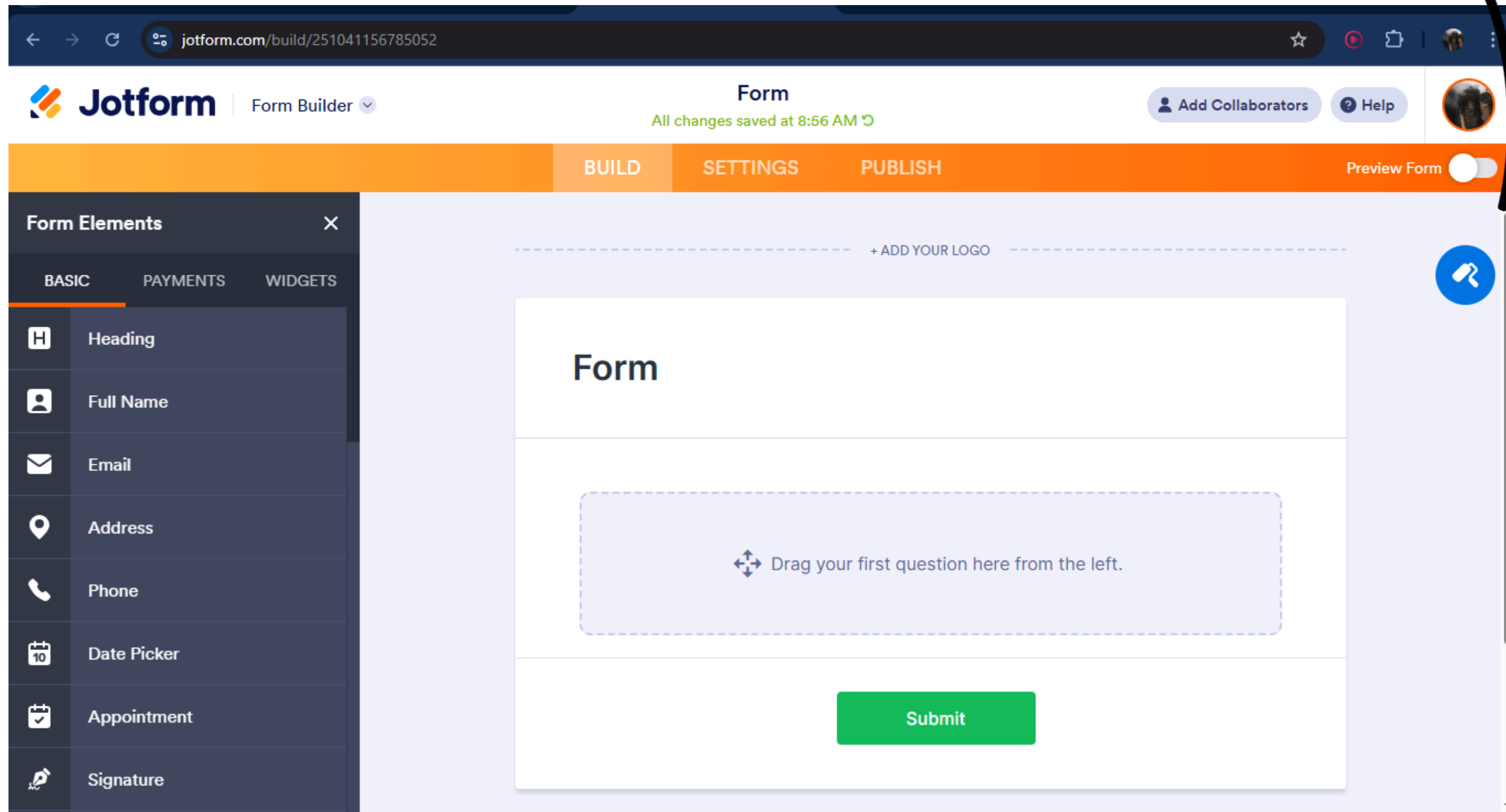
# STEP-BY-STEP INSTRUCTIONS

7.) Click “Classic Form”. We are choosing classic form instead of Card Form because it is the user friendly and less complex



# STEP-BY-STEP INSTRUCTIONS

8.) After clicking Classic Form, you should be able to see the following page

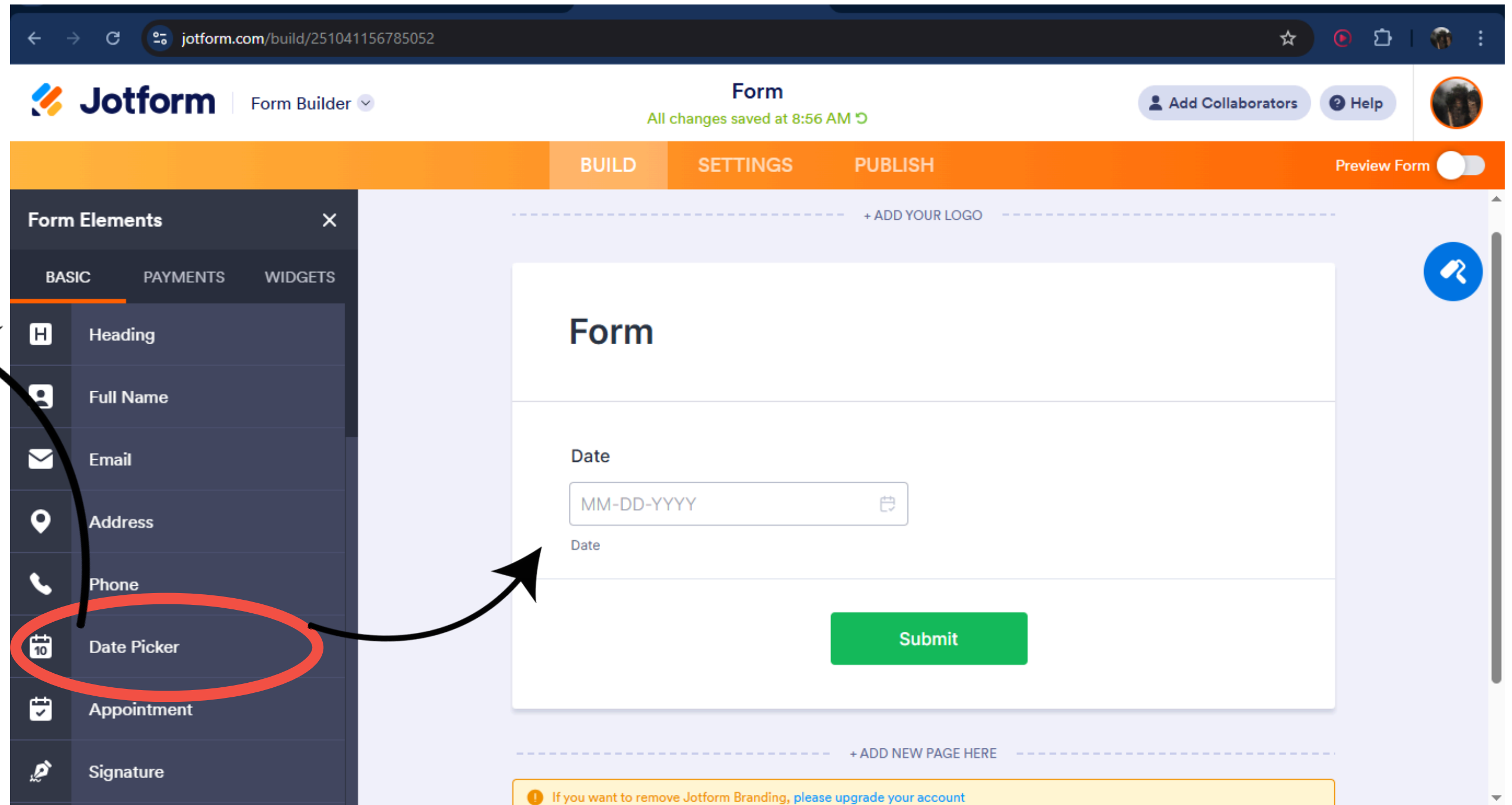


The screenshot shows the Jotform Classic Form builder interface. The browser address bar displays `jotform.com/build/251041156785052`. The Jotform logo and "Form Builder" dropdown are in the top left. The top navigation bar includes "BUILD", "SETTINGS", and "PUBLISH" tabs, with a "Preview Form" toggle on the right. A status message indicates "All changes saved at 8:56 AM". The left sidebar, titled "Form Elements", lists various form components under the "BASIC" tab: Heading, Full Name, Email, Address, Phone, Date Picker, Appointment, and Signature. The main workspace shows a form template with a header "Form", a dashed box for a logo, a central area with a drag instruction "Drag your first question here from the left.", and a green "Submit" button at the bottom.

# STEP-BY-STEP INSTRUCTIONS



9.) Start by adding a date field so you can track when the attendance was taken.

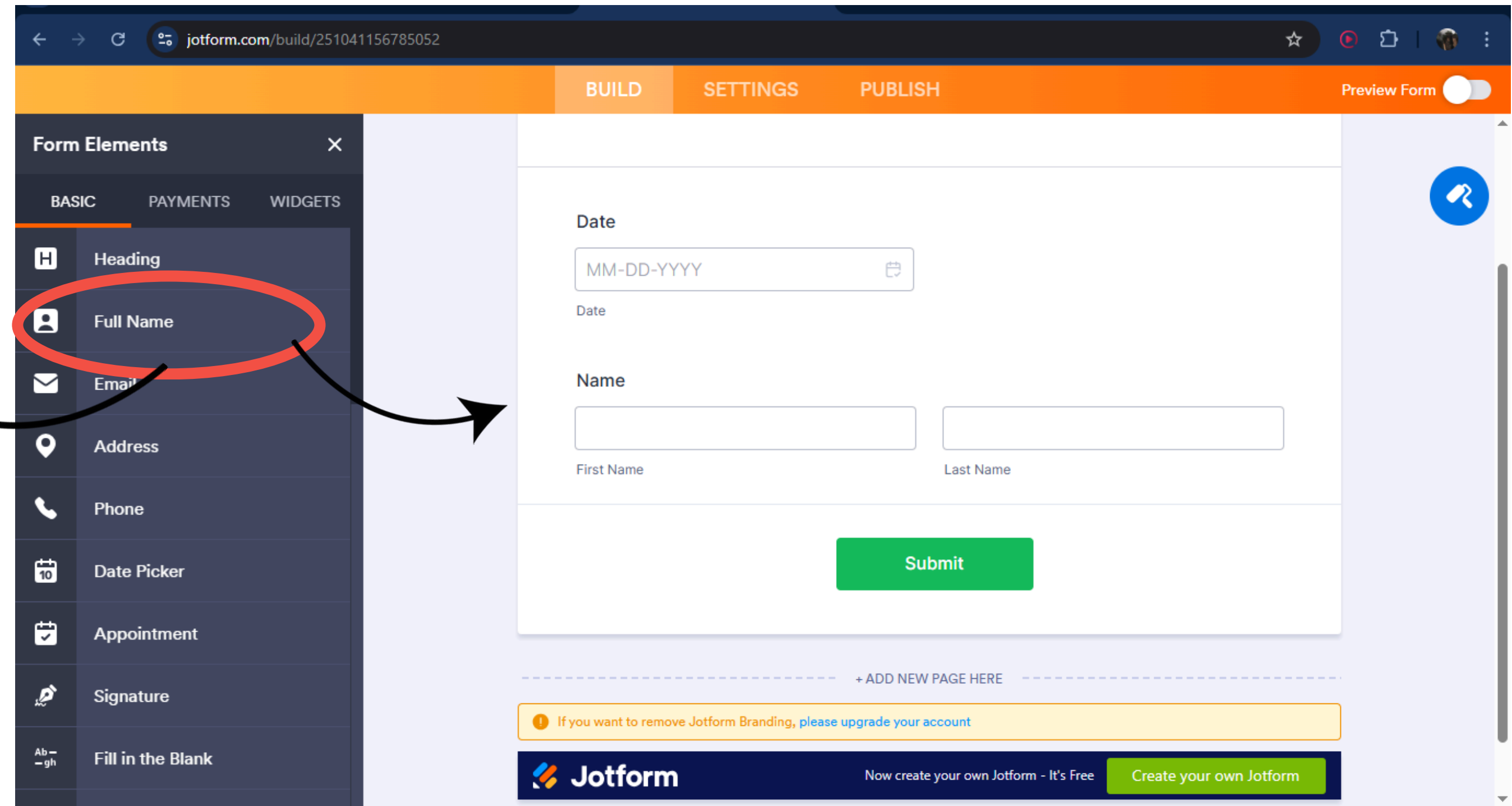


The screenshot shows the Jotform Form Builder interface. The top navigation bar includes the Jotform logo, 'Form Builder', and a status message 'All changes saved at 8:56 AM'. The main navigation bar has tabs for 'BUILD', 'SETTINGS', and 'PUBLISH'. The 'Form Elements' panel on the left lists various form elements under the 'BASIC' tab: Heading, Full Name, Email, Address, Phone, Date Picker (highlighted with a red circle), Appointment, and Signature. An arrow points from the 'Date Picker' element to the form preview on the right. The form preview shows a 'Form' title, a 'Date' field with a calendar icon, and a green 'Submit' button. A footer message at the bottom states: 'If you want to remove Jotform Branding, please upgrade your account'.

# STEP-BY-STEP INSTRUCTIONS



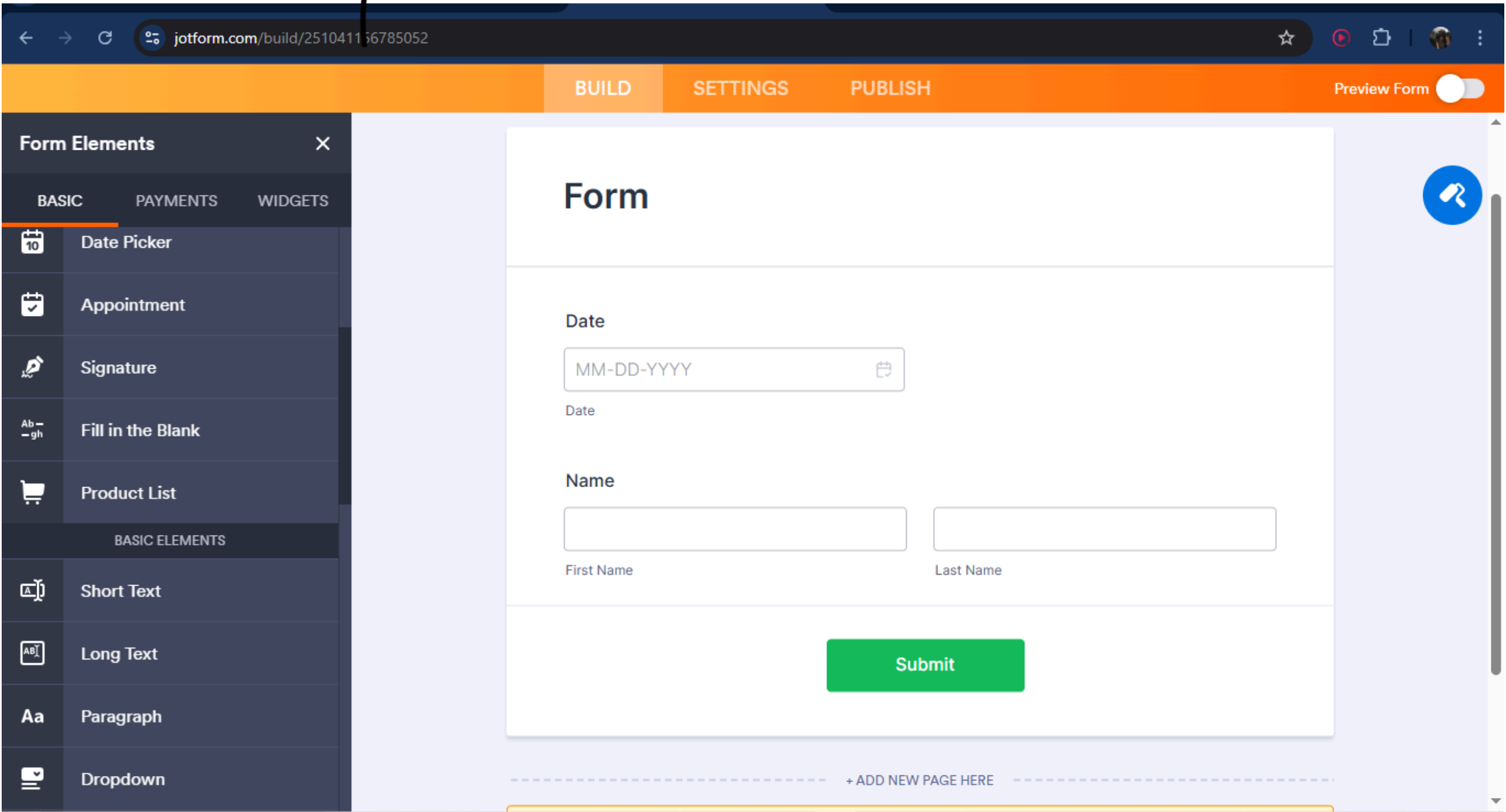
10.) Add “Full Name” to add a section for the people filling the form to add their names.



The screenshot shows the Jotform builder interface. The 'Form Elements' panel on the left is open, displaying various form widgets. The 'Full Name' widget, represented by a person icon, is highlighted with a red oval. An arrow points from this widget to the main form area, where it has been added. The main form area shows a 'Date' field with a calendar icon and a 'Name' field with two sub-fields for 'First Name' and 'Last Name'. A green 'Submit' button is at the bottom of the form. The top navigation bar includes 'BUILD', 'SETTINGS', and 'PUBLISH' tabs. The bottom of the page features the Jotform logo and a prompt to 'Create your own Jotform'.

# STEP-BY-STEP INSTRUCTIONS

11.) Our form is now complete, we have added a section for the date and Full names.

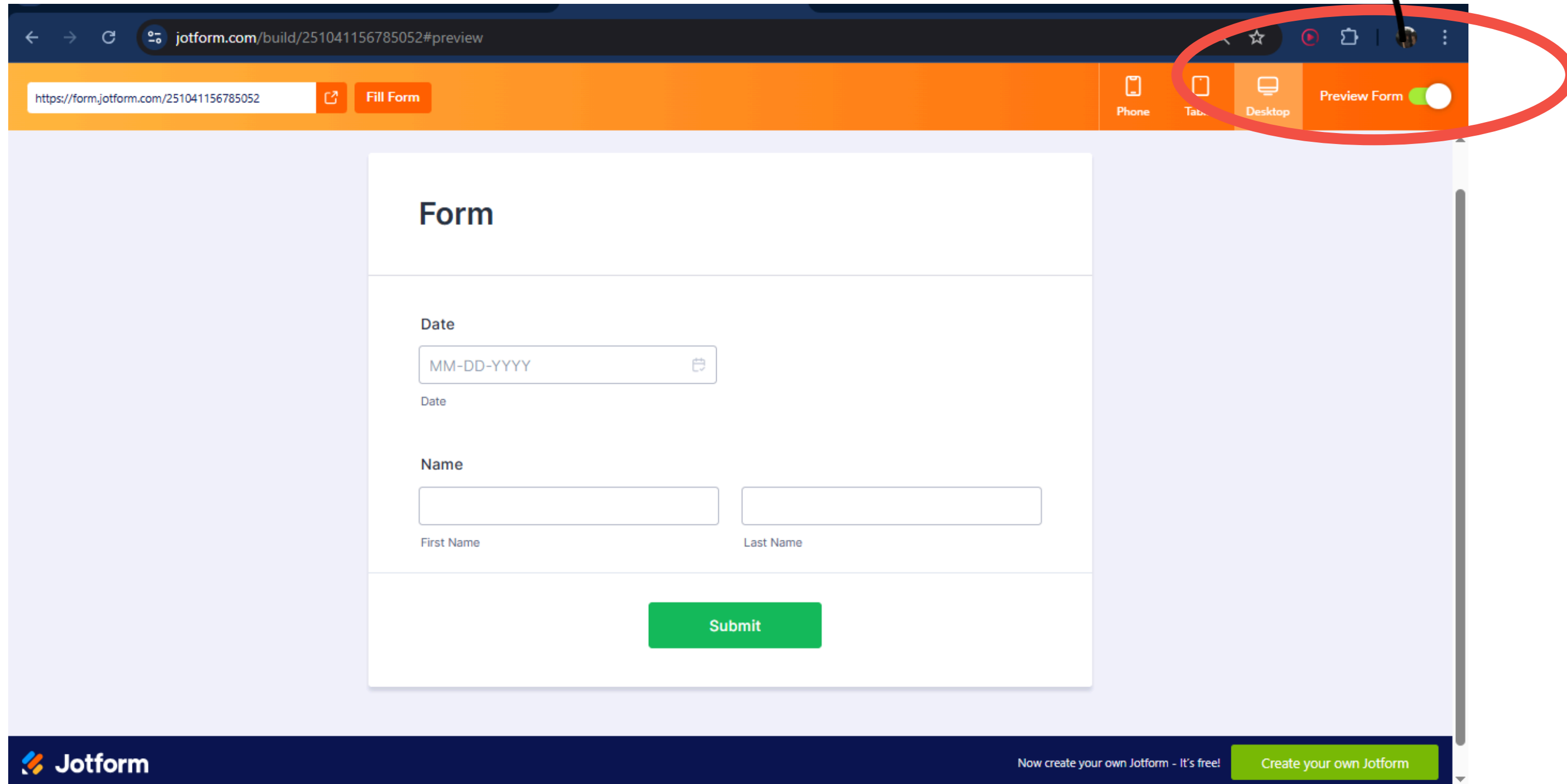


The screenshot shows the JotForm web interface in the 'BUILD' tab. On the left is a 'Form Elements' sidebar with categories: BASIC, PAYMENTS, and WIDGETS. Under 'BASIC', there are elements like Date Picker, Appointment, Signature, Fill in the Blank, Product List, Short Text, Long Text, Paragraph, and Dropdown. The main workspace shows a form titled 'Form' with two sections. The first section is labeled 'Date' and contains a date input field with a calendar icon and the placeholder 'MM-DD-YYYY'. Below it is a label 'Date'. The second section is labeled 'Name' and contains two input fields side-by-side, labeled 'First Name' and 'Last Name'. At the bottom of the form is a green 'Submit' button. The top navigation bar includes 'BUILD', 'SETTINGS', and 'PUBLISH' tabs, and a 'Preview Form' toggle switch.



# STEP-BY-STEP INSTRUCTIONS

12.) Click the “Preview Form” which will show you how the form will appear to the participant.

A screenshot of the Jotform 'Preview Form' interface. The browser address bar shows 'jotform.com/build/251041156785052#preview'. Below the address bar, there is a share link 'https://form.jotform.com/251041156785052' and a 'Fill Form' button. On the right side of the orange header bar, there are icons for 'Phone', 'Tablet', and 'Desktop' views, and a 'Preview Form' toggle switch which is currently turned on. A red circle highlights the 'Preview Form' toggle and the view icons. A black arrow points from the text instruction above to the 'Preview Form' toggle. The main content area shows a form titled 'Form' with a 'Date' field (MM-DD-YYYY), a 'Name' field (split into 'First Name' and 'Last Name'), and a green 'Submit' button. The Jotform logo and a 'Create your own Jotform' button are visible in the footer.

# STEP-BY-STEP INSTRUCTIONS

13.) Click the “Publish” tab to finalise the form and start to distribute it

A screenshot of the Jotform Form Builder interface. The browser address bar shows 'jotform.com/build/251041156785052'. The Jotform logo and 'Form Builder' text are in the top left. A green notification says 'All changes saved at 9:00 AM'. The top navigation bar has 'BUILD', 'SETTINGS', and 'PUBLISH' tabs, with 'PUBLISH' circled in red. An arrow points from the text '13.) Click the “Publish” tab...' to this red circle. To the right of the tabs are 'Add Collaborators', 'Help', and a user profile icon. A 'Preview Form' toggle is on the far right. On the left, the 'Form Elements' panel is open, showing categories 'BASIC', 'PAYMENTS', and 'WIDGETS'. Under 'BASIC', there are options: Single Choice, Multiple Choice, Number, Image, File Upload, Time, Captcha, Spinner, and Submit. The main form area has a header '+ ADD YOUR LOGO'. Below it is a 'Form' title. The form contains a 'Date' field with a calendar icon, a 'Name' section with 'First Name' and 'Last Name' input fields, and a green 'Submit' button at the bottom. A URL bar at the bottom shows 'https://www.jotform.com/build/251041156785052/publish'.

# STEP-BY-STEP INSTRUCTIONS

14.) Now that we have completed the form, we can copy the link and share it to the participants.

To avoid any potential issues click on “Public Form”. On the next slide for more instructions

A screenshot of the Jotform web interface, specifically the 'PUBLISH' tab. The interface is divided into a left sidebar with various options like 'QUICK SHARE', 'AI AGENTS', 'EMBED', 'ASSIGN FORM', 'EMAIL', 'PREFILL', 'PDF', and 'PLATFORMS'. The main content area shows the 'DIRECT LINK OF YOUR FORM' and a 'SHARE WITH LINK' section. In this section, a green button labeled 'Public Form' is circled in red. Below it, a text box contains the form's URL: 'https://form.jotform.com/251041156785052'. To the right of the URL are two buttons: 'COPY LINK' (green) and 'OPEN IN NEW TAB' (blue). Below the URL section is an 'INVITE BY EMAIL' section with a text input field for email addresses. At the bottom of the main content area, there is a 'CREATE AI AGENTS' section with a blue 'Create Agent' button. The top of the interface shows the Jotform logo, 'Form Builder' dropdown, 'Form' title, 'Last edited at 8:58 AM', and user options like 'Add Collaborators', 'Help', and a profile picture. A 'Preview Form' toggle is also visible on the right. Two large black arrows originate from the 'Public Form' button and point towards the text instructions at the top of the slide.

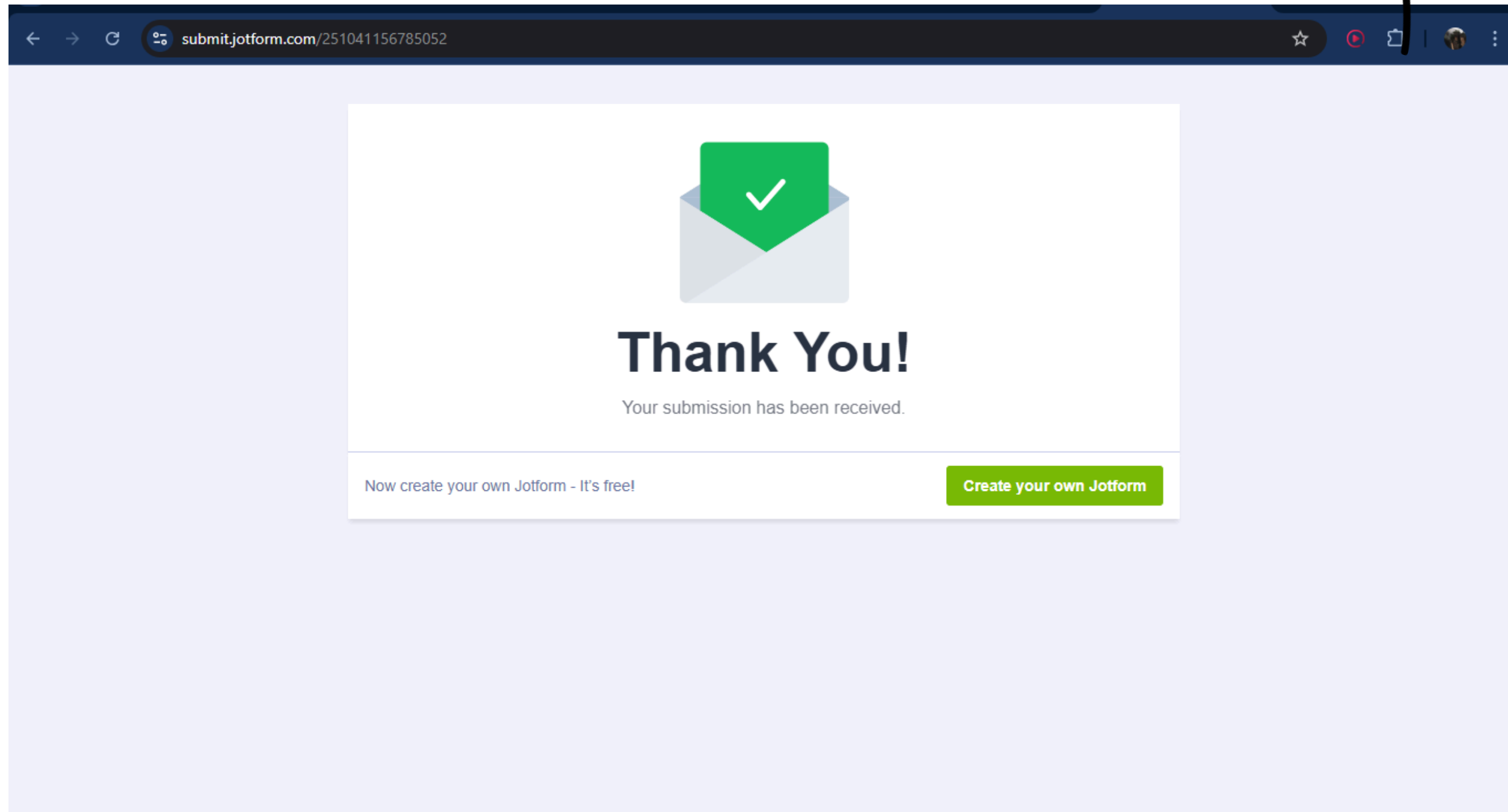
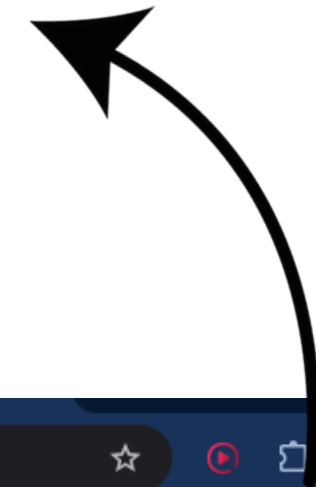
# STEP-BY-STEP INSTRUCTIONS

15.) To ensure the participants can fill the form make sure “Public Form” is selected. Under “Permissions” make sure to select “Submit & View Later”

A screenshot of the Jotform web interface showing the 'Settings' dialog box. The dialog box has a close button (X) in the top right corner. It is divided into two main sections: 'ACCESS SETTINGS' and 'PERMISSIONS'. In the 'ACCESS SETTINGS' section, there are three options: 'Private Form' (locked icon, 'Only available to invited people.'), 'Public Form' (unlocked icon, 'Available to anyone', highlighted with a green border and a green checkmark), and 'Company Access' (building icon, 'Only available to people in your organization'). In the 'PERMISSIONS' section, there are two radio button options: 'Submit Only' (selected, 'Invited people can view and submit the form only.') and 'Submit & View Later' (selected, 'Invited people can submit the form and view their submissions later.'). The background of the Jotform interface shows a sidebar with various options like 'QUICK SHARE', 'AI AGENTS', 'EMBED', 'ASSIGN FORM', 'EMAIL', 'PREFILL', 'PDF', and 'PLATFORMS'. The top of the interface shows the Jotform logo, 'Form Builder', and a 'Form' title. The browser address bar shows 'jotform.com/build/251041156785052/publish'. A black arrow points from the text in the top right towards the 'Public Form' option in the settings dialog.

# STEP-BY-STEP INSTRUCTIONS

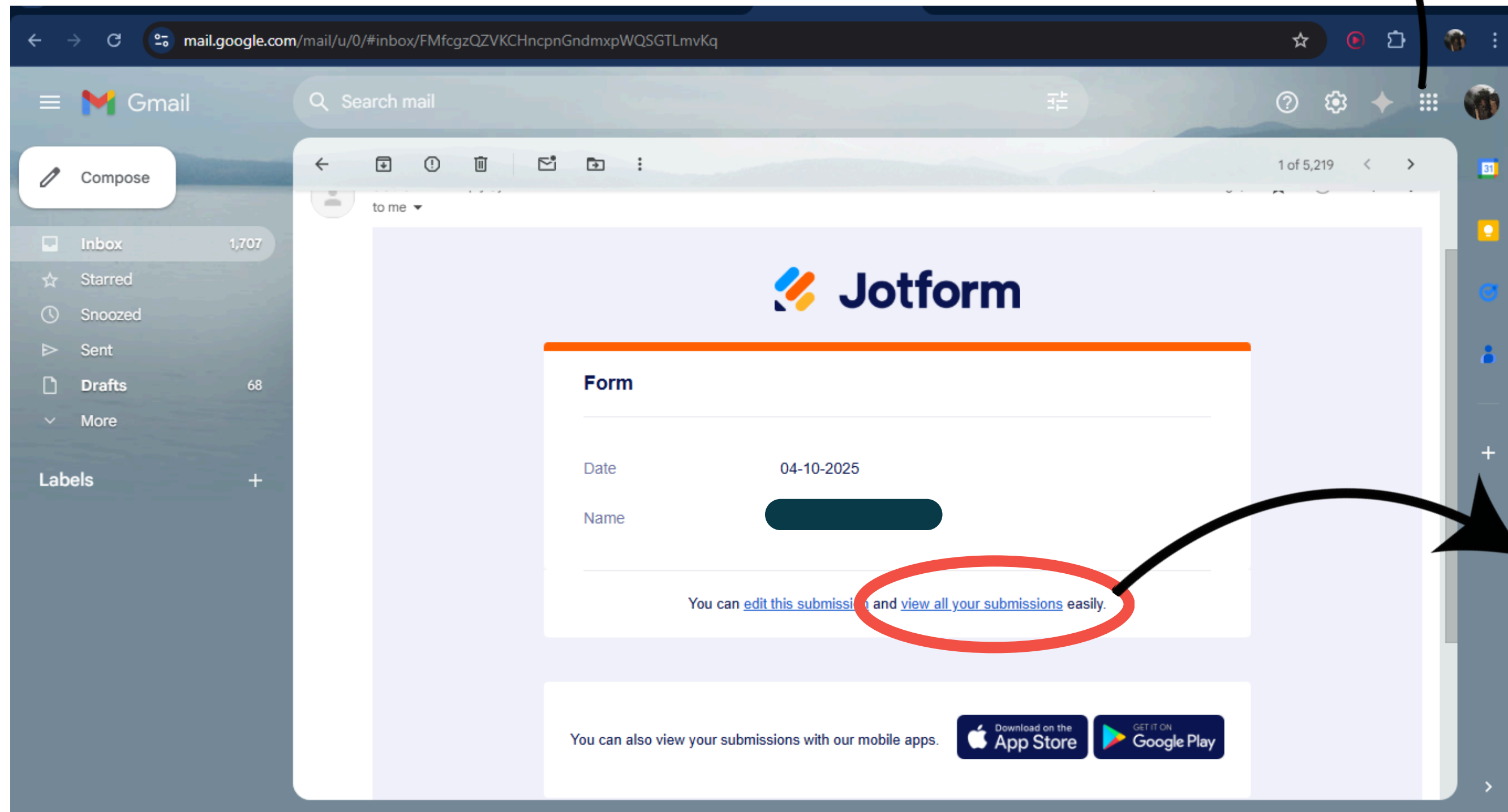
16.) After you have sent the link to the desired participant, they will receive a thank you message. At this point you will be notified of their submission via email



# STEP-BY-STEP INSTRUCTIONS

17.) This is the notification you should receive after the participant has completed the form.

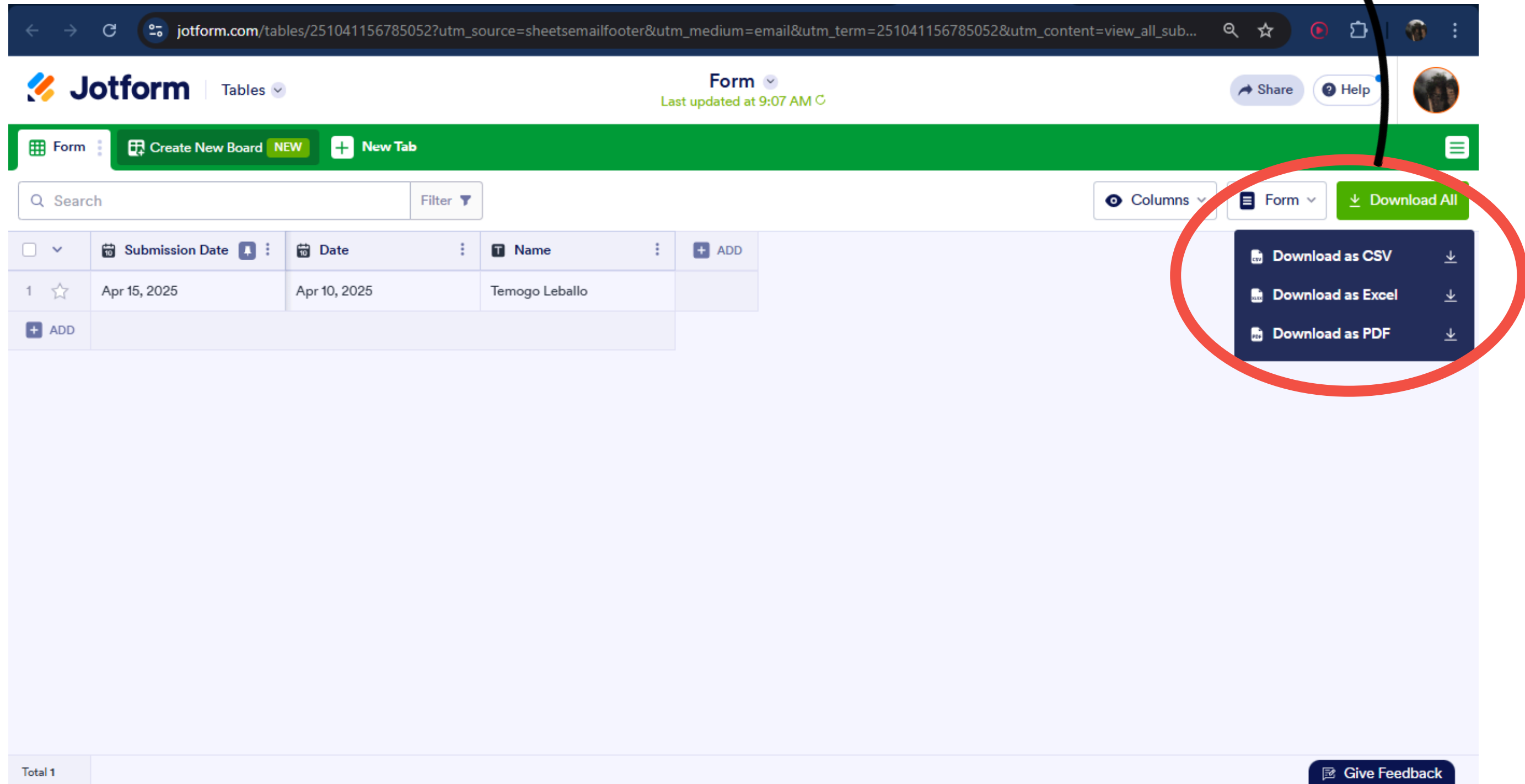
On the Notification click on “View all your submissions”



“View all your submissions”

# STEP-BY-STEP INSTRUCTIONS

18. ) This is the screen to view all your submissions. At this screen you can view the number of people who have submitted the forms but you can also export this data via Excel, PDF or CSV.



The screenshot displays the Jotform interface for viewing all submissions. The top navigation bar includes the Jotform logo, a 'Tables' dropdown, and a 'Form' dropdown with a timestamp 'Last updated at 9:07 AM'. Below this is a green bar with 'Form', 'Create New Board NEW', and 'New Tab' buttons. A search bar and a 'Filter' button are present. The main area shows a table with the following data:

	Submission Date	Date	Name	
1	Apr 15, 2025	Apr 10, 2025	Temogo Leballo	
+ ADD				

At the bottom left, it says 'Total 1'. At the bottom right, there is a 'Give Feedback' button. A red circle highlights the 'Download All' button and the export options: 'Download as CSV', 'Download as Excel', and 'Download as PDF'. A black arrow points from the text above to the 'Download All' button.





# CONCLUSION



Thank for taking part in this training guide. At this point you should be able to:

- ☒ Create a basic attendance form using Jotform with fields such as date, learner names, and class group.
- ☒ Customize and publish the form for use on multiple devices (laptops, tablets, or phones).
- ☒ Share the form link with relevant stakeholders (e.g., co-teachers or supervisors).
- ☒ Access and manage form submissions to monitor learner attendance.
- ☒ Download attendance data in spreadsheet format for reporting, archiving, or record keeping.
- ☒ Understand how to reuse or duplicate forms for future classes or different subjects.
- ☒ Recognize the benefits and possible alternatives to using Jotform for tracking attendance digitally





# THANK YOU

Presented By : Temogo Leballo

