

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.



STUDENT ATTENDENCE REPORT

Form description

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

First Name *

Short answer text

Last Name *

Short answer text

ERP ID- *

Short answer text

Phone Number *

Questions Responses 5 Settings

Section *

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M

Mention the attendance % of NALS subject *

Short answer text

Mention the attendance % of Digital Logic subject *

Short answer text

Mention the attendance % of PFC subject *

Short answer text

Mention the attendance % of Web development subject *

Short answer text

Mention the attendance % of CP subject *

Short answer text

Mention the attendance % of CDC subject *

Short answer text

Mention your overall attendance % of all subjects *

Short answer text

Post the screenshot of overall attendance % from Digiicampus *

 Add file

 View folder

Rating the Digiicampus App *

1

2

3

4

5



[Questions](#)[Responses **5**](#)[Settings](#)

5 responses

[Link to Sheets](#)[Summary](#)[Question](#)[Individual](#)

Who has responded?

Email

vicky.kumar@rungta.org

aman.kumar4@rungta.org

janmenjaylohra0@gmail.com

rahul.yadav@rungta.org

yashna.mahilang@rungta.org

First Name

5 responses

Janmenjay

Yashna

Don't

Vicky

Rahul

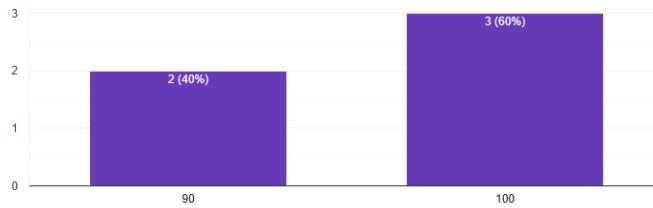
Mention the attendance % of Web development subject

5 responses

87
80
00
69.23
65

Mention the attendance % of CP subject

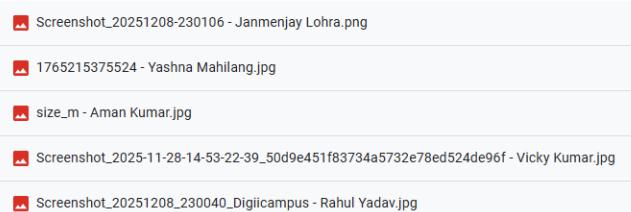
5 responses



Mention the attendance % of CDC subject

5 responses

98
70



Rating the Digiicampus App

5 responses

[Copy chart](#)

