

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 ATTENDANCE 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 *

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A

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B

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C

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D

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E

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F

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G

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H

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K

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L

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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





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

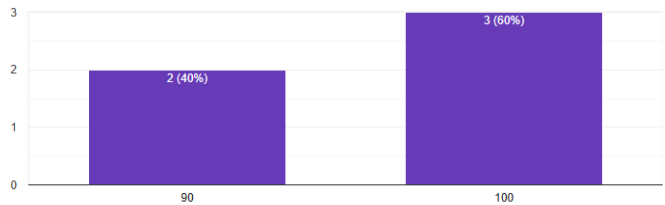
69.23

65

Mention the attendance % of CP subject

 Copy chart

5 responses




Mention the attendance % of CDC subject


5 responses

98

70

 Screenshot_20251208-230106 - Janmenjay Lohra.png

 1765215375524 - Yashna Mahilang.jpg

 size_m - Aman Kumar.jpg

 Screenshot_2025-11-28-14-53-22-39_50d9e451f83734a5732e78ed524de96f - Vicky Kumar.jpg

 Screenshot_20251208_230040_Diglicampus - Rahul Yadav.jpg

Rating the Diglicampus App

 Copy chart

5 responses

