

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

Only For 1st year students of CSE Branch

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

FULL NAME *

Short answer text

ERP ID *

Short answer text

CLASS *

Short answer text

SECTION *

Short answer text

E-MAIL I'D *

Short answer text

PHONE No. *

Short answer text

Mention your attendance for NALS class :

Short answer text

Mention your attendance for MATHS class :

Short answer text

Mention your attendance for WEB TECH class :

Short answer text

Mention your attendance for PFC class :

Short answer text

Mention your attendance for CDC class :

Short answer text


Mention your attendance for CP class :

Short answer text

Give your overall attendance here :

Short answer text

Upload Overall attendance image : *

 Add file

 [View folder](#)

Rate for Digiiicampus app : *



1



2



3



4



5



5 responses

[View in Sheets](#)Summary

Question

Individual

Who has responded?

Email

arjunmahato5588@gmail.com

janmenjay.lohra@rungta.org

aman.kumar4@rungta.org

amankumarkps2020@gmail.com

hellobox281@gmail.com

Waiting for 1 response

[Send email reminder](#)

anillumarray@gmail.com

FULL NAME

5 responses

eedbd

Janmenjay Lohra

aman kumar

ARJUN KUMAR

Aman Kmar

10269

10015

CLASS

5 responses

sa04

SA04

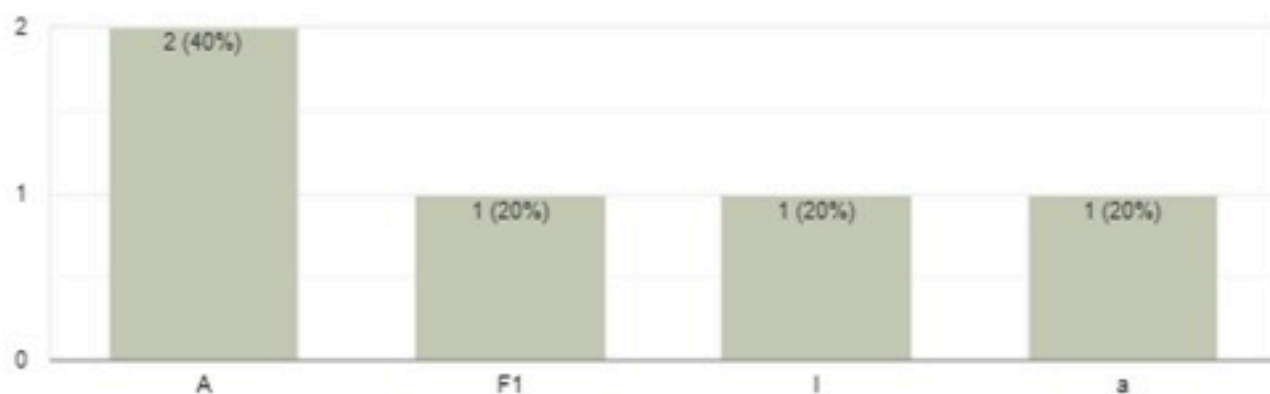
uwgd

TA01

ta01

SECTION

5 responses

 Copy chart

E-MAIL I'D

5 responses

sogsyaukb

janmenjay.lohra@rungta.org

amnsuwhdwi

ARJUN@GMAIL.COM

aman.kumar4@rungta.org

74.5%

68


98

85

Upload Overall attendance image :

 [View folder](#)

5 responses

 jjay - Hellobox.pdf PFC THEORY ASSIGNMENT – 3 - Janmenjay Lohra.pdf Fee Structure - Aman Kumar.pdf Blue White Illustrated Cybercrime Awareness Poster_20251116_210135_0000 - 09 Arjun Kr Mahato.pdf ack_REF_2025_00998 - Aman Kumar.pdf

Rate for Diglicampus app :

 [Copy chart](#)

5 responses

Average rating (1.80)

1



2



3



4



5

