

## **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 ID \***

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 Digiicampus 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

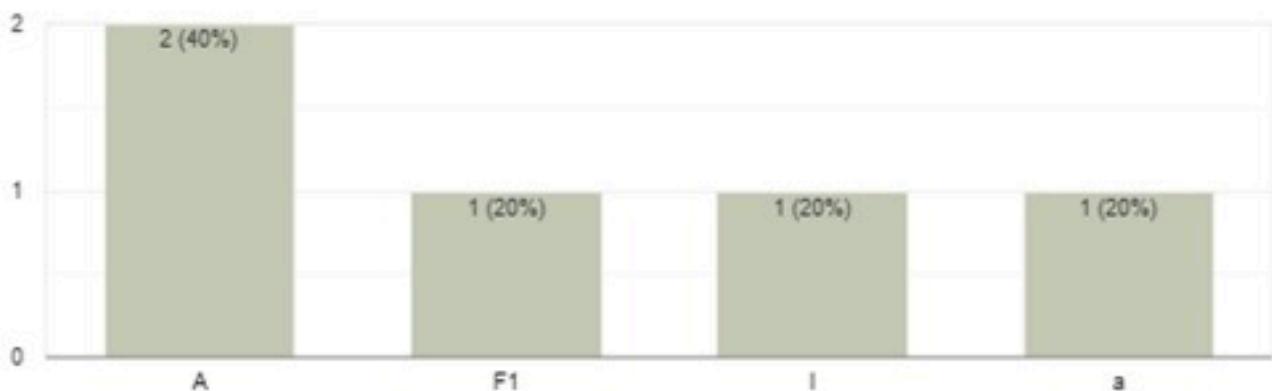
TA01

ta01

## SECTION

5 responses

Copy chart



## E-MAIL I'D

5 responses

sogsyuaukb

janmenjay.lohra@rungta.org

amnsuwhdwgi

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 Digicampus app :

Copy chart

5 responses

Average rating (1.80)

1

2

3

4

5

