

Practical 5: Create Google Form – Attendance Report

Aim 5. Design a complete Google Form survey and analyze responses.

a). Create a Google Form titled “Student Attendance Report”.

b). Include the following question types:

b.5 MCQs

a. 1 Rating scale (1–5)

b. 1 Short answer

c. 1 Checkbox question

c). Customize the theme (header image + color).

d). Share the form link with 5 friends and collect responses.

Generate charts from responses and take screenshots of the analysis page.

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.

The screenshot shows a Google Form titled "STUDENT ATTENDENCE REPORT". The form has a header image of a globe and binoculars on a map. It includes a "Form description" section and a "YOUR NAME *" question with a "Short answer text" input field. A sidebar on the right contains icons for adding questions, attachments, and other settings.

Untitled form star All changes saved in Drive

Questions Responses 5 Settings Total points: 10

STUDENT ATTENDENCE REPORT

Form description

YOUR NAME *

Short answer text

?

1. Human nails are primarily made up of which substance? *

- A) Elastin
- B) Collagen
- C) Albumin
- D) Keratin

2. The living skin at the base of the natural nail plate that covers the matrix area is known as the: *

- A) Hyponychium
- B) Nail bed
- C) Mantle
- D) Eponychium

3. In which part of the nail does cell mitosis (growth) occur? *

- A) Nail bed
- B) Cuticle
- C) Free edge
- D) Matrix

WHAT IS YOUR RATING FOR THIS PRACTICE *

1 2 3 4 5
☆ ☆ ☆ ☆ ☆

What are the 10 important life skills? *

Short answer text

WHICH EXTRA ACTIVITIES THAT YOU ATTEND IN THIS WEEK (TICK ALL THE APPLY)

 Checkboxes

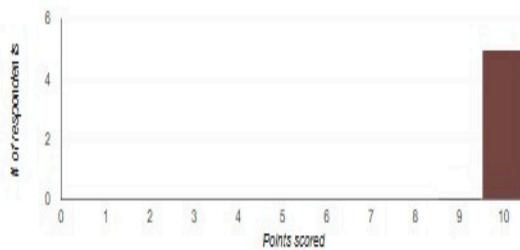
- MATHS CLUB X
- SCIENCE LAB X
- SPORTS X
- ARTS X
- Add option or add "Other"

 Answer key (0 points) Required

Insights

Average
10 / 10 pointsMedian
10 / 10 pointsRange
10 - 10 points

Total points distribution



YOUR NAME

5 responses

Vishnu ranjan

SURYA PRATAP SINGH

Aftab alam

Ankush naths sharma

Bikash Kumar

YOUR ERP NUMBER