

Practical 5: Create Google Form – Attendance Report

Aim 5. Design a complete Google Forms 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

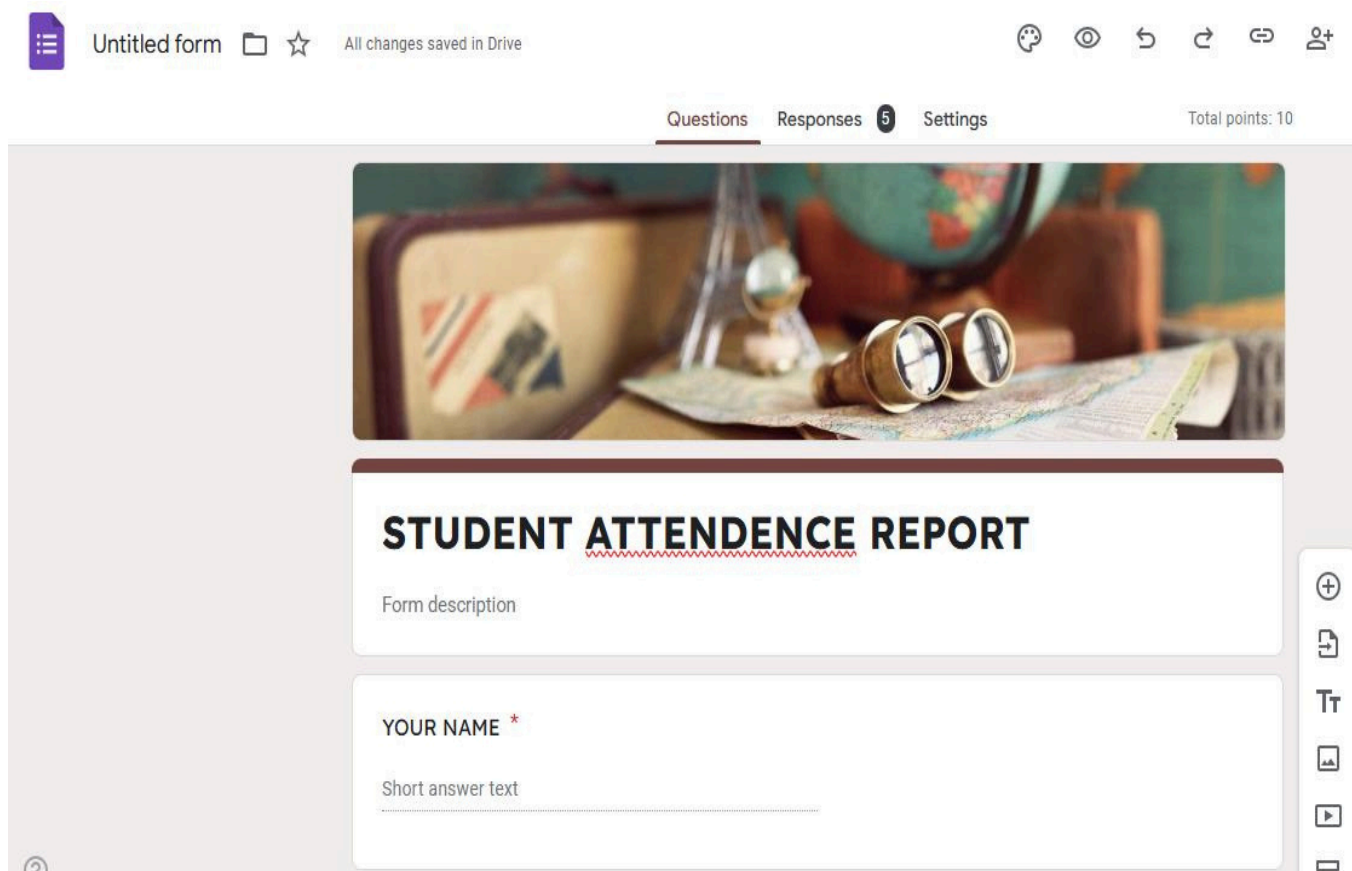
Go to the Responses tab to see automatic charts and graphs generated by Google Forms.

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 displays the Google Forms editor interface. At the top, there's a header bar with a purple menu icon, the text 'Untitled form', a folder icon, a star icon, and a status message 'All changes saved in Drive'. To the right of the header are icons for theme, preview, undo, redo, share, and user management. Below the header is a navigation bar with tabs for 'Questions', 'Responses' (which has a '5' badge), and 'Settings'. The 'Total points: 10' is also visible. The main content area features a header image of a desk with a globe, a small globe on a stand, and a pair of binoculars. Below the image is a title box with the text 'STUDENT ATTENDANCE REPORT' and a 'Form description' label. Underneath is a text input field labeled 'YOUR NAME *' with a red asterisk indicating it's required. The input field has a placeholder text 'Short answer text'. On the right side of the form, there is a vertical toolbar with icons for adding questions, duplicating, deleting, text formatting, image insertion, video insertion, and a full-screen icon.

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

Questions

Responses5

Settings

Total points: 10

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)

☐

MATHS CLUB

X

☐

SCIENCE LAB

X

☒

SPORTS

X

☐

ARTS

X

☐

Add option or [add "Other"](#)

Answer key

(0 points)

Required

