Practical 5

Aim

- **Design a complete Google Form survey and analyse 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.

---Output---

Student Attendance Report

-
- Please fill the details carefully
- All details are mandatory

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

ERP ID *

Short answer text

phone number *

Short answer text

How often do you attend classes? *

○ daily

○ 1-2 days a week

○ 4-5 days a week

○ rarely

your attendance in Nals in % *

○ below 50 %

○ between 50 to 70 %

○ between 70 to 90%

○ above 90 %

your attendance in PFC in % *

○ below 50 %

○ between 50 to 70 %

○ between 70 to 90%

your attendance in CDC *

○ below 50 %

○ between 50 to 70 %

○ between 70 to 90%

○ above 90%

your attendance in Webtech *

○ below 50 %

○ between 50 to 70 %

○ between 70 to 90%

○ above 90%

attach the image of overall attendance page *

⬆ Add file   ▲ View folder

○ between 50 to 70 %

○ between 70 to 90%

○ above 90%

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attach the image of overall attendance page   *

⬆ Add file   ▲ **View folder**

Rate your overall class engagement:

	1	2	3	4	5	
very low	○	○	○	○	○	very high

Select the reasons that motivate you to attend class   *

☐ good teacher

☐ attendance

☐ to gain knowledge

☐ Friends / Classroom environment

☐ interesting subject

☐ others

Untitled form (Responses) ☆ ☁
File Edit View Insert Format Data Tools Extensions Help

A1 | fx | Timestamp

	Timestamp	Email Address	Score	first name	last name	ERP ID	phone number	How often do you attend classes?	your attendance in Nals in %
2	12/8/2025 8:43:36	by8480433@gmail.com		Bittu	Kumar	11805	887548464848	daily	between 70 to 90%
3	12/12/2025 6:11:26	amitkumarmandal3203€		amit	kumar	11452	8745123458	daily	between 50 to 70 %
4	12/12/2025 6:12:22	adityas02637@gmail.co		Aditya	Singh	11119	9523648076	daily	above 90 %
5	12/12/2025 6:15:12	diljeetrana3037@gmail.t		shubham	kumar	9704	8754546848	daily	below 50 %
6	12/12/2025 6:21:06	gundeshwaryadav@gma		Ji	Kumar	11074	8377e92y2692	daily	between 50 to 70 %
7	12/12/2025 6:29:21	a28372725@gmail.com		Ayush	Kumar	97085	87541236	daily	above 90 %
8									