

## 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.