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.

~OUTPUT~

STUDENT ATTENDENCE REPORT

Questions Responses **5** Settings

STUDENT ATTENDENCE REPORT

Please make sure you will be form fill up because form is a mindatory

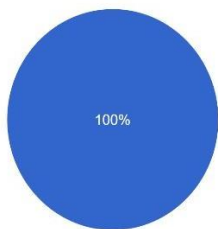This form is automatically collecting emails from all respondents. Change settings

ENTER YOUR FULL NAME

Short answer text

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

100% £ % .0_ .00 123 Defaul... — 10 + B I ⤫ A

D12 | fx

Form_Responses

	Timestamp	STUDENT FULL NAME	ERP ID	PROGRAM NAME	SEMESTER	SECTION	DATE OF ATTENDANCE	TOTAL NO OF CLASSES CONDUCTED	TOTAL NO OF CL
2	21/11/2025 12:45:42	Nayan Jain	RU-25-10874	B tech	1st sem	H	05/11/2025	6	
3	21/11/2025 13:11:58	Om Kumar	10927	Nals	1st sem	H	21/11/2025	3	
4	21/11/2025 13:14:34	Piyush Shrivastava	10970	NALS	1st sem	H	21/11/2025	3	
5	21/11/2025 18:28:01	Aniket Kumar	10191	Web tech	1st sem	D	21/11/2025	6	
6	12/12/2025 11:39:19	Om Kumar	Nhi bataunga	Khud jano	1st sem	I	07/12/2025	6	
7	12/12/2025 11:44:56	Onkar choudhary	10935	C	1st sem	H	12/12/2025	16	

Summarise this data

SEMESTER
6 responses

- 1st sem
- 2nd sem
- 3rd sem
- 4th sem
- 5th sem
- 6th sem
- 7th sem
- 8th sem

100%

SECTION
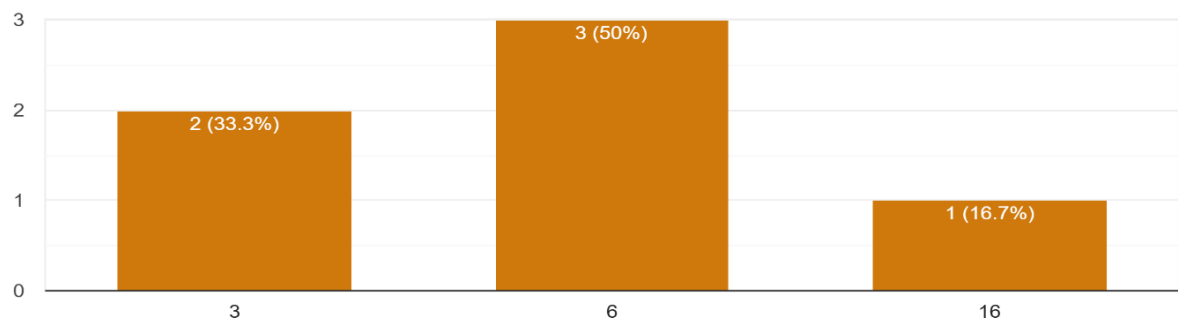6 responses

- A
- B
- C
- D
- E
- F
- G
- H

16.7%
66.7%
16.7%

1/2
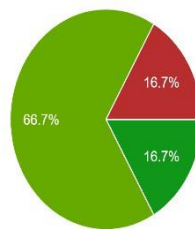
TOTAL NO OF CLASSES ATTENDED TODAY
6 responses

2 (33.3%)	2 (33.3%)	1 (16.7%)	1 (16.7%)
3	6	9	15
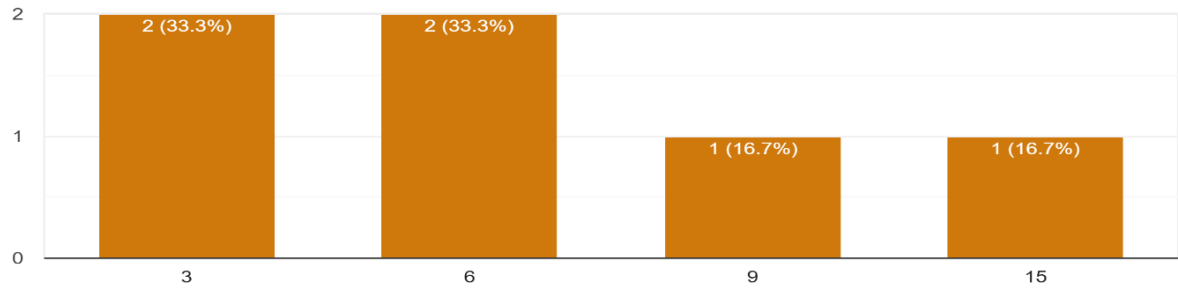
TOTAL NO OF CLASSES CONDUCTED
6 responses

2 (33.3%)	3 (50%)	1 (16.7%)
3	6	16

ATTENDANCE STATUS
6 responses

- LESS THAN 75%
- MORE THAN 75%
- LESS THAN 50%

66.7%
33.3%