

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:

The screenshot shows a Google Form titled "Student attendance report". The form has a header banner with a blue and green abstract background. Below the banner, the title "Student attendance report" is displayed in a purple header bar. The main content area contains three questions:

- Enter your name ***: A short answer text input field.
- Enter your phone no. ***: A short answer text input field.
- ERP Id ***: A short answer text input field.

At the top of the form, there are tabs for "Questions", "Responses" (with a count of 0), and "Settings". On the right side, there is a sidebar with various icons for managing the form, including a plus sign, a document icon, and a settings gear icon. The status bar at the bottom right indicates the form is "Published".



Untitled form



Published



Questions Responses 1 Settings

1 response

Link to Sheets

Summary

Question

Individual

Who has responded?

Email

ranjeet050k@gmail.com

Enter your name

1 response

Ranjeet kumar

Enter your phone no.

1 response

37738388

ERP Id

1 response

117520

Course name

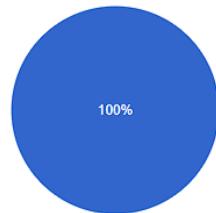
1 response

Btech cse

College year

Copy chart

1 response

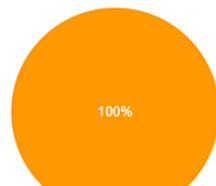


- 1st
- 2nd
- 3rd
- 4th

Section

Copy chart

1 response



- G
- H
- I
- J

