

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.



Student Attendance Report"

[CSE(AI&ML) student's attendance 2025]
You must full fill all section

This form is automatically collecting emails from all respondents. [Change settings](#)

1. Which term refers to a student being present for only half the day? *

- ☐ Half-day
- ☐ Option 2
- ☐ Absent
- ☐ Late

2. If a student has 18 presents out of 20 working days, attendance percentage is: *

- ☐ 60%
- ☐ 80%
- ☐ 90%
- ☐ 95%

3.A student is marked "A" in the attendance sheet. It means:

- ☐ Absent
- ☐ Arrived late
- ☐ Active
- ☐ Allowed

4.Which of the following helps identify irregular students? *

- ☐ Timetable
- ☐ Attendance report
- ☐ Class test
- ☐ Grade card

5. Which software is commonly used to prepare attendance reports? *

- ☐ MS Excel
- ☐ Photoshop
- ☐ VLC player
- ☐ Fortnite

6.What is the purpose of a student attendance report ? *

Short-answer text

.....

8."Kindly rate this student's attendance report :- *



what is computer? *

- ☒ monitor
- ☒ Electornic machine
- ☐ printer
- ☐ Option 4
- ☐ Other: _____



STUDENT ATTENDANCE REPORT									
File Edit View Insert Format Data Tools Extensions Help									
Menu 100% 123456789101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100									
A1 TimeStamp									
	A	B	C	D	E	F	G	H	I
1	Timestamp	Email address	1. Which term refers to a student being present?	2. If a student has 10 presents out of 20 work	3. A student is marked "X" in the attendance	4. Which of the following helps identify drugs?	5. Which software is commonly used to prep?	6. What is the purpose of a student attendance?	7. What does "Y" stand for in attendance?
2	06/12/2025 09:09:54	shyamkumar10101010	Option 2	90%	Absent	Attendance report	VLC player	Not a matter brooooo!! Just chill	Present
3	06/12/2025 09:10:22	shyamkumar10101010	Half-day	90%	Absent	Attendance report	MS Excel	To Collect Data Of Present And Absent Of no. of Present	5
4	06/12/2025 10:46:00	shyamkumar10101010	Half-day	80%	Arrived late	Attendance report	Photoshop	I don't know	Period
5	06/12/2025 10:55:47	shyamkumar10101010	Half-day	90%	Arrived late	Timetable	Photoshop	Obuss	Period
6	06/12/2025 10:56:52	shyamkumar10101010	Option 2	90%	Active	Class test	Fortnite	77	Particular Student

5 responses

[View in Sheets](#)

Summary

Question

Individual

Who has responded?

Email

shivamkumar707097@gmail.com

shivam.kumar.kunwar@runqta.org

shashikantverma967@gmail.com

shivam.raj@runqta.org

satyam73063@gmail.com

Untitled section

1. Which term refers to a student being present for only half the day?

[Copy chart](#)

5 responses

