

## **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.

Untitled form ☆

Questions Responses 0 Settings

Student Attendance Report

You must fill all of the following conditions:

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

First Name \*

Short-answer text

Last Name \*

Short-answer text

Chose Your Class \*

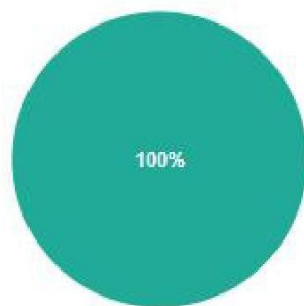
Short-answer text

Activate Windows  
Go to Settings to activate Windows.

## Choose Your Section

5 responses

 Copy chart



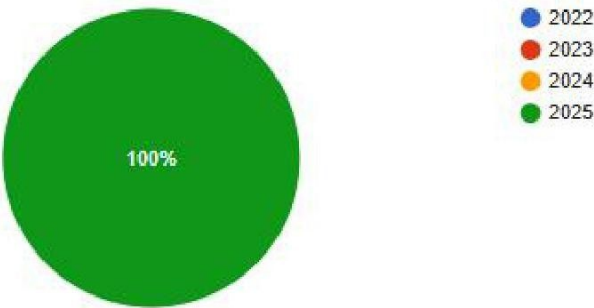
- Section A
- Section B
- Section C
- Section D
- Section E
- Section F
- Section G
- Section H

▲ 1/2 ▼

Select Your Year

5 responses

 Copy chart



Chose Your Class

5 responses

 Copy chart

