

## 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~

Questions Responses 11 Settings

11 responses

Summary Question Individual

YOUR NAME

11 responses

Student\_@r1

Daddy Diddy

Salman

Saishish padhi

Shaurya

Vaibhav Singh Rajpoot

Suhail

Luxmi Gupta

...

SECTION

11 responses

Copy chart

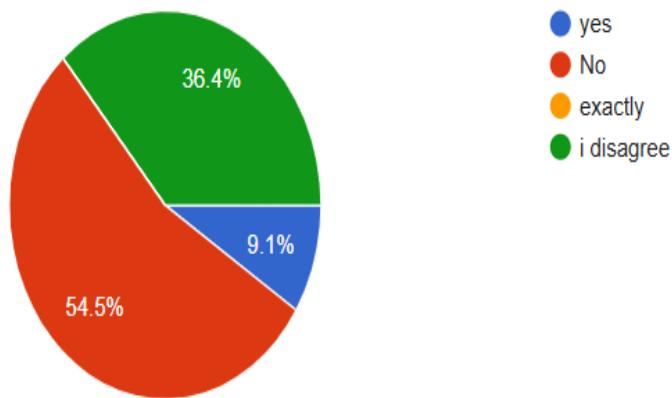
A horizontal bar chart titled "SECTION" showing responses across four categories: A, B, C, and D. The x-axis represents the count of responses from 0 to 10. Category A has 0 responses (0%). Category B has 10 responses (90.9%). Category C has 0 responses (0%). Category D has 1 response (9.1%).

SECTION	Responses	Percentage
A	0	(0%)
B	10	(90.9%)
C	0	(0%)
D	1	(9.1%)

1. Is Rungta University best for engineering in computer science?

 Copy chart

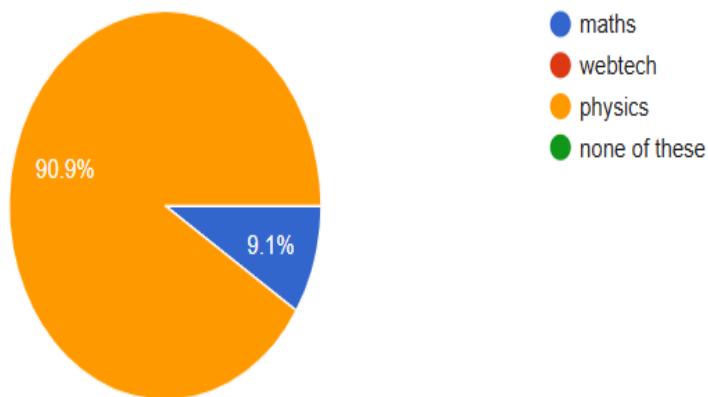
11 responses



2. whose subject is not in cse(ai\ml) branch?

 Copy chart

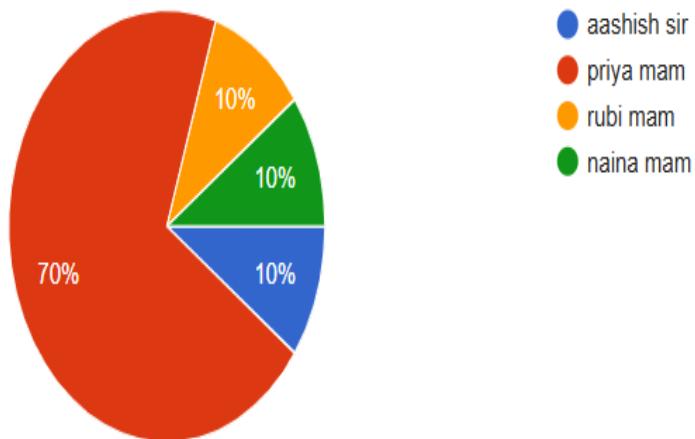
11 responses



3. your favourite teacher in your class

 Copy chart

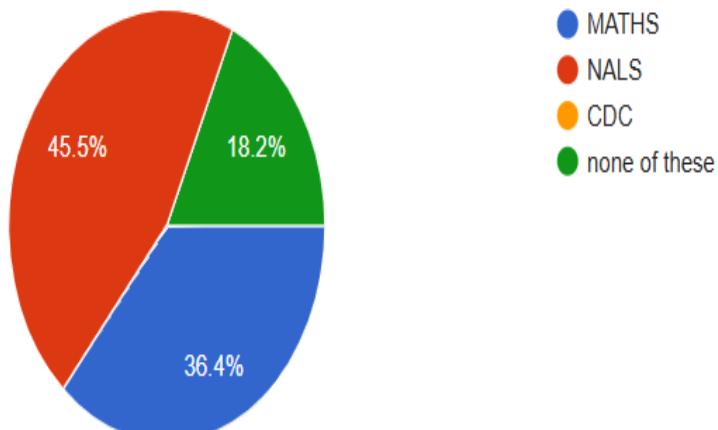
10 responses



4. which subject is very easy in your class

 Copy chart

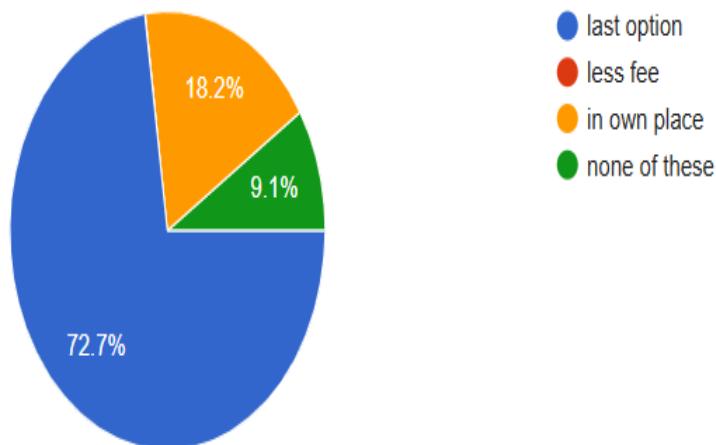
11 responses



5. why you choose rungta university?

 Copy chart

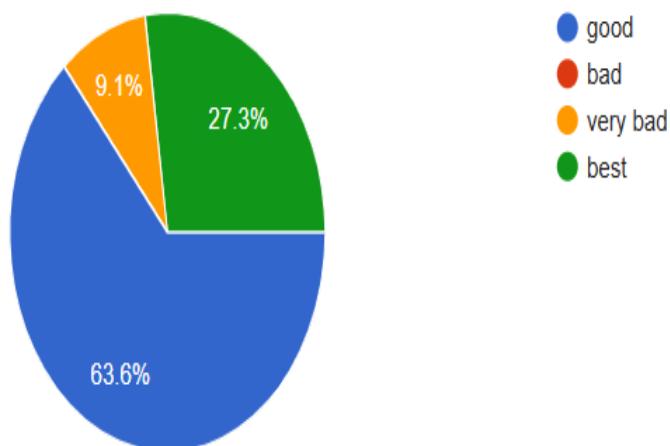
11 responses



6. In Rungta University senior behaviour is?

 Copy chart

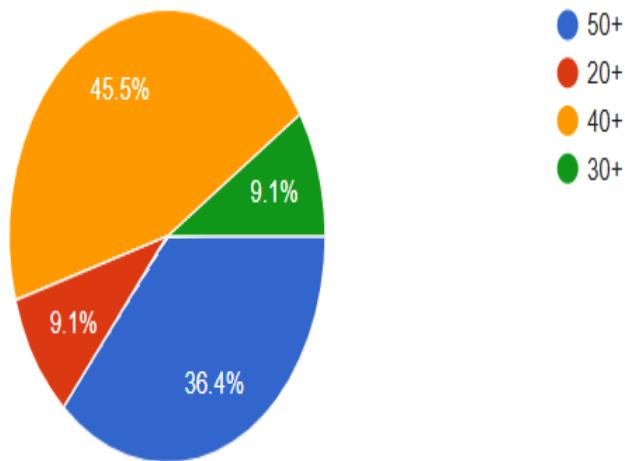
11 responses



7. how many student in your class?

 Copy chart

11 responses



8.whose student in your class speek english clearly

 Copy chart

11 responses

