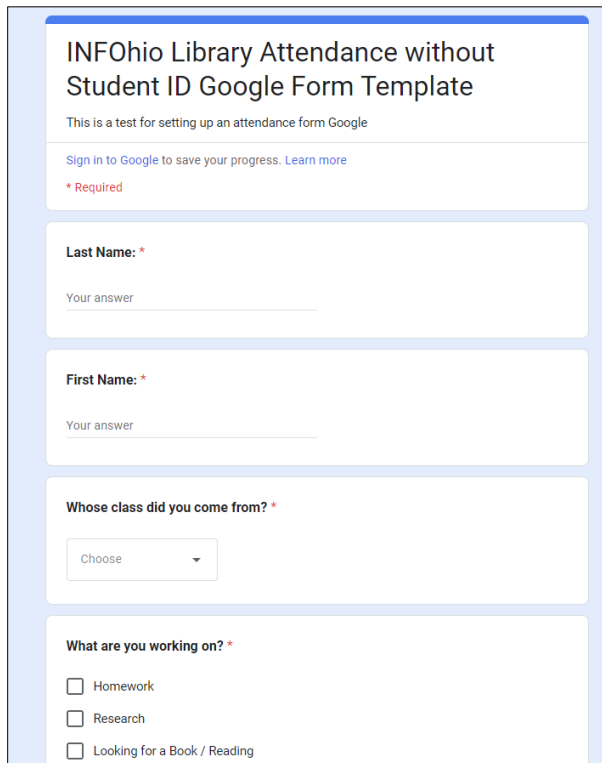


Track Library Attendance Using Google Forms without Student ID

These instructions explain how to create, customize, and utilize a Google Form to track student attendance in the library. Students will sign in/out using a customized form specific to your library. Attendance data is stored in a reverse order (*newest entries first*) shareable Google Sheet. **This option does not include using Student ID/Alt ID/User ID**

Overview

1. **Create** your own Google Form based on the [INFOhio Library Attendance without Student ID Form Template](#).



INFOhio Library Attendance without Student ID Google Form Template

This is a test for setting up an attendance form Google

[Sign in to Google](#) to save your progress. [Learn more](#)

* Required

Last Name: *

Your answer

First Name: *

Your answer

Whose class did you come from? *

Choose

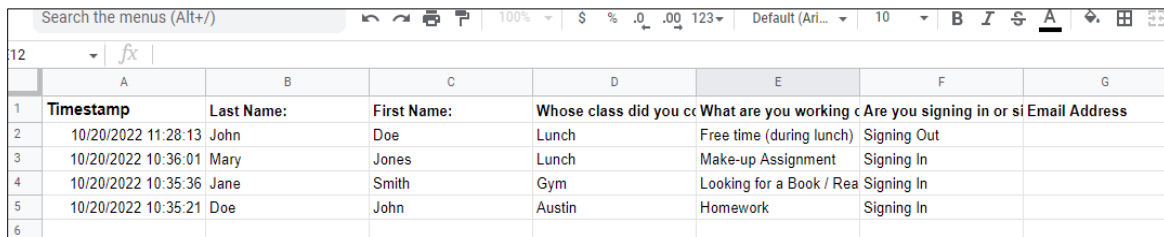
What are you working on? *

Homework

Research


Looking for a Book / Reading

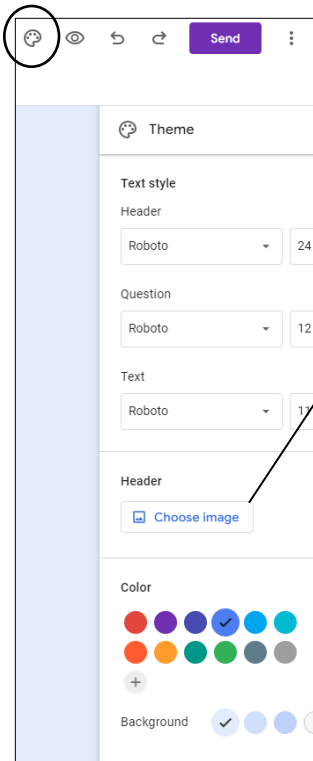
2. **Customize** form to meet your library's needs (*Add logo, header, library-specific questions*).
3. **Export** and customize [response spreadsheet](#) in Google Sheets.
4. **Track** daily attendance in a shareable spreadsheet.



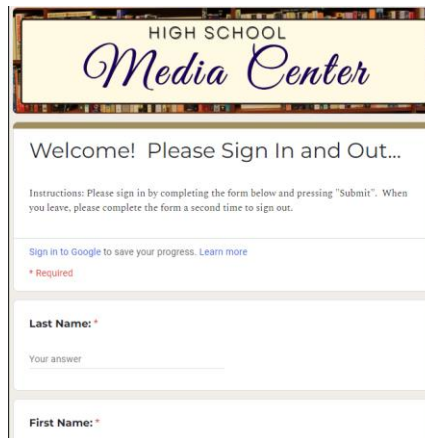
Timestamp	Last Name:	First Name:	Whose class did you come from?	What are you working on?	Are you signing in or signing out?	Email Address
10/20/2022 11:28:13	John	Doe	Lunch	Free time (during lunch)	Signing Out	
10/20/2022 10:36:01	Mary	Jones	Lunch	Make-up Assignment	Signing In	
10/20/2022 10:35:36	Jane	Smith	Gym	Looking for a Book / Reading	Signing In	
10/20/2022 10:35:21	Doe	John	Austin	Homework	Signing In	

Customize Form to Meet Your Library's Needs


1. **Open** Google Chrome and log in to your Google account.
2. **Navigate** to <https://docs.google.com/forms/>, and start a new Blank form.
3. **Modify** the title of the form and the questions/responses to suit your library's needs. Use the [INFOhio Library Attendance without Student ID Form Template](#) as your guide.
4. **Customize the theme** of your form by clicking the *Customize Theme* icon 

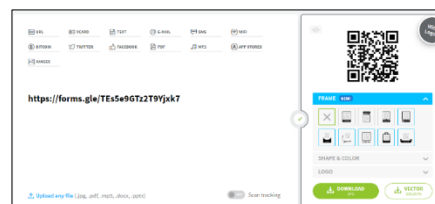


HINT: Add a header by selecting one of the provided header images or upload your own image, as shown below:



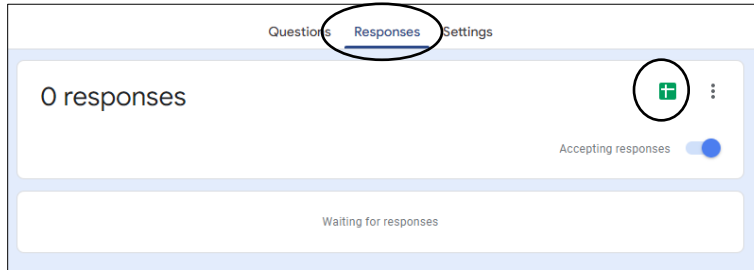
Note: Create a header image using a free account on [Canva.com](https://www.canva.com)

5. **Click** the Responses tab and set the form to “Accepting responses.”
6. **Preview** the form by selecting the *Preview* icon  to see how it looks to students.
7. **Click** Send at the top of the form to obtain the form link. Click the Send via “link” button to view the form link. Checkmark “Shorten URL”, if desired, then click Copy.
8. Optional: **Create** a QR code linked to the Google Form so students can use their device to check in to the library upon entering.
 - [QR Code Generator](#)
 - [QR Code Monkey](#)

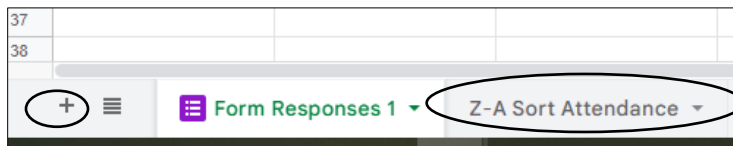


Export and Customize Responses in Google Sheets

1. **Click** the Responses tab at the top of the form and click the green icon, “Create Spreadsheet”, to view the responses in Google Sheets. (Note: The spreadsheet will open in a new tab.)



2. **Add** a new sheet at the bottom by clicking the plus sign and rename the new sheet to “Z-A Sort Attendance”, or something meaningful to you. (Note: Move the form to the left of “Form Responses 1” so you will default to that tab, first, when opening the spreadsheet.)




3. While on the new sheet, **click** cell A1 and type the following (or copy and paste from below):
`=QUERY('Form Responses 1'!A:Z, "select * order by A desc",1)`
4. The spreadsheet will AUTOSAVE and will be permanently linked to your form. Form results will populate both tabs, but the *Z-A Sort Attendance* tab displays the library attendance records **NEWEST ENTRIES FIRST**, thus eliminating the need to scroll to the bottom to see the current students in the library.

Timestamp	Last Name:	First Name:	Whose class did you cc	What are you working c	Are you signing in or si	Email Address
10/20/2022 11:28:13	John	Doe	Lunch	Free time (during lunch)	Signing Out	
10/20/2022 10:36:01	Mary	Jones	Lunch	Make-up Assignment	Signing In	
10/20/2022 10:35:36	Jane	Smith	Gym	Looking for a Book / Rea	Signing In	
10/20/2022 10:35:21	Doe	John	Austin	Homework	Signing In	

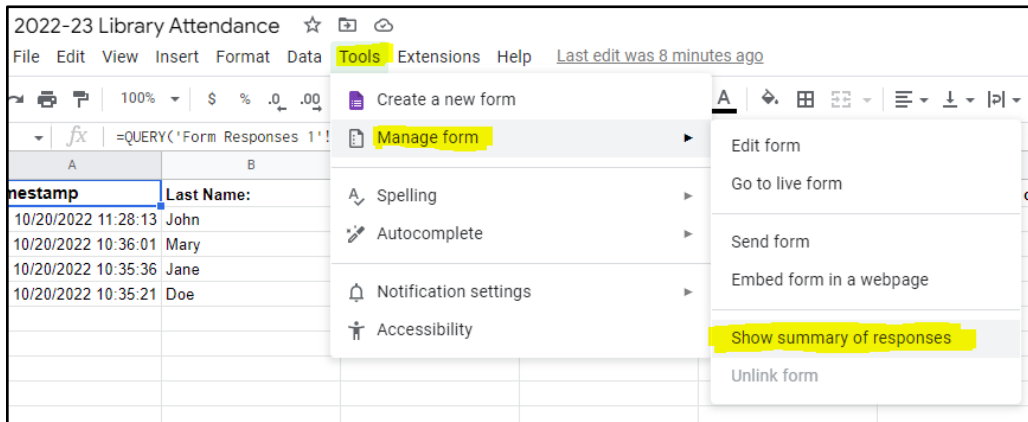
5. Format the spreadsheet as needed (eg Bold headers, resize columns, etc).
6. Begin using the attendance form and corresponding spreadsheet for tracking daily library attendance.

Track Daily Attendance in a Shareable Spreadsheet

1. **Share** the library attendance spreadsheet with other teachers/staff by clicking the Share button  at the top right and selecting *General access: Anyone with the link > Viewer*



2. **Generate** a summary of form responses by selecting *Tools > Manage form > Show summary of responses*.



3. **View** charts and graphs from response data.

