



Monitoring Student Attendance Using Google Forms and Google Data Studio by Seng Hui Zanne

Students' attendance rate is often linked to their academic performance. It is a common belief that students who have a higher attendance rate perform better in classroom assessments. When students have a poor attendance rate, it is assumed that they miss out information that is vital to their learning. The importance of attendance is stressed by UiTM with its attendance policy. The UiTM attendance policy indicates that students will be barred from sitting for the final exam if their attendance rate is lower than 80%. Hence, monitoring student attendance is an important practice for instructors.

Plenty of student attendance tracking tools are available online for instructors to manage student attendance easily during ODL. I use Google Forms and Data Studio to monitor my student attendance. I create an attendance sheet in Google Forms and distribute it with the class. Students just have to choose their name listed in the attendance sheet. When students fill in the attendance form, Google Forms will capture the time and date automatically. The students' responses can be exported to Google Sheets. The data generated from the attendance sheet records the students' name with the timestamp. After exporting the students' responses to Google Sheets, I monitor their attendance by using a template shared by Mr. Hafiz, a school teacher. With his template, the students' responses are transferred into a table and their attendance is shown for each class. Then, the data from Google Forms and Google Sheets are moved to Google Data Studio to generate informative and readable reports. These reports from Google Data Studio which show the attendance record for a particular day or a whole semester can be shared with students so they can monitor their attendance as well. With these reports, students are aware of their attendance rate.

Mr. Hafiz's template: https://www.youtube.com/watch?v=Wl_gg0hxbec&t=31s

Timestamp	NAMA	SUBJEK HARI INI	DATE	TIME
3/31/2021 11:01:14	NUR ALJATUL HUSNA BINTI MOHD ZAMRI		3/31/2021	11:01:14
3/31/2021 11:01:19	ZAFIRUL HAFIZ BIN ZAINAL HALIM		3/31/2021	11:01:19
3/31/2021 11:01:19	MURTIN NAZURA BINTI ZAMRI		3/31/2021	11:01:19
3/31/2021 11:01:27	MUHAMMAD ZEFFRY SUKAM BIN AHMAD SURANI		3/31/2021	11:01:27
3/31/2021 11:02:00	ASMA BINTI ZAIHAN		3/31/2021	11:02:00
3/31/2021 11:02:02	NIK AMERAH NIKOR BINTI MANSOROF		3/31/2021	11:02:02
3/31/2021 11:02:11	MURAHESHAH FARAHAN BINTI ZULKIFLI		3/31/2021	11:02:11
3/31/2021 11:02:12	SARAH BINTI ZAIHAN		3/31/2021	11:02:12
3/31/2021 11:02:38	AIDA KHALIESA BINTI MOHAMMAD KAMAL		3/31/2021	11:02:38
3/31/2021 11:02:42	SITI NUR AYES ALYESA BINTI MOHAMMAD DARIUS		3/31/2021	11:02:42
3/31/2021 11:02:42	MURULA NAZULI MASGURI BINTI NASARRUDIN		3/31/2021	11:02:42
3/31/2021 11:02:44	ZURICH BINTI ZAINAL ABDIN		3/31/2021	11:02:44
3/31/2021 11:02:45	SITI AMIRAH BINTI ZULKAFU		3/31/2021	11:02:45
3/31/2021 11:02:58	AZHAN AMSYAR BIN KAMARUDDIN		3/31/2021	11:02:58
3/31/2021 11:03:15	SYAZWAN BINTI ROSLAN		3/31/2021	11:03:15
3/31/2021 11:03:21	ILYA SYAKIRAH BT HAIR		3/31/2021	11:03:21
3/31/2021 11:04:04	AZHAN AMSYAR BIN KAMARUDDIN		3/31/2021	11:04:04
3/31/2021 11:05:03	MUHAMMAD SYAZWAN BIN AHMAD		3/31/2021	11:05:03
3/31/2021 11:05:51	AL-IMRAN BIN NOR AZHA		3/31/2021	11:05:51
3/31/2021 11:10:46	NUR ROSYAFIEGA BINTI MOHD ROSLAN		3/31/2021	11:10:46
3/31/2021 11:10:47	ARISHA IREENA BINTI AZMAL RAHIM		3/31/2021	11:10:47

Students' responses exported from Google Forms

NAMA PELAJAR	NO PELAJAR	3103	0704	1404	2104	0205	0905	1605	2305	0606	1306	2006	2706	0407	1107	1807
ALMAN BIN ABDIN	202112259	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
NUR ALJATUL HUSNA BINTI MOHD ZAMRI	202117893	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
NUR ROSYAFIEGA BINTI MOHD ROSLAN	202110275	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ILYA SYAKIRAH BT HAIR	2021110706	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
MURULA NAZULI MASGURI BINTI NASARRUDIN	202112966	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
SARAH BINTI ZAIHAN	2021172955	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
SYAZWAN BINTI ROSLAN	2021106561	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ZAFIRUL HAFIZ BIN ZAINAL HALIM	2021198467	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
AIDA KHALIESA BINTI MOHAMMAD KAMAL	2021041159	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
AL-IMRAN BIN NOR AZHA	2021123436	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Analysis of students' responses for each class

Attendance sheet created using Google Forms

NAMA	Timestamp
1. AHMED THAFIQU LEE BIN MOHAMMED	Apr 14, 2021, 1:54:44 PM
2. AIDA KHALIESA BINTI MOHAMMAD K...	Apr 14, 2021, 1:01:08 PM
3. AL-IMRAN BIN NOR AZHA	Apr 14, 2021, 1:01:53 PM
4. ALMAN BIN ABIDEN	Apr 14, 2021, 11:14:24 AM
5. ARISHA IREENA BINTI AZMAL RAHIM	Apr 14, 2021, 11:16:23 AM
6. ARISHA IREENA BINTI AZMAL RAHIM	Apr 14, 2021, 11:10:44 AM
7. ASMA BINTI ZAIHAN	Apr 14, 2021, 10:36:22 AM
8. AZHAN AMSYAR BIN KAMARUDDIN	Apr 14, 2021, 12:28:26 PM

Attendance record for a particular day shown in Google Data Studio

NAMA PELAJAR	NO PELAJAR	31/03	07/04	14/04	21/04	28/04
1. ALMAN BIN ABDIN	202112259	1	1	1	1	1
2. NUR ALJATUL HUSNA BINTI MOHD ZAMRI	202117893	1	1	1	1	1
3. NUR ROSYAFIEGA BINTI MOHD ROSLAN	202110275	1	1	1	1	1
4. ILYA SYAKIRAH BT HAIR	2021110706	1	1	1	1	1
5. MURULA NAZULI MASGURI BINTI NASARRUDIN	202112966	1	1	1	1	1
6. SARAH BINTI ZAIHAN	2021172955	1	1	1	1	1
7. SYAZWAN BINTI ROSLAN	2021106561	1	1	1	1	1
8. ZAFIRUL HAFIZ BIN ZAINAL HALIM	2021198467	1	1	1	1	1
9. AIDA KHALIESA BINTI MOHAMMAD KAMAL	2021041159	1	1	1	1	1
10. AL-IMRAN BIN NOR AZHA	2021123436	1	1	1	1	1

Overall attendance record in Google Data Studio

