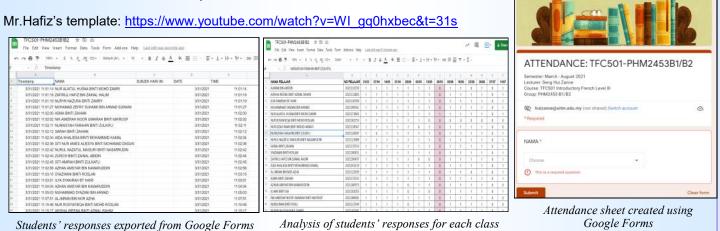


Monitoring Student Attendance Using Google Forms and Google Data Studio by Seng Hui Zanne

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.





Attendance record for a particular day shown in Google Data Studio



Overall attendance record in Google Data Studio

