

Track Daily Library Attendance Using Google Forms with Student ID

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These instructions explain how to create, customize, and utilize a Google Form to track student attendance in the library using Student IDs (Alt IDs) or library-created User IDs. Students will sign in/out using their ID with a customized form specific to the library. Attendance data is stored in reverse order (*newest entries first*) on a shareable Google Sheet.

Overview

1. Create a Google Form based on the [INFOhio Library Attendance with Student ID Form Template](#).

INFOhio Library Attendance with Student ID Google Form Template

This is a test for setting up an attendance form with Google.

@infohio.org (not shared) Switch account

* Required

Are you signing in or out? *

IN

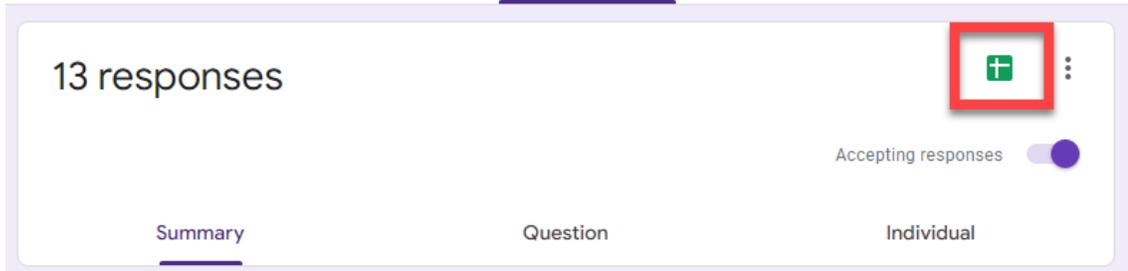
OUT

Scan or type your Student ID/library barcode. *

Your answer

Submit Clear form

2. Customize the form to your needs and specifications.
3. Export Responses to Google Sheets.



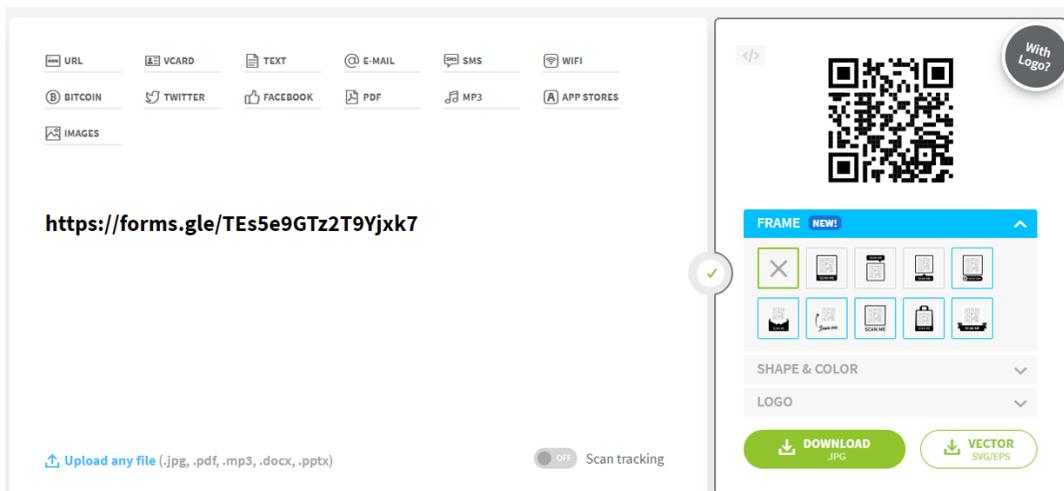
4. Customize the Response Spreadsheet to meet your needs.

	A	B	C	D	E
1	Timestamp	Are you signing in or out?	Scan or type your Student ID/library barcode.	Name	
2	9/20/2022 14:29:51	IN	2475	Test, Janah2	
3	9/20/2022 15:23:09	IN		MORAN, TYLER	
31				#N/A	
32				#N/A	
33				#N/A	
34				#N/A	

Current Attendance Responses Student List

5. Track Daily Attendance in a Shareable Google Sheet.

6. Create QR Code for Students to Scan for Library Attendance



Create a Google Form to Collect Attendance

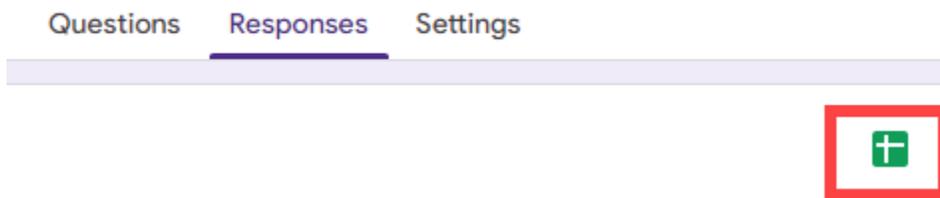
1. Open Google Chrome, navigate to <https://www.google.com/>, and click the Sign In button to log in to your Google Workspace account.
2. Locate your Google Apps and open Forms.
3. Click to start a new form.
4. Enter questions and customize as needed.
 - a. Questions can vary. What is most important for you to know and keep track of?
 - i. Signing in or out of the library?
 - ii. Where are you coming from/going to?
 - iii. Type your name/barcode/User ID/Student ID.
 - iv. And any other important information you might need.
5. Click on the Preview button to preview the form. Close the preview tab and make changes as needed.



6. Click Responses at the top of the page and make sure your form is set to accept responses.

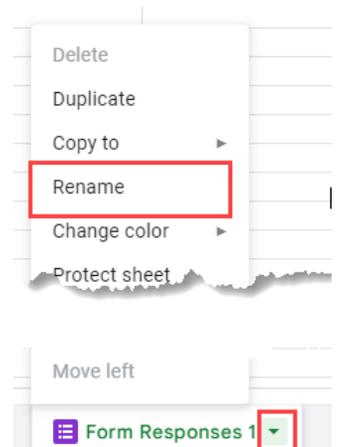
Accepting responses

7. Choose the Sheets icon to view the responses in Google Sheets. Choose to Create a new spreadsheet and rename it to something meaningful. Click Create.

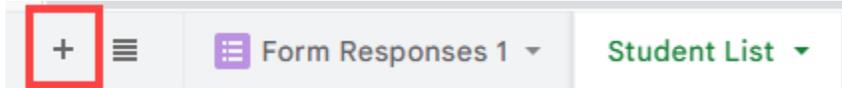


In Google Sheets:

8. The sheet will open to a tab called "Form Responses 1" but you can rename it to something more meaningful by selecting the drop-down arrow and choosing Rename. The title of this sheet will be used in formatting additional sheets.

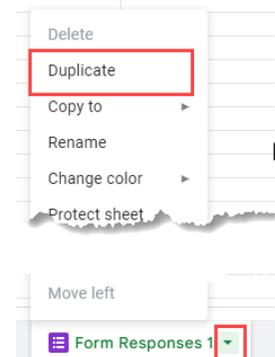


9. **Add** (don't duplicate) an additional sheet for your student data if you are including the Student ID/Alt ID/User ID. Click the plus sign (+) to add a new sheet. Rename this sheet Student Data/Student List/Names/Students/etc...something that will remind you that student information will be retained there.



10. Create a third sheet by duplicating the original Form Responses page. You can also add an additional sheet instead. This will be the sheet that is arranged by the most recent library attendance to the oldest.

- a. To copy the original form responses sheet, click the drop-down and choose Duplicate.
- b. You can rename the new sheet to something meaningful.



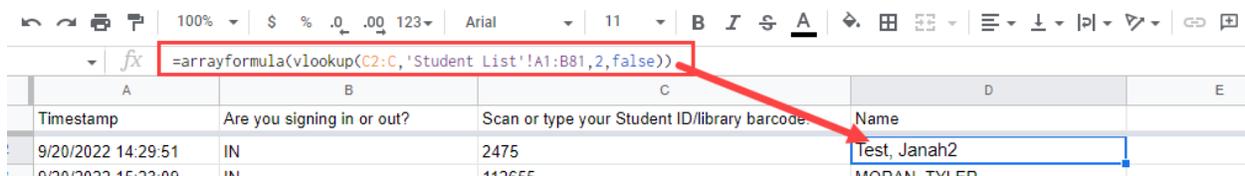
To Gather Student Information:

11. In Workflows, run a [List Users](#) report. (School office staff could also create a report using the student information software.) This report is most helpful if run as a [spreadsheet](#). Because student data can change frequently, scheduling this report to run automatically may help to provide you with updated information. Before running this report decide if students will be signing into the library with their Student ID/Alt ID or library User ID and include that requirement in the report's output options.
- a. When adding report criteria, the following are fields to include:
 - i. User Selection: Library, User Profiles, OR Grade(s)
 - ii. Output Options: Plain Text, Spreadsheet, Barcode (User ID), or Alt ID (Student ID), Name, and any other important information
12. From the resulting List Users Spreadsheet Report, copy and paste the User ID or Student ID/Alt ID and student names into the newly created Student List sheet. Add a Header in row one to keep things organized.
- a. As students come and go, remember that the Student List in your attendance sheet will need to be updated accordingly.

	A	B	C
1	Student ID/Alt ID	Name	
2	1234	Student, Test	
3	654654	SMITH, SANDRA	
4	545656	Jones, Sue	

13. Two formulas will need to be added to the Google Sheet.
- One will tell the sheet how to search for the name of the student using the provided User ID or Student ID/Alt ID.
 - The other will arrange the student names on the spreadsheet in order from the most recent library attendance to the oldest.

14. To associate the Student ID/Alt ID/User ID with a Student Name:
- The following formula will need to be added to the first cell under the Name heading in the Name column on the “Responses” page. This is the page that is automatically created when the spreadsheet is created. It would have originally been called “Form Responses 1”.
 - “Responses” in the formula string below will change depending on your sheet name customizations. If you didn’t change the name for the original sheet from its default name it would have been “Form Responses 1”.
 - The cell that the formula goes into in the Name column will change depending on the number of questions asked in the form.
 - “Student List” in the formula will refer to the page in the spreadsheet where the list of students was added. If you chose to use a different name, the formula will need to be changed accordingly.
 - This code is going to look vertically in the column that contains the Student ID numbers (in the example below, C at C2), look at the “Student List” for an exact match, and then list the name in column D. If column C does not reference IDs and column D is not Name, you will need to adjust your values.
 - A1:B1410 refers to columns A and B on the “Student List” page of your spreadsheet. Make sure this range encompasses all of the barcodes and names on that page of the spreadsheet.



Example from screenshot above:
`=arrayformula(vlookup(C2:C, Student List!A1:B1410, 2, false))`

Template example:

=arrayformula(vlookup(C2:C,INSERTSHEETNAMEHERE!A1:B1410,2,false))

- Remember to change C2:C and A1:B1410 as needed to match your information.

15. To arrange the sheet in reverse order so the most recent library attendance shows at the top of the page:

- Enter the following code in the Timestamp cell (A1) **on the created sheet from Step 9. This is the sheet you want to organize from the most recent to the oldest.**
- “Responses” in the query below will change depending on your sheet name. If you didn’t change the name for the original sheet from its default name it would have been “Form Responses 1”.

The screenshot shows a Google Sheet interface. At the top, there are icons for undo, redo, print, and copy, along with settings for zoom (100%), currency, decimal places, and font (Inconsolata). The formula bar shows the formula: `=query(Responses!A:Z, "select * order by A desc", 1)`. Below the formula bar, a table is visible with columns A, B, and C. The data in the table is as follows:

	A	B	C
1	Timestamp	Are you signing in or out?	Scan or type your Student ID/library ba
2	9/21/2022 13:48:34	IN	150190
3	9/21/2022 11:03:12	OUT	112655
4	9/21/2022 11:03:03	OUT	150190

My example:

=query('Responses'!A:Z, "select * order by A desc", 1)

Template example where you change the SHEETNAME to match yours:

=query('SHEETNAME'!A:Z, "select * order by A desc", 1)

16. Optional: Create a QR code linked to the Google Form so students can use their device to check in to the library upon entering.

- Click Share on the Google Form to copy the link.
- [QR Code Generator](#) or [QR Code Monkey](#)

17. Students can begin using the Attendance Form for library attendance.

18. Share the Attendance Sheet with other teachers and staff as needed.

- Click Share and change the General access to your preferred option.
- Copy and share the link.



General access

 Anyone with the link 
Anyone on the internet with the link can view

Viewer 

 Copy link

Done