

Tool 21 – Anonymous Question QR Poster

Hello Employee/Manager,

Anonymous Question Form:

https://docs.google.com/forms/d/1ZwbQg5klbq_jPqBFYp3VdGB4b2XOQMLXbymySFGvzZk/copy

How to Use This Form

This is your free online form for collecting anonymous questions from participants. Click the link above and make your own copy of the form in your Google account.

1	Open your copied form.	☒ Completed
	Make sure you are working in your own copy, not the original.	
2	Check that responses go to your account.	☒ Completed
	Open the responses tab in Google Forms. participant questions will go to the Google account you used to copy the form. You can also connect the form to a Google Sheet if you want all questions in one spreadsheet.	
3	Share the form with your participants.	☒ Completed
	Click send, then copy your new form link. You can share it by email, team chat, internal systems, or any platform your participants already use.	

4	Let participants know they can ask questions online.	■ Completed
	Participants can complete the form online, and their questions will be saved in your copied form.	
5	Use the optional anonymous code name field if needed.	■ Completed
	Some participants may not want to use their real name. The optional code name field lets them choose a code name so they can ask questions more comfortably while still giving you a way to identify their response if needed.	
6	Use a spreadsheet if helpful.	■ Completed
	If you connect the form to a Google Sheet, you can review all participant questions in one place. This helps you see patterns in what participants understand and where they may need more clarity or support.	
7	Use ChatGPT to review patterns if you want.	■ Completed
	You can paste spreadsheet data into ChatGPT to help summarize common questions, repeated confusion, or areas that may need better explanation or support.	

8	Create Your QR Code Poster.	■ Completed
	If you want s to access the anonymous question form by scanning a QR code, use the ClearMethodIQ QR Code Poster Generator. It provides instructions for creating your QR poster.	

QR Code Poster Generator

<https://clearmethodiq.com/qr-code-poster/>

Use the instructions on the QR Code Poster Generator page to create and display your poster.

- **Open the QR Code Poster Generator.**
- **Use the instructions on the page to create your QR poster.**
- **Create and display your poster.**

Thank you for using this tool to help participant slow down, think clearly, and communicate what they do or do not understand.