

Tool 21 – Anonymous Question QR Poster

Teacher Setup Worksheet

Hello valued teacher

This tool helps you collect anonymous questions from students so they can communicate what they do or do not understand more comfortably.

Anonymous Question Form for Students

<https://docs.google.com/forms/d/182twdmCelxsUbpZBh-T3IUgZzWda9HEPzYOnNIp9NIk/copy>

How to use this form

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

Before You Share It

- ☐ I made my own copy of the form in my Google account
- ☐ I am working in my own copy, not the original
- ☐ I know where student responses will be saved
- ☐ I am ready to share the form with my students

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- 1** **Open your copied form.**
Make sure you are working in your own copy, not the original.
- 2** **Check that responses go to your account.**
Open the Responses tab in Google Forms. Student 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 students.**
Click Send, then copy your new form link. You can share it by email, team chat, internal systems, or any platform your students already use.

Setup Check

- ☐ **My copied form is open**
- ☐ **The Responses tab is connected to my account**
- ☐ **I have my new form link ready to share**

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- 4** **Let students know they can ask questions online.**
Students 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.**
Some students 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.**
If you connect the form to a Google Sheet, you can review all student questions in one place. This helps you see patterns in what students understand and where they may need more clarity or support.
- 7** **Use ChatGPT to review patterns if you want.**
You can paste spreadsheet data into ChatGPT to help summarize common questions, repeated confusion, or areas that may need better explanation or support

Student Support Check

- ☐ **Students know they can ask questions online**
- ☐ **The optional code name field is available if needed**
- ☐ **I know where to review questions**
- ☐ **I can review patterns in questions if helpful**

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8**Create Your QR Code Poster.**

If you want students 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.

Final Setup Check

☐

My anonymous question form is ready

☐

My students know they can use it online

☐

I have created the QR Code Poster if I want students to scan it

☐

The poster is ready to display for students