

ISSInfo



Creating Surveys Using Flashlight Online

What is Flashlight Online?

Flashlight Online is a Web-based system that lets you design surveys. It also provides access to a database of already prepared survey items. Using Flashlight Online researchers are able to administer surveys and collect data using the Web.

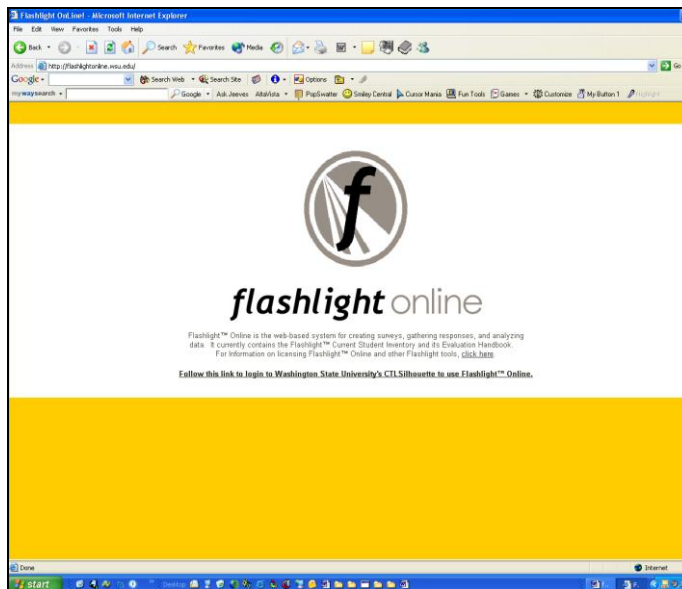
The system operates from servers at Washington State University. Flashlight Online is normally available only through an institutional site license and only to institutions with site licenses for Flashlight tools. California Lutheran University has a license.

How do I access Flashlight Online?

Flashlight Online is accessible at the following address:

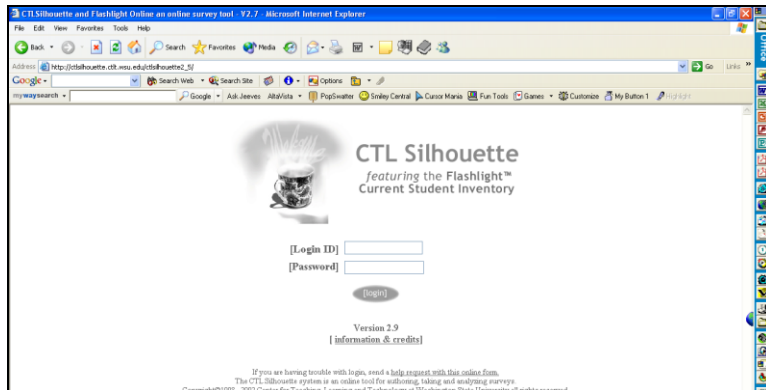
<http://flashlightonline.wsu.edu/>

When the splash page appears (see below), click the login link in the middle of the page to view the login screen.



How do I log in?

At the login screen, provide your login ID and password.



How do I create a survey?

Use the **new survey** button on the toolbar near the top of the screen to create a new survey:



On the next screen:

- Provide a survey title
- Choose access and validation options
- State the research question and click the submit button at the bottom

Click the **ok** button at the bottom of the page.

The following screen will appear:



Note the http address. This is the URL respondents will type into the browser address field to access the survey.

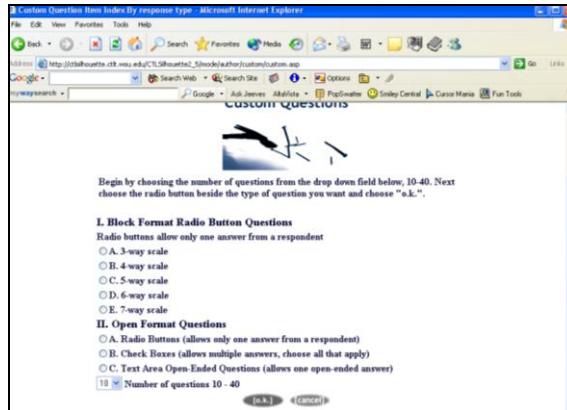
Be sure to provide instructions for respondents in the field provided.

How do I add items to my survey?

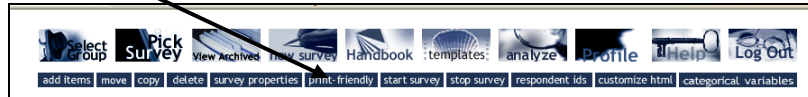
Click the **add items** button on the toolbar to start constructing the survey.



On the next screen select the *Custom Questions* link in the middle of the screen. On the Custom Questions screen, select a question format and continue creating the survey.

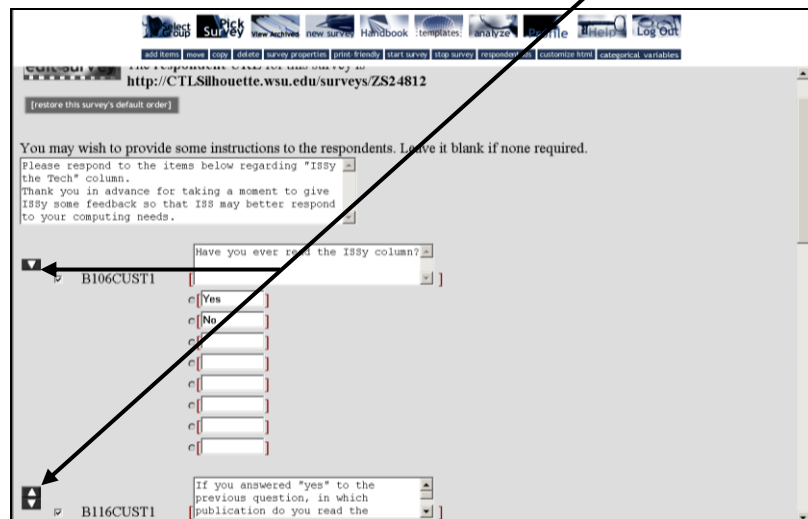


When questions have been added, check the survey format by clicking the **print friendly** button.



How do I change the order of the survey items?

Reorder the questions, if necessary, by using the reorder buttons to the left of each survey item.



How do I make the survey accessible?

After the survey has been formatted, click the **start survey** button at the top of the editing page.

Note: The survey can not be accessed by respondents until the survey has been started, and once the survey has been started, no additional modifications can be made.

To disable the survey so that no more responses will be accepted, click the **stop survey** button on the toolbar at the top of the screen.

How do I view the results of the survey?

To view the survey results, click the “analyze” button on the toolbar.

The survey results may be printed out or sent via e-mail. These options are available on the **File** menu in the browser.

Archive old surveys

Surveys can not be deleted once they have been started; however, they may be stored in the archives so they are not visible in the list of current surveys. To archive a survey, check the box to the left of the specific survey and then select the **Click to archive** button at the bottom of the page.

If you have questions or need assistance, please call the Help Desk at (805) 493-3698 or send an e-mail to helpdesk@callutheran.edu.