

Library Live II  
Online Survey Tools  
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## Flashlight

### Getting Started

Kent State subscribes to this tool for use by anyone in the KSU community.

You must first have a Flashlight account created for you. To request a Flashlight account, contact Julie Gedeon [jgedeon@kent.edu](mailto:jgedeon@kent.edu)

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

Enter your user ID and password, these will be provided by Julie.

It should first ask you to select the group you are logging in with...an example is "Libraries and Media Services"— select your group and Click OK

### Creating a survey

- Click on the “new survey” button at the top of the screen.
- Create a title and determine the access/validation you would like for your survey and create a brief description, then click “OK”
- You are now taken to the beginning edit page. There will be no items in your survey. You may add top level instructions in the box provided.

#### **To Add questions:**

- Look to the blue top bars and click on “add items”.
- Flashlight provides a large bank of validated questions that you may choose from in the areas of teaching and learning, educational technology and more. You can also customize you own questions.

- To select pre-made questions, select the Table of Contents to browse questions by topic. To add an item to your survey check the box next to the item(s) and then scroll down to the bottom of the page and click “submit”.
- To create your own questions, click on “add items” and then select “custom questions”.
- Select the type of question you want to build and click on OK (it will automatically take you to a form of 10 blank questions of the type you requested).
- Type in your new question(s)
- Be sure to CHECK the box(es) next to each item or it will not be added.
- Scroll down and click “submit”.
- To view the draft of your survey click on the “edit survey” button at the top of the page.
- Your new questions will appear at the END of your survey (always in order added.)
- If you need to REORDER your questions, go back to “Edit Survey” using the button at the top (if you aren’t already in the edit screen) and use the up and down arrow boxes that appear next to each question to move that question up or down...IT WILL MOVE IT ONLY ONE SLOT AT A TIME...yes, unfortunately, this is tedious
- The URL of your survey (once it is started) is listed toward the top of the edit page.

**To Remove questions:**

- Simply UNCHECK the box next to the question and scroll down and click OK.

<b>Start your Survey</b>
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When your survey is ready to be used, look to the blue bars at the top of the screen and click on “start survey”. Note, once a survey is begun, it CANNOT be altered in any way. You will be given the option to provide you own “thank you” page for your survey respondents to view. If you do not provide one, a generic thank you page will be provided by Flashlight.

<b>Stopping your Survey</b>
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When your study is done you may stop a survey using the blue “stop survey” button.

You CANNOT RESTART a stopped survey! You will have to make a copy of the stopped survey and “start” the duplicate if you decide you need to make a change to a started survey.

## Analyzing your Data

Once started, you may analyze/download your data at any time. Use the “analyze” button at the top of screen. A list of your surveys will appear. To just view your results, select the survey of interest and Flashlight will display the results on screen.

To download the data use the “**Follow this link to download data**” link. Select your operating system and desired data format. Flashlight recommends that if you are going to use Excel to work with your data, you should still download it using the CSV format, as this works with Excel and is a more reliable file format.

If you plan to use a program such as SPSS, you will need to follow the special link labeled: [To get the response codes for your survey, click here](#). This information can be then used to code your SPSS or other software. Your surveys and their data will be stored permanently in your Flashlight account (so long as KSU maintains its subscription.)

Questions about Flashlight? Contact Julie Gedeon at [jgedeon@kent.edu](mailto:jgedeon@kent.edu)