Building Surveys with flashlight online
flashlight online

• Is a web-based system for creating surveys.
• Does basic data analysis for you.
• Contains validated questions for use.
• Allows editing and custom questions.
• Is easy to use.
• Is available to all Auburn faculty.
Today

• Login.
• Introduce basic tools.
• Create a short survey.
  – Use flashlight question
  – Write custom question
• Start the survey
• Take a few surveys
• Look at the data
Figure 1: Flashlight Homepage

Flashlight™ Online is the web-based system for creating surveys, gathering responses, and analyzing data. It currently contains the Flashlight™ Current Student Inventory and its Evaluation Handbook.

For Information on licensing Flashlight™ Online and other Flashlight tools, click here.

Follow this link to login to Washington State University’s CTLSilhouette to use Flashlight™ Online.
CTL Silhouette

featuring the Flashlight™
Current Student Inventory

[Login ID] [Password]

[login]

NEW - HTML Customized Survey Design FAQ

Version 2.9
[ information & credits]
http://flashlightonline.wsu.edu/

Login with:
ID = userid
  e.g: backsni
PASSWORD = userid
  e.g: backsni
Click on a group name to choose your group for this login. Local, Agency and System Admin groups are for administrative functions.

If your account is not active, please contact the designated person for more information.

To Author a survey click the name of a "Member" group.

<table>
<thead>
<tr>
<th>Group</th>
<th>Group Name</th>
<th>Status</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>Testing and Training</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>
Figure 2: Level 1 Tools

Below you will see the list of surveys you created in this group. Please click on the survey title to work with that document. Choose New Survey from the menu bar above for a new document. At the bottom of the screen you see a button "Hide/Show group surveys". To see or hide other surveys by authors in this group, click that button.

**NEW Feature** - You can now archive surveys by choosing the checkbox next to the survey you want to archive, then choose the "click to archive" button at the bottom of this screen to send the survey to the archive. Archived surveys no longer appear in this list. If you want to undo an archived survey, press the "View Archived" button on the menu bar above.
Most of the Level 1 Tools

• **Select Group**: Open a different group (of which you are a member).
• **New Survey**: Create a survey. [NOT the same as “start”]
• **Analyze**: Get responses.
• **Templates**: Use another survey as a base.
• **Profile**: About you.
• **Help**: How to do it.
• Or select a current survey if there is one.
We will create a new survey

• Answer four questions.
• Decide to edit survey (ok takes you there)
  – or pick template (top of page)
• Add general instructions (you may want these on an intro web page instead)
Figure 3: New Survey Page

[Survey Properties Information]

Before you begin to author a new survey document, please enter the following descriptive information about the survey. **All the information shown is required; you cannot proceed without completing all fields.** When you have completed this form, click on "O.K." to save the information. You can also edit this information by returning to this page from the task bar at the top of the edit survey page at any time.

If you want to choose a template for this survey, then choose the "template" menu button from the top of the "edit survey" screen. The edit survey screen appears after you click the "o.k." at the bottom of this page.

Please fill out an optional form on the implementation factors for this survey. Your cooperation will help us establish survey norms. **Go to the survey norming questions page.**

Survey title - this title is seen by survey respondents

Who can access the survey questions?
- 1. Author only has read and write access
- 2. Author and Group - read and write access for both
- 3. Author - read and write access and Group read only access

Validation - this is validation of respondents.
- 1. no validation of respondents, anonymous
- 2. respondents validated by a respondent id, such as student id
- 3. both respondent id and a respondent password required

Survey creation date
6/15/2006

What do you hope to learn from this survey? What is your research question?
Figure 4: Level 2 Tools

Survey Key: ZS24912
Survey Title: Demonstration Title
The respondent URL for this survey is http://CTLSilhouette.wsu.edu/surveys/ZS24912

You may wish to provide some instructions to the respondents. Leave it blank if none required.

No Items in this survey
Level 2 Tools

- Add items (more questions)
- Move (survey to different group)
- Copy (duplicate survey)
- Delete (survey items)
- Survey Properties (title, access, etc)
- Print-friendly (for editing with pencil and use in meetings)
Level 2 Tools (cont’d)

- **Start survey** (turn it on; people can take survey—no more changes)
- **Stop survey** (turn it off; no more respondents)
- **Respondent ids** (identify who will take survey, if you set it to be such)
- **Customize HTML** (if you link to images, give full URL beginning with HTTP://)
- **Categorical variables** (identify the respondents by categories; up to 9 variables)
Figure 5: Question Page

Add items from the Flashlight or Custom itembanks

[Table of Contents - select items by category]
[ItemBank Index - select items by general topic]
[Educational Issues Subscales Index - select by subscale]
[Search for an item]
[Flashlight Author Guidelines - selection suggestions]

Custom Questions

[Custom Questions - select questions by response types]
You can create surveys with all custom questions or combination surveys with some custom questions and some Flashlight questions.

The Flashlight itembank and the evaluation handbook document contents are copyrighted as follows:
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Higher Education (AAHE) with the aid of funding from the Annenberg/CPB Project.
The custom question itembank is
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Figure 6: Question Bank TOC

[Table of Contents by Category]

This page indexes the items in the Current Student Inventory item bank by category outline. You may include a selection of these items in your CTLSilhouettes survey.

Begin by choosing a category from the outline below. You will see all the items for that topic with checkboxes next to each item. Check the ones you want to include on your survey. When you have finished your selections, choose "Save Selections" located by scrolling to the bottom of the page.

I. Educational Strategies
A. Teaching and Learning
   These questions address how prevalent, and student reactions to, various teaching and learning practices, whether or not technology is used.
B. Teaching, Learning and Technology
   These questions address how various teaching and learning practices are helped or hindered by the use of each of the following technologies.
   
a. Audio Conferencing
   - Use of multi-party live audio, usually by telephone lines but also through the Internet.
   b. Commercial software
   - From spreadsheets to research computer applications (not word processors).
   c. Courseware
   - Computer-aided instruction, computer tutorials.
   d. Electronic
Create the survey content
(available questions)

1. Add Items

2. Table of Contents
   - A = Active learning
   - C = Collaborative learning (and other forms of student-student interaction)
   - D = Using time productively
   - E = High expectations for all students regardless of learning style
   - F = Rich and rapid feedback
   - G = Engagement in learning
   - I = Faculty-student interaction
   - N = Cognitive and creative outcomes (including encouraging creativity)
   - 0 = Accessibility
   - P = Positive addiction to technology
   - S = Prerequisites for using technology (technical skill deficiencies)
   - T = Time on task
   - U = Respect for diversity
   - X = Application to "real world" problems/preparation for work

3. Check Question box

4. ok
Figure 7: Custom Options

Custom Questions

Begin by choosing the number of questions from the drop down field below, 10-40. Next choose the radio button beside the type of question you want and choose “OK”.

I. Block Format Radio Button Questions
Radio buttons allow only one answer from a respondent
- A. 3-way scale
- B. 4-way scale
- C. 5-way scale
- D. 6-way scale
- E. 7-way scale

II. Open Format Questions
- A. Radio Buttons (allows only one answer from a respondent)
- B. Check Boxes (allows multiple answers, choose all that apply)
- C. Text Area Open-Ended Questions (allows one open-ended answer)

Number of questions 10 - 40

[p-K]  [cancel]
Create the survey content
(custom questions)

1. Select type of question (one type at a time)
2. Select number of questions. Flashlight online will eliminate extras
3. Write question[s] **Remember to check box**
4. Submit
5. Other custom questions or edit survey

If you return too early, go back to same question type.
Figure 8: Editing the Survey
Editing the Survey

• To remove a question, uncheck box and click [ok].
• To change a question, type over the text and click [ok].
• To add another question, click add items.
• To reorder item, click on arrow heads at side and click [ok].
• Proof a print-friendly copy.
Figure 9: Starting the Survey

Before you start the survey for respondents you may need to have Permission Forms signed. Please check the policy on research permissions at your institution.

**Permission Form Sample**

You should have checked the questions, wording and layout using edit survey and/or print-friendly before you start the survey.

**Once you start a survey you cannot make any further changes to that survey.**

The respondent [URL](http://CTL.Silhouette.wsu.edu/surveys/ZS24915) for this survey is:

If you want to display your own customized [thank you page](http://CTL.Silhouette.wsu.edu/surveys/ZS24915) to respondents after they finish taking this survey, specify the location (URL) of the page in the box below. Please be sure to check that the URL functions correctly by entering sample responses in multiple browsers after you start the survey. If you want to use the standard thank you page, do not enter a URL in the box.

Would you like to start ZS24915 . Faculty WebCT Support dummy?
Start the Survey

- This makes it ALIVE!
- Click start survey.
- Be sure you have permissions for research.
- Copy URL to electronic document.
- Add special thank you page URL if you have one.
- [ok]
- If you make a significant error you can stop the survey, copy it and re-edit it.
Take your neighbors’ surveys

http://CTLSilhouette.wsu.edu/surveys/surveyid
Figure 10: Data Analysis

Demonstration-June 10 2004

This survey serves three purposes:

1. It demonstrates the types of questions that can be used in a Flashlight Online survey.
2. It allows people to take a demonstration survey.
3. It allows for the demonstration of analysis of results.

1. At the beginning of this course, rate your knowledge of how to use *this technology WebFocus reports* where 1 is 'no knowledge' and 5 is an 'expert user': (select only one)
   - [6] 1
   - [1] 2
   - [3] 3
   - [0] 4
   - [0] 5

2. Please rate the overall quality of *training materials* provided (such as video tapes, a procedures manual, etc.) on the use of this technology for this course: (select only one)
   - [2] Excellent
   - [2] Very Good
   - [3] Good
   - [3] No basis for judgment or no opinion

3. The time spent on training provided on the use of this technology for this course was: (select only one)
   - [1] more than enough
   - [0] not enough
   - [5] just right
   - [4] No basis for judgment or no opinion

4. What advice can you give us for improving the training provided for learning to use this technology?

[a]
[start early, work late]
[Distribute chocolate]
[No comment]
[NA]
[okay]
[meow]
[Start early, work late]
[more time]
[Make it better]
Basic Data Analysis

• Click **analyze**.

• Select your survey for counts and summaries.

• Or download for use with Excel or statistical programs
THANK YOU