

Flashlight is a Web-based survey system that can be used to create surveys, gather responses, and analyze results. As a Flashlight subscriber, ATCS can provide access to the application for Sac State faculty and staff upon request.

FEATURES

Completion Page

Participants can be directed to a customized page or site.

Delivery Options

Single URL: One URL posted on Web page or emailed out

Email URL: System sends participants URL via email; reminder email can be sent to "non-completed" participants.

Matrix Functionality

Survey/Question Wording: Information (metadata) belonging to a survey group can be "injected" into wording.

Question delivery: Use metadata to determine questions in a survey that get delivered to distinct groups of participants.

Paging

Questions can be distributed across multiple pages.

Question Types

Choice: Check Box List, Drop Down List, Radio Button List, Selection List, True / False

Non-Response: Text Block, Image

Rank-Order: Single Scale, Multiple Scale

Rating-Scale: Radio Button, Single Scale, Radio Button, Multiple Scale

Rubric: Simple Rubric, Advanced Rubric

Text Response: Single Line, Multiple Line

Sample survey containing above question types available at <http://tinyurl.com/r20lh9>.

Survey Collaboration

The concept of *folder* or *survey sharing* allows a survey author to share survey-authoring rights for surveys.

Future Releases

Skip patterns in questions (conditional questions), required responses, and question data confidentiality for multiple authors.

<http://www.csus.edu/atcs/quikref/site/>

02/25/10 QuikRef Site

SURVEY PROCESS

1. Request an account

Submit the request Form (<http://www.csus.edu/atcs/tools/flashlight/request-form.stm>)

2. Create Survey

- Set survey description, goals, dates
- Create questions, preview survey

3. Create Respondent Pools

A "Respondent Pool" is a respondent group used to collect responses for a subset of survey participants.

- Create pools manually, from a copy of another pool, or by importing an Excel spreadsheet.

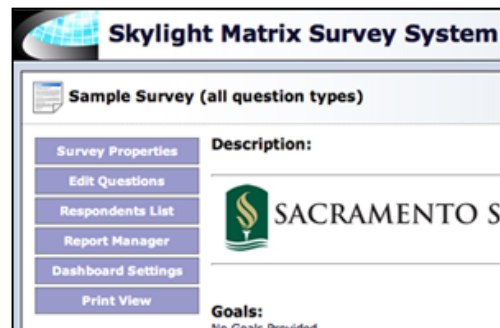
4. Deliver survey

- If a *single URL* is used, obtain the URL from the Respondent Pool.
- If an *email URL* is used, make sure that participant's email addresses have been added to the Respondent Pool(s), then use the Message option to deliver an email invitation to each participant, for each of your pools.

5. Collect Results

Reports for a survey can be accessed from a survey's Report Manager.

- Quick Report – Quickly view collected results.
- Excel Report – Download raw data to spreadsheet format.



RESOURCES

- Questions/Help: flashlight@csus.edu
- Flashlight at Sac State Web site (<http://www.csus.edu/atcs/tools/flashlight/>)
- Flashlight Online @ the TLT Group: <http://www.tltgroup.org>
- Flashlight Evaluation Handbook – from the TLT Group (<http://www.tltgroup.org/Flashlight/Handbook/TOC.htm>): How to design productive studies to improve education
- Asking the Right Questions - from the TLT Group (<http://www.tltgroup.org/Flashlight/ARQ/Index.htm>): Ask the right questions to improve teaching and learning in your courses.