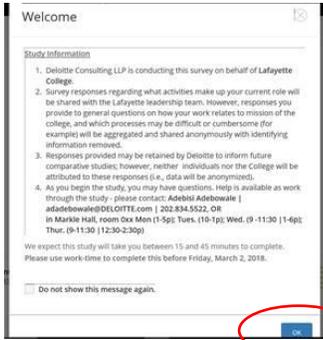# Lafayette College Activity Study "How To" Guide

Thanks for your participation in this study! We hope to make this as easy as possible—and know that you will have questions as you work thought it. Here are the basics of how to get started once you click on the link:

1 Read the welcome notice (it pops up automatically).

*Click **OK** to move on – you can access this message again by selecting "Help" later on*

2 When you exit welcome address, and click on "Activity Analysis" on the landing page.

Select "ACTIVITY ANALYSIS" in the upper left corner

3 You have three tabs to navigate through – we suggest you start with "Manage Employee Data."

Manage Employee Data	Complete Activity Analysis	General Questions

*TIP: You can move in and out of tabs, but **must complete all three** before you can submit your information*

4 Confirm your information is correct in the "Manage Employee Data" tab (first tab on the left).
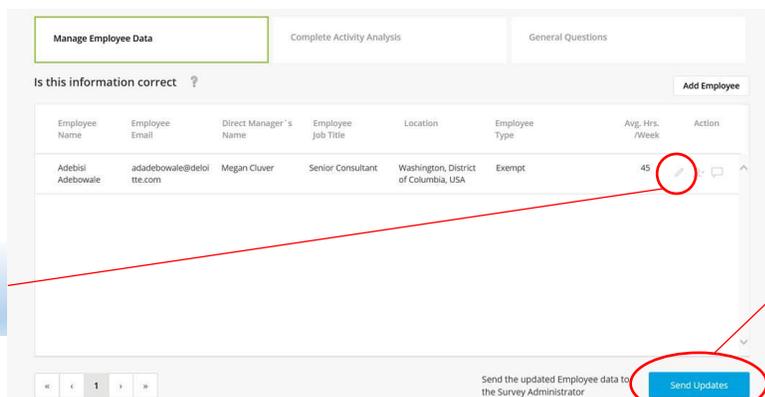
Click on the pencil icon to edit

You need to click "Send Updates" to move on – even if no edits are made

5 Click the Complete Activity Analysis tab at the top center of the page to allocate your work time and complete the activity study.


Tip – many of your activities will be found under your functional heading, but you may need to allocate some time to others.

Try and think about the average percentage of time an activity makes up over the course of a year – your first guess is usually correct. Ask for help any time you get stuck!

6 You will see a list of categories that pertain to your work.

Look for the activity categories that fit the work that you do – you will likely find one or two where most of your activities fit; but – use as many as you need, and also look for the "Other" option for any activities that are not captured in the set categories.
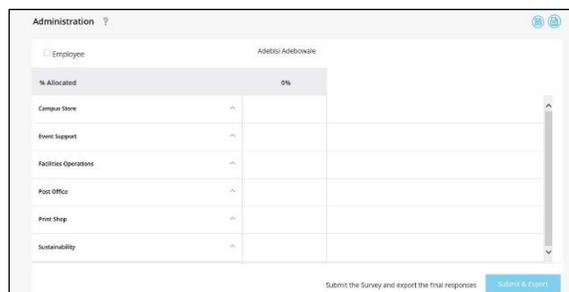
7 Expand the list (or lists) that you plan to use, and enter you time as a percentage --- you can revise your responses until you have allocated 100%.
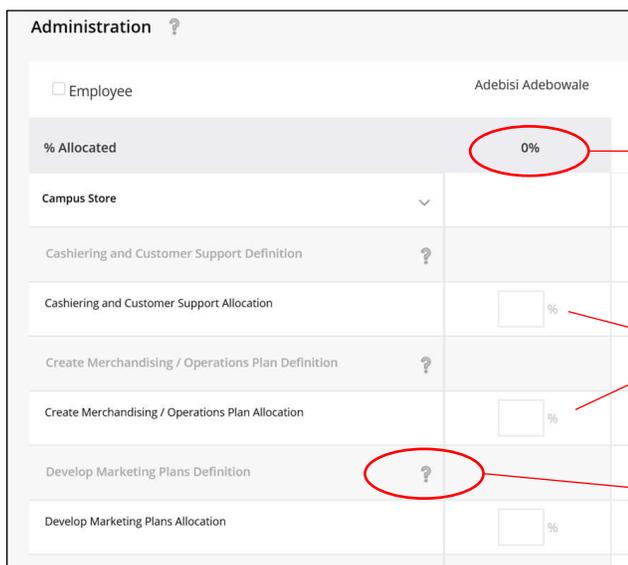
When you have fully allocated your time, this will equal 100%

Once you expand the category, you will see activities that you allocate a percentage of time to

You will also see a definition of what type of work is included in each activity by hovering you mouse over the question mark.

8 Almost done! Click the General Questions tab at the top right of the page to provide information about your observations and thoughts (these will be anonymized*).

9 Upon completing the General Questions, click back into the **Complete Activity Analysis tab**. Scroll to the bottom of the page and click **Submit & Export (blue button)** to submit your survey.

*Except data related to the "other" category.