

UniForum: helping Universities to improve their support services

QUICK GUIDE TO CODING ACTIVITIES



Q: How do I get started with coding activities?

A: The Survey Respondent Guide provides two workflow options on page 14

NAVIGATION WITHIN UFAST: TWO WORKFLOW OPTIONS

Option 1

Respondent Menu

Survey News
Time Allocations
Reporting Relationships
Manage List
Submit Survey

Complete each survey step sequentially

1. Code every person's time to Activities
2. Then, code number of direct reports and relative reporting level for every person
3. Submit your Survey

Option 2

Respondent Menu

Survey News
Time Allocations
Reporting Relationships
Manage List
Submit Survey

Complete time allocation then reporting relationship for each person

- Code a person's time to Activities
- Code number of direct reports for a person
- Code relative reporting level for a person
- Repeat for all remaining people
- Submit your Survey

Survey Respondent Steps(Survey Respondent Guide reference pages provided)

- ✓ Review the UniForum Staff Activity Survey Descriptions – please review entire document
- ✓ Rank the range of activities within your survey area from highest to lowest
- ✓ Apply the activity codes – if two or more people have similar roles and activity mixes, they can be selected and coded together
- ✓ Enter your estimate of the average percentage of time the person spent over the Survey Period (2012 calendar year) on each activity [UFAST Survey Respondents Guide \(Pages 15 – 22\)](#)
- ✓ Each time estimate must be between 10 and 100 and the total across all activities must equal 100
- ✓ Enter details of reporting relationships for each record [UFAST Survey Respondents Guide \(Pages 24 – 29\)](#)
- ✓ Click 'save' to continue coding other records activities
- ✓ The 'Manage List' screen allows you to review the records assigned to your Survey Area [UFAST Survey Respondents Guide \(Pages 31-35\)](#)
- ✓ You can 'Submit Survey' at any time to see what remains to be done
- ✓ 100% of records need to be finalised before final submission
- ✓ Once your records are complete, and you have had a chance to check your coding, you can submit your Survey. [UFAST Survey Respondents Guide \(Pages 36 – 38\)](#)
- ✓ Once you have submitted your Survey it will be available to the Primary Contact to check.
- ✓ If you require guidance for the application of activity codes please forward your query to uniforum-admin@newcastle.edu.au

Thank you for your support of this important initiative