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Millennium Cohort Study Sixth Sweep (MCS6)

Time Use Diary Documentation

Prepared for the Centre for Longitudinal Studies, UCL Institute of Education

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1 Introduction

This document describes the time-use diary instruments and placement protocols used in the sixth wave of the Millennium Cohort Study (known as Child of the New Century to cohort members), the Age 14 Survey. The diary element was developed over a one year period from around October 2013 and included two rounds of usability testing with young people and two field pilots. The instrument was fielded as part of the MCS6 data collection, from January 2015 to April 2016.

The sections which follow provide an overview of this element at MCS6, the placement protocols, and a detailed specification of each mode of the instrument with screen images. The appendices include the activity codes and additional documentation and instructions.

2 Overview of the time use diary

The time-use diaries were completed by cohort members for two 24 hour periods (one week day, and one weekend day, randomly chosen) in the period immediately after the interviewer visit (within 10 days). Cohort members were asked to provide a full record of what they did on the two days (activities), from 4am to 4am the next day, as well as where they were, who they were with, and how much they liked each activity (dimensions). Participants were also asked to wear an activity monitor during the two designated days. The cohort member could fill in the time diary via one of three modes:

- Online (for completion on a desktop, laptop, or netbook),
- Using an app (for completion on an Apple or Android smartphone or tablet),
- Or, on paper (for those unable or refusing to complete the diary online or via the app)

Not all cohort members were invited to complete the time diary due to limitations on the number activity monitors available for the accompanying task. All cohort members in Wales, Scotland and Northern Ireland were invited to complete the time-use diary, and a subsample of approximately 81% of cohort members were invited in England.

Interviewers were not able to offer direct assistance with completion of the diaries, but answered any questions the cohort members had during placement. Additional help was provided in the form of instructions, provided on the paper documents left with cohort members, and further instructions contained within the instruments (see appendix). Cohort members could also ask for help from the Ipsos MORI project team (via email, phone, or SMS).

To prompt completion of the diary the cohort member and their parent were sent reminder SMS messages the day before, and the morning of, each diary day, if they consented to this.

2.1 Accessing the instruments

Online

Cohort members were given a leaflet with a website address and their unique login details to access the online diary. They were advised to complete the diary on a desktop or laptop (not smartphone or tablet)

App

Cohort members were given a leaflet with instructions to download the app onto their smartphone or tablet, and their unique login details. The app only worked on devices running iOS (Apple iPhones or iPads) or one running the Android operating system (most other smartphone and tablet brands). It did not work on BlackBerry devices, or devices running the Windows operating system.

Paper

Each of the two days used a separate (identical) paper document. Cohort members returned the paper diaries via pre-paid post.

2.2 Overview of the structure of the instruments

All instruments used the same pre-coded list for activities and diary dimensions (see appendix). A total of 44 activity codes nested within 12 categories were offered.

Online

The online time diary used a grid layout, with the list of activities down the side, and time (in 10-minute intervals) running across the top. The cohort member clicked and dragged within the grid to fill in what they did (as well as where they were, who they were with, and how much they liked it) for each of the two days.

The instrument therefore allowed flexibility in the time order of entering activities and whether activities and diary dimensions were coterminous or overlapped (for example, a user may have begun a particular activity alone and later were joined by others).

The online instrument allowed a number of checks to be programmed to improve diary quality. Soft checks, which allowed the user to override the error message, and hard checks, which prevented entry, were both utilised.

The user could opt to fill the second day in before the first but could not access a day in advance of its date.

App

Unlike the online mode, the app did not use a grid layout. Rather, it used a 'questionnaire' format: for each of the two days, the cohort member filled in each activity they did one after the other, along with its end time. The start time of the next activity defaulted to 4am (if first activity) or the end time of the previous activity (it was therefore not possible to leave a gap between activities). For each activity, they also answered questions on where they were, who they were with, and how much they liked it (diary dimensions were hence always captured and coterminous with activities).

To replicate the ability to leave out diary dimensions in the online or paper diaries an additional option ‘don’t want to answer’ was included in all the diary dimension questions.

The app also allowed a series of soft and hard checks to be implemented.

The user could opt to fill the second day in before the first and could also complete the diary in advance of the date of the day (it was not possible to restrict this in the Ipsos Mobile app).

Paper

Like the online diary, the paper diary used a grid layout. The cohort member drew lines onto the grid to fill in what they did (as well as where they were, who they were with, and how much they liked it) for each of their two days. A separate paper diary was provided for each day.

Key differences between the modes are summarised in Table 1 below.

Table 1. Key differences between modes

	Online	App	Paper
Measurement approach	Diary/Time-grid	Question-based	Diary/Time-grid
Time Unit	10-minute slots	User-assigned starting/ending times (1 minute slots)	10-minute slot
Diary Dimensions	Overlap	Coterminous	Overlap
Soft and Hard Checks	Yes	Yes	No
Restrictions on timing of completion	Any order, not before the date of the day	Any order, no date restriction	No restriction

3 Placement protocols

Before interviewer visits an appointment leaflet was sent to cohort members, which explained that they would be asked to complete a time diary and could choose between an app and online version. They were also told that a paper version would be available if they were unable to use one of the other modes.

The diary activity was called the 'time-use record' in the field and on materials as pre-testing showed that young people felt the word 'diary' did not accurately reflect the amount of information or detail that they were asked to provide.

During interviewer visits diary placement could occur at any time following completion of the household enumeration interview. Written consent was first required from a parent/guardian, and verbal consent from the cohort member. The diary was usually placed together with the accelerometer, given that these tasks were 'linked' by sharing the same two selected days. It was recommended (but not mandatory) that placement was done with a parent present to listen to instructions so that if necessary they would be able to help the cohort member with completion of the diary.

A computer-assisted personal interviewing (CAPI) module was completed by the interviewer during placement. This led the placement through the following steps:

- 1.** Cohort member asked to select a mode (online or app), choice recorded in the CAPI module. Applicable information leaflet provided once mode selected (see appendix). If necessary, interviewer explained how the instruments worked, by referring to each leaflet. Paper mode offered only if electronic completion was not possible (no internet access or smartphone) or online/app completion refused.
- 2.** One week day and one weekend day following the visit selected randomly by CAPI module. Selected days (day of week, date) written on information leaflet and additional materials provided:
 - a.** Two time-use notebooks (if online or app mode, these were provided for the cohort member to note down their activities at times when real-time completion was not possible. Young people were not asked to return the notebooks, and completed notebooks were not accepted as a substitute for entries in the appropriate mode instrument)
 - b.** Two paper time-use diaries (if applicable)
- 3.** Login sticker(s) attached to the applicable materials:
 - a.** Applicable information leaflet (if online or app mode), or
 - b.** The paper time-use diaries (one on each diary)
- 4.** Script read out emphasising the key points about completion and submission/return of the diaries.
- 5.** Information leaflets and paper diaries, if applicable, placed in a return post envelope and provided to the cohort member.

In addition to the materials outlined above (information leaflets, notebooks, paper diaries, return packaging) a letter for teachers was provided which explained the purpose of the time diary and accelerometer activities.

Cohort members and parents were also asked permission to be sent text (SMS) reminders to complete the activities and their phone numbers taken if they agreed.

4 Instrument specifications

4.1 Online instrument

Overview

This section provides a detailed specification of the online diary. Screen images show each page of the instrument.

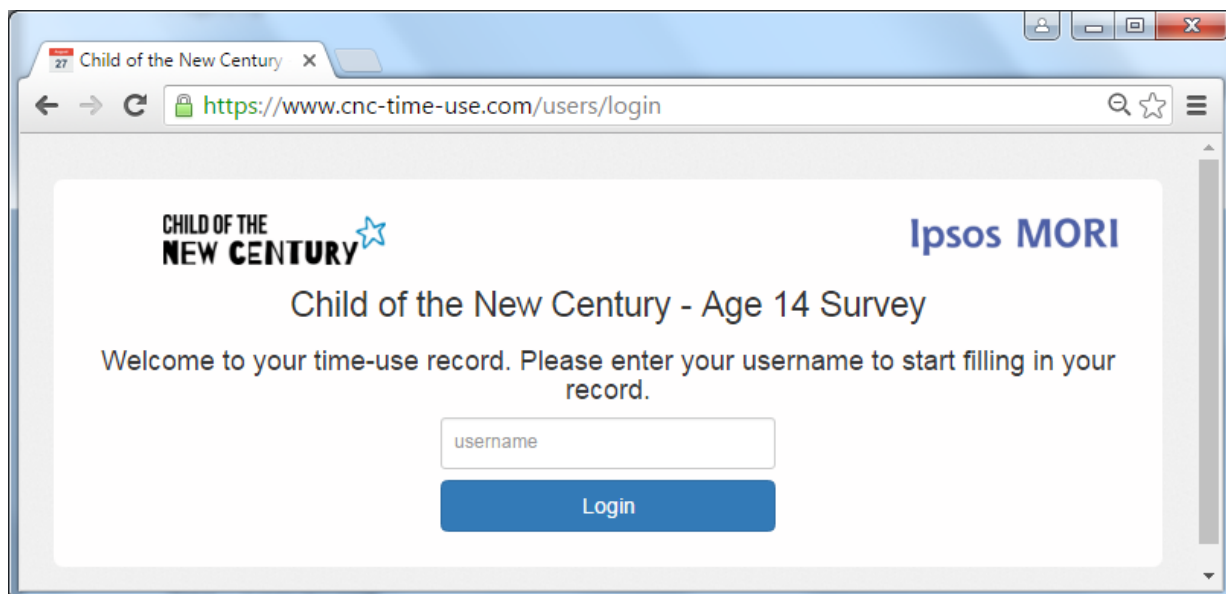
The online diary was programmed using HTML, CSS, JavaScript and PHP with an SQL database. It was programmed and tested for Windows and Apple and for the most popular browsers (Internet Explorer, Firefox, Chrome and Safari). It included plugins to “translate” modern functionalities used by the diary into older code that could be executed by old browser versions (e.g. older than Internet Explorer 9). However completion was preferable and advised on up-to-date browser versions; if the diary detected an older version the user was prompted to update their browser.

The diary was stored on two servers, one web server (for the user interface) and one database server (for the data collection). Both servers had an SSL certificate installed to provide a secure https connection to user browsers. The servers were hosted and maintained by Rackspace (which supplies hosting services to Ipsos MORI).

Specification

After entering the web address into a browser, users were presented with the following login page (Figure 4.1 below).

Figure 4.1: Online login page



The first time a user logged in they were presented with a page of instructions for filling in the diary (see appendix).

Users clicked on ‘go to time-use record’ to launch the main diary entry page, see Figure 4.2 below. This page included, across the top, tabs for each allocated day (with the specific dates displayed), and buttons to submit or save the diary and logout. The user was free to switch between days without submitting the first day (providing the day was not in the future).

Along the left hand side the activity categories were presented (under 'what were you doing'). To begin filling in activities the user would first click on '+' to expand the category. The diary dimensions (where they were, who they were with and how much they liked the activity) were presented lower down the page. Across the bottom there was a further submit button and options to bring up a help page or contact details. A time line was shown at the top and bottom of the page. Users could scroll both vertically and horizontally in order to see all of the activities, diary dimensions and time slots.

Figure 4.2: Diary entry page

Child of the New Century x

← → ↻ <https://www.cnc-time-use.com/diary/1> 🔍 ☆ ☰

Friday 16-Jan Saturday 17-Jan Submit Save & Log out

Activities	Early morning				Morning		
	4am	5am	6am	7am	8am	9am	10am
- What were you doing?	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50
+ Sleep and personal care							
+ School, homework, and education							
+ Paid or unpaid work							
+ Chores, housework, and looking after people or animals							
+ Eating and drinking							
+ Physical exercise and sports							
+ Travelling (including walking to school)							
+ Social time and family time							
+ Internet, TV, and digital media							
+ Volunteering and religious activities							
+ Hobbies and other free time activities							
+ Any other activity							
+ Where were you?							
+ Who were you with?							
+ How much did you like it?							
	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50
	4am	5am	6am	7am	8am	9am	10am

Submit

[Help](#) [Contact Us](#)

The user entered activities by clicking and dragging the mouse across the time slots it covered, as shown in Figure 4.3 below. A digital clock appeared to help the user start and end their activities at the correct time.

Figure 4.3: Filling in an activity (digital clock shown)

The screenshot shows a web browser window with the URL <https://www.cnc-time-use.com/diary/1>. The page displays a diary for Friday 16-Jan and Saturday 17-Jan. A 'Submit' button is visible in the top right. The main content area is titled 'Early morning' and is divided into columns for 4am, 5am, 6am, 7am, 8am, and 9am. Each column has sub-columns for 10, 20, 30, 40, and 50 minutes. On the left, there is a list of activities with expandable sections: 'What were you doing?', 'Sleep and personal care' (including 'Sleeping and resting (including sick in bed)' and 'Personal care (including taking a shower/bath, grooming, getting dressed etc.)'), 'School, homework, and education', and 'Paid or unpaid work'. A blue bar representing an activity is shown starting at 7:00 and extending to 7:10. A digital clock icon shows the time 7:10.

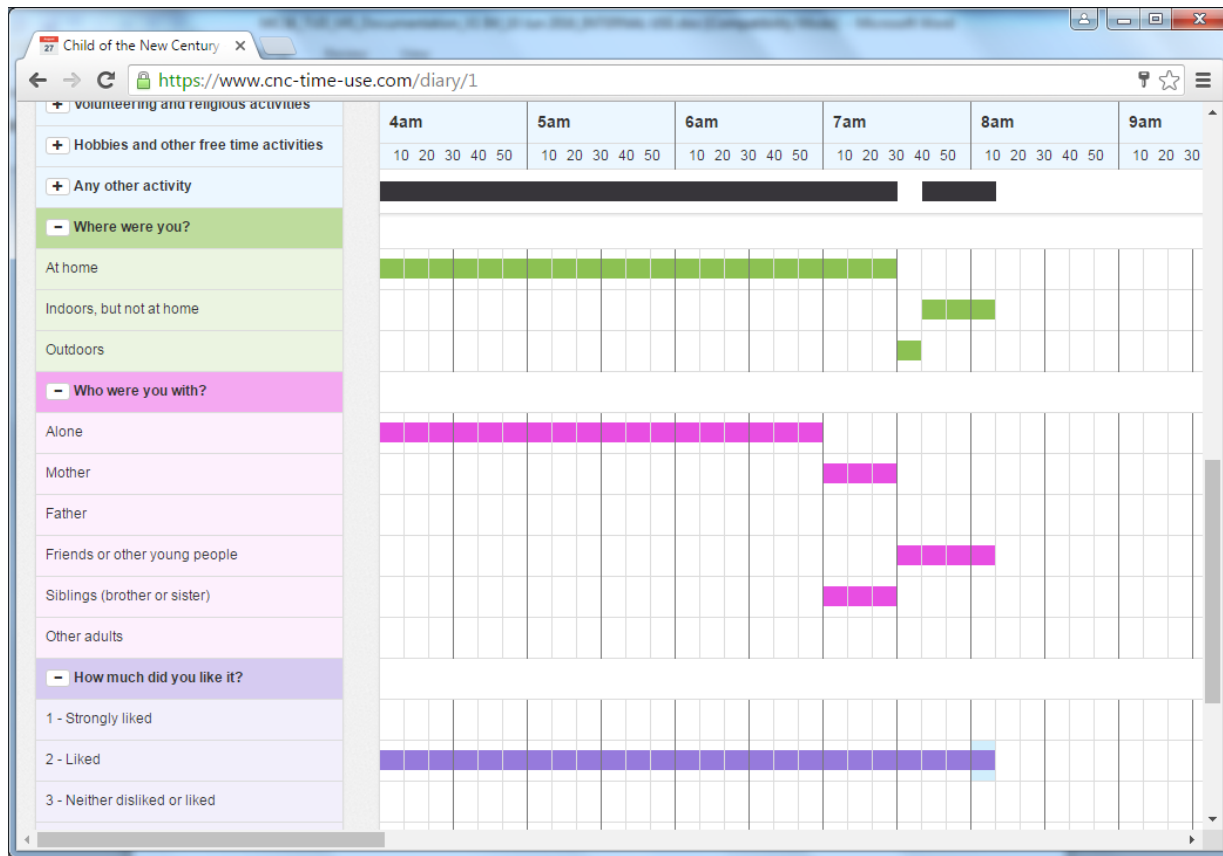
A progress bar was shown at the top of the page (black bar shown in the Figure 4.4 below) so that the user could see at a glance which time slots had been filled in across all the activities entered into the diary.

Figure 4.4: The progress bar to keep track of diary completion

The screenshot shows the same web browser window as Figure 4.3. The progress bar at the top of the activity grid is now filled with black, indicating that the time slots from 4am to 7am have been completed. The activity grid shows blue bars for 'Sleeping and resting (including sick in bed)' from 4am to 7am, 'Personal care (including taking a shower/bath, grooming, getting dressed etc.)' from 7am to 7:30am, and 'In class' from 7:30am to 8:00am. The 'What were you doing?' section has a black bar from 4am to 7am and another from 8am to 9am. The 'School, homework, and education' section has a blue bar for 'In class' from 7:30am to 8:00am. The 'Paid or unpaid work' section is empty.

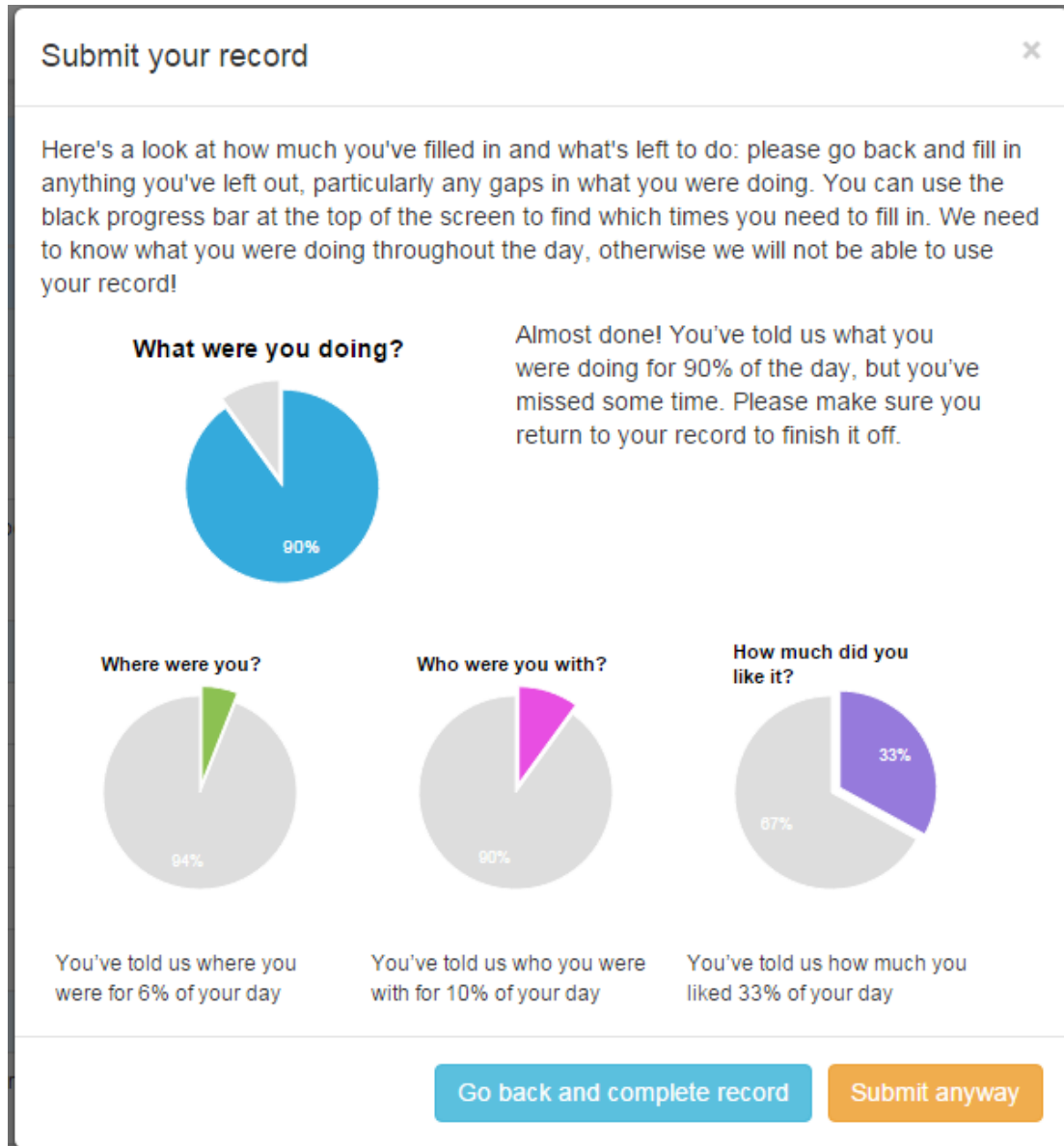
The diary dimensions were filled in separately in the grid provided at the bottom of the diary (see Figure 4.5).

Figure 4.5: Diary dimensions



Once filled in, the user clicked on the submit button to finalise and submit a diary day. If applicable a window prompted them to go back and complete any missing time slots on activities or diary dimensions (as shown in Figure 4.6 below). They could ignore this message and opt to submit the diary.

Figure 4.6: Prompts to promote high diary completion levels



Once submitted a short series of questions were asked about the diary day. The questions were the same for all modes and are provided in the appendices.

A submitted day could not be re-opened or modified, and once both days were submitted the user could no longer access the diary.

Soft and hard checks

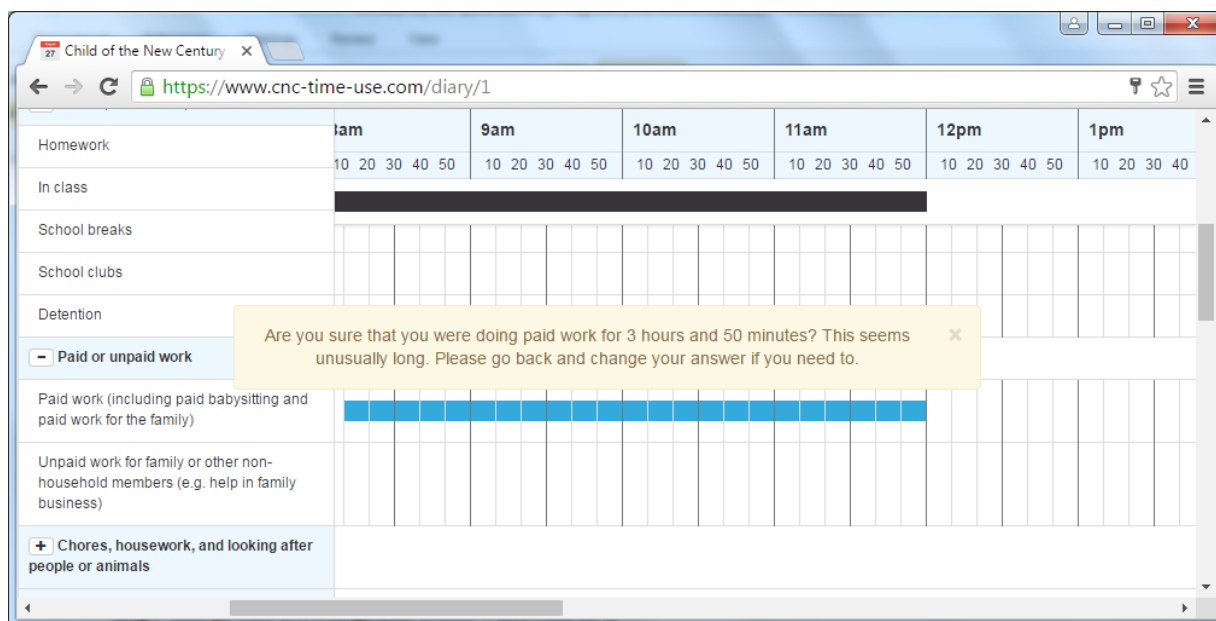
A series of soft (errors the user could override) and hard (errors which prevented entry) checks were included in the instrument to improve diary quality. On each occasion a message appeared, which could be closed manually or would disappear automatically after ten seconds.

Soft checks were presented for two scenarios.

If a total of three 10 minute time slots were left empty preceeding a new activity entry the prompt was shown: **‘You have skipped some time – please make sure that you complete the diary for the full day!’** This error was only shown three times per diary day.

If a user recorded an activity of more than three hours duration (except ‘sleeping and resting’ or school: ‘in class’) the prompt was shown: **‘Are you sure that you were doing [activity] for HH hours and MM minutes? This seems unusually long. Please go back and change your answer if you need to.’** Figure 4.7 below shows an example of this message.

Figure 4.7: Example soft check to deter entry of unlikely long activities



Hard checks (entry prevented) were presented for the following scenarios.

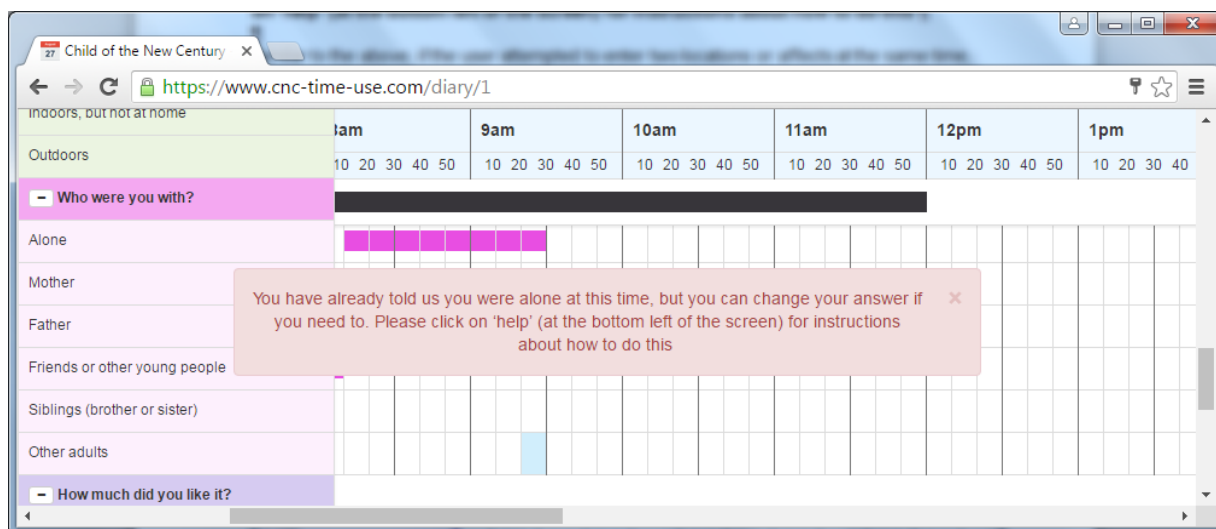
If the user attempted to enter an activity which took place at the same time as an already filled activity the prompt was shown: **‘You have already told us that you were doing something at this time, but you can change your answer if you need to. Please click on ‘help’ (at the bottom left of the screen) for instructions about how to do this.’**

Similar to the above, if the user attempted to enter two locations or affects at the same time, or to enter that they were with someone else when they had already said they were alone (or vice versa) a suitable prompt (see list below) was shown and the entry prevented.

- To prevent entry of two locations at the same time: ‘You have already told us where you were at this time, but you can change your answer if you need to. Please click on ‘help’ (at the bottom left of the screen) for instructions about how to do this.’
- To prevent entry of another person when the user had already entered that they were ‘alone’: ‘You have already told us you were alone at this time, but you can change your answer if you need to. Please click on ‘help’ (at the bottom left of the screen) for instructions about how to do this.’
- To prevent entry of ‘alone’ when the user had already entered that they were with someone: ‘You have already told us you were with someone else at this time, but you can change your answer if you need to. Please click on ‘help’ (at the bottom left of the screen) for instructions about how to do this.’
- To prevent entry of two affects at the same time: ‘You have already told us how you were feeling at this time. You can change your answer if you need to. Please click on ‘help’ (at the bottom left of the screen) for instructions about how to do this.’

An example is shown in Figure 4.8 below.

Figure 4.8: Hard check to prevent coding multiple options where not permitted



Please see the appendices for the ‘help’ screen text.

4.2 App instrument

Overview

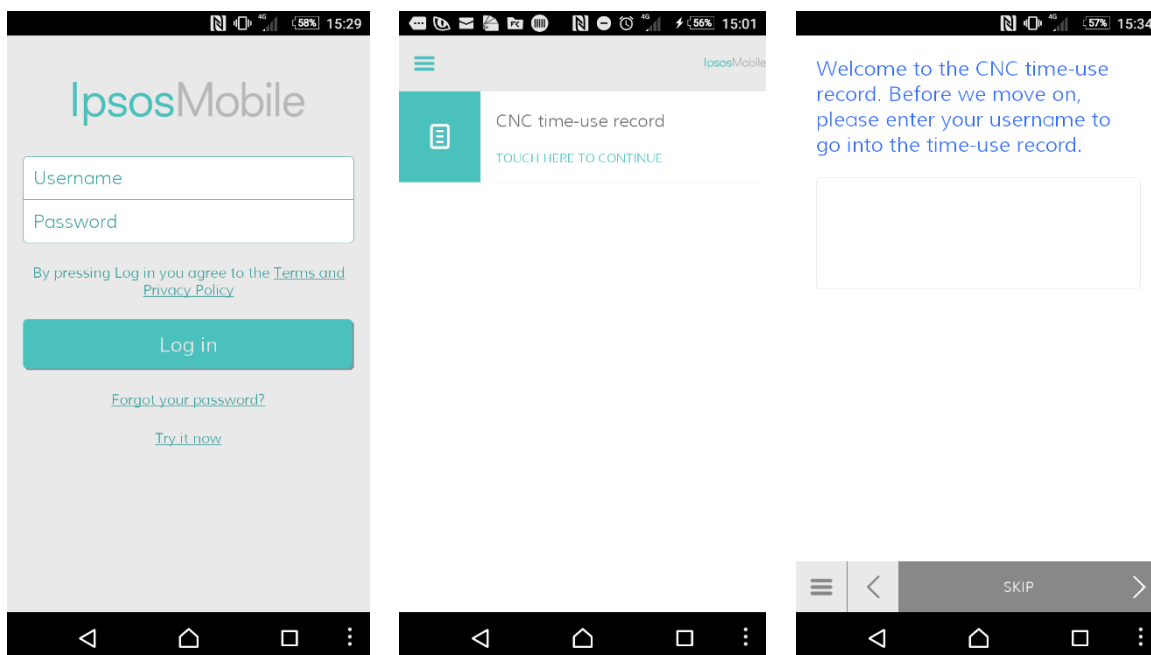
This section provides a detailed specification of the app diary. Screen images show each page of the instrument.

The app diary was programmed by Ipsos MORI using their Ipsos Mobile survey app. The app was built in collaboration with Lumi Mobile. It is designed to work with all Android and iOS (Apple) smartphone/tablet devices. All data collected was sent directly to Lumi's encrypted servers.

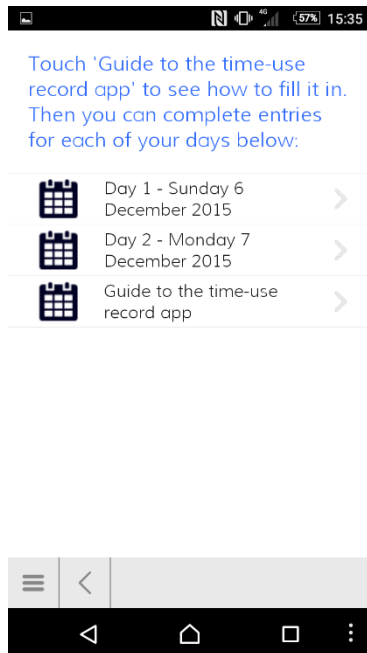
Specification

Users followed the instructions for downloading the app provided in the app mode leaflet (see appendix). Once opened the app prompted the user through each of the screens shown in Figure 4.9 below, first to enter their login so that the app could identify which survey they were associated with and download it, second to select the 'survey' – i.e. the time-use diary - (in the example below the user is logging in a second time to resume the 'time-use record'), and third to re-enter their login to enter the diary itself.

Figure 4.9: App login screens

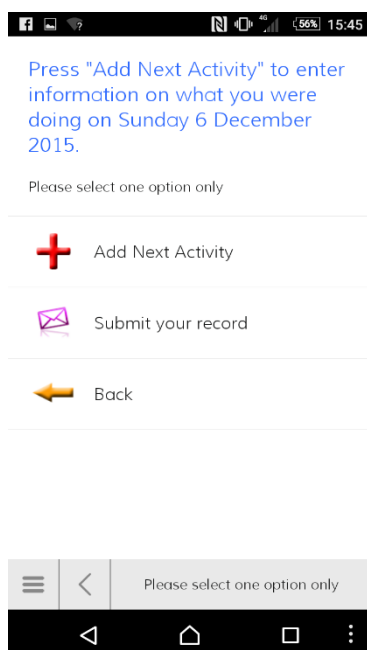


The initial page presented three options to the user (see Figure 4.10 below): to enter one of their two selected days or open the guide to the diary. Buttons were provided at the bottom of each screen – a back button ('<') and options button. Touching this offered options to 'pause' or 'quit' the diary. Pause returned the user to the survey selection page and quit logged them out of the app completely.

Figure 4.10: Initial app screen

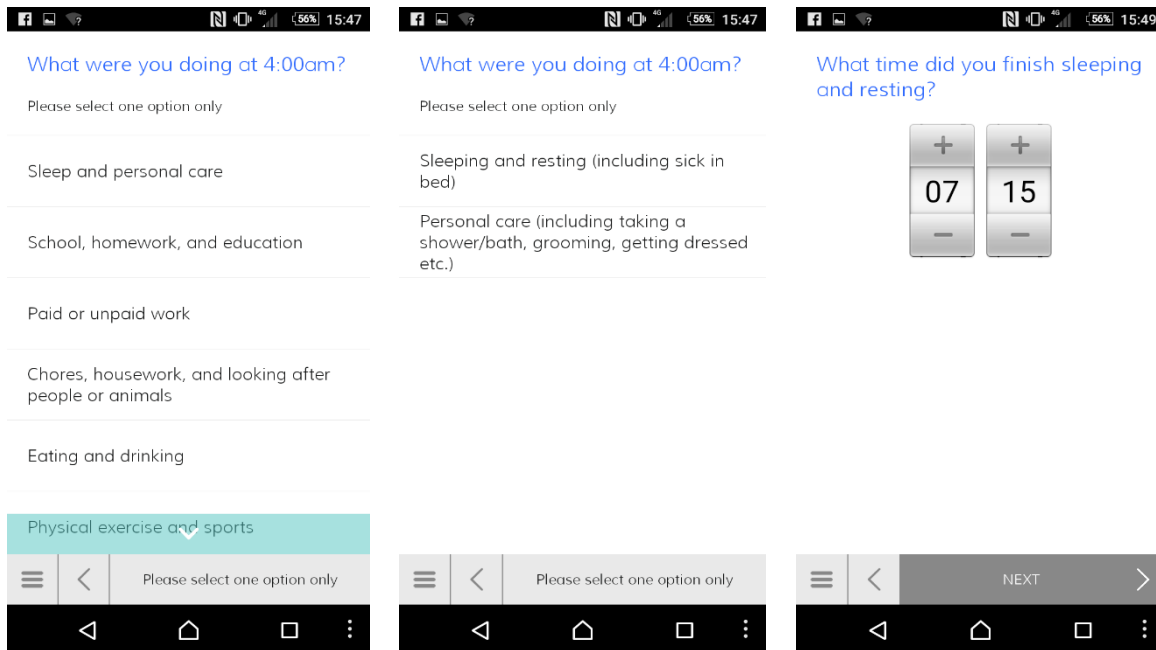
The guide to the time-use diary provided instructions for using the app in a series of screens (see appendix).

Once selected, the screen shown in Figure 4.11 below was shown for a diary day. The user touched 'Add next activity' to enter their first activity.

Figure 4.11: Diary day entry screen

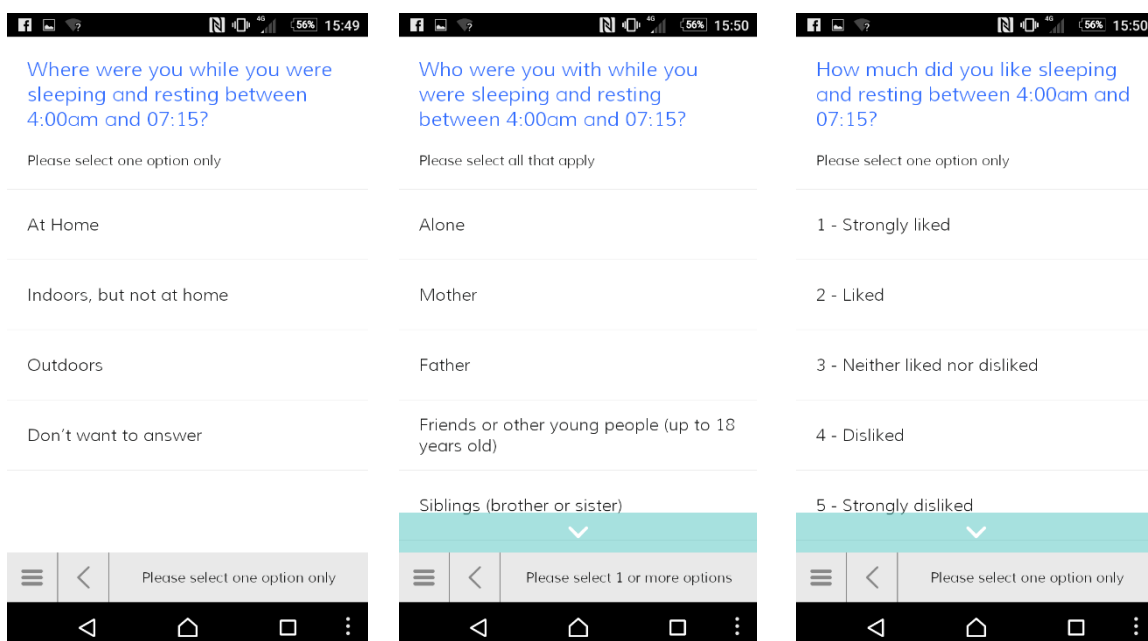
To enter an activity the user proceeded through a series of questions. Starting with: finding the top-level activity category (for the first activity entered the start time defaulted to 4am, for subsequent activities this was the end time of the previous activity); then the second-level activity code nested within the selected category; and the end time of the activity (the three steps are shown in Figure 4.12 below).

Figure 4.12: Entering an activity – selecting the activity and end time



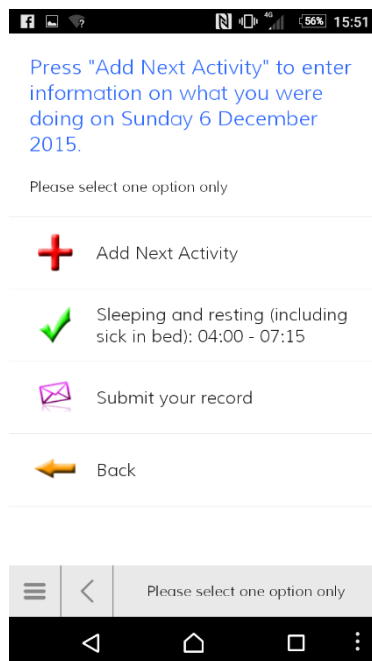
This was followed by each of the diary dimensions: the location, who the user was with and how much they liked the activity (see Figure 4.13).

Figure 4.13: Entering an activity – diary dimensions



The user was then returned to the diary entry screen (see Figure 4.14 below), where they could see the activities already entered and their times, and opt to enter a further activity to start the series of questions just described. It was not possible to edit previously entered activities, unless they pressed the back button multiple times to get back to their original entry of the activity they wished to edit.

Figure 4.14: Diary day entry screen



To submit the diary the user could either choose the submit option, or, if they completed an activity that took them past 4am the next day, they were prompted to submit.

If submitted without a full 24 hours of activities the user was prompted to return to the diary to complete it. This message took two forms: if no activities were entered at all the app displayed the following message and returned the user to the diary without the option to submit it: **'You have not added any activities. We need to know what you were doing throughout the day, otherwise we will not be able to use your record! Touch 'next to return to your record'. (Next).** Or, if some activities had been added the app showed: **'You have not told us what you were doing for the full 24 hours. We need to know what you were doing throughout the day, otherwise we will not be able to use your record. Please make sure you return to your record to finish to off!' (Go back and complete record / Submit anyway).**

Upon submission the user was asked the final questions about the day (see appendix).

Soft and hard checks

In addition to the checks presented when submitting the diary, other soft and hard checks were included in the instrument to improve diary quality.

The instances below were presented as messages or questions where the user would be prompted to select an option to continue.

If a user recorded an activity of more than three hours duration (except 'sleeping and resting' or school: 'in class') the prompt was shown: **'You have told us you were [activity] between [start time] and [end time]. This seems unusually long. Is this correct?' (Yes/No)**

If they selected 'yes', the error message would disappear and the normal questions would follow. If they selected 'no', the app took them to the 'end time' screen and allowed the user to amend the end time accordingly.

If a user selected an earlier time for the end of an activity than its start time, e.g. from 5am to 4am, or from 9pm to 8am, they were asked: **You have told us that you were [TEXTSUB Q7_1] from [start-time] to [end time] the next day. Is this correct?' (Yes/No)**. If yes was selected the diary assumed the activity had progressed to the next day. If 'no' was selected, the app took them to the 'end time' screen and allowed the user to amend the end time.

In addition to these message-based checks the diary prevented entries on the diary dimensions that were illogical or not permitted. On the single-option dimensions the diary would advance as soon as an option was selected (meaning two options could not be selected), and on the 'who with' dimension the diary would clear the previous selections if a non-permitted combination was chosen (for example, if the user pressed 'alone' after choosing some of the other options).

4.3 Paper instrument

Overview

This section provides a short description of the paper diary. The full document is provided in the appendices.

Cohort members returned the paper diaries, along with their accelerometers and a despatch slip completed by the interviewer, via a pre-paid return envelope.

In the office the login code stuck to the diary was used to identify the cohort member. Diaries without the sticker could often be reconciled using the other returned items. The returned diaries were captured electronically using a version of the online instrument with the hard and soft checks removed (so that the data entry operator could enter the diary exactly as completed by the user).

Specification

The paper diary was printed as an A4 booklet. The front cover contained instructions and a graphic on how to fill it in. It also included space for the interviewer to write in the day of the week and date of the selected day (each paper diary covered a single day) and to affix a login code sticker.

The centre pages of the diary included a time grid in A3 landscape format. The activity codes were provided on both sides of the page to make it easier for users to locate the correct row of the activity. Users drew lines across the 10 minute time slots to indicate each activity and did the same for the diary dimensions further down the page. Users were instructed not to enter multiple activities in the same time slot but there was nothing to prevent their doing this.

The back page of the diary contained the final questions about the day.

Appendices

Activities code list

Category	Code
Sleep and personal care	Sleeping and resting (including sick in bed)
	Personal care (including taking a shower/bath, grooming, getting dressed etc.)
School, homework, and education	Homework
	In class
	School breaks
	School clubs
	Detention
Paid or unpaid work	Paid work (including paid babysitting and paid work for the family)
	Unpaid work for family or other non-household members (e.g. help in family business)
Chores, housework, and looking after people or animals	Cooking, cleaning, and shopping for the household
	Fixing things around the house, fixing bike, gardening
	Looking after brothers, sisters, other children in the household
	Looking after parent or other adult in the household (medical or personal care)
	Looking after animals
Eating and drinking	Eating or drinking in a restaurant or café
	Eating a meal
	Eating a snack or having a drink
Physical exercise and sports	Cycling
	Individual ball games and training (e.g. tennis, badminton)
	Jogging, running, walking, hiking
	Team ball games and training (e.g. football, hockey)
	Swimming and other water sports
	Other physical exercise (e.g. dancing, keeping fit) and other sports (e.g. skateboarding, gymnastics)
Travelling (including walking to school)	Travel by bus, taxi, tube, plane
	Travel by car, van (including vehicles owned by friends and family)
	Travel by physically active means (walk, bike etc.)
Social time and family time	Attending live sporting events
	Cinema, theatre, performance, gig etc.
	Exhibition, museum, library, other cultural events
	Shopping (including window shopping, hanging out at shopping centre)
	Speaking on the phone (including Skype, video calls)
Internet, TV, and digital media	Speaking, socialising face-to-face
	Answering emails, instant messaging, texting
	Browsing and updating social networking sites (e.g. Twitter, Facebook, BBM, Snapchat)
	General internet browsing, programming (not time on social networking sites)
	Listening to music, radio, iPod, other audio content
	Playing electronic games and Apps
Volunteering and religious activities	Watching TV, DVDs, downloaded videos
	Volunteering
Hobbies and other free time activities	Religious activities (including going to places of worship, praying etc.)
	Did nothing, just relaxing, bored, waiting
	Hobbies, arts and crafts, musical activities, writing stories, poetry etc.
Any other activity	Reading (not for school)
	Other activities not listed

Diary dimensions code list

Question	Codes	Modes
Where were you?	At home	All
	Indoors, but not at home	All
	Outdoors	All
	Don't want to answer	App only
Who were you with?	Alone	All
	Mother	All
	Father	All
	Friends or other young people (up to 18 years old)	All
	Siblings (brother or sister)	All
	Other adults	All
How much did you like it?	Don't want to answer	App only
	1 - Strongly liked	All
	2 - Liked	All
	3 - Neither liked nor disliked	All
	4 - Disliked	All
	5 - Strongly disliked	All

Final questions about the day

Presented when submit a day, all modes

Was this day unusual for any reason (e.g. a birthday, an anniversary, illness, a religious festival, a day spent on holiday etc.)? If so, in what way was it unusual?

- No
- Yes – illness
- Yes – holiday/religious festival/ away from home
- Yes – birthday/anniversary etc.
- Yes – other reason

Did you have any problems filling in your time-use record today?

- No
- Yes

[IF 'YES' SELECTED, BOX APPEARED ON SCREEN ASKING 'Please write in below what problems you had filling in your time-use record and what you think could be improved:']

When did you fill in your time-use record?

- During the day
- At the end of the day
- The day after
- Later

Instrument instructions – online diary

Presented on first login


Please read these instructions before you fill in your time-use record!

Welcome to your time-use record. Using this record, we would like you to tell us how you spent your time on both of your days.

Before you start

To view your record properly your web browser view, or zoom, should be set to 100%. Press CTRL-0 to set this if you are using a Windows desktop or laptop or Command-0 for Apple.

How to fill in your activities

For each day, the time-use record is a big grid. You will see a list of different activity types going down the side, and time going across the top. To record what you have done, you need to find the type of activity that you were doing from the list, and then click on the  button to see the different activities in that group. You will then need to draw a line across the boxes using the mouse, from the time you started that activity to the time you stopped. You can do this by clicking and dragging from the start time to the end time. Alternatively, you can click once in each box to record the time. A blue bar will appear in the boxes for the times you have selected. The thick black bar at the top of the screen shows you the times you have filled in, so you can tell if you have left any gaps.

If you would prefer not to tell us what you were doing for any times during the day, please enter 'Any other activity'.

If you were doing more than one activity at a time (for instance, eating a snack while watching TV), you will need to decide which was your main activity, and record only that. You can only record one activity at a time.

Filling in where you were, who you were with and how much you liked it

At the bottom of the grid, please record for **each** activity where you were (the **green** question), who you were with (the **pink** question) and how much you liked it (the **purple** question). You can do this by drawing lines across the boxes using the mouse. You will need to remember to scroll down on the screen to find these questions.

Fixing mistakes

If you make a mistake, just click and drag the bar back to where it should be, or click on the individual boxes again to remove them.

Getting help

There is a 'Help' button at the bottom left of the screen. Click on this if you would like to see these instructions again, or if you need further information about filling in your record.

Submitting your record

When you have finished filling in one of your days, click on the 'Submit' button to send it back to us. You can find the submit button at the bottom of the screen, and also at the top of the screen. It doesn't matter which one you use. Remember to fill in and submit both of your days!

Logging out

If you are completing your record on a computer which you share with other people, you should click 'Save and logout' at times you are not using it, so that nobody else can see what you have entered. When you return to your record, you will need to enter your login again.

[GO TO TIME USE RECORD]

Questions and answers text – online diary

Accessed if clicked 'help'

The time grid does not line up with the activities, how do I fix this?

Try setting your view, or zoom, to 100%. Press CTRL-0 if you are using a Windows desktop or laptop or Command-0 for Apple.

How do I fill in my activities?

For each day, the time-use record is a big grid. You will see a list of different activity types going down the side, and time going across the top. To record what you have done, you need to find the type of activity that you were doing from the list, and then click on the **+** button to see the different activities in that group. You will then need to draw a line across the boxes using the mouse, from the time you started that activity to the time you stopped. You can do this by clicking and dragging from the start time to the end time. Alternatively, you can click in each box once to record the time. A blue bar will appear in the boxes for the times you have selected.

The thick black bar at the top of the screen shows you the times you have filled in, so you can tell if you have left any gaps.

If you would prefer not to tell us what you were doing for any times during the day, you can use 'Any other activity'.

My activity isn't on the list.

Sometimes it is difficult to decide which activity from the list to choose. If this is the case, just choose the activity you think comes closest to what you were doing. Remember, you can click on the **+** button to see the different activities contained in an activity type.

What if I was doing two things at the same time?

If you were doing two things at the same time (for instance, eating a snack while watching TV), you will need to decide which was your main activity, and record only that. You can only record one activity at a time.

How do I fill in where I was, who I was with and how much I liked it?

At the bottom of the grid, please record for **each** activity where you were (the **green** question), who you were with (the **pink** question) and how much you liked it (the **purple** question). You can do this by drawing lines across the boxes using the mouse. You will need to remember to scroll down on the screen to find these questions.

I can't see the rest of the day – how do I move the page?

Getting around the record works in the same way as it does on any web page: use the scroll bar on the right hand side of your web browser to move up and down, and the scroll bar at the bottom to move left or right. Remember, you will need to scroll to the right to see all the hours in the day.

I've made a mistake!

If you make a mistake, just click and drag the bar back to where it should be, or click on the individual boxes again to remove them.

I need to stop filling in my record and come back later – what do I do?

Press the 'Save and logout' button to log out of your record. When you return to your record, you will need to enter your login again.

I've filled in what I was doing for the whole day – what do I do now?

When you have finished filling in one of your days, click on the 'Submit' button to send it back to us. You can find the submit button at the bottom of the screen, and also at the top of the screen. It doesn't matter which one you use. Remember to fill in and submit both of your days!

I think I've filled everything in, but when I press submit I get a message telling me my record may not be usable.

Please make sure that you have filled in an activity for every 10 minute slot in the day. The black bar at the top of the screen will show you where you have left any gaps. If you've missed any time out, you'll get a message letting you know.

Instrument instructions – app diary

Accessed from the opening app screen

Screen 1

Welcome to the time-use record app.

It should be quite easy to fill in this record of how you have spent your time! It will be even easier if you read this brief guide first.

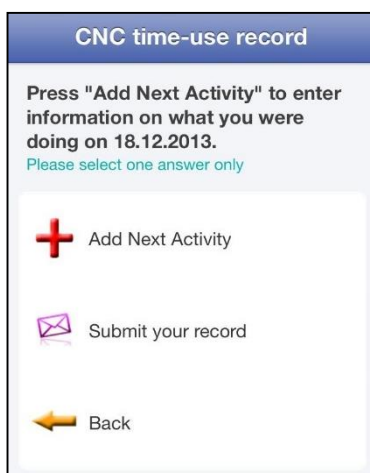
Please touch 'Next' to continue to the next screen.

Screen 2

We would like you to record what you were doing throughout the whole day. The day starts at 4am, and runs until 4am the next morning.

To enter your first activity of the day, you should select 'Add Next Activity', as shown in the example below.

Please touch 'Next'.



Screen 3

You will then be asked what you were doing at 4am.

Find the type of activity from the list and select it. For instance, if you were asleep, select '*Sleep and personal care*' from the list of activity types, as shown in the example below:

Please touch 'Next'.

CNC time-use record
<p>What were you doing at 4:00am? Please select one answer only</p>
Sleep and personal care
School, homework, and education
Paid or unpaid work
Chores, housework, and looking after people or animals

Screen 4

You will now see a list of more specific activities to choose from. Choose the one that best describes what you were doing.

Please touch 'Next'.

CNC time-use record
<p>What were you doing at 4:00am? Please select one answer only</p>
Sleeping and resting (including sick in bed)
Personal care (including taking a shower/bath, grooming, getting dressed etc.)

Screen 5

Next you will be asked when you finished doing that activity. For instance, if you were asleep, this is the time that you woke up.

After each activity, you will be asked if you were doing any other activity at the same time. You will also be asked where you were, who you were with and how much you liked it.

Keep answering the questions to fill-in what you were doing throughout the whole of the day. Just answer the questions as they come up!

If you would prefer not to tell us what you were doing, you can enter 'Any other activity'.

Please touch 'Next'.

Screen 6

Once you have finished recording all of your activities for the whole day, you should touch 'Submit your record'. Please remember to submit your record, otherwise we won't receive the information that you're filled in!

You will then be asked some final questions about filling it in. Remember to fill in what you did for both of your days!

You have come to the end of the guide – thank you for your time.

Paper diary

CHILD OF THE
NEW CENTURY 

AGE 14 SURVEY

TIME-USE RECORD

WHAT DID YOU DO TODAY?

Day _____ / /
Day (Mon-Sun) DD MM YYYY

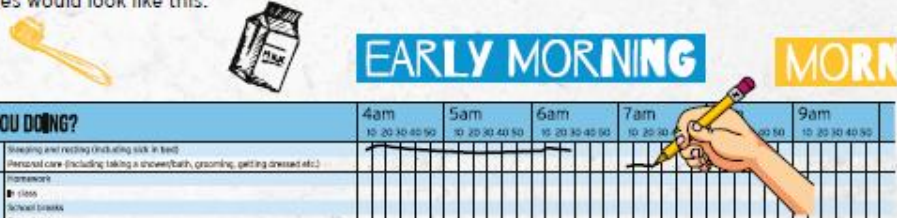
Please tell us how you spent your time on the day written above by completing this time-use record. We would like to know what you were doing, where you were, who you were with, and how much you liked each activity. Please make sure that you record what you were doing from 4am to 4am the next morning, and try not to miss out any times.

HOW TO FILL IT IN

The time-use record is a big grid. There is a list of different activities down the side, and time going across the top. It starts at 4am, and runs until 4am the next morning.

To record what you have done, you need to find the activity you were doing on the list, and draw a straight line across the boxes from the time you started that activity to the time you stopped.

For example, if you woke up at 6:30am, ate breakfast until 7:00am, then had a shower and got dressed until 7:30am, your lines would look like this:



WHAT WERE YOU DOING?	4am	5am	6am	7am	8am	9am
Sleep and personal care Sleeping and resting (including sick in bed) Personal care (including taking a shower/bath, grooming, getting dressed etc.)	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50
School, homework, and education Homework School lessons School clubs Education						
Paid or unpaid work Paid work (including paid babysitting and paid work for the family) Unpaid work for family or other household members (eg, help in family business)						
Chores, housework, and looking after people or animals Cooking, cleaning, and shopping for the household Fixing things around the house, fixing bike, gardening Looking after brothers, sisters, other children in the household Looking after parent or other adult in the household (medical or personal care) Looking after animal						
Eating and drinking Eating or drinking in a restaurant or cafe Eating a meal Eating a snack or having a drink Cycling						

Please enter just one activity at any one time. If you were doing more than one activity (for instance, eating a snack while watching TV), you will need to decide which was your main activity, and record only that one. If you would prefer not to tell us what you were doing, please enter 'Other activities not listed'.

At the bottom of each page please record for each activity where you were (the green question), who you were with (the pink question) and how much you liked it (the purple question). You can do this by drawing straight lines across the boxes.

You can use either a pen or pencil to fill in this record. If you make a mistake, please put a cross through it or rub it out.

The best way to complete this record is to carry it with you and fill it in throughout the day.

When you have finished filling in your time-use record, please answer the questions on the back page.

AFFIX LOGIN STICKER

MORNING



8am	9am	10am	11am	WHAT WERE YOU DOING?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				Sleeping and resting (including sick in bed)	Sleep and personal care
				Personal care (including taking a shower/bath, grooming, getting dressed etc.)	
				Homework	School, homework, and education
				In class	
				School breaks	
				School clubs	
				Detention	
				Paid work (including paid babysitting and paid work for the family)	Paid or unpaid work
				Unpaid work for family or other non-household members (e.g. help in family business)	
				Cooking, cleaning, and shopping for the household	Chores, housework, and looking after people or animals
				Fixing things around the house, fixing bike, gardening	
				Looking after brothers, sisters, other children in the household	
				Looking after parent or other adult in the household (medical or personal care)	
				Looking after animals	
				Eating or drinking in a restaurant or café	Eating and drinking
				Eating a meal	
				Eating a snack or having a drink	
				Cycling	Physical exercise and sports
				Individual ball games and training (e.g. tennis, badminton)	
				Jogging, running, walking, hiking	
				Team ball games and training (e.g. football, hockey)	
				Swimming and other water sports	
				Other exercise (e.g. dancing, keeping fit) and other sports (e.g. skateboarding, gymnastics)	
				Travel by bus, taxi, tube, plane	Travelling (including walking to school)
				Travel by car, van (including vehicles owned by friends and family)	
				Travel by physically active means (walk, bike etc.)	
				Attending live sporting events	Social time and family time
				Cinema, theatre, performance, gig etc.	
				Exhibition, museum, library, other cultural events	
				Shopping (including window shopping, hanging out at shopping centre)	
				Speaking on the phone (including Skype, video calls)	
				Speaking, socialising face-to-face	Internet, TV, and digital media
				Answering emails, instant messaging, texting	
				Browsing and updating social networking sites (e.g. Twitter, Facebook, BBM, Snapchat)	
				General internet browsing, programming (not time on social networking sites)	
				Listening to music, radio, iPod, other audio content	
				Playing electronic games and Apps	
				Watch TV, DVDs, downloaded videos	
				Volunteering	Volunteering and religious activities
				Religious activities (including going to places of worship, praying etc.)	
				Did nothing, just relaxing, bored, waiting	Hobbies and other free time activities
				Hobbies, arts and crafts, musical activities, writing stories, poetry etc.	
				Reading (not for school)	
				Other activities not listed	Any other activity
8am	9am	10am	11am	WHERE WERE YOU?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				At home	
				Indoors, but not at home	
				Outdoors	
8am	9am	10am	11am	WHO WERE YOU WITH?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				Alone	
				Mother	
				Father	
				Friends or other young people (up to 18 years old)	
				Siblings (brother or sister)	
				Other adults	
8am	9am	10am	11am	HOW MUCH DID YOU LIKE IT?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				1 - Strongly liked	
				2 - Liked	
				3 - Neither liked nor disliked	
				4 - Disliked	
				5 - Strongly disliked	



AFTERNOON

WHAT WERE YOU DOING?	12pm	1pm	2pm	3pm
	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50
Sleep and personal care	Sleeping and resting (including sick in bed)			
	Personal care (including taking a shower/bath, grooming, getting dressed etc.)			
School, homework, and education	Homework			
	In class			
	School breaks			
	School clubs			
Paid or unpaid work	Paid work (including paid babysitting and paid work for the family)			
	Unpaid work for family or other non-household members (e.g. help in family business)			
Chores, housework, and looking after people or animals	Cooking, cleaning, and shopping for the household			
	Fixing things around the house, fixing bike, gardening			
	Looking after brothers, sisters, other children in the household			
	Looking after parent or other adult in the household (medical or personal care)			
Eating and drinking	Looking after animals			
	Eating or drinking in a restaurant or café			
	Eating a meal			
Physical exercise and sports	Eating a snack or having a drink			
	Cycling			
	Individual ball games and training (e.g. tennis, badminton)			
	Jogging, running, walking, hiking			
Travelling (including walking to school)	Team ball games and training (e.g. football, hockey)			
	Swimming and other water sports			
	Other exercise (e.g. dancing, keeping fit) and other sports (e.g. skateboarding, gymnastics)			
Social time and family time	Travel by bus, taxi, tube, plane			
	Travel by car, van (including vehicles owned by friends and family)			
	Travel by physically active means (walk, bike etc.)			
Internet, TV, and digital media	Attending live sporting events			
	Cinema, theatre, performance, gig etc.			
	Exhibition, museum, library, other cultural events			
	Shopping (including window shopping, hanging out at shopping centre)			
Volunteering and religious activities	Speaking on the phone (including Skype, video calls)			
	Speaking, socialising face-to-face			
	Answering emails, instant messaging, texting			
	Browsing and updating social networking sites (e.g. Twitter, Facebook, BBM, Snapchat)			
	General internet browsing, programming (not time on social networking sites)			
Hobbies and other free time activities	Listening to music, radio, iPod, other audio content			
	Playing electronic games and Apps			
	Watching TV, DVDs, downloaded videos			
Any other activity	Volunteering			
	Religious activities (including going to places of worship, praying etc.)			
	Did nothing, just relaxing, bored, waiting			
WHERE WERE YOU?	Hobbies, arts and crafts, musical activities, writing stories, poetry etc.			
	Reading (not for school)			
WHO WERE YOU WITH?	Other activities not listed			
HOW MUCH DID YOU LIKE IT?	At home			
	Indoors, but not at home			
	Outdoors			
	1 - Strongly liked			
	2 - Liked			
	3 - Neither liked nor disliked			
HOW MUCH DID YOU LIKE IT?	4 - Disliked			
	5 - Strongly disliked			

EARLY EVENING



4pm	5pm	6pm	7pm	WHAT WERE YOU DOING?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				Sleeping and resting (including sick in bed)	Sleep and personal care
				Personal care (including taking a shower/bath, grooming, getting dressed etc.)	
				Homework	
				In class	School, homework, and education
				School breaks	
				School clubs	
				Detention	
				Paid work (including paid babysitting and paid work for the family)	Paid or unpaid work
				Unpaid work for family or other non-household members (e.g. help in family business)	
				Cooking, cleaning, and shopping for the household	Chores, housework, and looking after people or animals
				Fixing things around the house, fixing bike, gardening	
				Looking after brothers, sisters, other children in the household	
				Looking after parent or other adult in the household (medical or personal care)	
				Looking after animals	
				Eating or drinking in a restaurant or café	Eating and drinking
				Eating a meal	
				Eating a snack or having a drink	
				Cycling	Physical exercise and sports
				Individual ball games and training (e.g. tennis, badminton)	
				Jogging, running, walking, hiking	
				Team ball games and training (e.g. football, hockey)	
				Swimming and other water sports	
				Other exercise (e.g. dancing, keeping fit) and other sports (e.g. skateboarding, gymnastics)	
				Travel by bus, taxi, tube, plane	Travelling (including walking to school)
				Travel by car, van (including vehicles owned by friends and family)	
				Travel by physically active means (walk, bike etc.)	
				Attending live sporting events	Social time and family time
				Cinema, theatre, performance, gig etc.	
				Exhibition, museum, library, other cultural events	
				Shopping (including window shopping, hanging out at shopping centre)	
				Speaking on the phone (including Skype, video calls)	
				Speaking, socialising face-to-face	
				Answering emails, instant messaging, texting	Internet, TV, and digital media
				Browsing and updating social networking sites (e.g. Twitter, Facebook, BBM, Snapchat)	
				General internet browsing, programming (not time on social networking sites)	
				Listening to music, radio, iPod, other audio content	
				Playing electronic games and Apps	
				Watch TV, DVDs, downloaded videos	
				Volunteering	Volunteering and religious activities
				Religious activities (including going to places of worship, praying etc.)	
				Did nothing, just relaxing, bored, waiting	Hobbies and other free time activities
				Hobbies, arts and crafts, musical activities, writing stories, poetry etc.	
				Reading (not for school)	
				Other activities not listed	Any other activity
4pm	5pm	6pm	7pm	WHERE WERE YOU?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				At home	
				Indoors, but not at home	
				Outdoors	
4pm	5pm	6pm	7pm	WHO WERE YOU WITH?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				Alone	
				Mother	
				Father	
				Friends or other young people (up to 18 years old)	
				Siblings (brother or sister)	
				Other adults	
4pm	5pm	6pm	7pm	HOW MUCH DID YOU LIKE IT?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				1 - Strongly liked	
				2 - Liked	
				3 - Neither liked nor disliked	
				4 - Disliked	
				5 - Strongly disliked	



EVENING

WHAT WERE YOU DOING?		8pm					9pm					10pm					11pm					
		10	20	30	40	50	10	20	30	40	50	10	20	30	40	50	10	20	30	40	50	
Sleep and personal care	Sleeping and resting (including sick in bed)																					
	Personal care (including taking a shower/bath, grooming, getting dressed etc.)																					
School, homework, and education	Homework																					
	In class																					
	School breaks																					
	School clubs																					
Paid or unpaid work	Paid work (including paid babysitting and paid work for the family)																					
	Unpaid work for family or other non-household members (e.g. help in family business)																					
Chores, housework, and looking after people or animals	Cooking, cleaning, and shopping for the household																					
	Fixing things around the house, fixing bike, gardening																					
	Looking after brothers, sisters, other children in the household																					
	Looking after parent or other adult in the household (medical or personal care)																					
Eating and drinking	Eating or drinking in a restaurant or café																					
	Eating a meal																					
	Eating a snack or having a drink																					
Physical exercise and sports	Cycling																					
	Individual ball games and training (e.g. tennis, badminton)																					
	Jogging, running, walking, hiking																					
	Team ball games and training (e.g. football, hockey)																					
	Swimming and other water sports																					
Travelling (including walking to school)	Other exercise (e.g. dancing, keeping fit) and other sports (e.g. skateboarding, gymnastics)																					
	Travel by bus, taxi, tube, plane																					
	Travel by car, van (including vehicles owned by friends and family)																					
Social time and family time	Travel by physically active means (walk, bike etc.)																					
	Attending live sporting events																					
	Cinema, theatre, performance, gig etc.																					
	Exhibition, museum, library, other cultural events																					
Internet, TV, and digital media	Shopping (including window shopping, hanging out at shopping centre)																					
	Speaking on the phone (including Skype, video calls)																					
	Speaking, socialising face-to-face																					
	Answering emails, instant messaging, texting																					
Volunteering and religious activities	Browsing and updating social networking sites (e.g. Twitter, Facebook, BBM, Snapchat)																					
	General internet browsing, programming (not time on social networking sites)																					
	Listening to music, radio, iPod, other audio content																					
Hobbies and other free time activities	Playing electronic games and Apps																					
	Watch TV, DVDs, downloaded videos																					
Any other activity	Volunteering																					
	Religious activities (including going to places of worship, praying etc.)																					
WHERE WERE YOU?	Did nothing, just relaxing, bored, waiting																					
	Hobbies, arts and crafts, musical activities, writing stories, poetry etc.																					
	Reading (not for school)																					
WHO WERE YOU WITH?	Other activities not listed																					
	At home																					
	Indoors, but not at home																					
	Outdoors																					
HOW MUCH DID YOU LIKE IT?	Alone																					
	Mother																					
	Father																					
	Friends or other young people (up to 18 years old)																					
	Siblings (brother or sister)																					
	Other adults																					
HOW MUCH DID YOU LIKE IT?	1 - Strongly liked																					
	2 - Liked																					
	3 - Neither liked nor disliked																					
	4 - Disliked																					
	5 - Strongly disliked																					

NIGHT



12am	1am	2am	3am	WHAT WERE YOU DOING?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				Sleeping and resting (including sick in bed)	Sleep and personal care
				Personal care (including taking a shower/bath, grooming, getting dressed etc.)	
				Homework	
				In class	School, homework, and education
				School breaks	
				School clubs	
				Detention	
				Paid work (including paid babysitting and paid work for the family)	Paid or unpaid work
				Unpaid work for family or other non-household members (e.g. help in family business)	
				Cooking, cleaning, and shopping for the household	Chores, housework, and looking after people or animals
				Fixing things around the house, fixing bike, gardening	
				Looking after brothers, sisters, other children in the household	
				Looking after parent or other adult in the household (medical or personal care)	
				Looking after animals	
				Eating or drinking in a restaurant or café	Eating and drinking
				Eating a meal	
				Eating a snack or having a drink	
				Cycling	
				Individual ball games and training (e.g. tennis, badminton)	Physical exercise and sports
				Jogging, running, walking, hiking	
				Team ball games and training (e.g. football, hockey)	
				Swimming and other water sports	
				Other exercise (e.g. dancing, keeping fit) and other sports (e.g. skateboarding, gymnastics)	
				Travel by bus, taxi, tube, plane	Travelling (including walking to school)
				Travel by car, van (including vehicles owned by friends and family)	
				Travel by physically active means (walk, bike etc.)	
				Attending live sporting events	
				Cinema, theatre, performance, gig etc.	Social time and family time
				Exhibition, museum, library, other cultural events	
				Shopping (including window shopping, hanging out at shopping centre)	
				Speaking on the phone (including Skype, video calls)	
				Speaking, socialising face to face	
				Answering emails, instant messaging, texting	Internet, TV, and digital media
				Browsing and updating social networking sites (e.g. Twitter, Facebook, BBM, Snapchat)	
				General internet browsing, programming (not time on social networking sites)	
				Listening to music, radio, iPod, other audio content	
				Playing electronic games and Apps	
				Watch TV, DVDs, downloaded videos	
				Volunteering	Volunteering and religious activities
				Religious activities (including going to places of worship, praying etc.)	
				Did nothing, just relaxing, bored, waiting	Hobbies and other free time activities
				Hobbies, arts and crafts, musical activities, writing stories, poetry etc.	
				Reading (not for school)	
				Other activities not listed	Any other activity
12am	1am	2am	3am	WHERE WERE YOU?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				At home	
				Indoors, but not at home	
				Outdoors	
12am	1am	2am	3am	WHO WERE YOU WITH?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				Alone	
				Mother	
				Father	
				Friends or other young people (up to 18 years old)	
				Siblings (brother or sister)	
				Other adults	
12am	1am	2am	3am	HOW MUCH DID YOU LIKE IT?	
10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50		
				1 - Strongly liked	
				2 - Liked	
				3 - Neither liked nor disliked	
				4 - Disliked	
				5 - Strongly disliked	

A FINAL FEW QUESTIONS

★ WAS THE DAY UNUSUAL

1. WAS THIS DAY UNUSUAL FOR ANY REASON (E.G. A BIRTHDAY, AN ANNIVERSARY, ILLNESS, A RELIGIOUS FESTIVAL, A DAY SPENT ON HOLIDAY ETC.)? IF SO, IN WHAT WAY WAS IT UNUSUAL?

- No
- Yes - illness
- Yes - holiday/religious festival / away from home
- Yes - birthday/anniversary etc.
- Yes - other reason

DID YOU HAVE ANY PROBLEMS

2. DID YOU HAVE ANY PROBLEMS FILING IN YOUR TIME-USE RECORD TODAY

- No
- Yes - Please write in below what problems you had filing in your time-use record and what you think could be improved:

★ when did you do it

3. WHEN DID YOU FILL IN YOUR TIME-USE RECORD?

- During the day
- At the end of the day
- The day after
- Later



Online diary information leaflet

CHILD OF THE
NEW CENTURY 

AGE 14 SURVEY

TIME-USE RECORD

ONLINE

This leaflet gives you more information about how to log in to and use the time-use record. Please keep it safe and don't lose it!

Please tell us how you spent your time by completing the time-use record for both of your days.

 **FOR EACH DAY, WE WOULD LIKE TO KNOW:** 

-  What you were doing
-  Where you were
-  Who you were with
-  How much you liked each activity

For each day, please make sure that you record what you were doing from 4am to 4am the next morning, and try not to miss out any times. If you used your paper time-use notebooks to write down how you spent your time, you can use these to help you remember what you did when you fill in your record online. The activity list printed on the back of your notebooks is the same as the list you will be asked to select your activities from in the online record.

HOW TO ACCESS THE TIME-USE RECORD AND LOG IN

-  You will need to use a desktop computer, a laptop computer or a netbook. The computer must have a mouse.
-  Go to the following web-page: www.cnc-time-use.com
-  Enter your login: **AFFIX LOGIN STICKER**

There is a short delay between your interviewer visit and your record being ready to fill in. If your record is not yet ready to fill in, you will be asked to come back to it later. It will be ready to fill in by your first selected day.

You are now ready to begin filling in your time-use record. Please turn over to see how to do this.

BEFORE YOU START

To view your record properly your web browser view, or zoom, should be set to 100%. Press CTRL-0 to set this if you are using a Windows desktop or laptop or Command-0 for Apple.

GETTING STARTED

After you login, you will see some instructions for how to fill in the record online. Once you have read the instructions, click the 'Go to time-use record' button to access your time-use record.

We would like you to fill in what you did on both of your days. Your days are at the top left of the screen. For instance, if your days were Thursday 16th January and Sunday 19th January, they would look like this:

Thursday 16-Jan	Sunday 19-Jan
-----------------	---------------

WHAT DID YOU DO ☆

You can select which day you are filling in by clicking on it.

If you get stuck at any time, press the 'Help' button at the bottom left of the screen.

HOW TO FILL IT IN

For each day, the time-use record is a big grid. You will see a list of different types of activities down the side, and time going across the top.

To record what you have done, you need to find the type of activity that you were doing from the list, and then click on the + button to see the different activities in that group. You will then need to draw a line across the boxes using the mouse, from the time you started that activity to the time you stopped. You can do this by clicking and dragging from the start time to the end time. Alternatively, you can click once in each box to record the time. A blue bar will appear in the boxes for the times you have selected. For example, if you woke up at 6:30am, ate breakfast until 7:00am, then had a shower and got dressed until 7:30am, your lines would look like this:

Activities	Early morning			
	4am	5am	6am	7am
- What were you doing?	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50
- Sleep and personal care	[Blue bar from 6:30 to 7:30]			
Sleeping and resting (including sick in bed)	[Blue bar from 6:30 to 7:30]			
Personal care (including taking a shower/bath, grooming, getting dressed etc.)	[Blue bar from 7:00 to 7:30]			
+ School, homework, and education				
+ Paid or unpaid work				
+ Chores, housework, and looking after people or animals				
- Eating and drinking				
Eating or drinking in a restaurant or café				
Eating a meal	[Blue bar from 6:30 to 7:00]			
Eating a snack or having a drink				

The black bar at the top of the screen shows you the times you have filled in, so you can tell if you have left any gaps.

If you would prefer not to tell us what you were doing for any times during the day, please enter 'Any other activity'.

WHAT IF I WAS DOING SOMETHING ELSE AT THE SAME TIME?

If you were doing more than one activity (for instance, eating a snack while watching TV), you will need to decide which was your main activity, and record only that one. You can only record one activity at a time.



WHAT ELSE SHOULD I FILL IN?

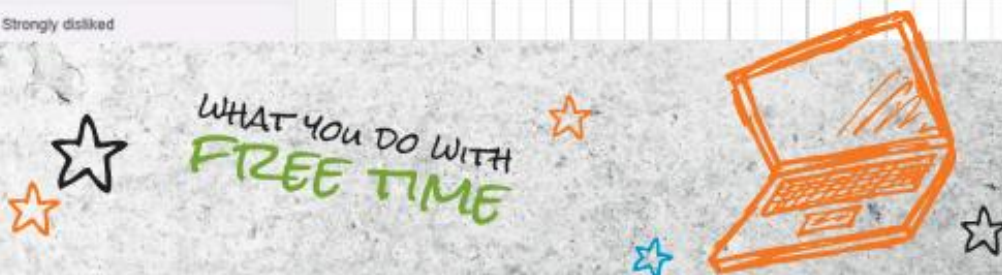
At the bottom of the grid, please record for **each** activity where you were (the **green** question), who you were with (the **pink** question) and how much you liked it (the **purple** question), as shown in the screen below. You can do this by drawing lines across the boxes using the mouse. You will need to remember to scroll down on the screen to find these questions.

The screenshot shows a digital diary interface with a grid. On the left, there are three sections with dropdown menus:

- Where were you?** (Green header) with options: At home, Indoors, but not at home, Outdoors.
- Who were you with?** (Pink header) with options: Alone, Mother, Father, Friends or other young people, Siblings (brother or sister), Other adults.
- How much did you like it?** (Purple header) with options: 1 - Strongly liked, 2 - Liked, 3 - Neither disliked or liked, 4 - Disliked, 5 - Strongly disliked.

The grid to the right has columns representing time slots. Colored bars are drawn across the grid to indicate data entry:

- Green bars:** One bar from 08:00 to 10:00 in the 'At home' row. Another bar from 18:00 to 20:00 in the 'Indoors, but not at home' row. A third bar from 16:00 to 18:00 in the 'Outdoors' row.
- Pink bars:** One bar from 08:00 to 09:00 in the 'Alone' row. Another bar from 10:00 to 12:00 in the 'Mother' row. A third bar from 12:00 to 14:00 in the 'Father' row. A fourth bar from 18:00 to 20:00 in the 'Friends or other young people' row. A fifth bar from 09:00 to 10:00 in the 'Siblings (brother or sister)' row.
- Purple bars:** One bar from 18:00 to 20:00 in the '1 - Strongly liked' row. Another bar from 08:00 to 12:00 in the '2 - Liked' row.



WHAT DO I DO WHEN I HAVE FINISHED FILLING IN ONE OF MY DAYS?

When you have finished filling in one of your days, click on the 'Submit' button to send it back to us. You can find the submit button at the bottom of the screen, and also at the top of the screen. It doesn't matter which one you use. You will then be shown a summary of what you have completed. You can go back to the record to fill in any gaps if you need to. You will also be asked some final questions about filling the record in.



Remember to fill in and submit both of your days!



HOW DO I MAKE SURE MY INFORMATION IS SAFE?



If you are completing your record on a computer which you share with other people, you should click 'Save and logout' at times you are not using it, so that nobody else can see what you have entered. When you return to your record, you will need to enter your login again.

Your login is just for you - nobody else has been given your login, so nobody else can see what you have entered.



TIME-USE



THANK YOU FOR YOUR HELP



SUBMIT

Ipsos MORI

13-025042-02/Z05

App diary information leaflet

CHILD OF THE
NEW CENTURY 

AGE 14 SURVEY






TIME-USE RECORD

APP

This leaflet gives you more information about how to log in to and use the time-use record. Please keep it safe and don't lose it!

Please tell us how you spent your time by completing the time-use record for both of your days.

FOR EACH DAY, WE WOULD LIKE TO KNOW:

-   What you were doing
-  Where you were
-  Who you were with
-  How much you liked each activity

For each day, please make sure that you fill in what you were doing from 4am to 4am, and try not to miss out any times. If you used your paper time-use notebooks to write down how you spent your time, you can use these to help you remember what you did when you fill in your record using the app. The activity list printed on the back of your notebooks is the same as the list you will be asked to select your activities from in the app record.

WHAT DID
YOU DO

TIME-USE

HOW TO DOWNLOAD THE APP AND LOG IN

- ★ Go to the app store (if you are using an Apple device) or to Google Play (if you are using an Android device) and search for 'Ipsos Mobile'. You can also find the app by typing: <https://bit.ly/ipsosmobile> into the internet browser of your smartphone or tablet.
- ★ Download the 'Ipsos Mobile' app onto your Apple or Android smartphone or tablet. You will not need to pay for the app but it is best to connect to a wifi network to avoid possible data charges. Note that the app will not work on Windows or Blackberry devices. If you have any difficulties accessing the app please call 0808 238 5446 or email childnc@ipsos.com
- ★ Open the Ipsos Mobile app. You will see the following screen. (The screenshots in this leaflet are from an Android phone. Your screen may look slightly different if you are using a different device).

Username

Password

By pressing Log in you agree to the [Terms and Privacy Policy](#)

Log in

From this screen, enter your username:

Affix log-in sticker

You do not need to enter a password.

Touch 'Log in'

- ★ You will see the following screen. Enter your username again, then touch 'Next'.

Welcome to the CNC time-use record. Before we move on, please enter your username to go into the time-use record.

NEXT

There is a short delay between your interviewer visit and your record being ready to fill in. If your record is not yet ready to fill in, you will be asked to come back to it later. It will be ready to fill in by your first selected day.



GETTING STARTED

After you have logged in, you will see this screen:



From this screen you can see a guide to the time-use app. This will show you how to fill it in. You should go through the guide before starting to fill in the record.

Your two days will be shown on the screen too (where it says Day 1 and Day 2 in the screenshot on the left). When you are ready to start filling one in, just touch it.

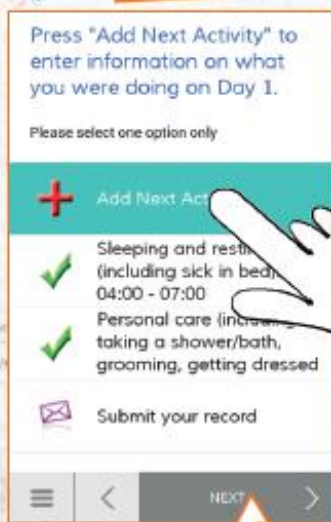
Make sure you fill in what you did for both of your days.

HOW TO FILL IT IN:

You need to enter all of the activities you do throughout each day, starting at 4am. For each activity, you will need to:



STEP 1



Select "Add next activity"

On some of the screens, you will need to scroll down to see all of the options.

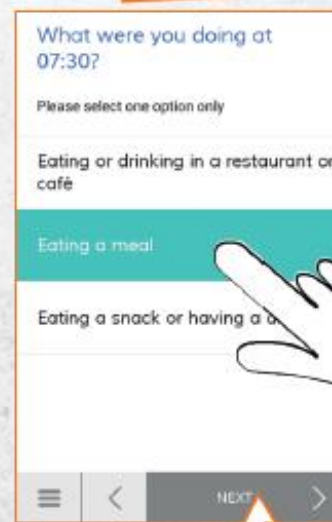
STEP 2



Find the type of activity from the list and select it.

If you would prefer not to tell us what you were doing, please enter 'Any other activity'.

STEP 3



You will now see a list of more specific activities to choose from.

Choose the activity that best describes what you were doing.



★ **STEP 4**

What time did you finish eating a meal?

+	+
08	00
-	

Hand icon pointing to the 00

☰ < NEXT >

Enter the time when you finished doing that activity.

After each activity, you will then be asked where you were, who you were with and how much you liked it.



★ **SUBMIT** ★

★ **STEP 5**

- ✓ 20:15
- ✓ Cooking, cleaning, and shopping for the household: 20:15 - 20:45
- ✓ Watching TV, DVDs, downloaded videos: 20:45 - 22:00
- ✓ Personal care (including taking a shower/bath, grooming, getting dressed)
- ✓ Sleeping and resting (including sick in bed): 22:20 - 03:59

Submit your record

← Back

☰ < NEXT >

Hand icon pointing to Submit your record

Once you have finished recording all your activities for the whole day you should touch 'Submit your record'.

You will then be asked some final questions about filling it in. Remember to fill in what you did for both of your days!

It is best to submit your record while you are connected to the internet so that it is sent right away.



KEEPING YOUR INFORMATION PRIVATE

The app will automatically save your data as you go along. If you are completing your record on a smartphone or tablet which you share with other people, you should close the app when you are not using it.

Your login is just for you - nobody else has been given your login, so nobody else can see what you have entered.

THANK YOU FOR YOUR HELP

Ipsos MORI

13-025042-02/Z06

Paper notebook

ACTIVITY LIST



Activity Type	Activities
Sleep and personal care	Sleeping and resting (including sick in bed)
	Personal care (including taking a shower/bath, grooming, getting dressed etc.)
School, homework, and education	Homework
	In class
	School breaks
	School clubs
Paid or unpaid work	Detention
	Paid work (including paid babysitting and paid work for the family)
Chores, housework, and looking after people or animals	Unpaid work for family or other non-household members (e.g. help in family business)
	Cooking, cleaning, and shopping for the household
	Fixing things around the house, fixing bike, gardening
	Looking after brothers, sisters, other children in the household
Eating and drinking	Looking after parent or other adult in the household (medical or personal care)
	Looking after animals
	Eating or drinking in a restaurant or café
Physical exercise and sports	Eating a meal
	Eating a snack or having a drink
	Cycling
	Individual ball games and training (e.g. tennis, badminton)
	Jogging, running, walking, hiking
	Team ball games and training (e.g. football, hockey)
Travelling (including walking to school)	Swimming and other water sports
	Other physical exercise (e.g. dancing, keeping fit) and other sports (e.g. skateboarding, gymnastics)
	Travel by bus, taxi, tube, plane
Social time and family time	Travel by car, van (including vehicles owned by friends and family)
	Travel by physically active means (walk, bike etc.)
	Attending live sporting events
	Cinema, theatre, performance, gig etc.
	Exhibition, museum, library, other cultural events
	Shopping (including window shopping, hanging out at shopping centre)
Internet, TV, and digital media	Speaking on the phone (including skype, video calls)
	Speaking, socialising face-to-face
	Answering emails, instant messaging, texting
	Browsing and updating social networking sites (e.g. Twitter, Facebook, BBM, Snapchat)
	General internet browsing, programming (not time on social networking sites)
	Listening to music, radio, iPod, other audio content
Volunteering and religious activities	Playing electronic games and Apps
	Watch TV, DVDs, downloaded videos
Hobbies and other free time activities	Volunteering
	Religious activities (including going to places of worship, praying etc.)
	Did nothing, just relaxing, bored, waiting
Any other activity	Hobbies, arts and crafts, musical activities, writing stories, poetry etc.
	Reading (not for school)
	Other activities not listed

Ipsos MORI 13-025042-02/804

CHILD OF THE NEW CENTURY

AGE 14 SURVEY

TIME-USE NOTEBOOK

WHAT DID YOU DO TODAY?

Day _____ / / _____
 Day (Mon-Sun) DD MM YYYY

This notebook is for you to use to write down what you are doing on the day written above. This will help you remember what you were doing when you fill in your time-use record.

HOW TO USE THIS NOTEBOOK



Please write down what you do - from waking up to going to sleep - along with the time you started doing it, like this.

Time	What did you do?
8:20	Had a shower
8:40	Got dressed
8:50	Had breakfast
9:20	Walked to the bus stop

- ★ The best way to complete this notebook is to carry it with you and fill it in throughout the day.
- ★ Remember to include things like getting dressed, eating and drinking, travelling, and waiting around or doing nothing.
- ★ If you feel something is too personal to write down, just write 'personal'.
- ★ If it's a school day, you should write in the times that you were in class but you don't need to write in what you did in class.
- ★ You should also write in all the times you were eating and drinking during the day.
- ★ There is a list of activities on the back page of this notebook, which also appears in the time-use record. When you fill in your time-use record, you will need to decide which of the activities on the list best describes what you were doing.

THANK YOU!

   
WHAT TIME DID YOU WAKE UP? :

 TIME:	WHAT DID YOU DO? 
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TIME: **WHAT DID YOU DO?** 

TIME:	WHAT DID YOU DO?
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WHAT TIME DID YOU GO TO SLEEP? :

Letter for teachers



Ipsos MORI

Dear Sir/Madam,

Child of the New Century - Age 14 Survey

Name:

I am writing to let you know that the young person named above is taking part in an important national study called Child of the New Century. The study is exploring what it is like to grow up in the 21st century by following around 19,000 young people who were born in the UK in 2000/2001.

The study is run by the Centre for Longitudinal Studies, a research centre in the UCL Institute of Education, University College London. The study is funded by the ESRC (the government's Economic and Social Research Council), as well as government departments from all countries of the UK. The Age 14 Survey is being carried out by Ipsos MORI, an independent research organisation.

Part of the study involves collecting information about how young people spend their time. This information is collected by young people wearing an activity monitor, and completing a time-use record, for two days (one during the week and one at the weekend). The anonymised data will be available to academics, researchers and policy-makers, providing the most comprehensive resource about the activity levels and time-use of 14 year olds in the UK.

Activity Monitor

The activity monitor is a small, lightweight device that is worn on the wrist, like a watch. It is important that the monitor is worn at all times, including during school hours, so that we collect a complete picture of young people's physical activity. We would also like young people to wear the monitor whilst doing sport, including swimming. It is safe for them to do so and it won't damage the device.

Time-Use Record

The time-use record asks young people to record how they have spent their time throughout the day. Young people can complete the record either online, using an app, or on paper. We have also given young people a notebook, where they can make notes during the day, as a useful reminder when completing the time-use record later.

While we will ask young people about what they've done throughout the day (including the times they were in class), there is no requirement for them to record what they actually did while in class. As such, we hope that this task will not cause any disruption to lessons.

We very much hope that you will be able to offer your support to this important study. We would like to thank you for contributing to a major educational research resource.

With kind regards,

Professor Emla Fitzsimons
Study Director

13-025042-02/L09

If you would like further information on the activity monitor or time-use record, please contact Stephan Tietz at Ipsos MORI. Stephan can be emailed on childnc@ipsos.com or called on Freephone 0808 238 5446 between 9:30 am and 5:30 pm (Monday to Friday). Calls from landlines are free but costs from mobile phones may vary, please check with your provider.

To find more about the Child of the New Century Study you can visit the website for study participants (www.childnc.net) or the Centre for Longitudinal Studies website (www.cls.ioe.ac.uk).

13-025042-02/L09

Specification for CAI time use diary module

ACTIVITY MONITORING AND TIME-USE RECORD (SEPARATE MODULE FOR EACH COHORT MEMBER)

DK and REF not allowed at any question from CHIC3 - **TUDLANG**

CHIC3

SINGLE CODE ONLY

***** YOUNG PERSON ACTIVITY MONITOR AND TIME-USE RECORD:
PARENT CONSENT TO APPROACH YOUNG PERSON*****

DID PARENT/GUARDIAN GIVE WRITTEN CONSENT FOR [^Cohort member's Name] TO BE ASKED TO WEAR AN ACTIVITY MONITOR AND TO COMPLETE THE TIME-USE RECORD? IF YES, CODE WHICH ONES.

REMINDER:

INFORMATION LEAFLET USED:

“WEARING AN ACTIVITY MONITOR AND COMPLETING A TIME-USE RECORD - INFORMATION FOR PARENTS”

CONSENT FORM USED: **CONSENT BOOKLET (CF01) – YOUNG PERSON ELEMENTS 1**

INTERVIEWER: PARENT/GUARDIAN MUST HAVE SIGNED FORM **AND** INITIALLED OR TICKED THE APPROPRIATE BOX TO INDICATE CONSENT WAS GIVEN FOR EACH OF THESE ELEMENTS

- 1 Yes, consent for activity monitor and time-use record given
- 2 Yes, consent for activity monitor only given
- 3 Yes, consent for time-use record only given
- 4 No, consent not given for activity monitor and time-use record

IF signed consent given [CHIC3 = 1, 2 or 3]

CHAC3

SINGLE CODE ONLY

***** YOUNG PERSON ACTIVITY MONITOR AND TIME-USE RECORD:
YOUNG PERSON CONSENT *****

DID [^Cohort Member's Name] GIVE VERBAL CONSENT TO WEAR AN ACTIVITY MONITOR AND TO COMPLETE THE TIME-USE RECORD? IF YES, CODE WHICH ONES.

REMINDER:

INFORMATION BOOKLET USED:

“WEARING AN ACTIVITY MONITOR AND COMPLETING A TIME-USE RECORD - INFORMATION FOR STUDY MEMBERS”

CONSENT FORM USED: **CONSENT BOOKLET (CF01) – YOUNG PERSON**

INTERVIEWER: YOU SHOULD NOT HAVE ASKED CONSENT FROM YOUNG PERSON IF PARENT HAS NOT GIVEN CONSENT TO APPROACH YOUNG PERSON.

- 1 Yes, consent for activity monitor and time-use record given
- 2 Yes, consent for activity monitor only given
- 3 Yes, consent for time-use record only given
- 4 No, consent not given for activity monitor and time-use record

If activity monitor consented [CHAC3 = 1 or 2]**ACCSTOCK**

INTERVIEWER: PLEASE CONFIRM THAT YOU HAVE AN ACTIVITY MONITOR TO PLACE?
CODE 'NO' IF YOU HAVE RUN OUT OF DEVICES.

1. YES
2. NO

If placement consented [CHAC3 = 1, 2 or 3]

CAPI programme will automatically select two allocated days.

- 1) The current date and the following three days are ineligible for selection.
- 2) From the 7 days following that, one random week day and one random weekend day will be selected.
- 3) If ACCSTOCK = 2 the two selected days should be two weeks later (same rules as above, but add two weeks)
- 4) In households with twins and triplets the same days will be selected – in households with twins/triplets the selection should be made once, when the module is first entered.
- 5) If the ACC/TUD module for a sibling is entered on a different day to the first CM, and the (interview day +3 days) gap is still valid, the same dates are selected, otherwise new random dates are selected (as rule 1)
- 6) In the event that the interviewer only has one device in stock when visiting twins/triplets, rule 3) will take priority over rule 4) for the second and third

[DP INSTRUCTION: TWO SERIAL NO FIELDS BELOW TO BE CAPTURED ON SEPARATE SCREENS. NOTE THAT THESE SERIAL NUMBERS CAN BEGIN WITH A ZERO. WE HAVE A LIST OF ALL VALID SERIAL NUMBERS SO WE NEED TO CHECK THAT THE NUMBERS BELOW ARE IN THAT LIST]

If consented to activity monitor [CHAC3 = 1 or 2] and ACCSTOCK = 1**GENE**

INTERVIEWER: RECORD GENEACTIV DEVICE SERIAL
NUMERIC

HARD CHECK – if the answer is not 6 characters display the text: 'INTERVIEWER: DEVICE SERIAL NUMBERS HAVE 6 CHARACTERS (INCLUDING LEADING ZEROS). PLEASE AMEND

HARD CHECK – if the answer does not match one from our list: 'INTERVIEWER: THIS IS NOT A VALID DEVICE SERIAL NUMBER. PLEASE AMEND

If consented to activity monitor [CHAC3 = 1 or 2] and ACCSTOCK = 1**GENECK**

INTERVIEWER: PLEASE CONFIRM GENEACTIV DEVICE SERIAL

HARD CHECK: If **GENE** and **GENECK** do not match DISPLAY ERROR 'The device serial numbers you entered do not match, please try again'. (LOOP BACK TO GENE)

If consented to activity monitor [CHAC3 = 1 or 2] and ACCSTOCK = 1**GENE2**

INTERVIEWER: PLEASE SWITCH THE DEVICE ON NOW!

If consented to activity monitor [CHAC3 = 1 or 2]**ACCDESP**

INTERVIEWER: STICK ACTIVITY MONITOR DESPATCH BARCODE STICKER ON DESPATCH FORM

If TUD placement consented [CHAC3 = 1 or 3]

TUDM

READ OUT: Would you like to complete the time-use record online, using a computer, or on an app for your Apple or Android smartphone or tablet?

1. Web (for completion on a laptop or desktop)
2. App (for completion on an Apple or Android smartphone or tablet)
3. SPONTANEOUS: No internet access – use paper version

If TUDM = 2]

TUDM_CHK

INTERVIEWER: PLEASE CONFIRM THAT THE YOUNG PERSON HAS AN APPLE OR ANDROID DEVICE TO FILL IN THE RECORD (NOT WINDOWS/BLACKBERRY)

1. YES – YOUNG PERSON ABLE TO COMPLETE RECORD USING APPLE OR ANDROID DEVICE
2. NO – GO BACK AND CHOOSE MODE AGAIN

If TUDM_CHK = 2 return to TUDM

If ACC OR TUD placement consented [CHAC3 = 1, 2 or 3]

PAUSE_TUDM

INTERVIEWER: WRITE THE FOLLOWING INFORMATION ONTO THE:

If activity monitor placed [CHAC3 = 1 or 2]

ACTIVITY MONITOR – MORE INFORMATION LEAFLET (Z04)

If TUD web or app [TUDM=1 or TUDM=2]

2 x TIME-USE NOTEBOOKS (B04)

If TUD paper [TUDM=3]

2 x TIME-USE RECORDS (B03)

DAY: 1: [DAY, DATE]

DAY: 2: [DAY, DATE]

If TUD placement consented [CHAC3 = 1 or 3]

TUDLOGIN

INTERVIEWER: ATTACH THE TIME-USE LOGIN STICKER TO THE:

If TUD web [TUDM=1]

ONLINE TIME-USE RECORD LEAFLET (Z05)

If TUD app [TUDM=2]

APP TIME-USE RECORD LEAFLET (Z06)

If TUD paper [TUDM=3]

2 x TIME-USE RECORDS (B03)

ENTER THE LOGIN CODE HERE:

String [DP: VALIDATE TO FORMAT EXACTLY AA1AA. ERROR: "THE LOGIN CODE MUST BE IN THE FORMAT AA1AA (LETTER, LETTER, NUMBER, LETTER, LETTER), PLEASE RE-DO"]

Hard check added in Version 102, released on 10 Feb 2015

HARD CHECK – if the answer does not match one from our list: 'INTERVIEWER: THIS IS NOT A VALID LOGIN CODE. PLEASE AMEND'

If TUD placement consented [CHAC3 = 1 or 3]

TUDLOGIN2CK

INTERVIEWER: RE-ENTER LOGIN CODE HERE

HARD CHECK: If TUDLOGIN and TUDLOGIN2CK do not match DISPLAY ERROR 'The log-in codes you entered do not match, please try again'. (LOOP BACK TO TUDLOGIN)

If ACC OR TUD placement consented [CHAC3 = 1, 2 or 3]

PACKAGING

If TUD placement only consented [CHAC3 = 3] AND TUD placement is web or app [TUDM=1 or 2] DISPLAY

INTERVIEWER - GIVE THE FOLLOWING MATERIALS TO THE YOUNG PERSON:

If ACC placement consented [CHAC3 = 1 or 2] OR TUD consented on paper [TUDM= 3] DISPLAY

INTERVIEWER: PUT THE FOLLOWING MATERIALS INTO THE GOLD PRE-PAID PACKAGING AND GIVE TO THE YOUNG PERSON:

IF CHAC3 = 1 or 2

'ACTIVITY MONITOR - MORE INFORMATION' LEAFLET

IF TUDM = 1

'ONLINE TIME-USE RECORD' LEAFLET

IF TUDM = 2

'APP TIME-USE RECORD' LEAFLET

IF TUDM = 1 OR 2

TIME-USE NOTEBOOKS x 2 (ONE FOR EACH DAY)

IF TUDM = 3

PAPER TIME-USE RECORDS x 2 (ONE FOR EACH DAY)

IF CHAC3 = 1, 2 or 3

TEACHER LETTER

IF CHAC3 = 1 or 2

SPORTS CLUB LETTER

IF CHAC3 = 1 or 2

COMPLETED DESPATCH FORM

If consented to activity monitor and time-use [CHAC3=1]

TUDACCEXPLAIN

INTERVIEWER: READ OUT ACTIVITY MONITOR AND TIME-USE RECORD EXPLANATION

If ACCSTOCK = 1

I'd like you to wear this activity monitor and complete a time-use record on one week day and one weekend day. The computer has selected [DAY, DATE] and [DAY, DATE] for you.

If ACCSTOCK = 2

We will post an activity monitor to you in the next one to two weeks so that you have it in time for your first day. I'd like you to wear it and complete a time-use record on one week day and one weekend day. The computer has selected [DAY, DATE] and [DAY, DATE] for you.

The task starts at 4am and finishes at 4am the next day. You should put the activity monitor on the night before each of the selected days and keep it on until the morning after.

You should wear it on the wrist of the hand you don't write with. It's waterproof so you can wear it in the bath or shower.

The time-use record asks you to record what you were doing, where you were, who you were with and how much you liked each activity you did during the day.

If TUD app [TUDM= 2]

You need to download the app to your Apple or Android smartphone or tablet.

If TUD web or app [TUDM=1 OR 2] You should log in to the time-use record using the login code on the leaflet. You won't be able to log in straight away but it will be ready before your first day, [DAY 1].

If TUD web or app [TUDM=1 OR 2]

I'm also giving you two time-use notebooks which are for you to use to write down what you are doing during the day. This will help you remember what you've done when you come to fill in the time-use record.

There are two letters that might be useful. One is to give to your teacher if they ask why you are wearing an activity monitor and completing a time-use record. The other is for any sports clubs that you go to and explains why you are wearing the monitor.

After the second day, please send the [if TUDM = 3 ‘time-use records and’] activity monitor back to the office as soon as possible so we can give it to another young person. You don’t need to pay any postage.

Do you have any questions about these tasks?

If consented to activity monitor only [CHAC3= 2]

ACCONLYEXPLAIN

INTERVIEWER: READ OUT ACTIVITY MONITOR EXPLANATION

If ACCSTOCK = 1

I’d like you to wear this activity monitor on one week day and one weekend day. The computer has selected [DAY, DATE] and [DAY, DATE] for you to wear it.

If ACCSTOCK = 2

We will post an activity monitor to you in the next one to two weeks so that you have it in time for your first day. I’d like you to wear it on one week day and one weekend day. The computer has selected [DAY, DATE] and [DAY, DATE] for you.

The task starts at 4am and finishes at 4am the next day. You should put the monitor on the night before each of the selected days and keep it on until the morning after.

You should wear it on the wrist of the hand you don’t write with. It’s waterproof so you can wear it in the bath or shower.

There are two letters that might be useful. One is to give to your teacher if they ask why you are wearing an activity monitor. The other is for any sports clubs that you go to and explains why you are wearing the monitor.

INTERVIEWER, IF PARENT AND YP HAVE CONSENTED TO TEXT MESSAGING READ OUT:

We will send you (and your parent) text messages as a reminder to wear it.

After the second day, please send it back to the office as soon as possible so we can give it to another young person. You don’t need to pay any postage.

Do you have any questions about this task?

If consented to time-use record only [CHAC3=3]

TUDONLYEXPLAIN

INTERVIEWER: READ OUT TIME USE RECORD EXPLANATION

I’d like you to complete your time-use record on one week day and one weekend day. The computer has selected [DAY, DATE] and [DAY, DATE] for you to complete the record.

I’d like you to record what you were doing from 4am to 4am. The record also asks you to record where you were, who you were with and how much you liked each activity you did during the day.

If TUD app [TUDM= 2]

You need to download the app to your smartphone or tablet.

If TUD web or app [TUDM=1 OR 2]

You should log in to the time-use record using the login code on the leaflet. You won't be able to log in straight away but it will be ready before your first day, [DAY 1].

If TUD web or app [TUDM=1 OR 2]

I'm also giving you two time-use notebooks which are for you to use to write down what you are doing during the day. This will help you remember what you've done when you come to fill in the time-use record.

There's a letter that might be useful. It's to give to your teacher if they ask why you are completing a time-use record.

INTERVIEWER, IF PARENT AND YP HAVE CONSENTED TO TEXT MESSAGING READ OUT:

We will send you (and your parent) text messages as a reminder to complete the time – use records.

If TUD paper [TUDM= 3]

After the second day, please send the time-use records back to the office as soon as possible. You don't need to pay any postage.

Do you have any questions about this task?

IF paper TUD placed [TUDM = 3]

TUDLANG

INTERVIEWER: DID YOU PLACE ENGLISH OR WELSH TRANSLATED PAPER TIME-USE RECORDS?

1. English
2. Welsh

Instruction added in Version 103, released on 8 June 2015

PAUSE

INTERVIEWER: THAT IS THE END OF THE ACTIVITY MONITOR AND TIME USE DIARY MODULE ([^CM number]) FOR [^CM name].

PRESSING 'NEXT' WILL TERMINATE THE SCRIPT AND YOU WILL NOT BE ABLE TO RESTART IT.

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About Ipsos MORI's Social Research Institute

The Social Research Institute works closely with national governments, local public services and the not-for-profit sector. Its c.200 research staff focus on public service and policy issues. Each has expertise in a particular part of the public sector, ensuring we have a detailed understanding of specific sectors and policy challenges. This, combined with our methodological and communications expertise, helps ensure that our research makes a difference for decision makers and communities.