RITME ACADEMY

Working with NVivo
An online course in four sessions

Instructor:

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Course objectives:

- Understanding the methodological implications of using NVivo in a qualitative research project.
- Understanding the application's interface and how it is meant to be used.
- Being able to import and organize qualitative data in NVivo.
- Being able to code data.
- Using the advanced features of the software (queries, autocoding, visualizations, quantification of qualitative analysis).

Level: Beginner and intermediate

Prerequisites: Familiarity with basic computing; being able to manage and organize files; familiarity with the Microsoft Office suite.

Target audience: Students, researchers, and professionals who need to analyze qualitative materials, such as interviews, reports, videos, sounds, webpage data, etc.

Duration: 14 hours

Sequencing: 4 modules of 3.5 hours over 4 days.

Training Methods:

- Inter-company
- Remotely (online class)

Detailed Training Program

Module #1:

1. Qualitative analysis with NVivo and software interface presentation.

   o Basic principles of qualitative analysis.
   o How NVivo can help analyzing qualitative data.
   o Tour of the interface: understanding the four-step process.

2. Starting a project.

   o Workspace organization and files import (Word documents, PDFs, images, audio/video files).
   o The NVivo mind map: brainstorming as a starting point for coding.

3. Importing source files.

   o Importing documents, emails, references, image and video files.
   o Importing surveys and datasets.
   o Using memos, links, "see-also" links, and annotations

Module #2:

1. File classifications

   o What are file classifications and how to use them.
   o Reference files, a special case of file classification.
   o Folders, static sets and dynamic sets.

2. Cases and case classifications.

   o What are "Cases" in NVivo and how to use them to quantify qualitative data.
   o Case classifications, case attributes and values.

3. Coding.

- o Coding, Uncoding, Code in vivo, Autocode.
- o Autocoding themes and sentiments.
- o Coding relationships.
- o Exporting codes (creating a codebook).

Module #3:

1. Working with data.

- o Working with PDFs, Audio/video files, and images.
- o Analyzing surveys.
- o Creating audio and video transcripts.
- o Using NCapture to import and code Internet sources.

2. Working with references.
    • Importing and coding references to do a literature review.

Module #4:

1. Queries.

- o The query wizard.
- o Text search, Word frequency, Matrix coding queries.
- o Crosstab, Coding comparison query.
- o Compound query, Group query.

2. Visualizations.

- o Charts, Hierarchy charts.
- o Cluster analysis.
- o Explore diagram.
- o Project map, concept map.
- o Social network analysis (upon request).

Educational and supervisory resources:

Dedicated digital training platform (Zoom or MS Teams), Sessions with the instructor, PDF manual, Theoretical presentations, Case studies.

Monitoring and evaluation of learning outcomes:

Extensive practical exercises all along the training program.

Results & skills expected at the end of the training:

Being capable of importing data, organizing data by using classifications and coding data. Being aware of the possibilities offered by the software in terms of queries and visualizations.

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