

NVivo one-day workshop

Gain the knowledge and practice you need to begin your work with NVivo in our one-day workshop.

NVivo Essentials

Course Outline

This hands-on workshop is a basic introduction to NVivo and will provide you with the information and practice you need to get started with your own project. Using sample data, you'll create a project in NVivo and will work with textual data – documents and PDFs

Here is the content and timetable for what will be covered:

Time	Component
9:00 – 9:30 AM	Introductions and setting up laptops
9:30 – 11:00 AM	<p>Conceptual overview of NVivo and requisite decisions to optimize data. Requisite planning decisions to be made before setting up an NVivo database. This sessions is hands off and discusses the following components:</p> <ol style="list-style-type: none"> 1. Benefits and limitations of using NVivo 2. Types of data that can be utilized in NVivo 3. What is auto-coding and how to format sources to meet this requirement 4. An explanation of the five types of nodes in NVivo (Free, Tree, Case, Relationship & matrix) 5. An example of how nodes might be applied in a real study to match data analysis methodology with coding practices
11:00 – 11:30 AM	Break
11:30 – 1:00 PM	<p>Practical Demonstration of NVivo applied</p> <p>This session looks a detailed demonstration of NVivo functionality once the decisions discussed in the first session have been made and discusses the following components:</p> <ol style="list-style-type: none"> 1. Navigating the NVivo workspace 2. Auto-coding interviews, focus groups and media files 3. Coding text and media files 4. Working with regions and logs in images 5. Transcribing within NVivo and synchronizing text and media files 6. Managing nodes through cycles of coding 7. Setting up cases and linking classifications 8. Visualizing nodes 9. Using memos, annotations and see also links to link soft data to the primary data and the primary data to the literature 10. Working with PDFs 11. Running queries (text searches, coding queries and matrices) 12. Running & customizing reports 13. Creating models
1:00 – 2:00 PM	Break
2:00 – 3:30 PM	<p>Setting up You NVivo Database</p> <p>This session is hands on and teaches the key skills to get participants up and running with their projects. It teaches the following components:</p> <ol style="list-style-type: none"> 1. Setting up and backing up a project 2. Organizing source and node folder structures

	3. Importing data 4. Creating cases 5. Setting up classifications and linking to cases 6. Auto-coding transcripts 7. Linking memos and annotations
3:30 – 4:00 PM	Break
4:00 – 4:50 PM	<p style="text-align: center;">Coding Data</p> <p>This session is hands on and teaches the key skills to get participants up and running with their projects. It teaches the following components:</p> <ol style="list-style-type: none"> 1. Coding data (manual interpretive coding) 2. Managing codes through cycles of coding moving from descriptive (participant led) to interpretive (participant and researcher led) to abstract (researcher led) philosophical and literature based codes.
4:50 – 5:00 PM	How to get help and support

Conceptual results of attending the training workshop

The expected results following the morning sessions (overview of the software's capabilities) is that course participants will avoid many classic mistakes frequently made before setting up NVivo databases and can make the requisite data management decisions prior to NVivo setup so as to optimize their data. Such decisions include:

- Planning to include all the components of their data such as field notes, observations and literature for example
- Understanding the benefits of recognizing and setting up the unit(s) of analysis and observation (Cases)
- Understanding the auto-coder and how to format transcripts, media files, social media content or questionnaires for auto-coding where appropriate
- Understanding synchronized transcripts
- Understand how manual coding of media files work
- Linking coding structure to data analysis methodology to integrate research design with database design

Practical results of attending the training workshop

By the end of the day, participants should be able to complete the following tasks:

- Set up an NVivo Project
- Back up the project and automate the creation of retrievable recovery files
- Import their data
- Set up their cases (units of analysis and observation)
- Integrate their demographic or profiling information (Classifications)
- Set up a coding structure and code data to it

As QSR training partners, we extend the following offer to QSR clients where we run the workshop on their behalf.

Each participant will receive free and unlimited, one-to-one post training online support for the life of their first project using NVivo, including PhD projects. This is delivered by means of a very user friendly system where we log on to the participants computer and work directly with them as they incrementally implement the protocols and concepts dealt with in the workshop on their live data.