

# 1-Day Training “Introduction to NVivo11”

## Tutorials + Mentored Individual Project Work

<b>Instructor</b>	<b>Megan Wainwright, PhD</b>	<b>Phone</b> Ext. 4518
<b>Assistant</b>	n/a	
<b>Department</b>	Division of Social and Behavioural Sciences, School of Public Health and Family Medicine, University of Cape Town	<b>E-mail</b> megan@meganwainwright.ca
<b>Course Time</b>	9am-4pm, November 22, 2017	

---

### What is NVivo?

NVivo11 is a computer software programme designed for managing qualitative data and carrying-out qualitative analysis. NVivo does not analyze qualitative data for the researcher but rather can enhance the researcher's analytical capacity by providing the means to efficiently store, sort and look for patterns in diverse forms of data. Training in NVivo is not a substitute for qualitative research training.

### Short Course Description:

In this short course, you will be introduced to the NVivo11 software. This is a hands-on course in which you are expected to work on your own personal laptops during the session (participants who do not own a laptop can enquire into renting a laptop from ICTS). In the morning, the trainer will teach key features of NVivo for data-management and analysis by demonstrating and running through practical exercises that you will do on your own laptops using sample data provided by the trainer. The afternoon will be spent applying what you learned in the morning by working individually on your own projects with your own research data (it is crucial that you bring your data with you - see pre-workshop instructions). If you have not yet started data-collection, you can work with PDFs of the literature you are using, or you can continue working with the sample data from the morning session. If you have already started using NVivo you can work on your current project. If not, you will build your NVivo project from scratch. The trainer will be available to provide individualized help and guidance. The course will be interactive and intends not only to teach the how-to aspects of the software, but the underpinning logic, the practical considerations, and the importance of reflexivity and critical-thinking in approaching computer-assisted analysis.

### This course is intended for researchers (from all disciplines):

- Working with: Qualitative data (interviews, focus groups, field notes, documents, visual and audio data)
- Who: Preferably have a background in or experience in qualitative research methodology
- Who want to: use NVivo for managing and coding their data (following general qualitative principles of content, thematic, or narrative analysis, or other similar approaches)
- Who: have no or little experience with NVivo, but who are interested in using it for research they are currently conducting.

### At the end of the course participants will have learned and practised:

- Setting-up an NVivo project: importing data, creating folders, using case nodes, making a case classification, formatting documents for auto coding, applying 'see also links'

- Using basic analysis features of NVivo: creating parent and child nodes, coding to nodes, audio-coding, reviewing and changing coding, annotations, memoing, and performing a basic text query]

**Course Schedule:**

TIME	TOPIC	Activity
<b>PART 1</b>		
09:00 - 09:20	Introduction and overview of NVivo	PowerPoint presentation
09:20 – 10:45	Data Management – Building an NVivo Project <ul style="list-style-type: none"> <li>Creating a Project</li> <li>Creating a Log</li> <li>Populating your Project: Importing data (PDFs, images, documents, web data)</li> <li>Creating Case Nodes and Case Classifications</li> <li>NCapture for sourcing web-data</li> <li>Using 'See Also Links'</li> <li>Formatting data for auto-coding</li> </ul>	Demo + Practical Application
10:45-11:00	BREAK	
11:00-12:30	Analysis: Basic Coding <ul style="list-style-type: none"> <li>Auto-coding structured interview data</li> <li>Coding to Nodes: creating nodes, coding to nodes across data-types</li> <li>Collapsing nodes, coding-on and uncoding</li> <li>Reviewing data coded to nodes (coding stripes, coding context, viewing options)</li> <li>Memoing emergent ideas/interpretations</li> <li>Annotations</li> <li>Running text queries</li> <li>Basics of audio-coding</li> </ul>	Demo + Practical Application
12:30-13:00	LUNCH	
<b>PART 2</b>		
13:00-13:15	Top Tips for Avoiding Tears – backing-up, exporting, thinking ahead.	PowerPoint Presentation
13:15 - 16:00	Working on your NVivo Project	Participants practice what they have learned. Trainer will circulate to provide one-on-one assistance. <ul style="list-style-type: none"> <li>If you have data, bring them!</li> <li>If you have articles you are using for a lit review, bring them!</li> </ul>

THIS IS A TRAINING COURSE FOR WINDOWS USERS ONLY