

# NVivo11 Workshop – Outline

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**Course Time** 9am-1pm (4 hours), May 29 2017

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## Short Course Description:

In this short course, participants will be introduced to the NVivo11 software for managing qualitative data and carrying-out qualitative analysis. This is a hands-on course in which participants are expected to work on their own NVivo test projects on their laptops during the session. The structure of the session will consist of demonstrations from the trainer's own NVivo projects followed by time for each participant to practice in their own test projects. 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. 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.

## This course is intended for researchers:

- 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 (the course is not a substitute for qualitative research training)
- Who want to: use NVivo for managing and coding their data (following general principles of content, thematic, or narrative analysis, or other similar approaches)

## At the end of the session participants will have learned and practiced:

- Setting-up an NVivo project: import, categorize and manage data (PDFs, word docs, pictures, audio-files, etc)
- Using basic analysis features of NVivo [e.g. coding to Nodes, annotations, memoing, queries]
- Audio-coding as an alternative to text-based coding of transcripts
- Using Nvivo for literature reviews

## Course Schedule:

TIME	TOPIC	Activity
9:00 - 9:20	Introduction and overview of NVivo	Powerpoint presentation
9:20 – 10:00	Data Management <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>• Importing web content using the NCapture web browser extension</li><li>• Creating Case Nodes and Case Classifications</li><li>• Formatting data for auto-coding</li></ul>	Demo + Practical Application

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TIME	TOPIC	Activity
10:00-11:00	Analysis: Basic Coding <ul style="list-style-type: none"> <li>• Coding to Nodes: Creating Nodes, Collapsing, Separating, Uncoding</li> <li>• Memoing emergent ideas/interpretations</li> <li>• Annotations</li> <li>• Running text queries</li> </ul>	Demo + Practical Application
11:00-11:15	BREAK	
11:15 – 12:00	Introduction to Audio Coding <ul style="list-style-type: none"> <li>• Coding directly from a wave form</li> <li>• Advantages/disadvantages</li> <li>• Transcribing within NVivo</li> <li>• Flagging &amp; Queries</li> </ul>	Demo and Practical Application
12:00-12:45	NVivo for Literature Reviews	Demo and Practical Application
12:45 – 12:55	Top Tips for Avoiding Tears – backing-up, exporting, thinking ahead.	Powerpoint Presentation
12:55 – 13:00	Wrap-up, and invitation to join NVivo Users Group	

***Please note that the training session is aimed at Windows-users only.***