

NVivo 12 Plus Two Day Workshop Outline

Day One: Introduction to NVivo

Introductions and Objectives

Introductions • Discussion of participant goals and workshop objectives

Introducing NVivo

What is NVivo • What can it offer • Benefits and considerations

Creating a new project and setting up its structure in NVivo

Creating a new project • Understanding the NVivo workspace and file structure • Creating folders • Saving and copying your project

Working with text and media data

Importing documents and pdfs • Importing and working with videos, audio files, images and other data • Working with external data

Capturing your notes

Creating memos and annotations

Analysing your information

Identifying themes, topics or ideas and collecting data to support them • Introducing 'nodes' and node folders • 'Coding' with NVivo • Viewing and working with your emerging themes, topics or ideas and their content

Exploring Text

Using text analysis tools: Word Frequency queries • Text Search queries

Practice session working on your own data using NVivo

Day Two: Moving On with NVivo

Recap and questions from Day One

Classifying and Grouping Your Data

Introducing Cases • Classifications and Attributes • Introducing Sets

Working with other data

Importing and working with surveys & social media

Exploring Your Coding

Crosstab, Matrix Coding & Coding queries

Automated Processes

Autocoding • Automated insights

Linking and Visualising Your Data

Relationships and Links • Building and working with maps

Reporting and Exporting Your Data

Creating Reports • Exporting Files and Nodes • Creating Codebooks

Teamwork with NVivo

“Master” project design • Project Protocol • Process management •
Strategies when using standalone versions of NVivo • Strategies when using
NVivo for Teams • Merging NVivo projects • Coding comparison query

Further Resources

Online help • Getting Started • Tutorials • QSR Forum • FAQs • Consultancy

Practice session working on your own data using NVivo