**NVivo Intensive Workshop Outline**

**Session One (3/3.5 hours)**

**Introductions and Objectives**

Introductions • Discussion of participant goals and workshop objectives

**Creating a new project and setting up its structure in NVivo**

Creating a new project • Understanding the NVivo workspace • Creating folders

**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’ /’codes and node/code folders • ‘Coding’ with NVivo • Viewing and working with your emerging themes, topics or ideas and their content

**Session Two (3/3.5 hours)**

**Recap and questions from Session One**

A review of the content covered in Session One with an opportunity to ask questions and/or recap any area

**Exploring Text**

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

**Automated Processes**

Autocoding • Automated insights (NVivo 12 Plus for Windows or NVivo (2020) for Windows only)

**Classifying and Grouping Your Data**

Introducing Cases • Classifications and Attributes • Discussion of cases for individual projects

**Working with surveys and social media**

Importing and working with surveys & social media

**Session Three (3/3.5 hours)**

**Recap and questions from previous sessions**

A review of the content covered in both previous sessions with an opportunity to ask questions and/or recap any area

**Grouping Data**

Sets

**Characteristics and Coding Queries**

Review of cases and classifications • Querying your coding: Using Crosstab, Matrix Coding & Coding queries

**Linking and Visualising Your Data**

Relationships (Windows only) and Links • Building and working with maps

**Session Four (3/3.5 hours)**

**Recap and questions from previous sessions**

A review of the content covered in previous sessions with an opportunity to ask questions and/or recap any area

**Teamwork with NVivo (Discussion of teamwork will be included if applicable)**

“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

**Reporting and Exporting Your Data**

Creating Reports • Exporting Files and Nodes

**Saving and Backing Up Your Data**

Saving and copying your project

**Further Resources**

Online help • Tutorials • QSR Forum • Webinars • FAQs • Consultancy

**Open session for discussion of projects and/or course review or questions**

***(Note: Workshop content can be customised as much or as little as needed)***

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