

NVivo Introductory Online Training

Session One: 9.30am – 12.30pm

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: 9.30am – 12.30pm

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 (Windows only)

Demonstrations of:

Cases and Classifications • Working with surveys and social media • Coding queries, including matrix coding and crosstab queries • Visualisations

Exporting, Saving, Copying, Resources and Teams

Exporting your data • Creating reports • Saving and copying your projects • Working as a team (if applicable) • Resources

Note: Workshop content and timings can be customised as much or as little as needed. To discuss your requirements please contact Fiona Wiltshier on fiona@concorsco.com