**NVivo Introductory Workshop**

**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**

Importing documents and pdfs • 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 (Windows only)

**Working with media data**

Importing and working with videos, audio files, and images

**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.***