NVivo: 12Pro – Next Steps

Qualitative Data Analysis

Course objectives:

Making content into data

- Import media content
- Create a codebook
- Sets and Classifications
- Further exploration of data
- Visualisation tools

Student Training and Support

Phone: (07) 334 64312
Email: askus@library.uq.edu.au
Web: https://web.library.uq.edu.au/library-services/training/

Service Points

St Lucia: Main desk of the SSAH, ARMUS and DHESL libraries
Hospitals: Main desk of the PACE, Herston and Mater libraries
Gatton: Level 2, UQ Gatton Library

Staff Training (Bookings)

Phone (07) 3365 2666
Email staffdev@uq.edu.au
Web http://www.uq.edu.au/staffdevelopment

Staff may contact their trainer with enquiries and feedback related to training content. Please contact Staff Development for booking enquiries or your local I.T. support for general technical enquiries.

Table of Contents

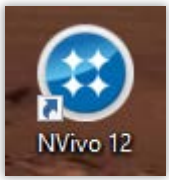
Exercise files: Go to https://web.library.uq.edu.au/library-services/training/training-resources

NVIVO: 12Pro

NVIVO is designed to facilitate common qualitative techniques for organising, analysing and sharing data in a research project. NVivo can help you manage, explore and discover patterns in your data but it cannot replace your analytical expertise.

Exercise 1. *Access NVIVO*

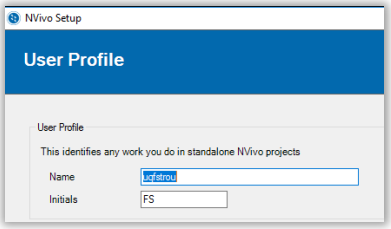
1. Double-click the **Nvivo 12** icon on the Desktop



2. Complete profile details, if prompted
3. Add your initials.

These will be used to identifiy your edits as you progress

4. Click on **OK**

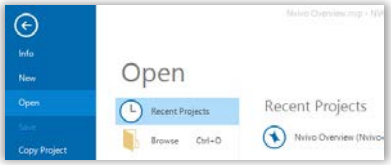


Getting Started

Exercise 2. *Open a project*

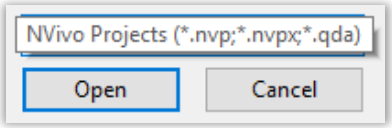
A standalone project is a **.nvp** file saved on your computer or on a network drive.

1. Click the **File** tab
2. Click **Open**.



Note: Ensure **NVivo Projects** from the **File** or **Project type** list is displayed

3. Locate and select ***UQLTraining-NextSteps*** project
4. Click **Open**

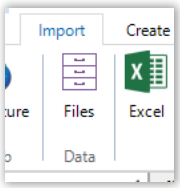


Working with Data

Exercise 3. *Import Content*

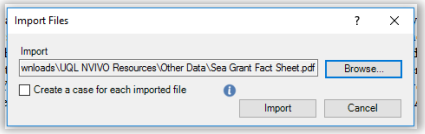
a. **Bring in a PDF**

1. Select **Data - Files**
2. Click the **Import** tab
3. Click the **Files** button

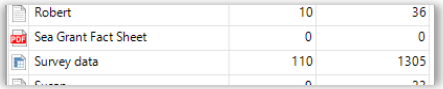


4. Navigate to the **Other Data** folder
5. Double click **Sea Grant Fact Sheet.pdf**
6. Click on **OK**

7. Click on **Import** in the Import Files dialogue box
8. Click on OK in the Picture Properties dialog box when it appears

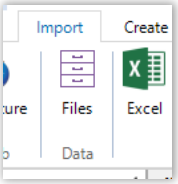


The PDF is added to the list of files

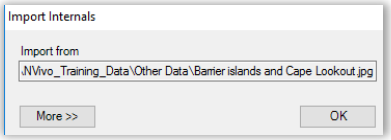


b. Bring in images

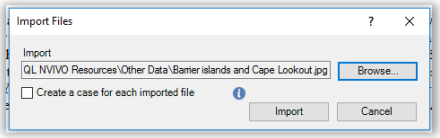
1. Select **Data – Files** in the navigator
2. Click the **Import** tab
3. Click the **Files** button



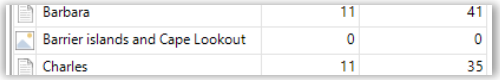
4. Navigate to the **Other Data** folder
5. Select **Barrier Islands and Cape Lookout.jpg**
6. Click on **Open**
7. Click on **OK**



8. Click on **Import** in the Import Files window
9. Click on OK in the Picture Properties dialog box when it appears



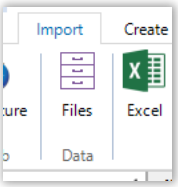
The image is added to the list of files



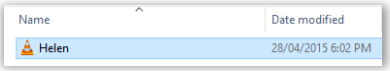
c. Bring in Audio

A video or audio source consists of a media file and a transcript. The transcript can be manually added, automatically created or purchased via NVivo and Transcribe.

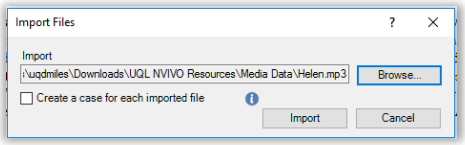
1. Select **Data – Files - Interviews**
2. Click the **Import** tab
3. Click the **Files** button



4. Navigate to the **Media Data** folder
5. Select the **Helen.mp3** audio file
6. Click on **open**



7. Click on **Import** in the Import Files dialogue box

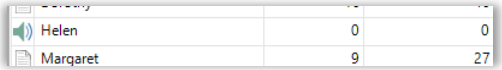


8. Go to the **Audio** tab in the Audio Properties dialog box

Ensure Embedded in project is selected. This should be the default setting

9. Click on **OK**

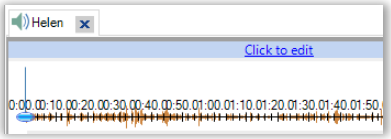
The audio file will be added to the list of Data - Files



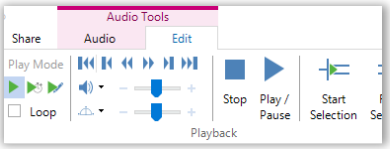
Transcribe audio for coding

1. Double click the Helen audio file to open in details view
2. Click on **Click to edit**

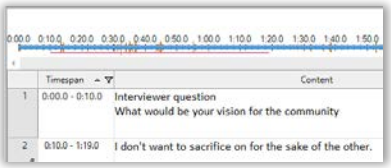
This will open the audio log for transcription beneath the file



3. Use the playback tools on the Audio Tools - Edit tab



4. Click to enter timespan
5. Add **0-10**
6. Click next cell to enter transcript
7. Add "**Interviewer Question**"

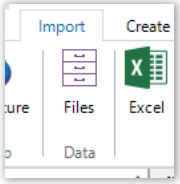


***Purchase a transcript using NVivo* Transcription**

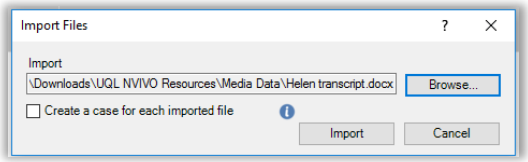
You can purchase a transcript from NVivo. As at February 2019 the cost per hour is $40 AUD with discounts for 5 and 10 hours. Turnaround is advertised as half the length of the audio. So a 1 hour file would take 30 minutes to be available. See https://www.qsrinternational.com/nvivo/nvivo-products/transcription for full details of how to create an account and purchase credits.

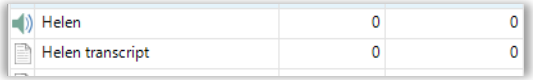
Import Transcript for coding

1. Click the **Import** tab
2. Click the **Files** button



3. Select **Helen Transcript** in the **Media Data** folder
4. Click on **Open**
5. Click on **Import** in the Import Files dialog box
6. Click **OK**

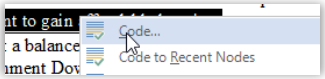




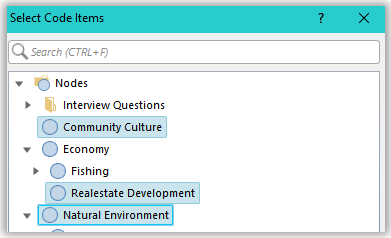
Exercise 4. *Coding Sources*

a. Code documents

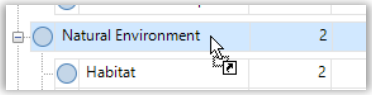
1. Go to **Data - Files**
2. Double click **Helen transcript** to open the file in details view
3. Select "**she doesn't want to sacrifice the environment to gain affordable housing"** on the first row of content
4. Right click on selected text
5. Select **Code…**



6. Hold Ctrl to select nodes
   - *Community Culture*
   - *Realestate Development*
   - *Natural Environment*
7. Click on **OK**



Check the Node hierarchy, coding has been added to the appropriate nodes



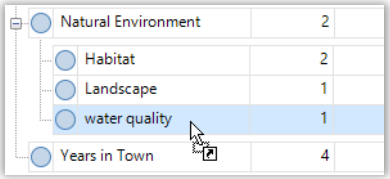
8. Repeat for other transcript paragraphs

b. Code PDFs

Be careful with PDF's. If the file has been created as an image coding specific content will not be possible.

1. Goto **Data - Files**
2. Open the PDF
3. Highlight the first paragraph

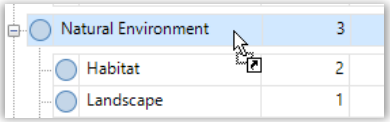
4. Navigate to **Nodes** to display Hierarchy
5. Expand **Natural Environment** if necessary
6. Drag and drop paragraph over **Water Quality** node



c. Code Images

1. Go to **Data - Files**
2. Open the image "Barrier islands and Cape Lookout"
3. Click and drag across the lighthouse in the image

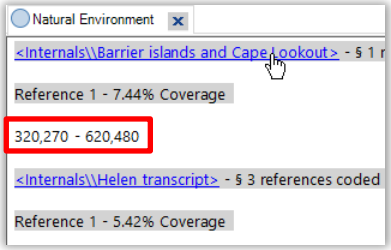
4. Navigate to **Nodes** to display Hierarchy
5. Drag and drop selection over **Natural Environment** node



Exercise 5. *View Image Coding*

1. Go to **Nodes**
2. Double Click to node **Natural Environment** to open it
3. Click link to image **Barrier Islands and Cape Lookout**

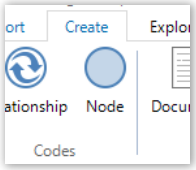
The image coding reference will be pixel co-ordinates: starts at 330x270y and ends at 620x480y



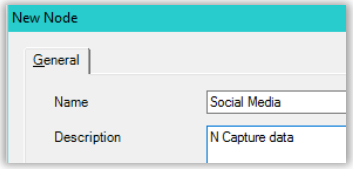
4. The coded section will appear with shading

Exercise 6. *Create a new node*

1. Navigate to **Nodes**
2. Select **Node** on the **Create** tab



3. Enter a name - **Social Media**
4. Add a description **– NCapture Data**
5. Click on **OK**



The new node will be displayed in your node hierarchy.

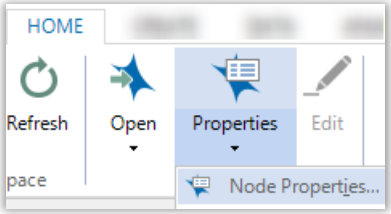
Codebook

A codebook is a list of your thematic nodes and their descriptions that you can export from NVivo. You (or members in your team) can refer to the codebook to ensure consistency of coding.

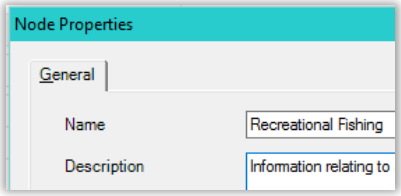
Exercise 7. *Create a Codebook*

Ensure your nodes have a description before generating a codebook.

a. Add Node Description

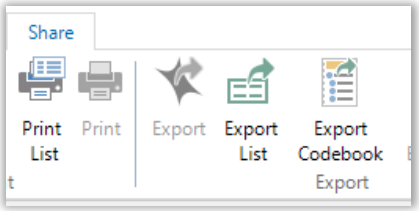


1. Click **Properties** on the **Home** tab
2. Select **Node properties…**



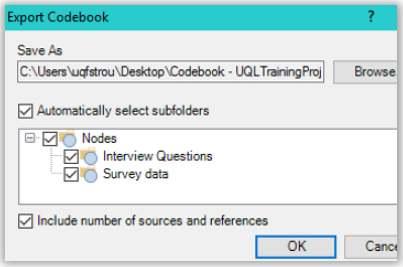
3. Enter a description
4. Click on **OK**

b. Generate Codebook



1. On the **Share** tab click **Export Codebook**

The Export Codebook dialog box displays.



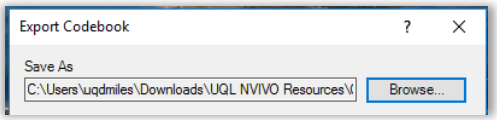
2. Confirm a location for your codebook

By default, the **Automatically select subfolders** check box is selected, so any subfolders will be included if you select or deselect a parent folder.

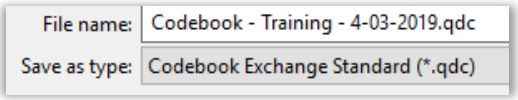
3. (Optional) Select **Include number of sources and references** check box.
4. Click **OK**.

Note: Your codebook will display as an word document by default. Save the file to keep a permanent copy.

Alternatively: if you wish to share your codebook with other NVIVO users or Qualitive data programs you must save it is a .qdc file type



5. In the Export Codebook dialog box click **Browse…**



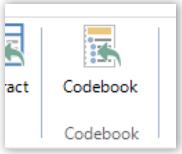
6. Change the **Save as type:** to **Codebook Exchange Standard (*.qdc)** and click **Save**

7. Click **OK**

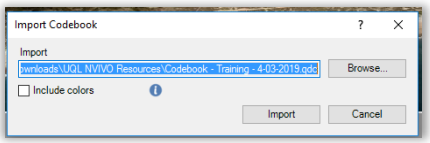
Exercise 8. *Import a Codebook*

To provide easy reference to the codebook for all reaserchers, it can be imported back into your project.

1. On the **Import** tab click **Codebook**
2. Select the **Codebook** document (*.qdc)
3. Click on **Open**



4. Click on **Import**



NCapture for web sources.

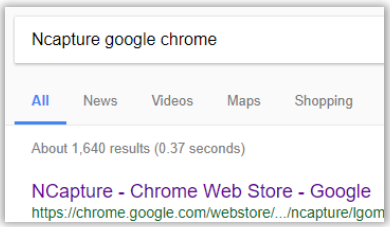
NCapture is a tool which allows users to capture web content including web pages, social media and video/audio clips.

Exercise 9. *Import content with NCapture*

To use the NCapture tool you have to first of all add the extension to your browser.

a. Install NCapture extension to browser (Google chrome)

1. Search in the browser "***NCapture Google Chrome***"
2. Click the link to the Google Web Store

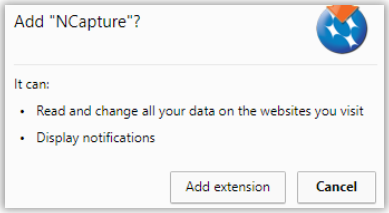


Check the extension available is *offered by QSR International*

3. Click "**ADD TO CHROME**"

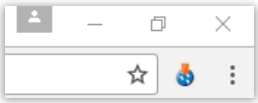
4. Click **Add extension**

A confirmation pop up may display. You can now capture web content for your NVivo project.



b. Capture web content

1. Navigate to a web source: http://abc.net.au
2. Open any article



3. Click the NCapture icon on the addressline

4. Select Source type: **Article as PDF**

This may not be successful with sites that contain dynamic data which automatically updates. You may need to use **WebPage as PDF** but be aware this will include all content including ads.

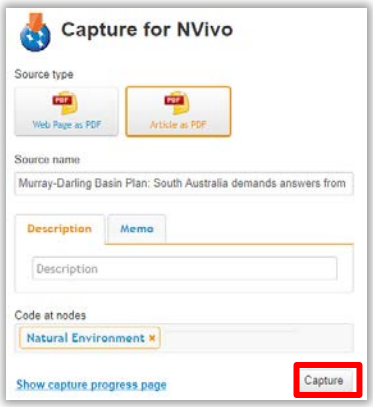
5. OPTIONAL: Add a description

6. OPTIONAL: Code at Node – ***Social Media***

Add Node names for auto coding (New or existing)

7. Click on **Capture**

The article will be converted to a .nvcx file and the NCapture progress page will be displayed

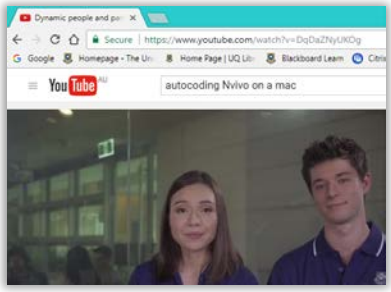


c. Capture Media Clip Content

1. Navigate to youtube: http://youtube.com
2. Go to an appropriate media clip

   https://www.youtube.com/watch?v=DqDaZNyUKOg

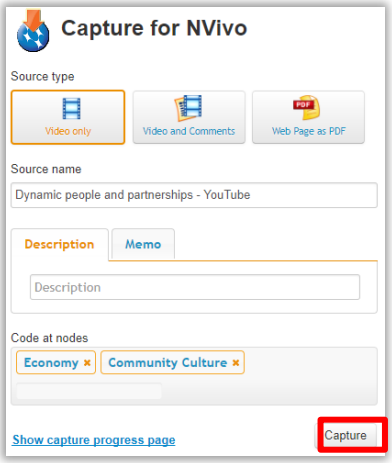
3. Click the NCapture icon on the addressline



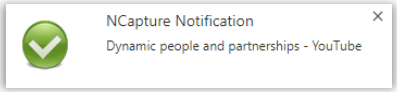
4. Select Source type: **Video and Comments**
5. OPTIONAL: Add a description
6. OPTIONAL: Code at Node – ***Social Media***

Add Node names for auto coding (New or existing)

7. Click on **Capture**

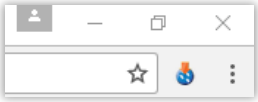


Confirmation of the capture will be displayed



d. Capture social media content

1. Navigate to a twitter feed: **twitter.com/UQ_News**
2. Click the **NCapture** icon on the addressline

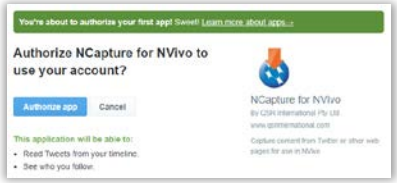


3. Select Source type: **Tweets are organised into a Dataset including Retweets**
4. OPTIONAL: Add a description
5. OPTIONAL: Code at Node – **Social Media**

Add Node names for auto coding (New or existing)

6. Click on **Capture**

You may be asked to authorise NCapture to use your twitter account



7. Click on **Authorize app** or Login

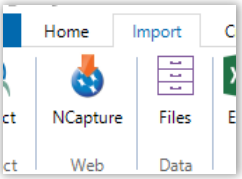
You'll be returned to the twitter page.

8. Click on **Capture**

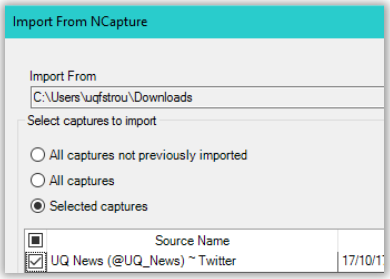
This can capture up to 5000 tweets

The article will be converted to a .nvcx file

e. Import NCapture content



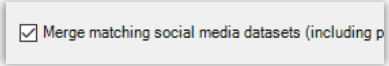
1. Open **NVivo** project
2. Navigate to **Data - Files**
3. Click **Import Tab** and click **NCapture**



4. **Browse** to locate captures folders, if necessary

Captures are usually located in the **Downloads** folder depending on the browser used.

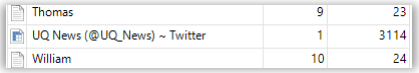
5. Click **Selected Captures**
6. Select the captures to be imported



7. (Optional) Select Merging matching social media datasets

This is the best way to bring in data captured over time

8. Click on the **Import** button



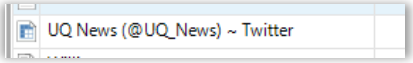
9. Navigate to **Data - Files**

The imported content will be available.

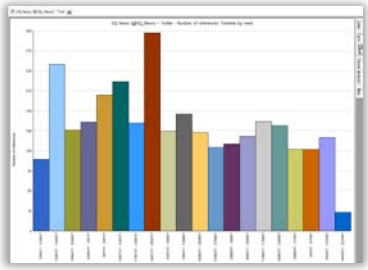
Exercise 10. *Explore Imported Social Media Content*

a. Display chart of social media content

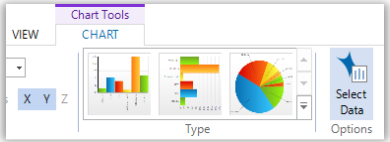
1. Navigate to **Data - Files**
2. Double click **UQ News Twitter**



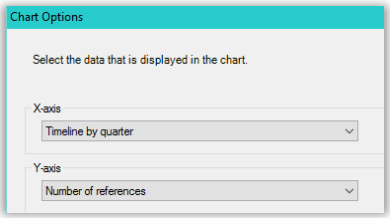
3. Click the **Chart** tab at the right



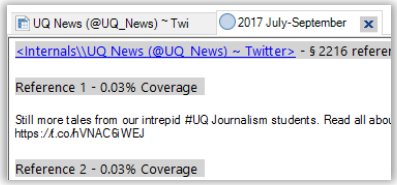
4. Click **Select Data** on the **Chart** tab in the ribbon



5. Select **Timeline by quarter** for the X-axis
6. Select **Number of references** for the Y-axis

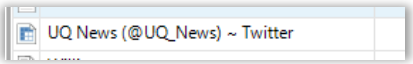


7. Double-click the chart series to see tweets



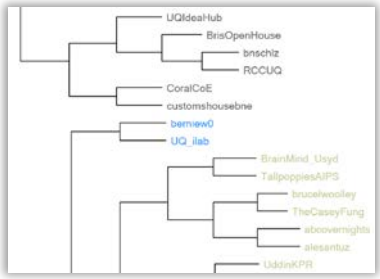
b. Display cluster analysis

1. Double click **UQ News Twitter**

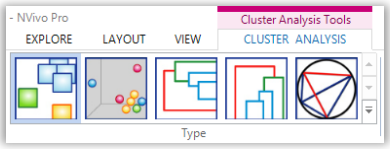


2. Click the **Cluster Analysis** tab at the right

A horizontal dendogram will display

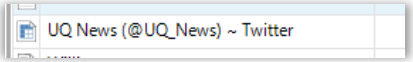


3. Change to a 2D or 3D cluster on the ribbon
4. Double-click on any entry to view details



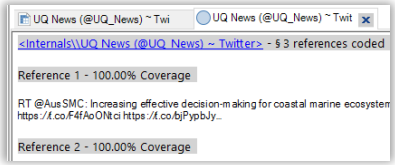
c. Display map

1. Go to **UQ News Twitter**

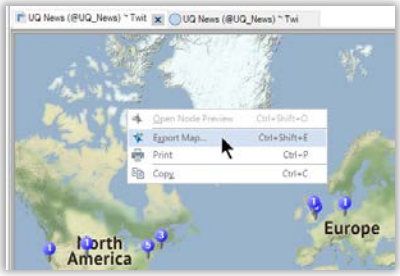


2. Click the **Map** tab at the right

3. Double click a pin to see tweets

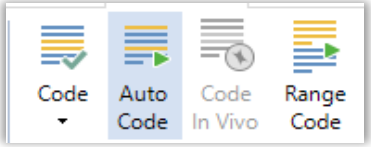


4. Right-click on map
5. Select **Export Map…**
6. Choose a save type, location and file name
7. Click **Save**

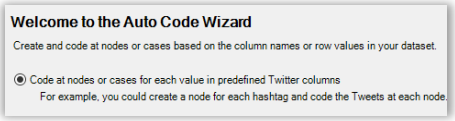


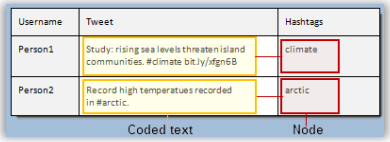
Exercise 11. *AutoCode NCapture import*

1. Navigate to **Data – Files** and select **UQ News Twitter**
2. Click **AutoCode** on the **HOME** tab

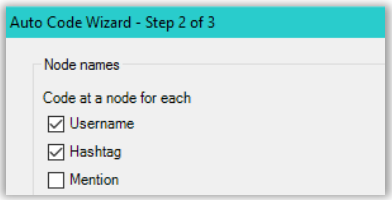


3. Confirm **Code at nodes or cases for each value in predefined Twitter columns**
4. Click on **Next**



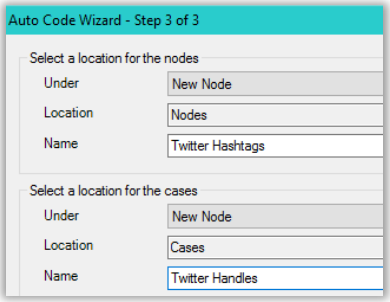


5. Select the **Username** and **Hashtag** options, if necessary
6. Click on **Next**



7. Enter a name for the Nodes – **Twitter Hashtags**
8. Enter a name for the Cases – **Twitter Handles**
9. Click on **Finish**

This make take a little while depending on how many tweets you have

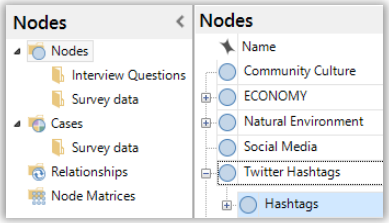


Exercise 12. *Explore Twitter Data*

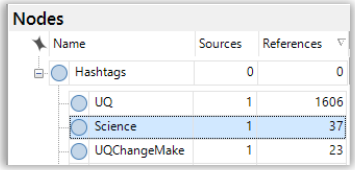
a. Nodes

1. Navigate to **Codes - Nodes**
2. Expand **Twitter Hashtags**
3. Expand **Hashtags**

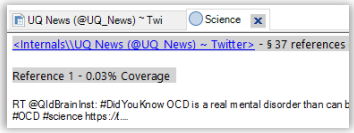
This will let us see the hashtags used in the UQ_News twitter account



4. Click the **References** heading to sort column
5. Double-click any **hashtag**



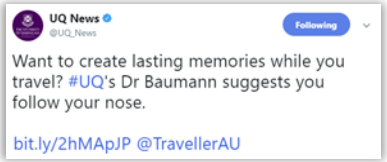
You will see all tweets with the selected hashtag



6. Click **Dataset** tab at the right

This will display the dataset entry number with the tweet. Tweets captured will only be 280 characters this may cut off any automatic links or URL's

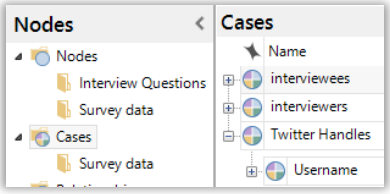
Click a tweet link to navigate to source



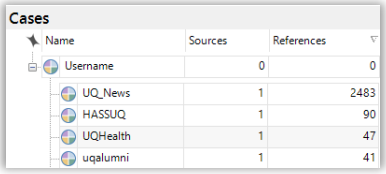
b. Cases

1. Navigate to **Cases - Cases**
2. Expand **Twitter Handles**
3. Expand **Usernames**

This will let us see the most frequent users/references in the UQ_News twitter account



1. Click the **References** heading to sort column(if required)
2. Double-click any Twitter **Username**



You will see all tweets with the hashtag selected

3. Click **Dataset** tab at the right

This will display the dataset entry number with the tweet. Tweets captured will only be 280 characters this may cut off any links or URL's

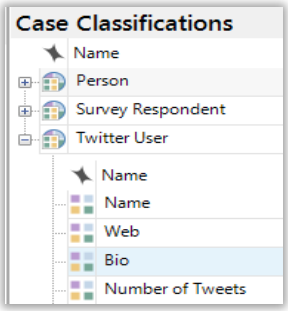
Click a tweet link to navigate to source

Exercise 13. *View Classification Sheets*

a. View classification structure

1. Go to **Cases**
2. Select **Case Classifications**
3. Expand **Twitter User**

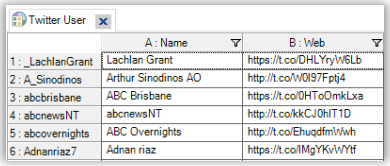
A list of column headings or attributes for each user/case is displayed



a. View classification content values

4. Select **Home** tab click on **Case Classification**
5. Select **Twitter User**

The values of each attribute for each member is displayed. This can be changed via drop downl lists attached to each cell



Twitter User

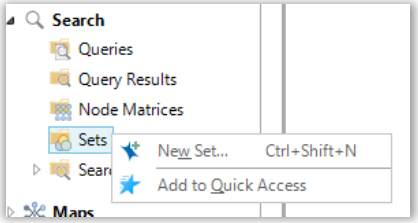
	A : Name	B : Web
1 : _LachlanGrant	Lachlan Grant	https://t.co/DHLYryWl6Lb
2 : A_Sinodinos	Arthur Sinodinos AO	http://t.co/W0I97Fptj4
3 : abcbrisbane	ABC Brisbane	https://t.co/0HToOmkLxa
4 : abcnewsNT	abcnewsNT	http://t.co/kkCJ0hIT1D
5 : abcovernights	ABC Overnights	http://t.co/EhuqdfmWwh
6 : Adnanriaz7	Adnan riaz	https://t.co/IMgYKvWYtf

Sets

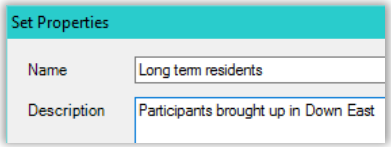
Sets are a flexible way of grouping your sources and nodes. Items in a set are references or 'shortcuts' to the original files. You can delete an item from a set without removing it from your project.

Exercise 14. *Create Sets for Analysis*

a. Create Set

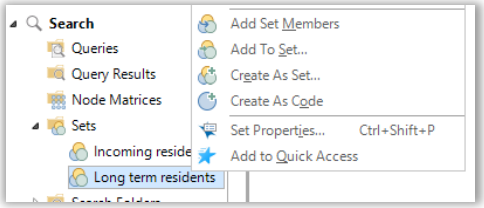


1. Navigate to **Search - Sets**
2. Right-click on **Sets** folder
3. Select **New Set**

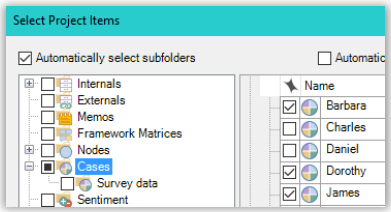


4. Add **Long Term residents**
5. Click on **OK**
6. *Repeat for **Incoming Residents***

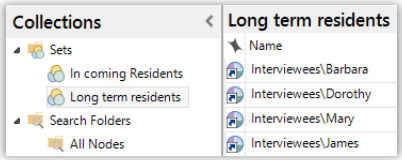
b. Add members



1. Right-click on set **Long Term Residents**
2. Select **Add Set members…**



3. Go to **Cases**
4. Expand **interviewees**
5. Select: *Barbara, Dorothy, James, Margaret, Mary, Patricia, Richard, Robert and Susan*
6. Click **OK**



All selected cases will be added to the appropriate set

Repeat for **In Coming Residents**

7. Select: *Charles, Daniel, Maria, Thomas, William*

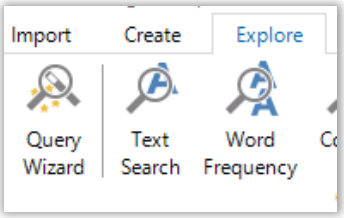
Exercise 15. *Create a Matrix Coding Query using Sets*

Matrix coding query can easily compare coded material across different demographics or among themes. This can help you see patterns in your data and help you answer questions about your research. We can look at the intersect between ***sets*** and ***nodes***.

a. Create a New Matrix from Sets

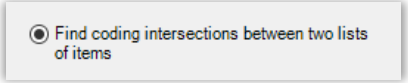
What we want to know is…

What do long term residents and newcomers say about Development Down East?

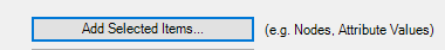


1. On the **Explore** tab click **Query Wizard**

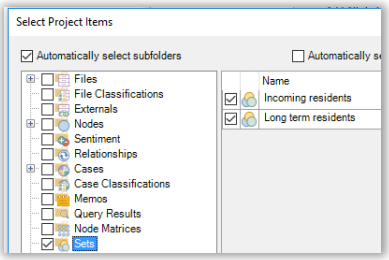
The Query Wizard dialog box opens



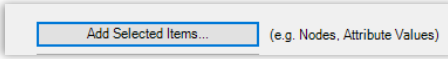
2. Select **Find coding intersections between two lists of items**
3. Click **Next**



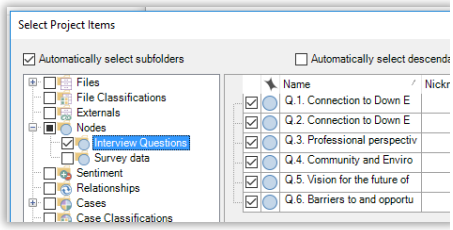
4. Click Add Selected Items…



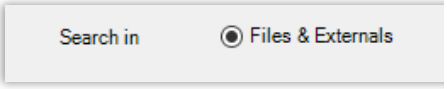
5. In the Select Project Items window select **Sets**
6. **Long Term residents** and **In coming residents** will be selected
7. Click **OK**
8. Click **Next**



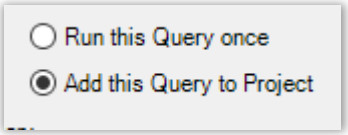
9. Click Add Selected Items….



10. Expand **Nodes**
11. Select **Interview Questions**
12. Click **OK**
    Theme nodes represent coded text in the content
13. Click **Next**

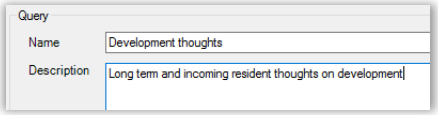


14. Search in **Files & Externals**
15. Click **Next**

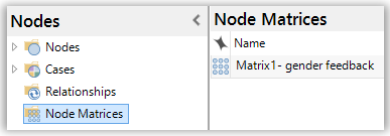


16. **Add this Query to Project** if you wish to rerun the query again after or
    Run this Query once if you only wish to use the query once

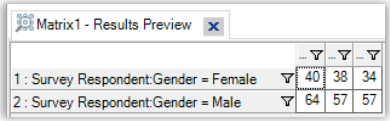
17. If you **Add this Query to Project** give the Query a Name and a Description (optional)
18. Click **Run**



19. You can run the query anytime from **Queries** in the Navigation view pane.

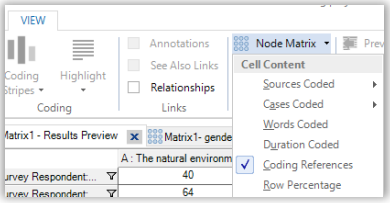


20. Double click **set matrix** result number to see content

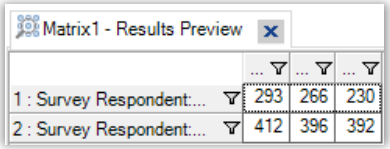


b. Viewing and amending matrix results

1. Click **Node Matrices** on the **View** tab
2. Select **Words Coded**



The number of words coded by each gender for each question will be displayed.



3. Double click on any number result to see the coded references

Classifications

Coding allows you to organize your sources for later data analysis. Classifications are necessary to allow for further querying of data. They store information about your participants and sources. They provide a way to record descriptive information about the sources, nodes and relationships in your project. Think of this as a way of creating a database of imported content to help analyse it further. You can only have one classification applied to a node or source at any time.

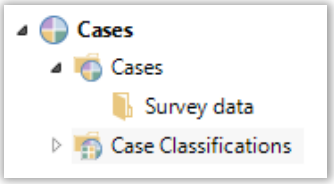
These generally fall into 3 levels: The **Classification**
The **Attributes** within the classification
The **Values** included in each attribute

Assigning cases and sources to classifications will allow you probe your data in a bit more depth.

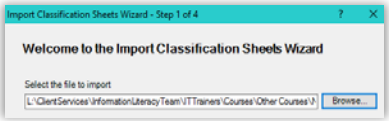
Exercise 16. *Import a classification sheet*

NVivo associates your interview data with your attribute or demographic data through a case classification

a. Import Spreadsheet of demographic data



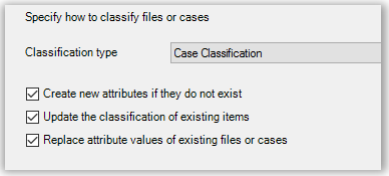
1. Navigate to **Cases – Case Classifications**
2. Right click in **List View**
3. Select **Import Classification Sheets...**



4. Click on **Browse…**
5. Select **Other Data** folder - **Interview Participants_Classification Sheet.xlsx**
6. Click **Open**
7. Click on **Next**

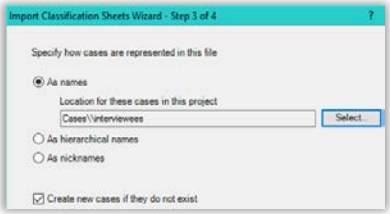
The key thing to this process is that NVivo will automatically recognize that you have a case node and associate all relevant information with the case provided that the name of the case node is exactly the same as the first cell in the spreadsheet

Confirm **Classifaction type** is set to **Case Classification**

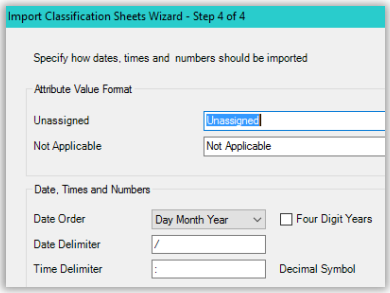


8. Select the options:
   a. *Create new attributes*
   b. *Update the classification of existing sources or cases*
   c. *Replace attribute values of existing sources or cases*
9. Click on **Next**

Confirm how the cases are represented

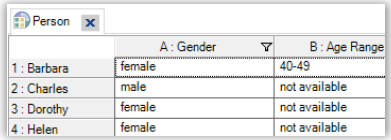


10. Select **As Names**
11. Click on **Select…**
12. Select **Cases\\interviewees**
13. Select **Create new cases if they do not exist**
14. Click on **Next**



15. Confirm the **Date, Time and Numbers** formats
16. Click on **Finish**

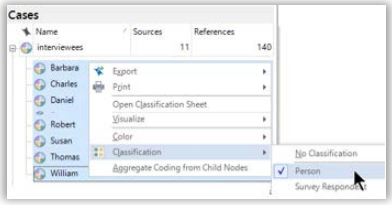
The classification sheet will display



Person	A : Gender	B : Age Range
1 : Barbara	female	40-49
2 : Charles	male	not available
3 : Dorothy	female	not available
4 : Helen	female	not available

b. Apply cases to classification

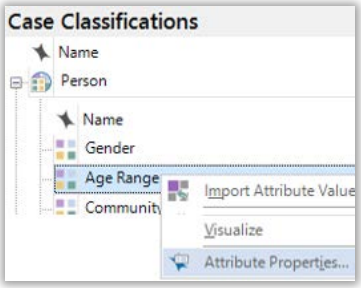
1. Navigate to **Cases - Cases**
2. Expand **Interviewees** (if necessary)
3. Select all **interviewees** cases
4. Right click on selection
5. Hover over Classification
6. Select classification: **person**



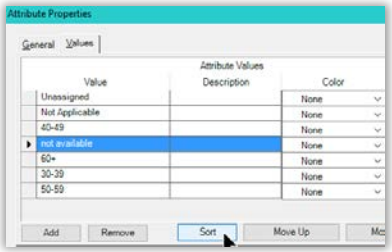
The data will be classified with attributes but will have no assigned values yet.

c. Add/Edit attribute values

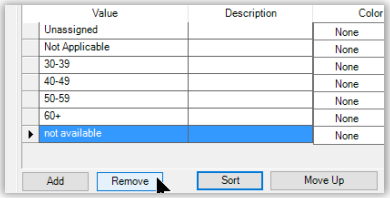
1. Navigate to **Cases – Case Classifications**
2. Expand **Person** classification (if necessary) - Right-click **Age Range**
3. Select **Attribute Properties…**



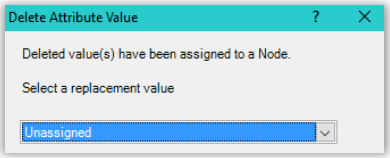
4. Click the **Values** tab
5. Click the **Add** button
6. Enter **30-39**
7. Click the **Add** button
8. Enter **50-59**
9. Click the **Sort** button



10. Click the left side of the **not available** option
11. Click the **Remove** button
12. Click **OK**

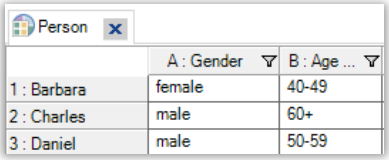


If the removed attribute value is in use you will be prompted to select an alternative – If so select **Unassigned** – click **OK**



d. Assign values to classification entries

1. Assign a gender to each interviewee
2. Assign an age group to each interviewee



Person

	A : Gender	B : Age ...
1 : Barbara	female	40-49
2 : Charles	male	60+
3 : Daniel	male	50-59

Querying Data

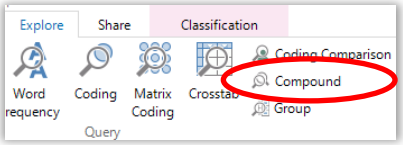
Exercise 17. *Compound Query*

Compound queries combine node and/or text searches. These can be used to check the thoroughness of project coding.

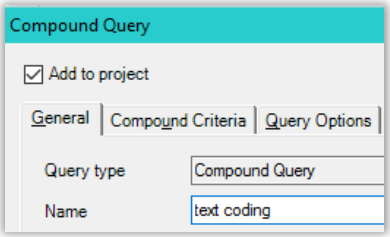
a. Create a New compound query

1. Select the **Explore** tab - Click **Compound**

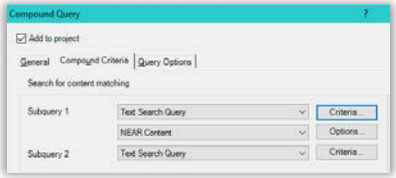
   The Compound Query dialog box opens



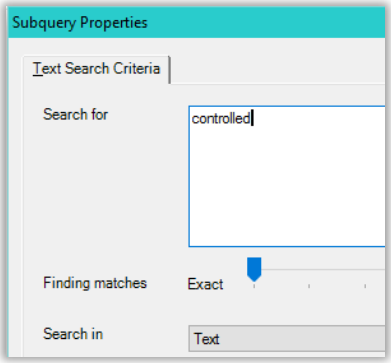
2. Click the checkbox **Add to Project**
3. Enter a name **Text coding**
4. OPTIONAL enter a description



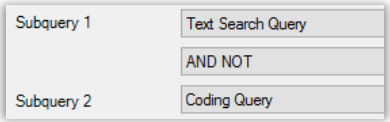
5. Click on the **Compound Criteria** tab
6. In Subquery 1 choose **Text Search Query**
7. Click on **Criteria…**



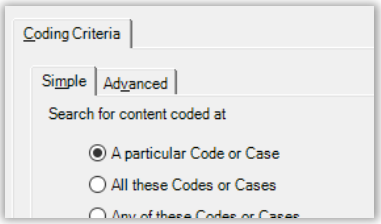
8. Enter text to search - **controlled**
9. Click **OK**



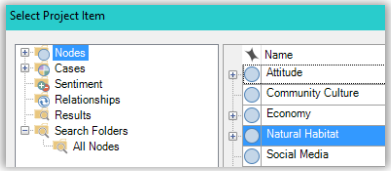
10. Change the query option to **AND NOT**
11. This will exclude the subsequent criteria
12. In subquery 2 choose **Coding Query**



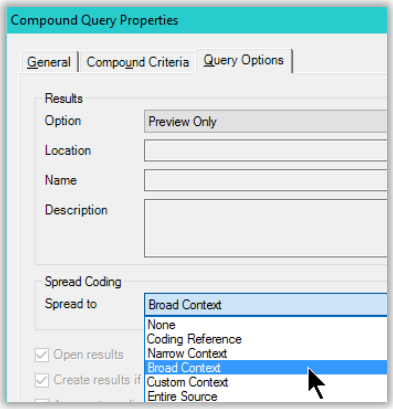
13. Click on **Criteria**…



14. Select **A particular Code or Case**
15. Click **select…**



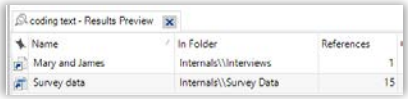
16. Select the **Natural Habitat Node**
17. Click on **OK**
18. Click on **OK**



19. Click the **Query Options** tab
20. Go to **Spread Coding** – **Spread to** - **Broad Context**
21. Click on **Run** (bottom left)

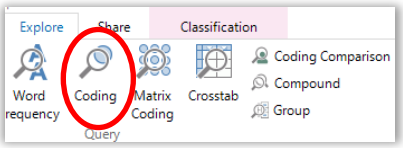
Results will be displayed

Tabs on the right allow results to be displayed as a Summary, by Reference, Text or Dataset

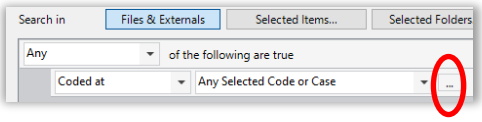


Exercise 18. *Create a Coding Query*

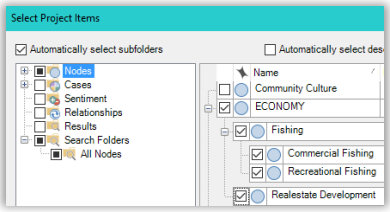
What we want to display is…***All the interviews which over 50 year olds reference the Economy***



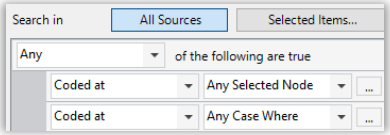
1. On the **Explore** tab - Click **Coding**



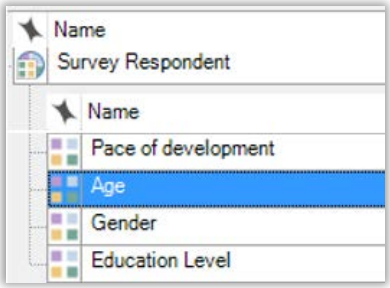
2. Confirm Settings in the drop down boxes:
   ANY *of the following are true*
   Coded at ***Any*** *Selected Code or Case*
3. Click the Ellipsis button



4. Select **Economy** and its child nodes
5. Click on **OK**

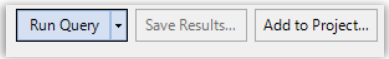


6. Click the **+** symbol on the right to add another search criteria
7. Select **Any Case Where**
8. Click the ellipsis button



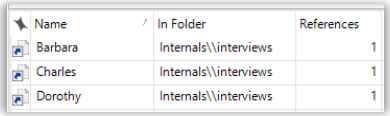
9. Expand **Survey respondent**
10. Select **Age**

11. Set the Age **>=value**
12. Set value to **50**



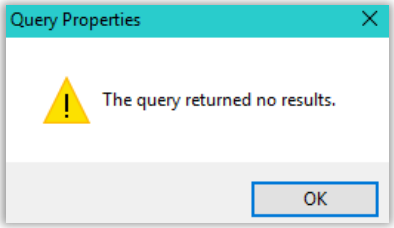
13. Click **Run Query**

Results may be displayed



Name	In Folder	References
Barbara	Internals\\interviews	1
Charles	Internals\\interviews	1
Dorothy	Internals\\interviews	1

14. Click **Save Results…** to keep a copy of results in the project
15. Click **Add to project…** to save the query settings



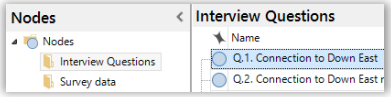
If no results appear it might mean no coding exists at this point in time. A message displays indicating there are no results.
Change query settings or add coding before running query again.

Visualisation Tools

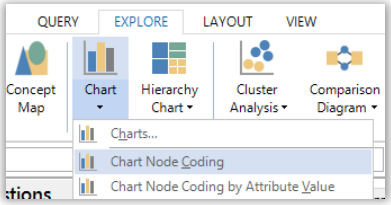
Exercise 19. *Code Charting*

a. Create a chart from node content

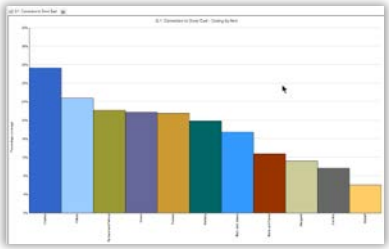
1. Select **Codes** – **Nodes**
2. Click on any node
   e.g. **Codes** – **Nodes** – **Interview Questions** – **Q.1. Connecto to Down East**



3. On the **Explore** tab select **Chart**
4. Select **Chart Node Coding**



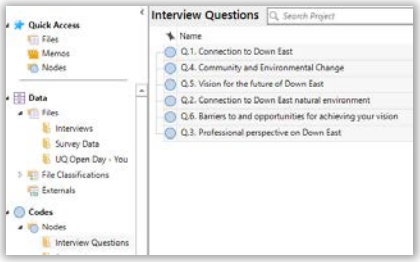
A chart will display reflecting a descending amount of coding for node content



b. Create a coding chart from multiple nodes by attribute values

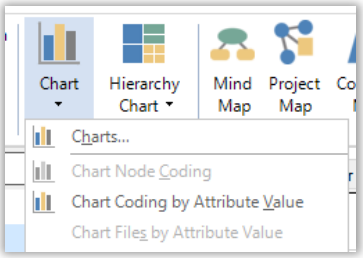
What we want to chart is… ***coding references in the interview questions by age group***

1. Select the 6 interview question nodes

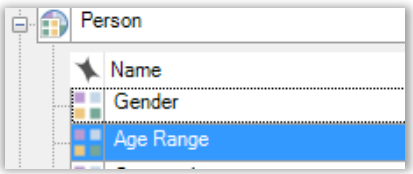


2. On the **Explore** tab - click **Chart**
3. Select **Chart Coding by Attribute Value**

   Chart Options dialog box opens

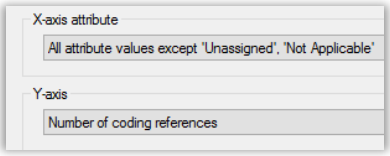


4. **Chart items** – **X-axis Attribute** - **Select**
5. Expand **Person**
6. Select **Age Range**



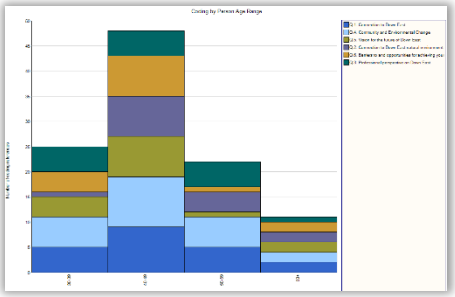
7. Click on **OK**

8. X-axis attribute (below Chart items): **All attribute values except "Unassigned", "Not Applicable"**
9. Y-axis: **Number of coding references**



10. Click on **OK**

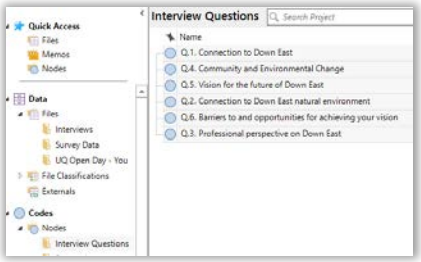
A chart will display showing the coding criteria requested. Use the chart tab on the Ribbon to change chart settings e.g Tye, Labes, Gridlines



c. Hierarchy Chart

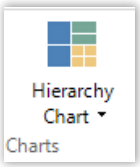
A Hierarchy chart lets you visualise the coding associated with either nodes or sources or the values assigned to either cases or sources.

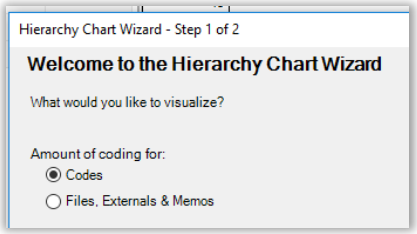
1. Navigate to **Codes - Nodes**
2. Go to **Interview Questions** folder
3. Select all question nodes



4. On the **Explore** tab - Click **Hierarchy Chart**

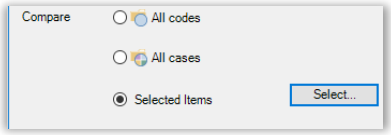
   Hierarchy Chart wizard opens

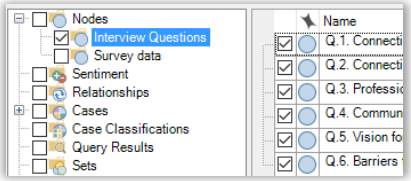




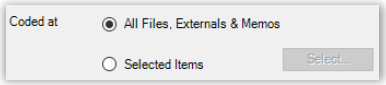
5. Select Amount of coding for: **Codes**
6. Click **Next**

7. Compare: **Select Items**
   Click **Select**
   Expand **Nodes**
   Select all **Interview Questions**
8. Click **OK**





9. Codes at: **All Files, Externals & Memos**
10. Click **Finish**



A hierarchy chart of coding is displayed

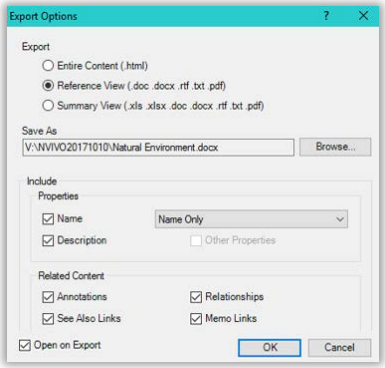
Exporting NVivo Data

Exercise 20. *Export Node References*

Node References will export to a Word document as a default

1. Select the node to export in **List View** (*Natural Environment*)
2. On the **Share** tab Click **Export**

3. Select **Reference View**
4. (Optional) select the **Browse** button to change the name, location or format of the exported file
5. (Optional) Select the properties and related content that you want to include in the exported file.
6. (Optional) Select the **Open on Export** check box
7. Click **OK**



The exported references will open

Exercise 21. *Export a Node Summary*

A Node summary will export to an Excel spreadsheet as a default

1. Select the node to export in **List View** (*Natural Environment*)

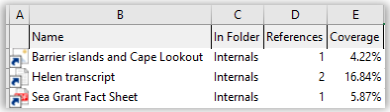
If you export a parent node with node aggregation turned on, the exported node includes content coded at the parent and content coded at **all** of the child nodes.

2. On the **Share** tab - Click **Export**

3. Select **Summary View**
4. (Optional) select the **Browse** button to change the name, location or format of the exported file

   Note: All the Include options are greyed out
5. (Optional) Select the **Open on Export** check box
6. Click **OK**

The exported summary will open

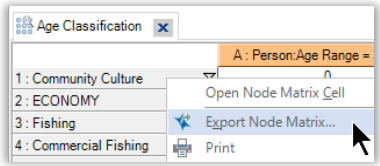


A	B	C	D	E
	Name	In Folder	References	Coverage
	Barrier islands and Cape Lookout	Internals	1	4.22%
	Helen transcript	Internals	2	16.84%
	Sea Grant Fact Sheet	Internals	1	5.87%

Exercise 22. *Export a Node Matrix*

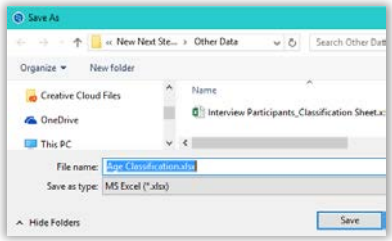
A Node Matrix query will export results to an Excel spreadsheet as a default

1. Navigate to **Search** - **Queries**
2. Double click **Class Matrix** to run
3. Right click anywhere in the matrix
4. Select **Export Node** Matrix



5. Click on **Save**

The matrix will be available as a spreadsheet.



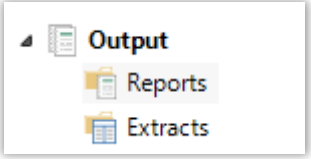
Reports and Extracts

Reports contain information about your project that you can view and print. An extract allows you to export a collection of data for complementary analysis in other applications.

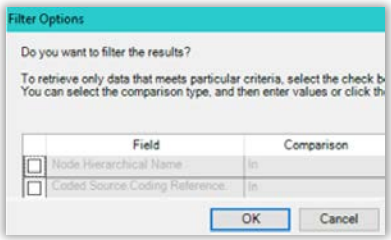
Exercise 23. *Create a predefined report*

a. Create a report

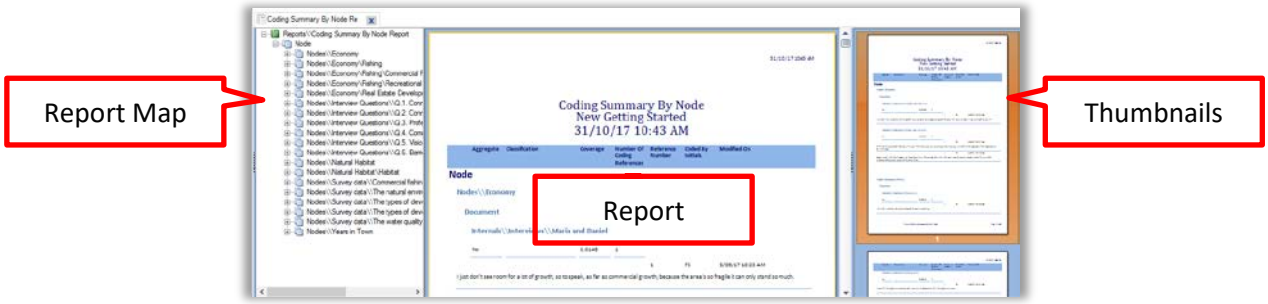
1. Navigate to **Output - Reports**
2. Select the **Reports** folder
3. Double click **Code Summary Report**



4. (Optional) Click a check box if you want to filter results
   a. Click **Select** to define filter criteria
5. Click on **OK**

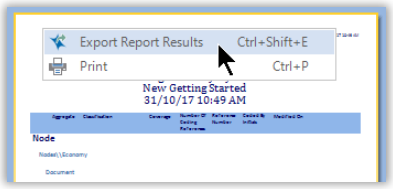


The report is created and displayed in Details View. This includes a Report Map and thumbnails. Reports are dynamic and generated when run. To retain this information as a snapshot of progress you can export the results or create an extract.

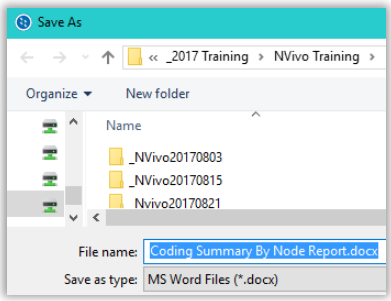


b. Export a report

1. Right click on the report
2. Select **Export Report Results**



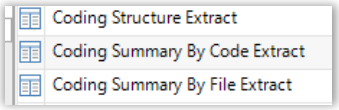
3. Navigate to a location for the extract to be saved
4. Choose **Save as Type** if you wish to use a file type other than Word
5. Click on **Save**



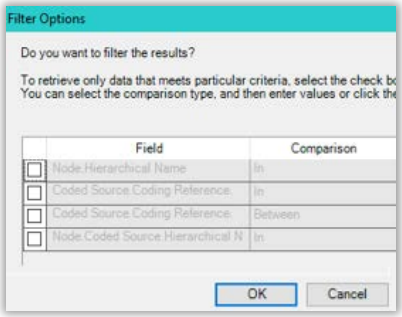
Exercise 24. *Create a predefined extract*

a. Create an extract

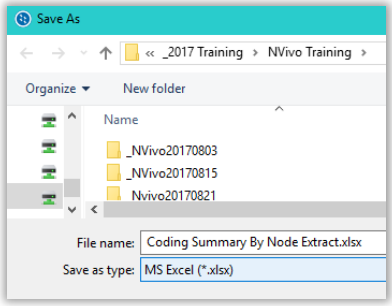
1. Navigate to **Output - Extracts**
2. Select the **Extracts** folder
3. Double click **Coding Summary by Code** Extract



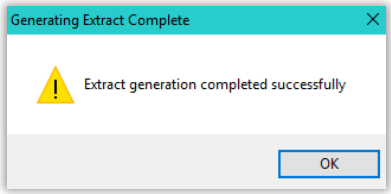
4. (Optional) Click a check box if you want to filter results
   a. Click **Select** to define filter criteria
5. Click on **OK**



6. Navigate to a location for the extract to be saved
7. Change the file type to **MS Excel (*.xlsx)**
8. Click on **Save**



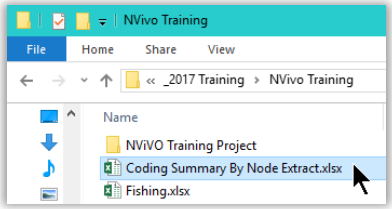
9. A success message will display on completion.



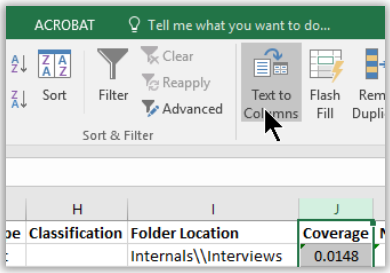
b. Open the extract in Excel

You may need to tidy up the extract before further analysis in Excel. All numbers brought across will be interpreted as text. This needs to be converted into numbers for reliable calculation

1. Navigate to **Coding Summary by Code Extract.xlsx**
2. Double click to open the spreadsheet

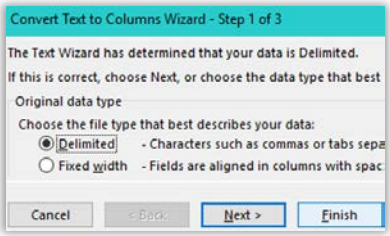


3. **Select** column **J (Coverage)**
4. Click **Text to Columns** on the **Data** tab



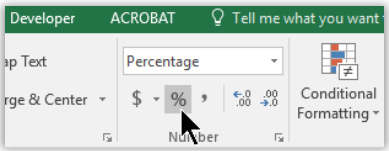
As only the cell content needs converted we do not need any other steps

5. Click on the **Finish** button



Ensure the column is still selected

6. On the **Home** tab click the **Percentage** button



Extension Exercises

Further Classifications

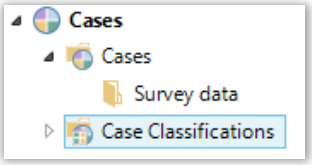
If you do not have a spreadsheet of demographic information you are able to create your own classification sheets and apply appropriate content to each case or source classification.

Exercise 25. *Add 'case' classifications*

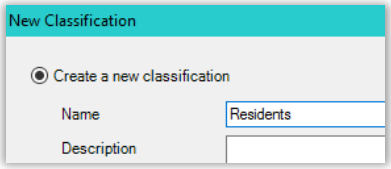
a. Create a CASE classification

*A **case** can only be in **one** classification at a time*

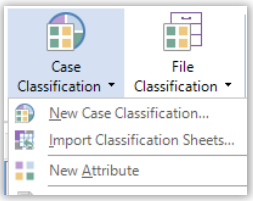
1. Navigate to **Cases** - **CaseClassifications**
2. Right click in List view
3. Select **New classification**



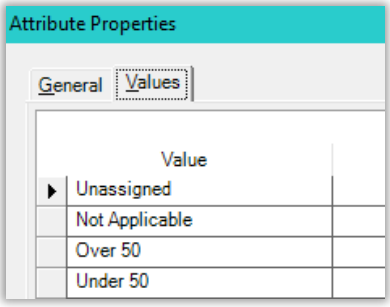
4. Add a name: **Residents**
5. Click on **OK**



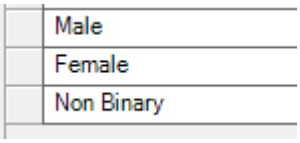
b. Add attributes and values



1. Click on **Residents** classification
2. On the **Home** tab click **Case Classification** select **New Attribute**



3. Add an attribute name - **Age group**
4. Go to the **Values** tab
5. Click on the **Add** button
6. Enter **Over 50** attribute value
7. Click on the **Add** button
8. Repeat for **Under 50**
9. Click on **OK**

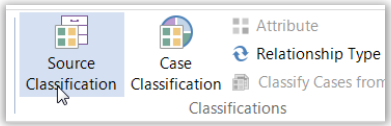


10. Repeat above to add a new attribute - **Gender**
11. Add the values **Male**, **Female, Non Binary**
12. Click **OK**

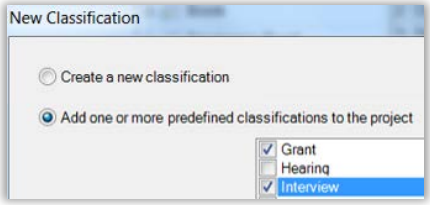
Exercise 26. *Add 'File' classifications*

a. Create a File classification:

*A File can only be in **one** classification at a time*



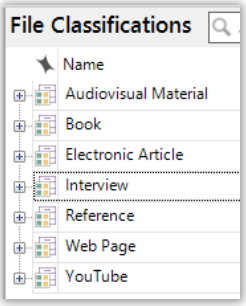
1. Navigate to **Data** – **File Classifcations**
2. Go to **Create** tab **- File Classification**
3. Select **Add one or more predefined classifications to the project**



4. Click the checkboxes for the classifications to add:
   - *Audiovisual Material,*
   - *Book*
   - *Electronic Article*
   - *Interview*
   - *Webpage*
5. Click on **OK**

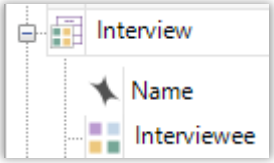
The new classification for File Classifications will appear.

b. View File classifications; attributes



1. Click on **Data - File Classification**
2. Select **Interview**

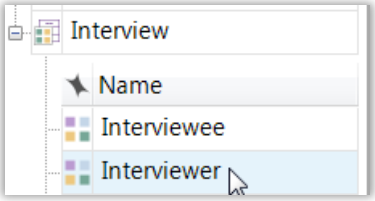
The interviewees will be listed under this classification



3. Click on the plus symbol

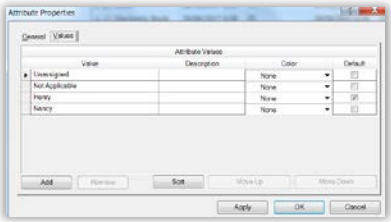
This will open the classifications to see attributes

c. Modify attributes and values



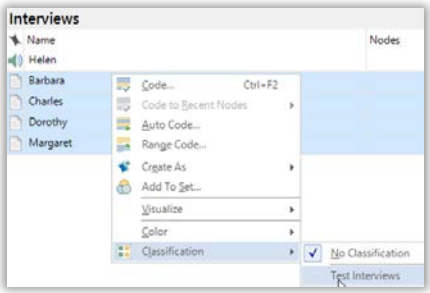
4. Double click on **Interviewer**

5. Click the **Values** tab
6. Click the **Add** button
7. Enter **Henry**
8. Repeat for **Nancy, Linda and Elizabeth**
9. Click the default checkbox alongside **Henry**
10. Click on **Apply**
11. Click on **OK**



If you choose to add **values** to a date and time **attribute** the format will be - **dd/mm/yy hrs:mins:secs.am**

d. Apply classification to Data

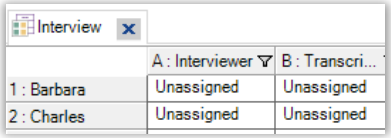


1. Navigate to **Data - Files**
2. Go to **interviews**
3. Select all interviews
4. Right click on selected interviews
5. Hover over Classification
6. Select classification: **Interview**

Exercise 27. *View Classification Sheet*

1. Go to **Data** – **File Classifications** in Navigation view
2. Double click on **interview**

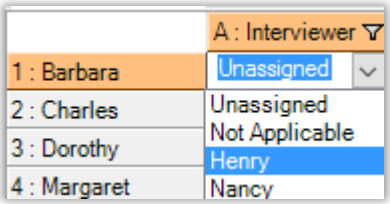
The entries will be displayed with **unassigned** values



e. Assign values to classification entries

1. Click on an unassigned field
2. Select an appropriate value

If all other entries have the same value copy and paste can be used to speed up the process.



3. Copy the first entry's value (ctrl+C)
4. Select all other unassigned entries

Click top entry, shift and click on last entry

5. Paste value (ctrl+V)