

## LTF 2018 Workshop: *Qualitative Analysis and Coding using NVivo*

Facilitator: Dr. Debra Allnock (University of Bedfordshire)

### Schedule:

Session	Approximate timings	Content
Introduction to the day and to qualitative analysis/coding	9:30-10:30	<ul style="list-style-type: none"><li>• Introduction/ overview of the day</li><li>• Introduction to qualitative coding</li><li>• Overview of the software, what is it, what it can and can't do</li></ul>
Introduction to NVivo	10:30-11:15	<ul style="list-style-type: none"><li>• Introducing the key features of the software</li></ul>
Coffee break	11:15-11:30	
Practical session 1: the basics	11:30-12:30	<ul style="list-style-type: none"><li>• Setting up a project</li><li>• Importing documents (Word, PDFs)</li><li>• Setting up folders / organising documents / creating sets</li><li>• Setting up attributes/applying attributes to sources</li><li>• Using memos</li><li>• Annotations</li><li>• Helpful tips in viewing screens (undocking)</li><li>• Using colour codes</li><li>• Creating case nodes (this is very fiddly and can take some time)</li></ul>

Lunch	12:30-1:15	
Practical session 2: creating nodes and coding	1:15-2:15	<ul style="list-style-type: none"> <li>• Creating pre-defined nodes (parent and child nodes)</li> <li>• Creating relationship nodes</li> <li>• Coding text into pre-defined nodes</li> <li>• Creating new nodes while coding</li> <li>• Consolidating nodes (cutting, pasting, merging)</li> <li>• Editing nodes</li> </ul>
Practical session 3: Working with your coded data/ analysis	2:15-3:15	<ul style="list-style-type: none"> <li>• Introducing queries (text searches, basic coding queries, matrix coding)</li> <li>• Creating models (mind maps, models incorporating nodes)</li> </ul>
Coffee break	3:15-3:45	
Practical session 4: Sharing/documenting your project	3:45-5:00	<ul style="list-style-type: none"> <li>• Running reports</li> <li>• Exporting from NVivo (reports, models, coding)</li> </ul>

Debra Allnock is a Senior Research Fellow at the International Centre: Researching child sexual exploitation, violence and trafficking at the University of Bedfordshire. She obtained her PhD from the University of Bristol in 2015, specialising in child protection. She has been a researcher for twenty-five years, having extensive experience in designing and conducting qualitative research. She began using qualitative analysis software twenty years ago and now regularly uses NVivo for managing complex data and literature. She delivers yearly training to post-graduate students and staff at the University of Bedfordshire and offers consultation and advice on building and maintaining projects.