Course Outline
Qualitative Data Analysis with NVivo

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Description

This course combines the basic concepts of qualitative data analysis with the essential features of NVivo 12 Pro. This is the course you need if you are new to qualitative analysis and want to use NVivo from a methodological standpoint. The course, of 2-day duration, is structured around four modules and follows the logical sequence of the process of qualitative data analysis. You will learn to:

1. Relate ontology, epistemology with the different methods of qualitative analysis
2. Create and NVivo project, import and organise qualitative and quantitative data
3. Manage a literature review in NVivo
4. Autocode structured data deductively and identify themes inductively
5. Generate and falsify hypotheses
6. Combine data in sets for management and analysis
7. Seek patterns and identify relationships across codes and cases
8. Present findings using visualisations
9. Export data out of NVivo
10. Coordinate teamwork.

The course blends lectures with hands-on exercises during which the concepts associated with qualitative data analysis are put into practice in NVivo. Time is also allocated for the participants to work on their own data or, alternatively, on their literature review if no data have been gathered yet. Note that this course covers only the most salient features of NVivo and does not teach how to analyse qualitative data according to specific methods such as thematic analysis, grounded theory, content analysis, discourse analysis, etc. For such course, please see here.

Prerequisite knowledge

This is an introductory course where no previous knowledge of NVivo is required. Participants should have however some familiarity with qualitative research.

Software version

This is a bring-your-laptop course where we use NVivo 12 Pro for Windows / Mac. The NVivo 14-day free trial for Windows or Mac can be downloaded [here](). You must ensure that NVivo works well on your machine regardless of the OS as no technical assistance will be provided before or during the course.

Schedule

The course spreads over two days in four sequential sessions:

Day 1 am Setting up an NVivo project

1. Introducing qualitative data analysis: definition and concepts
2. Importing and organising data in NVivo
3. Managing a literature review
4. Exploring textual data
5. Using externals and memos.

Day 1 pm Coding qualitative data

1. Autocoding structured data
2. Findings themes inductively
3. Managing a coding scheme
4. Generating / falsifying hypotheses
5. Mapping the coding process.

Day 2 am Conducting analysis

1. Working with cases and variables
2. Using search tools to manage a project
3. Creating sets
4. Seeking patterns in the data
5. Identifying relationships.

Day 2 pm Visualising qualitative results

1. Choosing the right visualisations
2. Generating maps, charts and diagrams
3. Validating the coding process
4. Exporting data out of NVivo
5. Coordinating teamwork.

Readings

The course readings consist of the [NVivo Online Help](). See the links below for NVivo for [Windows]() and [Mac.]()

Day 1 am
Windows
- The NVivo workspace: Introducing the workspace; understand the key concepts
- Setting up a project: Bring in your files and get organized; handle your ideas
- Managing a literature review: annotations, see also links and memo links
- Text-based queries: Text search query; word frequency query.

Mac
- The NVivo workspace: Introducing the work area; understand the key concepts
- Setting up a project: Bring in your files and get organized; handle your ideas
- Managing a literature review: annotations and memo links
- Text-based queries: Text search query; word frequency query.

Day 1 pm
Windows
- Auto coding: Automatic coding in documents
- Manual coding: Code files and manage codes; coding techniques; use coding stripes to explore coding; highlight coding; theme nodes; review the references in a node; reorder and organize nodes; relationships.

Mac
- Manual coding: Code files and manage codes; coding techniques; use coding stripes to explore coding; highlight coding; theme nodes; review the references in a node; reorder and organize nodes.

Day 2 am
Windows
- Sets: Sets and search folders
- Classifying files: Classification sheets; create file classifications
- Cases and variables: Organize your demographic data; create case classifications; create cases manually; create cases automatically; classify cases
- Queries: Move forward with queries and visualizations
- Coding-based queries: Coding query; matrix coding query; nodes matrices; cross-tab query; coding comparison query; compound query; group query
- Visualisations: Charts; hierarchy charts; mind maps; concept maps; comparison diagrams; explore diagrams; cluster analysis
- Preparing reports: Strategies for team work; preparing for final wrap-up.

Mac
- Sets: Sets
- Classifying files: Classification sheets; create file classifications
- Cases and variables: Organize your demographic data; create case classifications; create cases manually; create cases automatically; classify cases.

- Queries: [Move forward with queries and visualizations](#)
- Coding-based queries: [Coding query](#); [matrix coding query](#); [nodes matrices](#); [cross-tab query](#); [coding comparison query](#)
- Visualisations: [Charts](#); [hierarchy charts](#); [mind maps](#); [concept maps](#); [comparison diagrams](#); [explore diagrams](#)
- Preparing reports: [Strategies for team work](#); [preparing for final wrap-up](#).

Literature
Book on NVivo
Jackson, K. & Bazeley, P. (2019). Qualitative Data Analysis with NVivo (3rd ed.). London: Sage.

Examples of studies with NVivo

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About Marie-Hélène Paré

Marie-Hélène teaches qualitative research methods at the Open University of Catalonia (UOC) and is a freelance methodologist in qualitative data analysis. She was educated in Quebec, Beirut and Oxford where she read social work. A clinician by training, she worked as a mental health officer in humanitarian missions with MSF, MDM and UNWRA in psychosocial assistance programs with survivors of war trauma in East Africa and the Middle East. Her expertise in the field led her to examine, in her doctoral thesis, the harm that INGOs can do in the name of doing good when imposing Western paradigms in culturally and politically different contexts. She is an NVivo Certified Platinum Trainer by QSR International and is part of the NVivo training team that teaches the NVivo online courses.

Marie-Hélène is a sought-after methodologist, having taught seminars and courses in qualitative data analysis in more than forty universities and research centres worldwide, including universities in Qatar and Iran. Since 2009, she teaches the introductory and advanced courses in qualitative data analysis at the ECPR Winter and Summer School in Germany and Hungary, at the IPSA-NUS Summer School in Singapore and the FLAMES Summer School in Belgium. Her methodological interests span from advances in qualitative data analysis, qualitative systematic reviews, postcolonial epistemology and participatory methodologies.

More on Marie-Hélène at www.mariehelenepare.com.

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