Worksheet for Nvivo:

Task 1: New Project

The first thing you see when you open NVivo is a list of recent projects you have worked with in program. Today we will create a new project.

- Click on New Project at the bottom.
- Give it a name and choose where to save the project by clicking Browse ...

Task 2: Retrieving sources

The first thing you should do is to retrieve the source files. You download the source files from the course website: http://www.uio.no/for_ansatte/kompetanse/tema/kvalitativ_analyse/091127nvivo1.html by right-clicking on the "Oppgavetekst" and choose "Save target as". Save the source file to your desktop or somewhere else where you can easily find it again (source files are not available outside of the course, use their own source files).

- Click on the tab 'External Data'
- Select 'Documents'
- You will get a regular explorer window where you can find the text file to work with.
- Once you've found the file, click 'OK' twice.
- On the desktop you see now that you've got a list of 'Internals' where there is a row. You can see that document has 0 nodes and 0 references, that it is created and modified by you today.
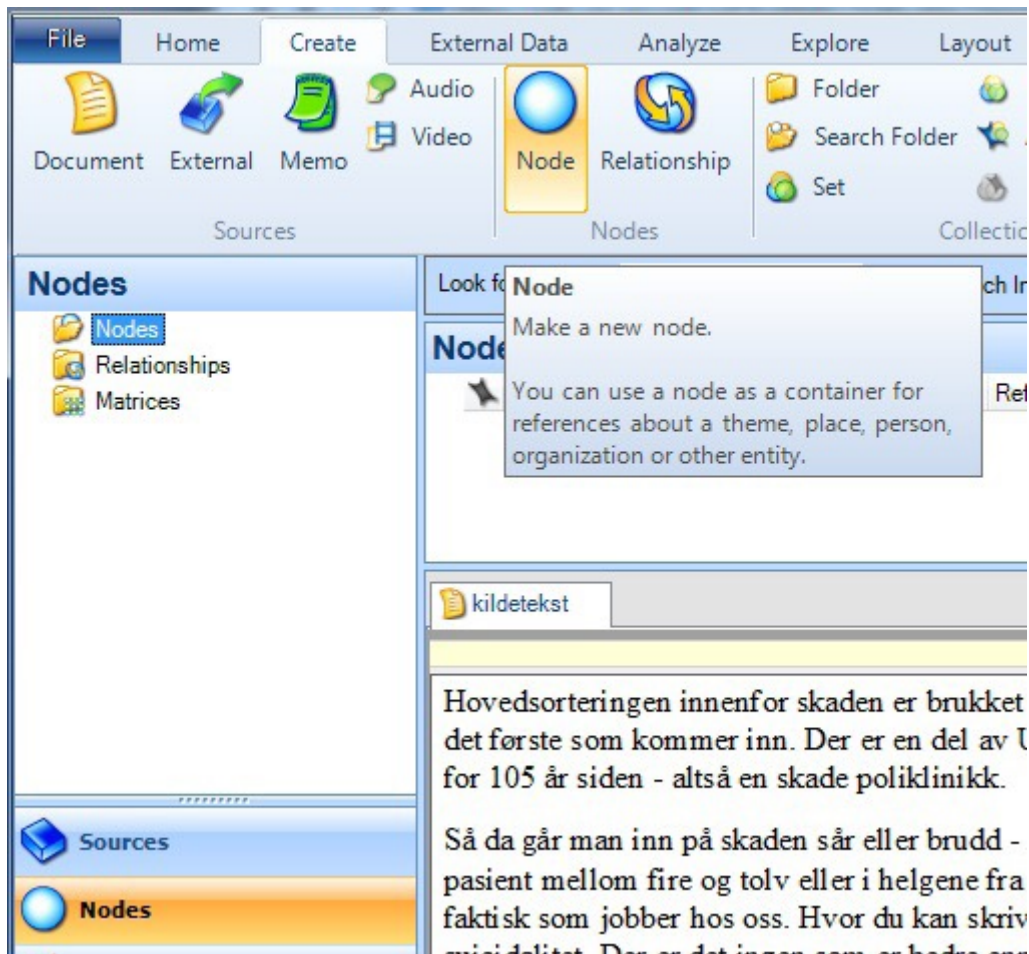- Double-click the row to open the text.

Task 3: Create categories

You may begin to code without having created the categories first, but now we're going to create the categories first.

<A node in NVivo is the same as a category that you tag on.>

- Click on 'Create'
- Click on 'Nodes'
- Give the name of the node 'We'
- Ensure that the node 'We' (which you just created) is NOT checked.
- Click on the 'nodes' on the toolbar and create a new node called 'We - organization'
- Repeat the process and create a category called 'We - doctors' and one called 'We - leaders'

Task 4: Coding text

What you should do is go through the text and code every time you see the word 'we'. You must see the context what the interviewee meant by 'we', the 'we leaders', 'we doctors' or 'we organization'.

When you work with your own source files, use the other categories and other resources.

- Note the word 'we' in the text and select 'Code' on the top menu
- Click on 'Code selection' and 'At Existing Node'
- Tick the appropriate category then click 'ok'
- Go to the next occurrence of 'we' and repeat the process
- Code all occurrences of the word 'we' in existing categories

Alternative ways to code

Once you have selected the text 'we' you can also open the code window by clicking Ctrl + F2.
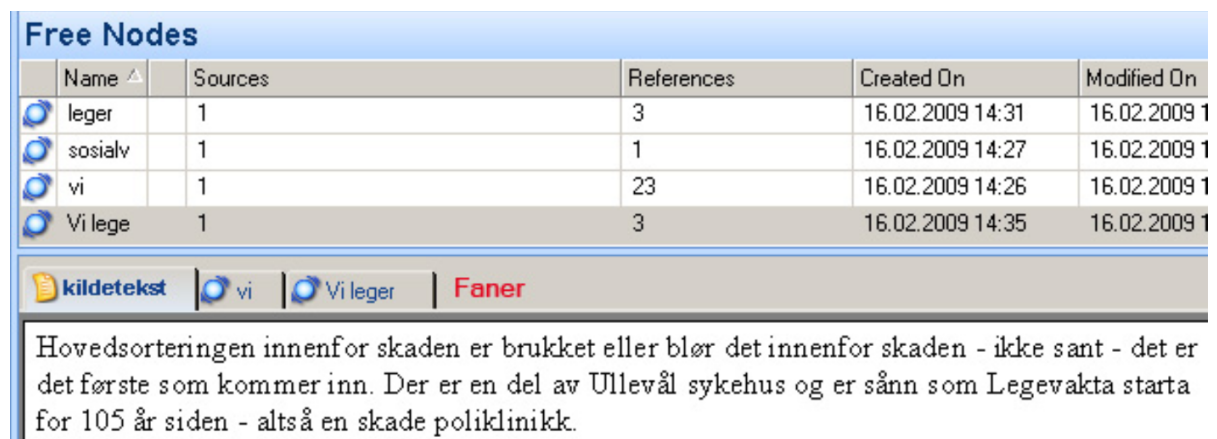
You can also code by right clicking on the text to be encoded and select 'Code selection' and 'The existing nodes'.

Another option for how to code is to drag the selected text to the category. Then all categories be created.

Task 4: See encodings under different categories

Once you have encoded the text you might want to see what is encoded in the various categories.

- Click on the 'Nodes' under 'Sources'
- Under 'Nodes' brings up a list of the categories you've created during the encoding
- For each category, you see how many times it has been encoded
- Double-click on a category
- Here you will get a list of references
- On the far right of the screen you see Summary - Reference – Text
- Click on the 'text'
- Double-click on the image of the source text
- Then you see the source text with text that is encoded in the appropriate category selected
- You can move between the text and the tags/codes by clicking on the different tabs

Free Nodes

	Name △	Sources	References	Created On	Modified On
	leger	1	3	16.02.2009 14:31	16.02.2009 1
	sosialv	1	1	16.02.2009 14:27	16.02.2009 1
	vi	1	23	16.02.2009 14:26	16.02.2009 1
	Vi lege	1	3	16.02.2009 14:35	16.02.2009 1

kildetekst vi Vi leger Faner

Hovedsorteringen innenfor skaden er brukket eller blør det innenfor skaden - ikke sant - det er det første som kommer inn. Der er en del av Ullevål sykehus og er sånn som Legevakta starta for 105 år siden - altså en skade poliklinikk.

Task 5: Creating hierarchical code structure

Until now you have created stand-alone nodes. One of the advantages of NVivo is that you have the ability to create a hierarchy of categories. It can, among other things, be done using the drag-and-drop.

- Click on the node 'We leaders'
- Click on the blue icon to the left of the name of the tab and drag it over the node 'We' and release mouse button. You will now see that the node 'We leaders' lies under the node 'We'

- Do the same for all categories
- If you have the categories 'we doctors', 'we organisation' and 'we leaders' then create a new tree node, 'we'. This will be the overarching category that will contain the other three.
- Pull the other three categories of the 'we'. It will then look like this:

If you know in advance how you want to organize the tree node structure, there is a quicker way than 'drag and drop'.

- Click / select the node 'We'
- From the 'Create-tab', select 'Node'
- Give the name of the node 'We leaders'
- Note that the node is now added under the node 'We' as the picture shows

Classification refers to people or institutions or other devices that can be attributed demographic data or other attributes. Classification is often used if you want to say something about interviewees in relation to the code results.
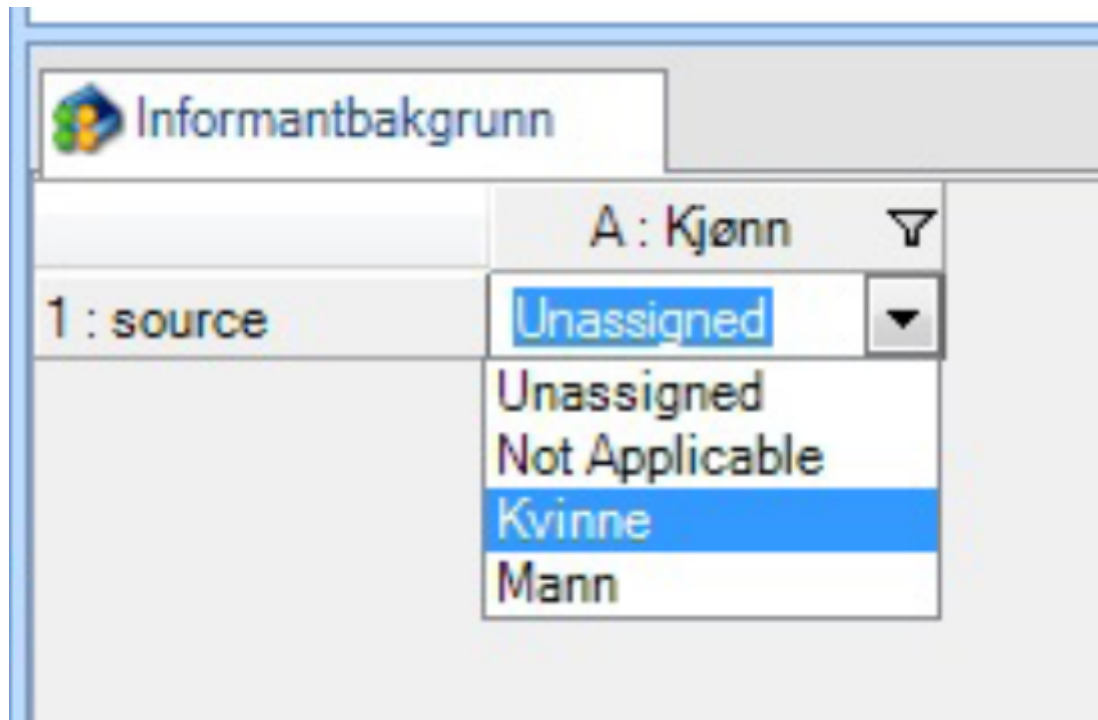
An example would be an interview survey on indoor climate at a school where you interview students, parents and teachers. You can then classify these interviewee groups to give them specific properties. Age and sex will possibly be relevant to all groups, but for teachers it may also be relevant to add the number of years of work experience. For parents, it may be appropriate to add the number of children they have and the age of the oldest child. Another reason to use the classification is just if you do not have a one-to-one relationship between source files and interviewees and would like to sort out who said what.

NOTE: In the example above, we refer to 'source classification'. It is also possible to classify nodes.

Source Classification

In this case it becomes very simple, we have only one interviewee and one source file that is a transcription of an interview with that interviewee.

- Click on 'Create' tab 'and select' Source Classification'
- Give the classification as 'Interviewee Background'
- Highlight / click once on the classification 'Interviewee Background' and select 'Attribute' just below where you found 'Source Classification'
- Give the property name 'Gender'
- Select the 'Value' tab 'and click' Add '
- Type 'Female'
- Press 'Add' again and type 'man'. Then press 'OK'
- Click on 'Home' tab 'and click on' Source 'in the left margin.
- Click once on the source text you have in the 'Internals' and select 'Properties', 'Classification', ' Interviewee Background'
- Select 'Open' (right to left for the 'Properties'), 'Open Classification Sheet' and give the interviewee the property of 'Female'
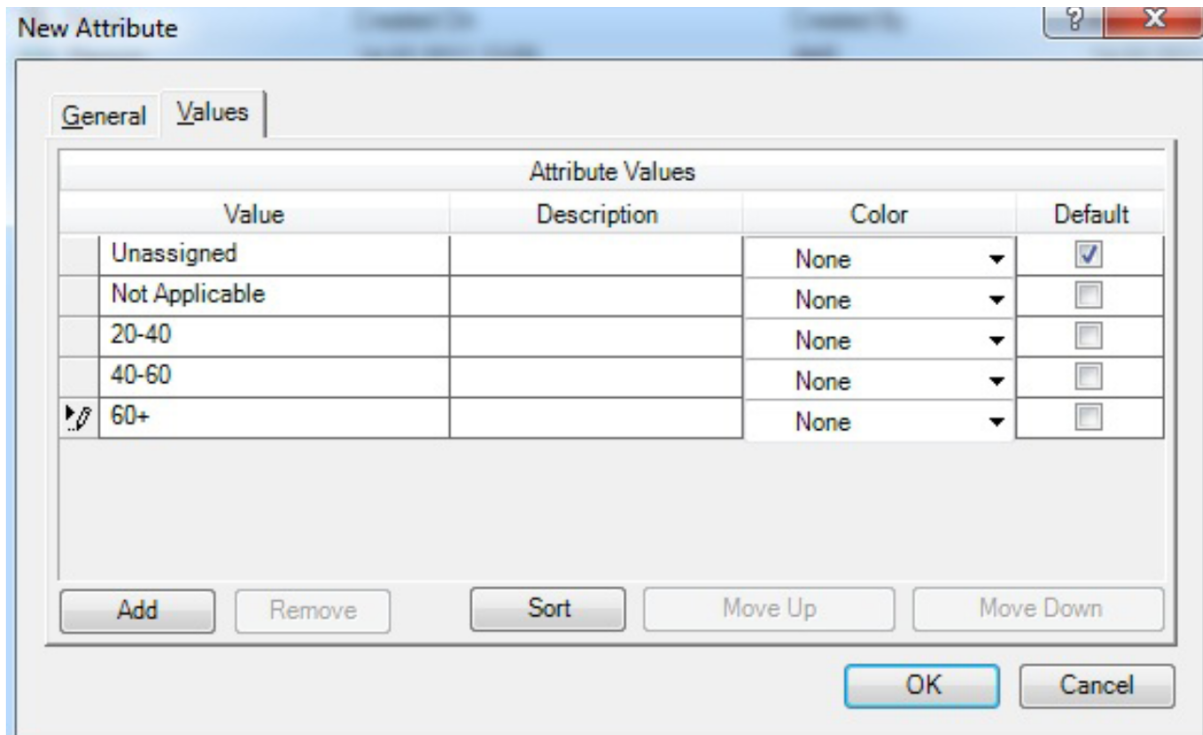
Other properties that may be relevant are, for example 'age', 'occupation', 'residence', etc.

Node Classification

In the preceding example, the entire source file is classified. It is also possible to classify the extract of an interview (eg. in a focus group interview) of certain properties. eg. gender-age related to a specific statements from a interviewee.

- Select 'Node Classification' from the 'Create'tab 'and give the property name 'Person'
- In the same way as in the preceding example, click on the property age and select 'Attribute'
- Give the property the name age, and click the 'Value tab'
- Press 'Add' and fill in as the picture below shows

- Click on the 'Nodes' and click one time at a randomly selected node.
- Click on 'Home-tab' and choose
- From the 'Properties', select' Classification - 'Person'
- From the 'Open' (right to left for the 'Properties') select 'Open Classification Sheet'
- Set the property to '40-60 '

Question 7: Relationship

The function 'Relationship' is a special type of node that can be used to define the relationship between interviewees (eg. Carrie is the boss of John), or on topics like that pollution contributes to poor water quality.

- Press' Create 'tab' and select 'Relationship Type'
- Provide the name of 'informal management structures'
- Select 'Symetrical' under 'Direction'
- Select 'Relationship' (beside 'Node-button')
- Fill in as below

Relationship Properties

From	Nodes\\Vi\Vi ledelsen	Select...
To	Nodes\\Vi\Vi leger	Select...

Type

Name	ufomelle ledelsesstrukturer	Select...
Direction	⟵⟶ Symmetrical	
Description		

		Color	None ▼
Created On	14.02.2011 14:28	By	BKE
Modified On	14.02.2011 14:31	By	BKE

OK   Cancel

- Find a suitable section in the source text and select 'Code at existing node'
- Navigate to the connection you just created and click OK.