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Workshop: Intro to Qualitative Data Analysis in ATLAS.ti (Windows)

Instructor: Valentina Petrova, Independent QDA Consultant, ATLAS.ti Certified Professional Trainer

Duration: 9 a.m.-4 p.m. with an hour break for lunch; 6 hours total

Objective and Methodology: This workshop will introduce the methodological concepts behind Qualitative Data Analysis (QDA) software and the key functions of ATLAS.ti for Windows. The format of the workshop will include an introductory presentation giving an overview of the program and its key elements and functions. Hands-on interactive instruction will take up most of the workshop. Participants will create a new project and proceed to add a set of sample source documents (including semi-structured interviews), organize, and code them. The data will be provided by the instructor.

Outline

I. Presentation: Introduction to QDA Using ATLAS.ti

A. Introduction
   1. Why use QDA software?
   2. History of ATLAS.ti
   3. Inductive & deductive approaches

B. The hermeneutic unit (HU)
   1. What is the HU?
   2. Main objects inside the HU

II. Setting up an HU

A. Creating a new HU
   1. Saving it in the right folder – file management in ATLAS.ti

B. Adding and loading primary documents (PDs)
   1. Adding source documents to My Library (individual work) or Team Library (team work) – file management in ATLAS.ti
   2. PD Manager
   3. Commenting on PDs
   4. Loading multiple documents at once

C. Organizing PDs into families
   1. Consider what you can compare across in your study – i.e. demographics, data collection sites, time periods of data collection, etc.
   2. Creating PD families
   3. Commenting on PD families
   4. Examining PD families in network views
   5. Filtering by PD families

D. Setting up preliminary memos
   1. What is a memo?
   2. Types
      a) *Methodological*
      b) *Reflexive*
      c) *Thematic*

III. DATA SEGMENTATION

1. Selecting quotations of text
2. Creating free quotations
3. Commenting on quotations
4. Renaming the quotations (optional)

IV. CODING

A. Deductive coding – codebook from research objectives, theoretical frameworks, etc.

1. Inserting codes into the HU
   - *a) One at a time*
   - *b) Full list at once, using Memo Manager*
2. Commenting on codes = definitions

B. Organizing the codes

1. Using prefixes
2. Colors
3. Code families
4. Code-to-code networks (where hierarchy will emerge)

C. Coding by list

1. Coding by right-click
2. Coding using Code Manager code list
3. Coding via the shortcut menu
4. Coding via the "three arrows" side menu
5. Hierarchical coding – using Code Forest and Code Tree (after code-to-code semantic networks are created)

D. Inductive coding – codes emerge from the text itself

1. Open coding
2. In-vivo coding
3. Commenting/defining inductive codes

E. Auto-coding

1. Reasons for auto-coding
2. Strategies for auto-coding
3. Initial exploration
4. Focused exploration
5. Checking the quality of the new quotations – filter quotations by selected code

V. SAVING AND BACKING UP YOUR HU

A. Copy bundle function

1. Saving the copy bundle file somewhere else – in a cloud service, email, thumb drive, etc.