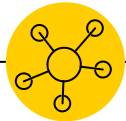


NVivo 14 (Windows) Part 2: Further Steps



bit.ly/nvivo-w-p2



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Graduate Studies Librarian
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The University of Lethbridge is located on traditional Blackfoot Confederacy territory. The University's Blackfoot name, Iniskim, means Sacred Buffalo Stone.

We honour the Blackfoot people and their traditional ways of knowing in caring for this land, as well as all Indigenous peoples who have helped shape and continue to strengthen our University community.





How To Use NVivo . . .

Part 1: Getting Started

- What is NVivo?
- Access the software
- NVivo projects
- Import data
- Code data
- Simple queries

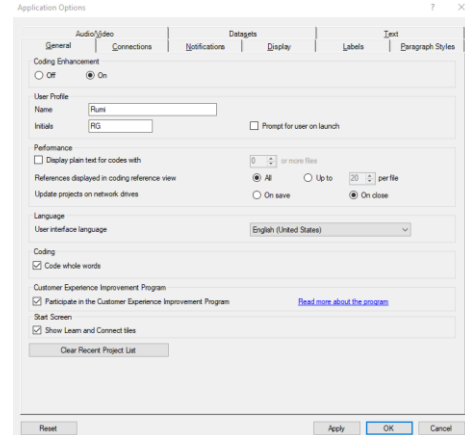
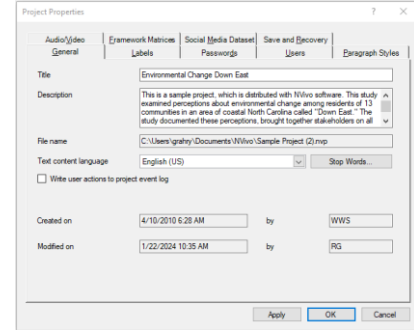
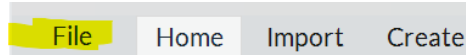
Part 2: Further Steps

- Passwords, stop words
- Cases & case classifications
- Other queries
- Framework matrices
- Import survey data
- Autocode



Passwords, Stop Words

- Project Properties
 - General | Stop Words
 - Passwords | Read/Write or Read Only
- Application Options
 - General | User Profile
 - General | Language
 - Display | Detail View Defaults





Cases & Attributes

- “case” = basic unit of analysis in a research project
 - People (e.g., students)
 - Organizations
 - Places
 - Events
- “attribute” = meaningful feature of a case
 - e.g., student attributes: age, gender, degree major
- Not all projects have or require “cases”

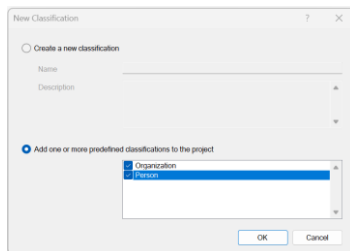


*More info on creating
Cases*

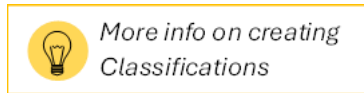
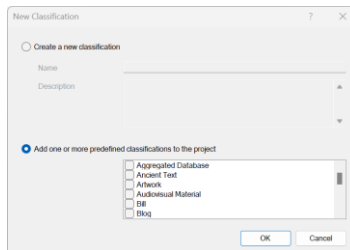


Classifications

- “classification” = set of attributes about a case/file
- Case classification (case + associated attributes)



- File classification (e.g., reference + citation data)





Classification Sheet

- A sheet showing descriptive information (attributes and values) for all cases or files in a classification

each row header =
a **case**

	Gender	Age	Degree Major
Susan	F	19	History
Ahmed	M	24	Physics
Keiko	F	20	Public Health
Enrico	M	21	Marketing

each column header = an **attribute**

cell data under each column
header = attribute **values**



More info on creating
Classifications



Other Queries

- ◎ Coding queries
 - ◎ Explore | Queries | Coding queries
- ◎ Sentiment coding queries
 - E.g., “attitude” code (mixed, neutral, positive, negative)
- ◎ Queries to review coding completeness
 - E.g., all items coded to a theme but no “attitude” coding



*More info on Coding
Queries*




Explore | Queries | Coding

The screenshot shows the 'Coding Query - Results Preview' window. The search criteria are set to 'Files & Externals' and 'All Selected Codes or Cases'. The search results are filtered to '(1) Policy, management'. The status bar at the bottom indicates 'Files: 0 References: 0 Unfiltered'.

Name	In Folder	References	Coverage
CarteretCounty on Twitter	Files\Social Media	3	1.67%
Charles	Files\Interviews	1	8.98%
Margaret	Files\Interviews	1	4.38%
Survey Responses	Files\Survey	2	0.23%
Susan	Files\Interviews	1	1.78%

The screenshot shows the 'Coding Query - Results Preview' window. The search criteria are set to 'Files & Externals' and 'All Selected Codes or Cases'. The search results are filtered to '(1) Policy, management'. The status bar at the bottom indicates 'Files: 5 References: 8 Unfiltered'.

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Susan	Files\Interviews	1	1.78%

 [More info on Coding Queries](#)



Framework Matrices

- ◎ What?
 - ◎ Cross-tabulate cases & attributes
- ◎ Why?
 - Gain insights on themes and connections in your data
- ◎ How?
 - ◎ Rows = cases (+attributes)
 - ◎ Columns = thematic codes



*More info on
Framework Matrices*



Create a Framework Matrix

Interviews

Name	Code	Referen	Modified on	Modified
Barbara	43	197	5/5/2015 6:56 P	WWS
Betty and Paul	13	41	1/29/2020 10:53	WWS
Charles	38	134	5/5/2015 6:56 P	WWS
Dorothy	39	128	5/5/2015 6:56 P	WWS
Helen	14	50	5/5/2015 6:55 P	WWS
Ken	17	56	1/29/2020 9:55	WWS
Margaret	35	78	5/5/2015 6:56 P	WWS
Maria and Dani	43	150	5/5/2015 6:56 P	WWS
Mary and Jame	42	111	5/5/2015 6:56 P	WWS
Richard and Pa	35	101	5/5/2015 6:57 P	WWS
Robert	31	96	5/5/2015 6:57 P	WWS
Susan	47	146	5/5/2015 6:58 P	WWS
Thomas	28	112	5/5/2015 6:58 P	WWS
William	47	106	5/5/2015 7:03 P	WWS

Framework Matrices

Framework Matrix

Framework Matrices	A: Sense of community Down East	B: Local community	C: Local identity
sense of community	1: Maria Gender = Female Generations Down East = 1		
	2: Barbara Gender = Female Generations Down East = 2		

Auto Summarize

Reference 1 - 632% Coverage

Maria

We'll have a place at Harkers Island for four years. We were in Wilmington for 17 years in building and things there, and just got an opportunity to buy a place at Harkers Island to get away from the crowds and all the development stuff that was going on in Wilmington and fell in love with it and got involved with the church here in Davis, right behind the store. And just in line with this area and just kind felt that we were being called here for a purpose. Daniel decided one night we were gonna move here from Wilmington, so that's what we did, and we've been here since last December. We've been here a year now full-time.

Reference 2 - 059% Coverage

Maria

Yeah. Well, or a weekend-type. We're from off.

Reference 3 - 232% Coverage

Maria

It's a lot more laid back than Wilmington. We don't have the headaches of traffic. That's the wonderful thing. (Laugh) There is a big family cohesiveness down here that I don't see in a lot of areas.

Reference 4 - 610% Coverage

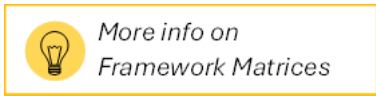
Maria

Especially the waters. I mean, we both like to fish, and I'm a big shiner. When you live down here and you see people trash - you know, I just can't stand trash blowing. Cause I know well it can do to the animals. You know, when you're out on the boat or down to Atlantic and see some of your sees come in and bring dolphins that swallowed a big plastic bag. You know, I don't realize those little things and how important it is to keep these waters and shores - and the roads, they don't realize what you throw out on the road's gonna blow and get into the water.

Reference 5 - 649% Coverage

Maria

It's just different in a small community. The people can't wait to come and be here, are supportive of you, where in other areas it may be you're picking up tourists. Here, our focus was our locals. You know, the tourists come, that's wonderful, that's kind of our gravy, so to v





Surveys & Datasets

- Export data from survey platform
 - Filetype: csv, txt, xls, xlsx
- Prep data for NVivo import
 - row IDs, column headers, no blank rows/columns, no merged cells, valid data types in all cells
- Import wizard (step 4)
 - closed-ended questions → case attributes
 - open-ended questions → codes



*More info on Surveys
& Datasets*



Import Survey Data

Survey Import Wizard - Step 1

Welcome to the Survey Import Wizard

Niivo will import your survey as a dataset and create codes, cases, and case attributes from it.

Your respondents will be stored as **cases**.
For each respondent, you'll be able to open their corresponding case to see all of their responses.

Closed-ended
You'll be able to see all of their responses.

Open-ended

The Wizard will let you identify the closed end

Click Next to continue

Survey Import Wizard - Step 2

Check your data format

How many rows are used for your question headers? 1 2

What order are your data in? Month Day Year

Start Date	End Date	Complete (%)	Time (in seconds)	Right to work state	Does state law allow
1/22/2019 8:45:3	1/22/2019 8:53:18	1	458	Yes	Yes
1/22/2019 9:24:4	1/22/2019 12:59:0	1	900	Yes	Depends
2/12/2019 9:27:4	3/12/2019 9:39:00	1	690	No	Yes
1/22/2019 9:01:1	1/22/2019 9:16:25	1	906	No	Depends
1/22/2019 9:14:2	1/22/2019 9:21:47	1	438	No	Depends
3/12/2019 10:37:1	3/12/2019 11:18:1	1	2468	Yes	Yes
2/4/2019 7:17:35	2/4/2019 7:28:23	1	644	Yes	Yes
1/25/2019 8:32:3	1/25/2019 8:41:14	1	519	Yes	Yes
2/6/2019 10:09:2	2/6/2019 10:34:21	1	1494	Yes	Yes
1/23/2019 9:28:1	1/23/2019 9:36:59	1	520	Yes	Yes
1/24/2019 11:41:1	1/24/2019 11:41:41	1	1643	Yes	Yes
2/4/2019 9:24:30	2/4/2019 9:27:25	0.4	154	Yes	Yes
3/12/2019 9:16:2	3/12/2019 10:03:5	1	4633	Yes	Yes
3/4/2019 1:19:45	3/4/2019 1:32:30	1	754	Yes	Yes
3/6/2019 10:30:1	3/6/2019 10:37:28	1	437	Yes	Yes
2/4/2019 7:59:53	2/4/2019 8:18:32	1	1119	Yes	Yes
2/4/2019 9:19:13	2/4/2019 9:42:30	1	1386	Yes	Yes
1/22/2019 11:21:	1/22/2019 9:08:28	0.7	79412	Yes	Yes
3/12/2019 9:42:0	3/12/2019 4:05:34	1	1410	Yes	Yes
1/22/2019 10:18:1	1/22/2019 10:48:1	1	1984	Yes	Yes
1/22/2019 12:12:	1/22/2019 12:30:5	1	1088	Yes	Yes
3/15/2019 11:00:	3/15/2019 11:13:2	1	756	Yes	Yes
1/25/2019 8:47:3	1/25/2019 8:03:15	1	939	Yes	Yes
3/5/2019 8:13:47	3/5/2019 8:42:15	1	1707	Yes	Yes
3/12/2019 4:19:2	3/12/2019 4:25:44	0.7	382	Yes	Yes

Click Next to continue

Survey Import Wizard - Step 3

Manage your survey respondents

Niivo will create a case for each respondent to collect their answers.

Where in your project would you like to store your cases? Cases Update Library Associations Survey Data

Select a unique ID for each of your cases Start Date Survey Respondent Person

Your cases will be grouped together in a classification

Click Next to continue

Survey Import Wizard - Step 4

Identify open-ended and closed-ended questions.

Closed-ended questions are used to create **attributes**; open-ended questions are used to create **codes**.

Select your closed-ended and open-ended questions that you would like to import.

Respondent 1 of 42

Question (editable)	Preview	Closed-Ended	Open-Ended	Don't Import
Start Date	1/22/2019 8:45:39 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End Date	1/22/2019 8:53:18 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete (%)	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time (in seconds)	458	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right to work state	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does state law allow public funds to be used for lobbying	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Population	4887871	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total library revenue	195303445	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. State	Alabama	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Can you recall a time when the association advocated for the profession if so, please describe it below. Discussing advocacy more generally is also fine.	Legislative Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Can you recall a time when the association advocated of behalf of specific libraries and/or library districts? If so, please describe it below. Discussing advocacy more generally is also fine.	Legislative Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you recall a time when the association advocated for library users and other stakeholders (e.g., parents, teachers)? If so, please describe it below. Discussing advocacy more generally is also fine.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. How does the association mobilize its members for political advocacy (e.g., lobbying activities)? Specifically describe with whom the association works and how it coordinates advocacy efforts within the association and among its members.	Here a legislative committee works closely with the State Librarian to plan activities and meet interests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the association work with citizens who are not librarians as part of its political advocacy efforts if so, please describe how.	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click Next to continue

Survey Import Wizard - Step 5

Autocode Themes and Sentiment

Niivo can automatically identify some themes and sentiment in the responses to your open-ended questions. This will provide preliminary results that you can explore further to gain insight into your survey results.

Autocode Themes
 Autocode Sentiment

Click Finish to import

Survey Import Wizard - Processing survey

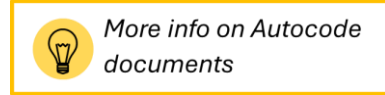
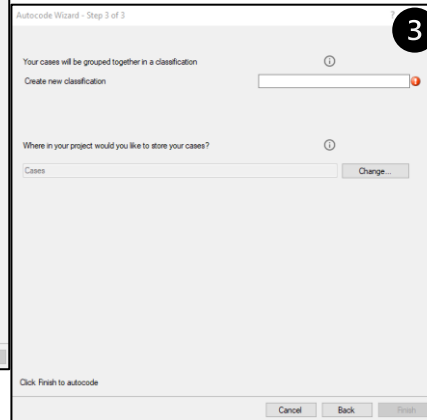
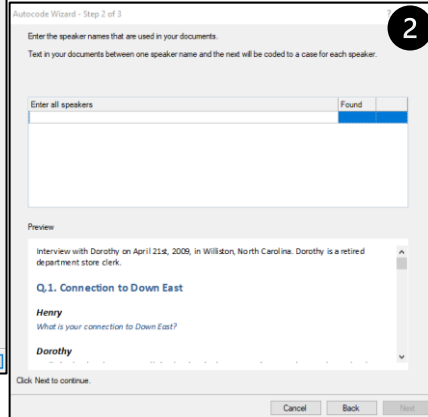
- ✓ Import Survey
- ✓ Creating cases for survey respondents
- ✓ Creating case attributes for closed-ended questions
- ✓ Creating codes for open-ended questions
- ✓ Auto coding themes
- ✓ Auto coding sentiment

Click Close to see the results.



Autocode

- During file import OR
- Files already in your NVivo project
 - E.g., autocode to identify interviewer & interviewee





Where to Get Help

[NVivo 14 User Help – Windows](#) (Lumivero)

NVivo for [Windows and Mac](#)

NVivo and [surveys and datasets](#)

Teamwork [options](#)

Teamwork in NVivo [Collaboration Cloud](#) (extra \$\$)

U of L Library NVivo [guide](#)

U of L Library NVivo support via [email](#)

NVivo user community [forum](#)