

Workshop: Qualitative Data Analysis with Atlas.ti

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D-Lab Follow-Along (dlab.berkeley.edu)

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Today's outline:

- Introductions and overview
 - Thinking about qualitative software
 - Thinking about coding

- Organizing your data for analysis
 - Naming files
 - Using folders
 - Coding in QDAs

- Walkthrough of the software layout
 - Starting a new project
 - Importing data

- Organizing your data in families

- Coding in Atlas.ti
 - Adding quotations and comments
 - Adding memos
 - Adding codes
 - View coding output

- Preliminary analyses
 - Co-occurrence table
 - Code and primary document table

- Queries
 - Using and, or, and not
 - Scope: Running queries by family
 - Checking your query results
 - Saving queries with super codes

- Output

Walkthrough of Atlas.ti

These screenshots are to help you review the information in this training, as you go back and use the software on your own! There are also many tutorials and webinars online, as well as books in the UC Berkeley Library on coding and qualitative software.

Starting a New Project

Atlas always opens the last project you had open.

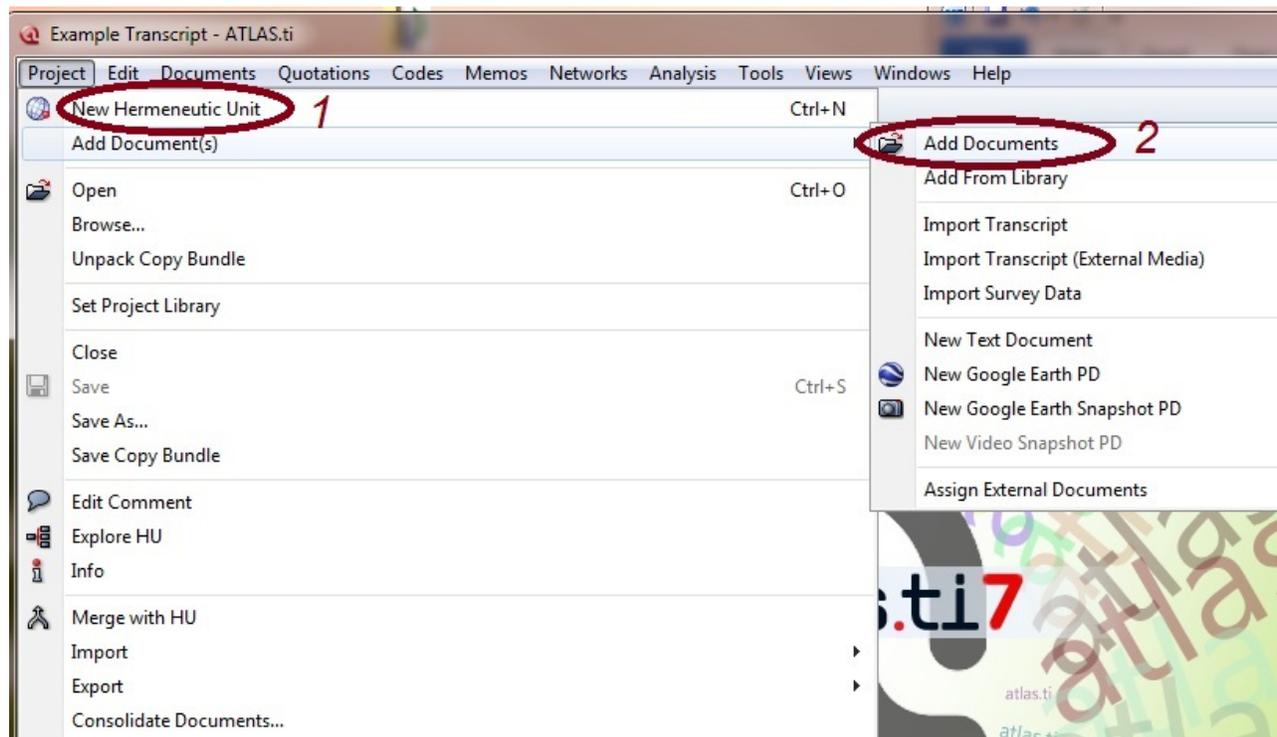
Or, create a new database ('hermeneutic unit') to collect and code your documents:

- Click on "Project"
- Select "New Hermeneutic Unit"
 - This will open a new Atlas window, which you have to then "save as..."

Importing Data

To add data to your Atlas.TI database:

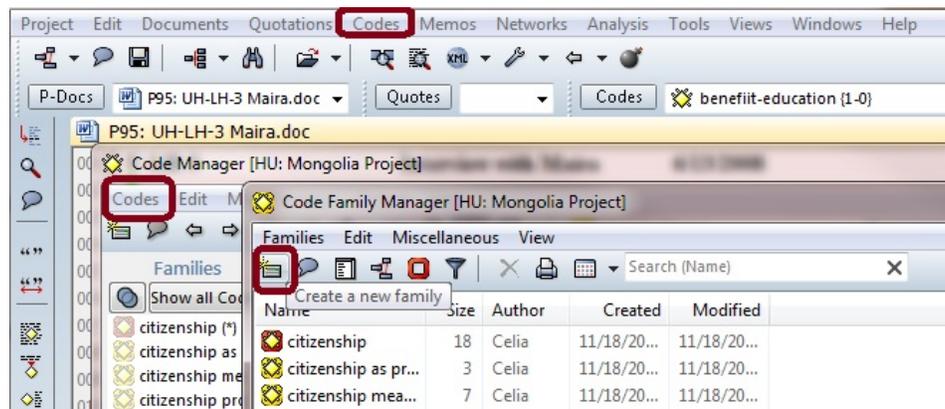
- Click on "Project"
- Hover mouse over "Add Documents"
 - A menu opens on the right.
 - Select "Add Documents (My Library)" and browse for documents
 - Select more than one document by holding down the shift or controlkey



Organizing your Data with Families

You can organize your documents and codes into groups using *families*. To create a new family:

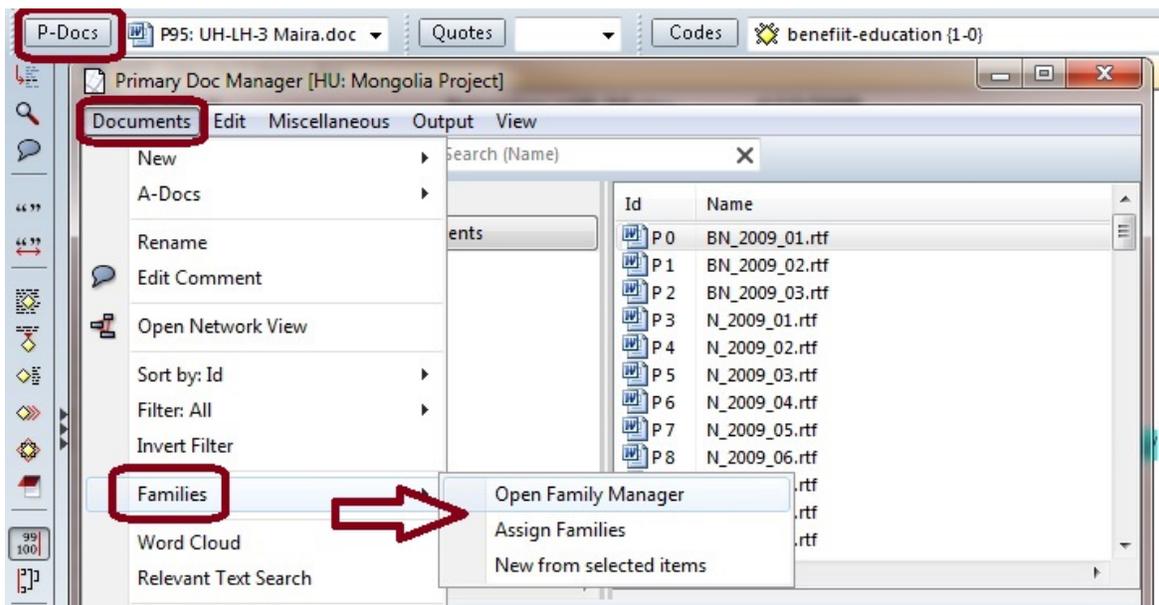
- Click “Documents” or “Codes”
- Move your mouse over “Families”
- Click on “Open Family Manager”
 - In the Family Manager, click on “Families” and select “New family”
 - Type name for new family



To add families to existing documents, codes, or quotations, you have options:

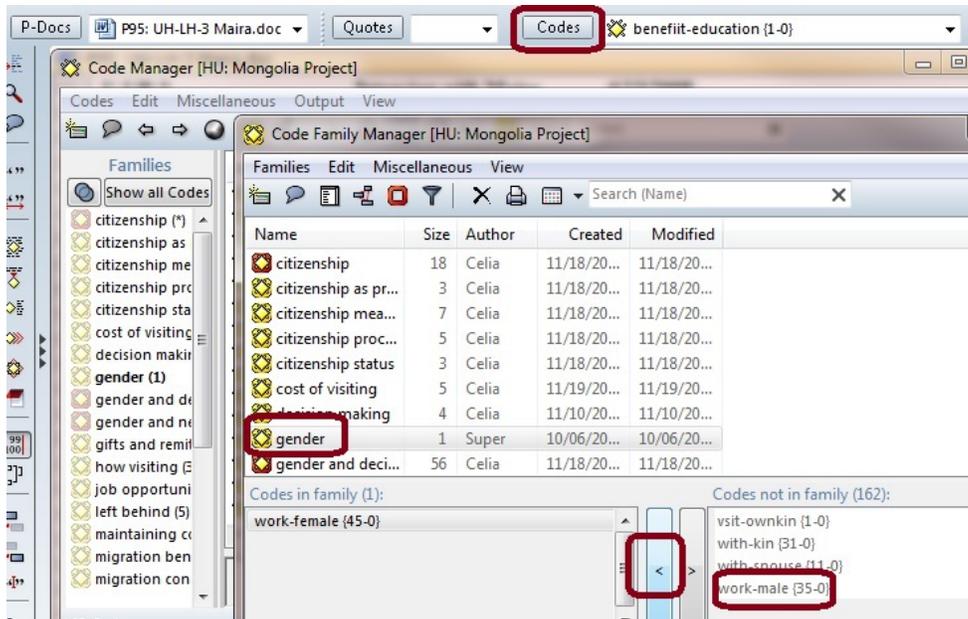
In the primary doc manager or codes manager,

- Click on “Documents” or “Codes”
- Move the mouse over “Families”



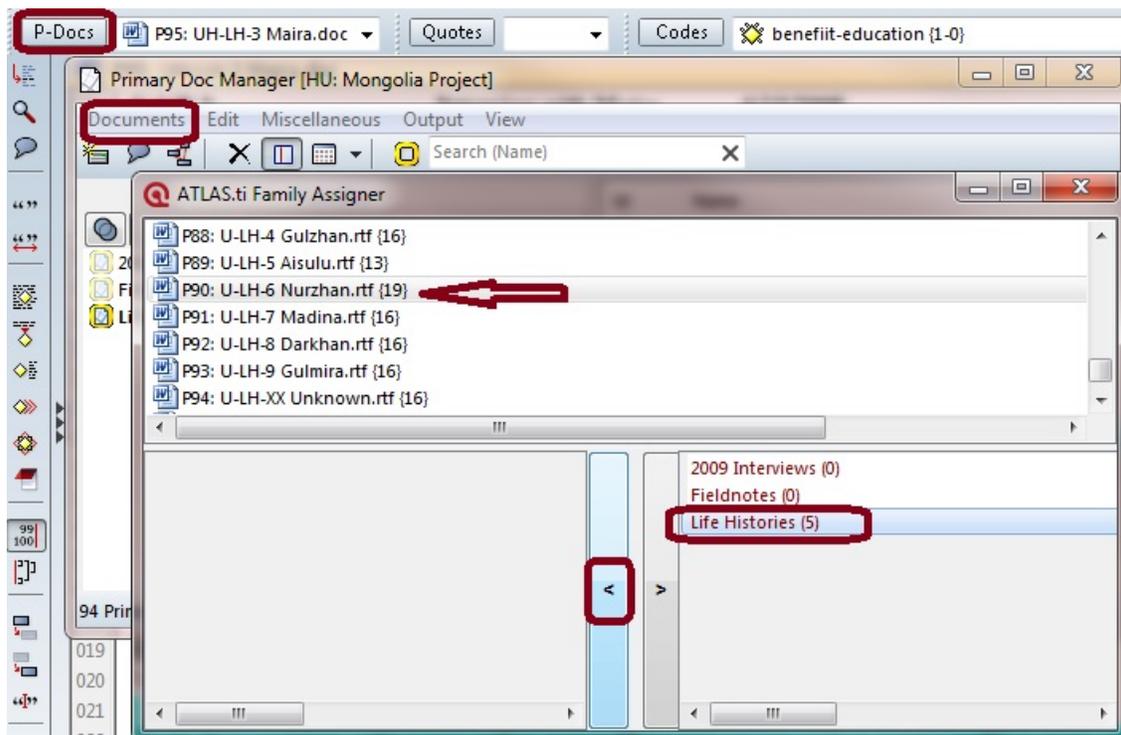
Option 1: P-Docs → Documents → Families → Open Family Manager

While the *Family Manager* is open, move items from bottom right (not in family) to bottom left (in family) – or move them back if you want to disown them from the family!



Option 2: P-Docs → Documents → Families → Assign Family

In the *Family Assigner*, select the document or code you want to assign
 Double-click red family (not assigned) to assign to this document



Adding a New Quotation

To add a quotation without assigning a code to that piece of text:

- Select / highlight the text you would like to create as a quotation
- Click the “quotation marks” button on the left side bar
- A new colored ribbon on the right shows where your new quotation is:

The screenshot shows the ATLAS.ti software interface. The main window displays a document titled "P 3: 5 Blog Entries.doc" with the following text:

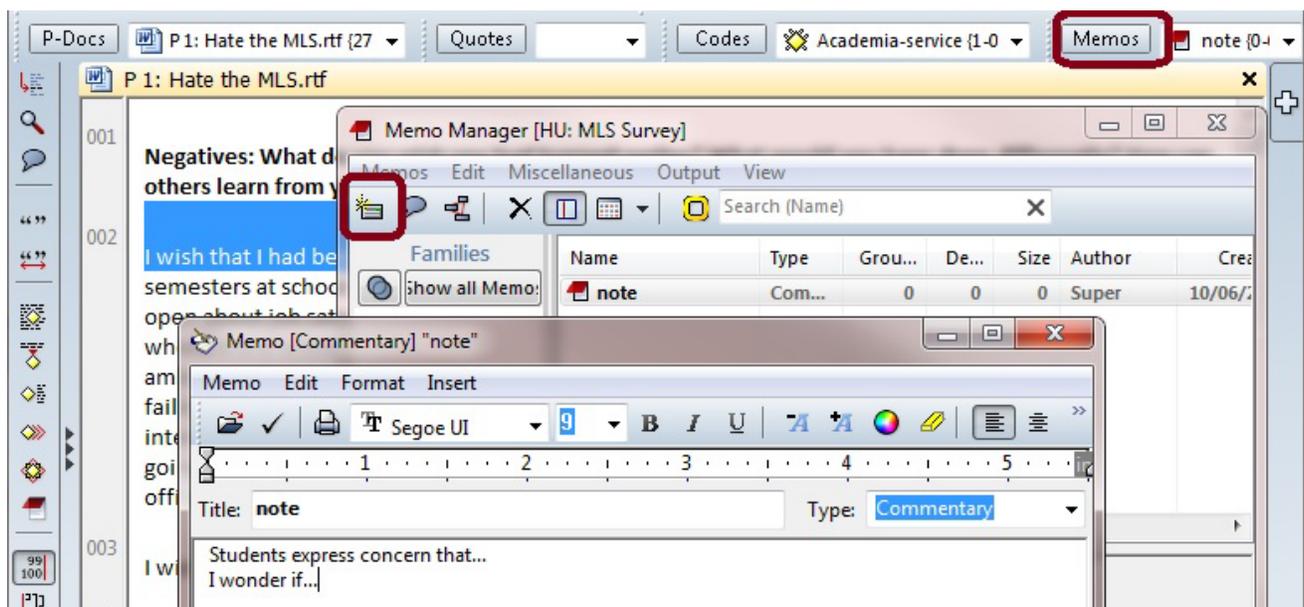
40 **Lily J. Sharing Faith with a Driver**
 41 <http://centralasia.imb.org/blog/?p=542>, June 29, 2009
 42
 43 The Country Manager for a major delivery service in Turkey gave us the services of his van
 and driver for two days in May to take a volunteer team to various tour sites. Since I sat in
 the front seat with the driver, Fatih, I talked with him a great deal in Turkish because he
 44 Create a new quotation from the current selection by things, focusing on our religious beliefs. We
 talked at length about Jesus, and Fatih told me what he knows and believes about Jesus.
 Then I shared what I know and believe about Jesus, basically telling him the gospel story.
 45 As is common, we got into the usual Turkish conversation about the "Bible being
 changed," and I told him that it had not been changed and that everything it said about
 Jesus was true. I told him that historical research and documents, archeological findings,
 and the fact that there were several hundred witnesses to Jesus' resurrection which all
 prove that the current day Bible is the same as the original documents written in the first
 century. **His response was "I did not know that,"** which opened up the fact that what he had
 been taught and knew concerning the Bible could possibly be erroneous information.
 46
 47 We also talked about many other aspects of this subject. Fatih told me that he had read
 the New Testament before, but he meant that he had read the four gospels, and not any of
 the other New Testament literature. I told him that it would be very enlightening for him to
 read the complete New Testament and that if he wanted, I could get one for him. He said
 that he would like that, so I will contact him to get together again soon and give him a
 complete New Testament, and later a complete Bible. He seemed very interested in
 meeting again, so, when I'm free from volunteer team responsibilities, I will arrange to meet
 with him on his day off from his job.

The text "His response was 'I did not know that,'" is highlighted in blue. A red circle highlights the "quotation marks" button (two double quotes) on the left-hand toolbar. On the right-hand side, a vertical pane shows a list of codes with colored ribbons indicating their placement in the document. A red circle highlights a green ribbon corresponding to the highlighted text.

Memos: documenting your reflections and process

To add a new memo to your project:

- Select “Memo Manager”
- Click on “Memos”
- Select “Create Free Memo”



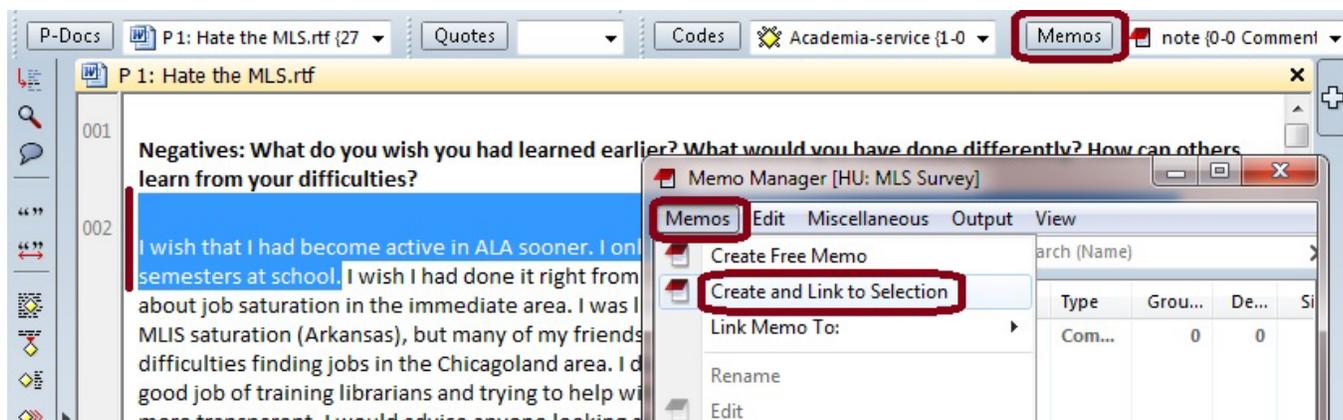
Adding memos to quotes

To add a memo to a new quotation:

- Highlight the text → Click “Memos” in header bar → “Create and Link to Selection”

To link an existing memo to an existing quotation:

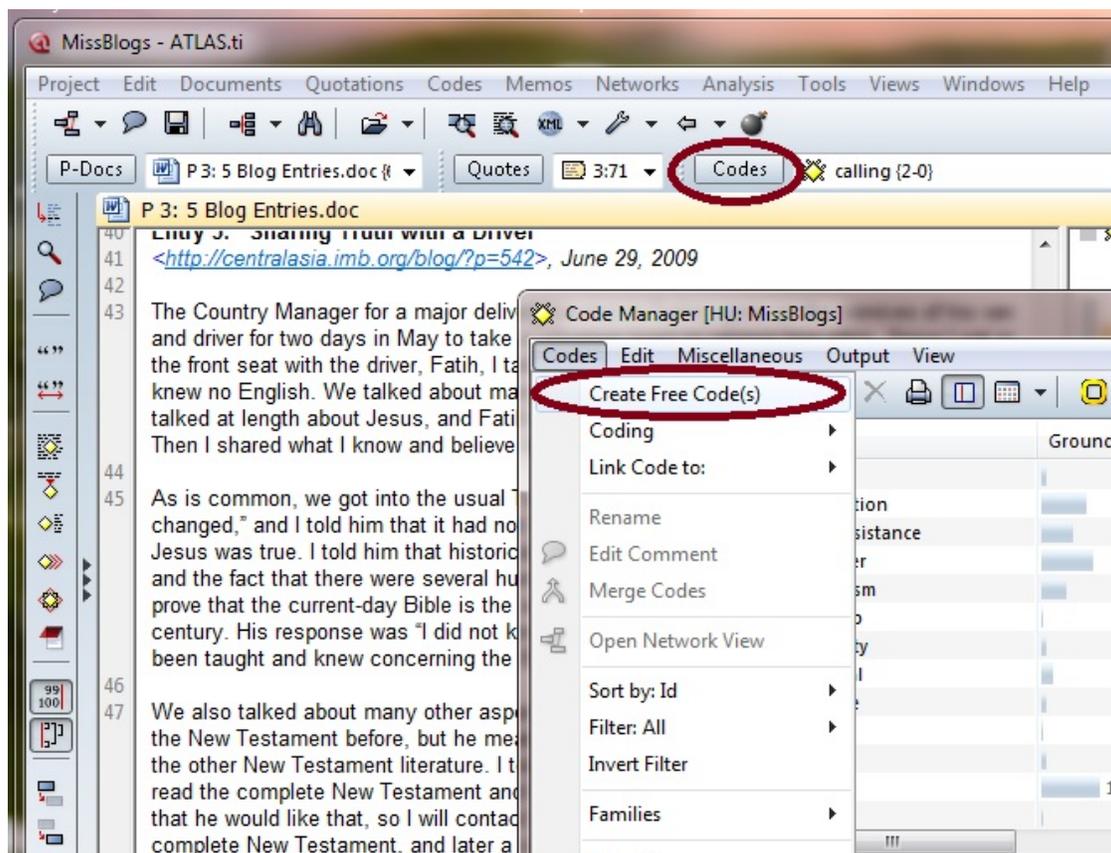
- Select the memo in Memo manager → Click and drag to the relevant quotation bar on right



Adding a New Code

To add a new code to your database:

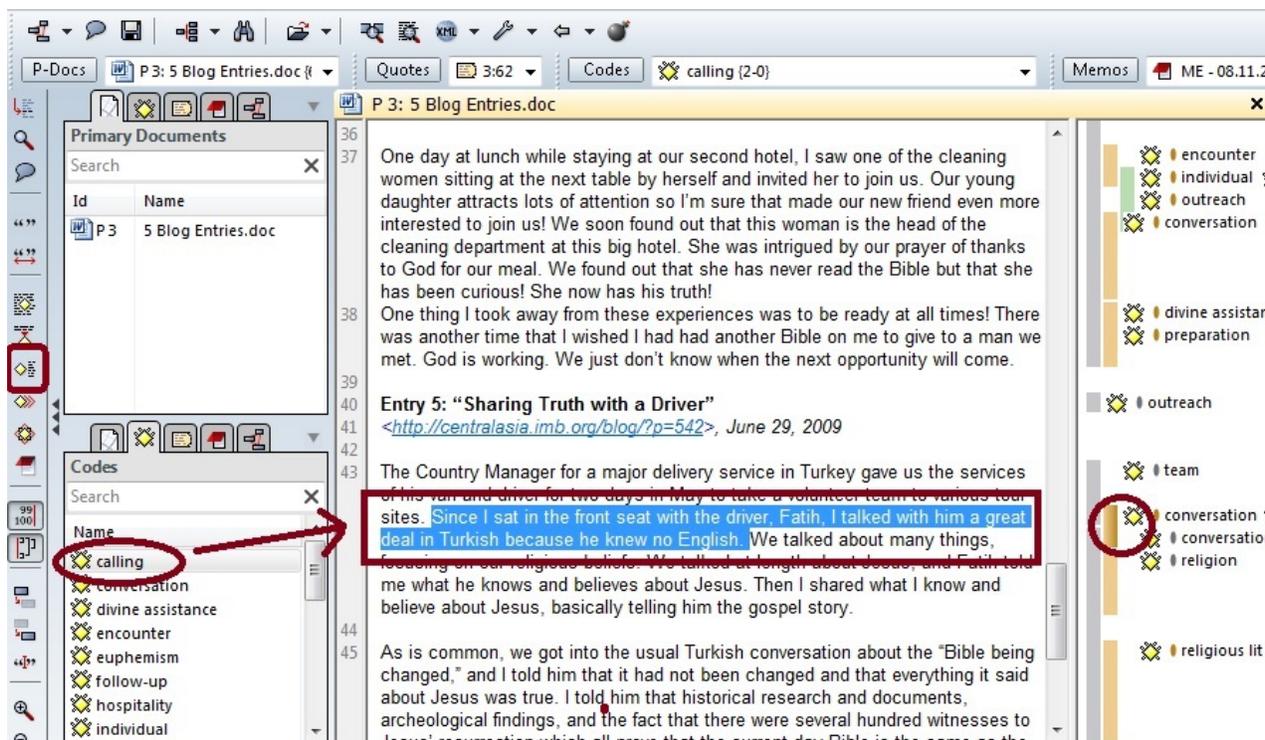
- Open the “Code Manager”
- Click on the “Codes” menu
- Select “Create Free Code(s)”
- Type in name of a new code
 - (You can press the down arrow to enter more codes!)



Coding a Selection

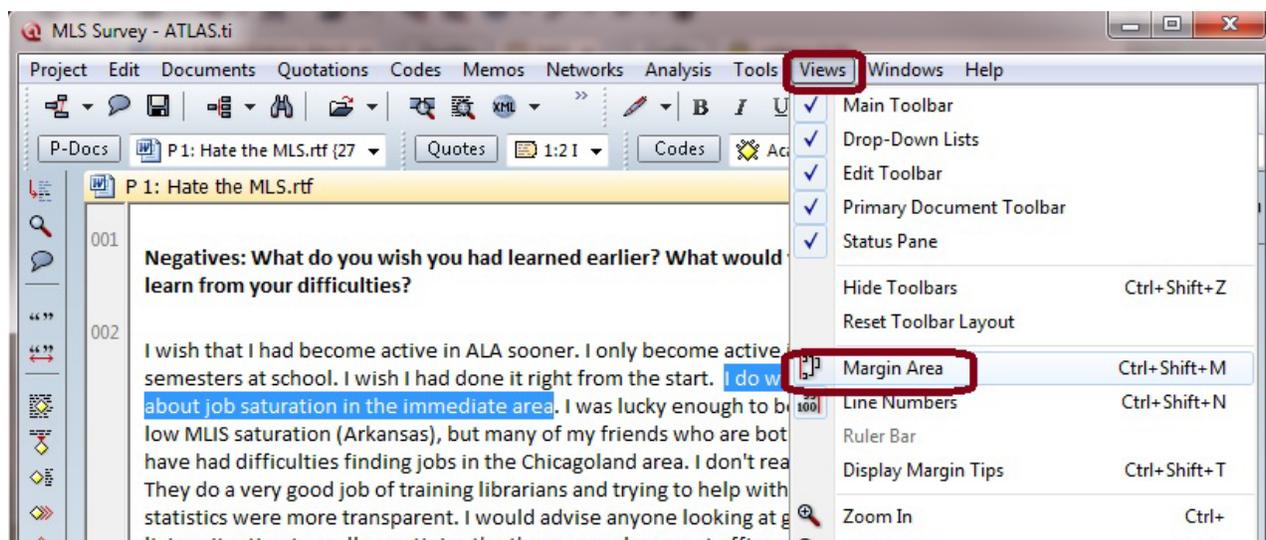
To code a passage within a document:

- Highlight the text *or* click on the corresponding quotation bar in the margin
- Three options to code:
 - Click and drag a code from the Code Manager list
 - Click on the icon with a yellow diamond and text beside it
 - Right click and choose “Coding” then “Select Code(s) from list”



Can't see your codes on the right?

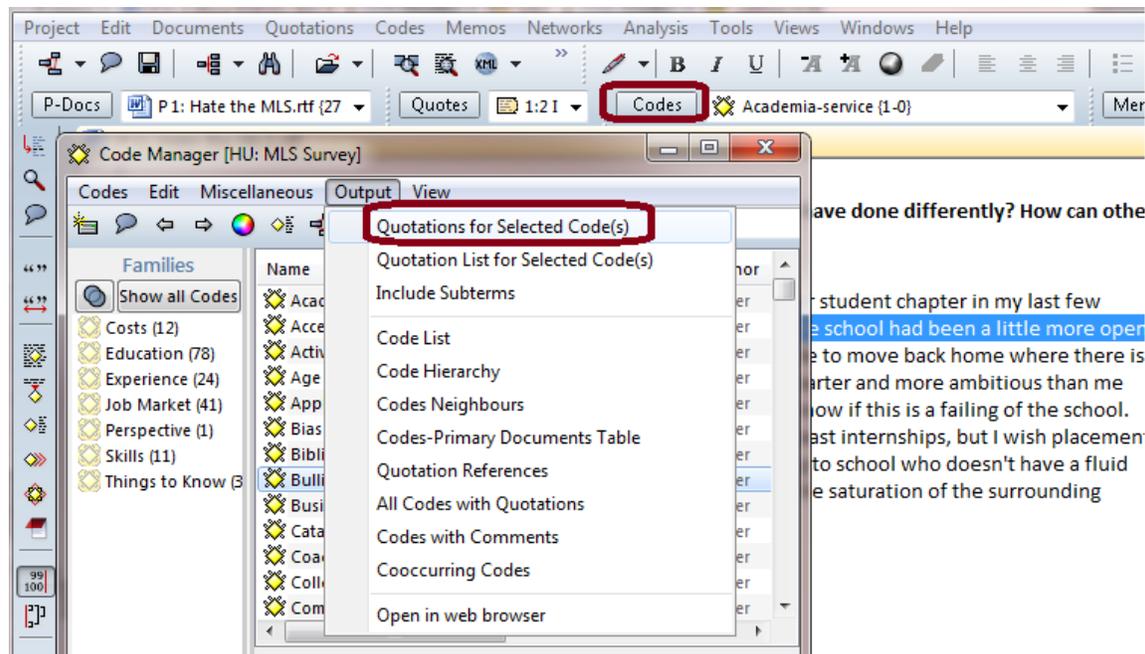
Never fear! View the margin area again with Views → Margin Area



Output all Results for One Simple Code

To display passages with a code attached:

- Click **Codes** to pen the “Code Manager”
- Select a code (or have one already selected in the document)
- Click **Output**
- Select **Quotations for Selected Code(s)**
- This outputs all quotations attached to this code into an .rtf file



Analysis with the Co-occurrence Table

Click on “Analysis” in header

Click on “Co-occurrence Table”

Select codes from the columns list and then click arrows to “Add”

Select codes from the rows list and then click on “Add”

First number in matrix is number of times codes co-occur (“1”)

Second number is a measure of how often the codes occur together (“- 0.02” = not much)

The screenshot shows the Atlas.ti software interface. The top menu bar has 'Analysis' highlighted. Below it, the 'Codes Co-Occurrence Table' window is open. The 'Columns' list on the left contains several codes, with 'Dont-unpaid {1-0}' and 'Debt {2-0}' circled in red. The 'Rows' list also contains several codes, with 'Dont-spend {39-0}' and 'Debt {2-0}' circled in red. The 'Selected (1 of 245):' area for columns contains 'Dont-go {11-0}'. The 'Selected (1 of 245):' area for rows contains 'Dont-spend {39-0}'. A table on the right shows the co-occurrence of 'Dont-go' and 'Dont-spend' with a value of '1 - 0.02'. The table has columns 'Column code result' and 'Row code result'.

Column code result	Row code result
Dont-go	Dont-spend
	1 - 0.02

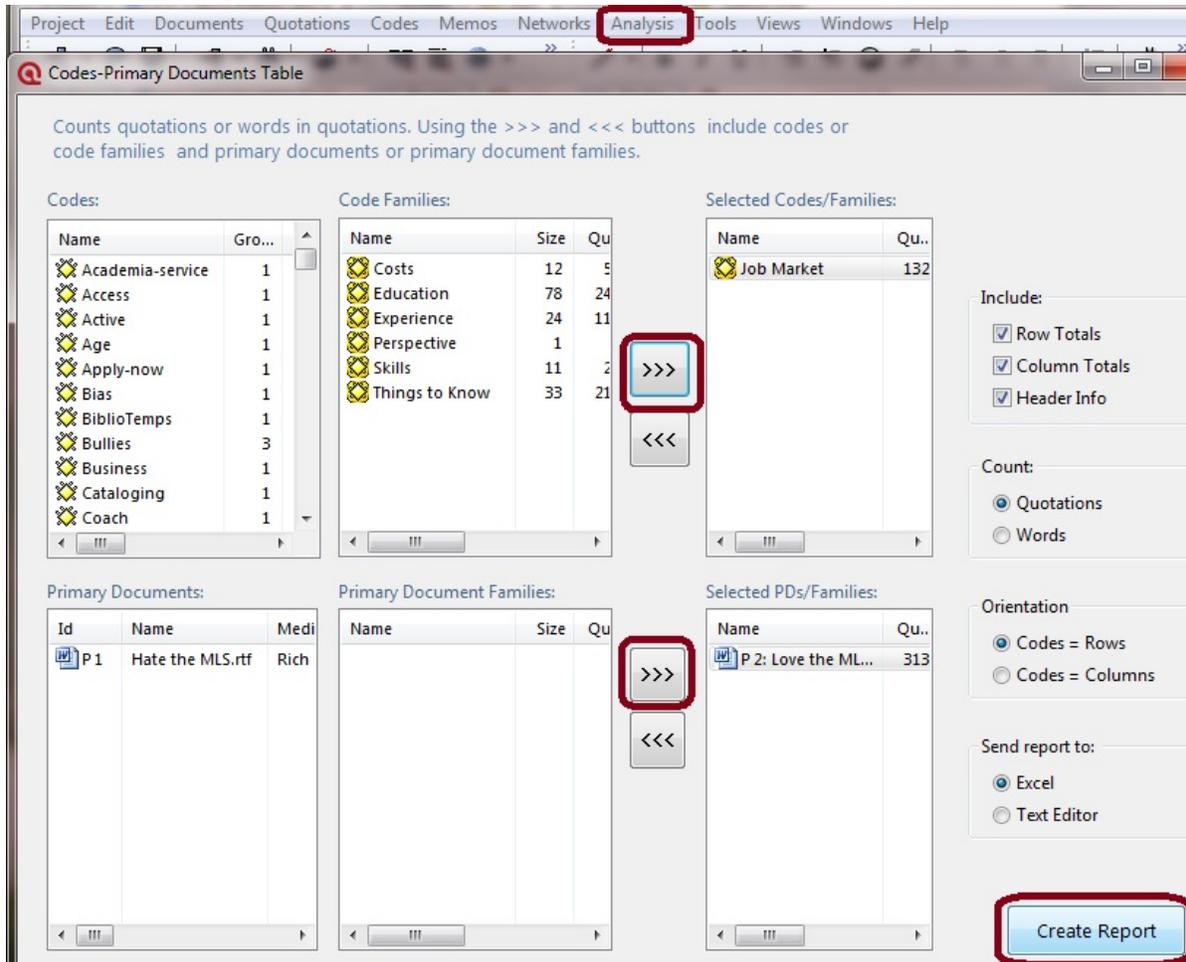
Analysis with the Code and Primary Document Table

Select "Analysis" in header bar

Select "Codes-Primary Documents Table"

In the pop-up,

- Click codes or code families of interest → click on right arrows
- Next, click on the documents / document families of interest → click on right arrows
- Choose to output to excel or text
- Tick "Create Report"

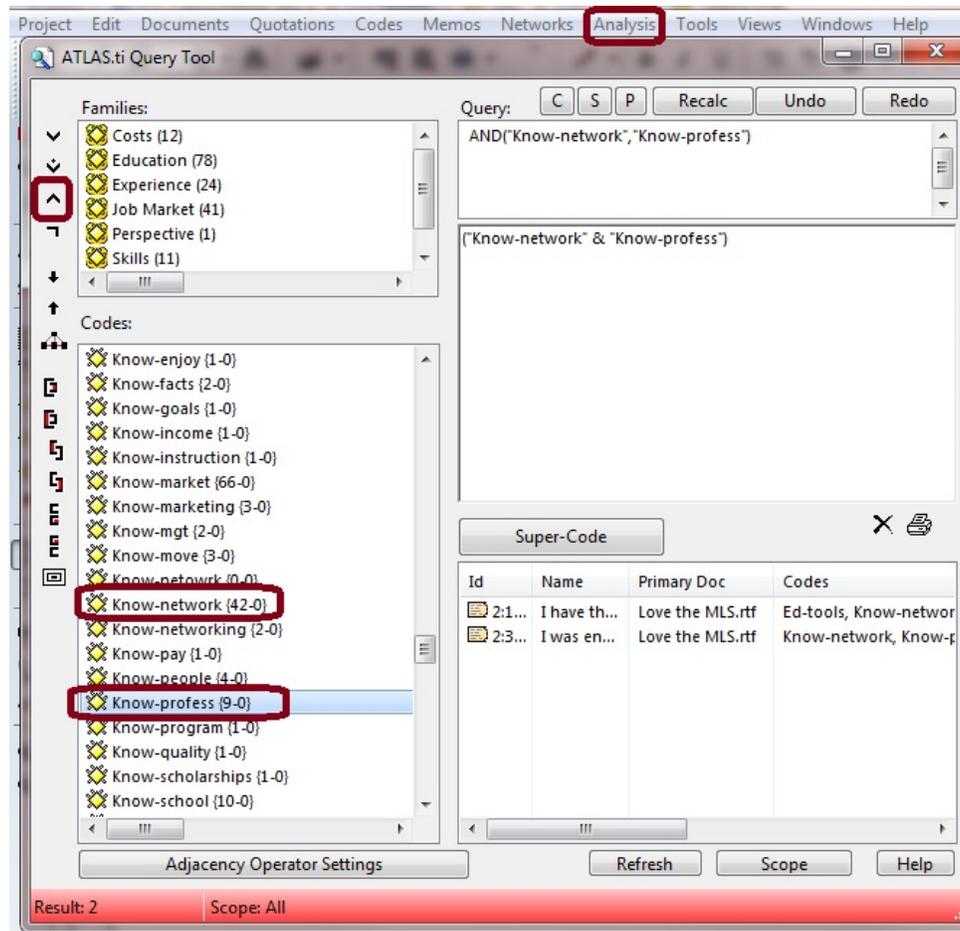


Sample results:

PRIMARY DOCUMENTS							
CODES	P 1: BN_2009_02	P 3: N_2009_01	P 6: N_2009_04	P 8: N_2009_06	P11: D_2009_03	P12: D_2009_04	Totals
citizenship	0	10	5	14	1	7	37
gender and decisions	0	15	5	20	3	11	54
gender and networks	0	8	5	8	7	12	40
Totals	0	33	15	42	11	30	131

Using Queries to explore relationships between codes

- Click on “Analysis” in header bar
- In drop-down, select “Query Tool”
- In the pop-up box, double click codes to add
- Use the symbols on the left side for **or**, **and**, and **not**
 - Hover to see what any of the buttons mean
- As you change the conditions of the query, the list of quotations will update.
- Click print to output resulting quotations



By default Atlas searches all documents; use **Scope** to search only selected documents:

- *Optional*: create a document family (p. 3-4) to run on this set of docs multiple times
- In query tool bottom right, select “**Scope**”
- Select the documents / families you want to run the query on
- Click “OK”

And if you want to save your query as a **super code** (new code)

- Click on “Super-Code”
- Enter name for the super-code, e.g. “sleep AND eat”
- All quotations matching your query are now attached to this new code

Output query results

You can print to file or an editor (MS Word)

- In **Analysis** → **Query Tool**, highlight the codes of interest
- For resulting quotations, click the **Printer Icon**
- Choose “Full Content – Include Comments”
- Results report query followed by all relevant quotations
 - Includes document title, all codes attached to that quote, memos, and full text you highlighted

ATLAS.ti Query Tool

Query Report

File Edit Format Insert Help

Segoe UI 8 B I U

1 2 3 4 5

Query Report

HU: MLS Survey
 File: [C:\Users\====\Dropbox\Loving the Data\TextBank\MLS Survey\MLS Survey.hpr7]
 Edited by: =====
 Date/Time: 2016-10-06 13:22:19

Document filter:
 No active filter - use 2 Primary Documents in query

2 Quotations found for query:
 ("Know-network" & "Know-profess")

P 2: Love the MLS.rtf - 2:175 [I have the tools to research a..] (190:190) (Super)
 Codes: [Ed-tools - Family: Education] [Know-network - Family: Things to Know] [Know-profess - Family: Things to Know]
 No memos

I have the tools to research anything I am passionate about. The only thing that helped me get a job was networking and being active in professional library associations.

P 2: Love the MLS.rtf - 2:304 [I was encouraged by professors..] (361:361) (Super)
 Codes: [Know-network - Family: Things to Know] [Know-profess - Family: Things to Know]
 No memos

I was encouraged by professors & employers to be active and involved in MLS

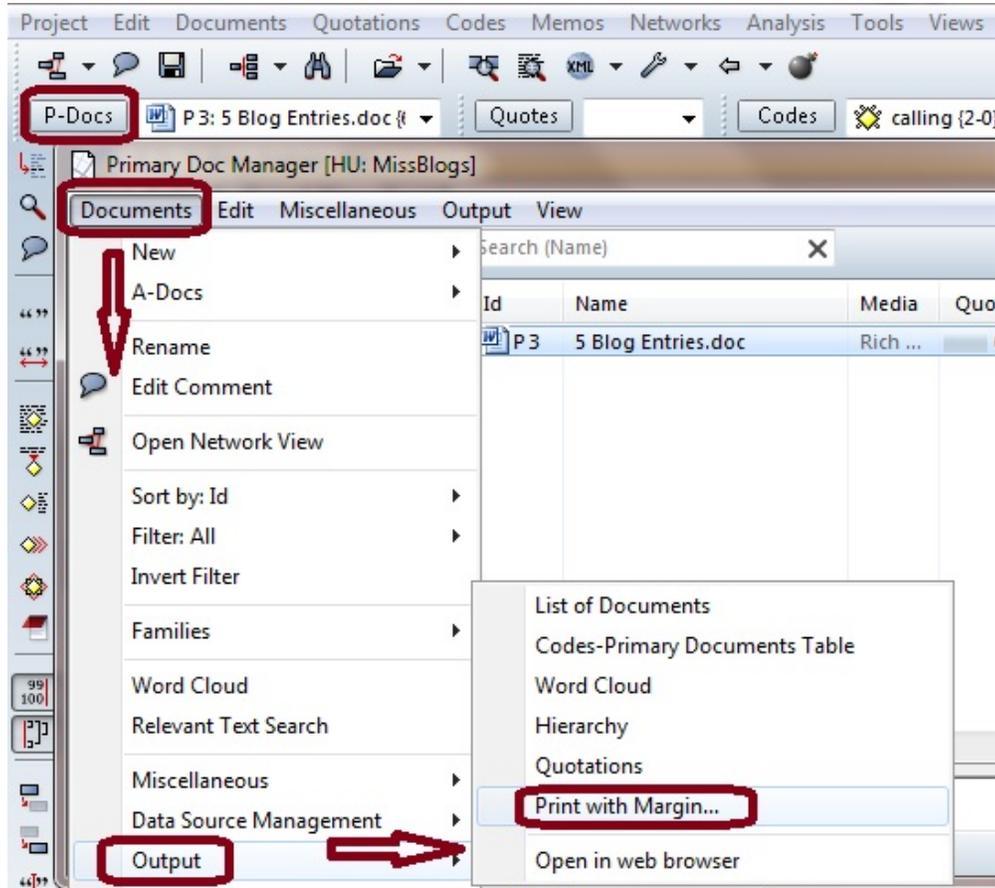
Primary Doc

Love the MLS.rtf
 Love the MLS.rtf

Help

Output coded primary documents to PDF

- Open P-Docs manager (Documents→Primary Doc Manager, or P-Docs button top left)
- Select Documents in header bar
- Select document in view screen or go back to Documents menu
- Select Output → Print with margin
- Prints to PDF and you can view codes on right side alongside the full text
- Can't manipulate or query, but useful for saving in a less proprietary format



Sample PDF results

Establish relationships with those that live in them.

04

05 On several occasions, we tried to find our people but could not. We also tried several times to find the roads that led to some of the villages that we had been into previously, but we could not find the road. It was then that we understood through prayer that the Holy Spirit was leading us elsewhere. There were two other villages that we began to pray about and God led us into a village that *Al, the leader of the group, had never been in before. Upon arrival, with many men gathered around staring, Al quickly began to look for a person of peace and to engage the men that were gathered. Immediately a man pushed through the crowd and took charge. The very first question was if Al was a Muslim. Al told the man that he was a follower of Christ.

06

07 The man said that this was not a problem, and Al was able to talk with him and ask him if the team could walk around the village and to learn what it was like to live there. The man quickly agreed and also agreed to show the team around the village. After lessons in mining, tobacco, Ramazan, honey, hardship, toil and poverty the man asked the team if they were interested in coffee or tea. The team was then taken to a little shop that was owned by the new friend.

obstacle euphemism
calling
divine assistance
euphemism
encounter
religion
hospitality response
need