Workshop: Qualitative Data Analysis with Atlas.ti

December 2017 D-Lab Follow-Along (dlab.berkeley.edu) Celia Emmelhainz, Qualitative Research Librarian, UC Berkeley

Today's outline:

- $\rightarrow~$ Introductions and overview
 - o Thinking about qualitative software
 - Thinking about coding
 - Questions to ask before starting
- \rightarrow Organizing your data for analysis
 - o Naming files
 - o Using folders
 - o Coding in QDAs
- \rightarrow Wayfinding through the Atlas.ti 8 software
 - o Starting a new project
 - o Importing data
 - o Creating document groups for the files you imported
- \rightarrow Coding in Atlas.ti
 - o Adding quotations and comments
 - o Adding memos
 - o Adding codes
 - o View coding output
- \rightarrow Preliminary analyses
 - o Co-occurrence table
 - Code and primary document table
- \rightarrow Queries
 - Using and, or, and not
 - Scope: Running queries by family
 - o Checking your query results
 - o Saving queries with super codes
- \rightarrow 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 opens to a page where you can select a recent project, or create a new one. To create a new research project, click on "Create New Project" and add a name to the pop-up box:

		х
	New Project	
	Create an empty ATLAS.ti project.	
Q	Project name:	
	Enter a name for the project.	
	Q	
	Create	

Importing Data

To add text files, images, audio, or video to your project, open the project:

- Click on "Add Documents" and select documents from your computer to open
- Select more than one document by holding down the Shift or Control keys (Windows).

You can also use the drop-down tab below the Add Documents icon to link larger audio or video files for coding, without importing into the project:



Organize Your Files with Document Groups

If you have many text or image files, you can organize them into groups based on relevant criteria (respondent age, location, topic, etc), to compare codes across groups of people or locations.

- Double-click Documents to open the Document Manager \rightarrow Open Group Manager
- Or, Click Networks \rightarrow Document Groups on the left side navigation pane



- In the Document Group Manager, select "New Group" and assign it a name.
 - Select documents on the right hand side and click the < arrow to add to the group.

Document Groups				۵
New New Smart Group Group - New	Rena	ij > ame Dele	ete Edit Gro Comme N	oup Open Open Docume ent Network Manager
Search Document Groups				
Name	Size	Author		
C Short Term Missionaries	5			
Local Residents	3			
Long-Term Missionaries	0			
Secular NGO Workers	0			
Documents in group:			Documen	ts not in group:
Id 🔺 Name			Id 🔺	Name
📄 D 9 RM-2010-01 Gulina.do	DC DC		📄 D 1	EX-2010-01 Scott.doc
📄 D 10 RM-2010-02 Narynbo	lat		📄 D 2	Fieldnotes Summer 2010.d
📄 D 11 RM-2010-03 Aqmaral.	doc		📄 D 3	NGO-2010-01 Eric.doc
			📄 D 4	NGO-2010-02 Brett.doc

Highlighting Quotations

Select a quotation to preserve particularly interesting quotes, whether or not they fit in your coding scheme. To add a quotation without assigning it a code:

Highlight the text and click "Create Free Quotation" in the header bar, or • right click to select it in the drop down menu:

Why not neg - I am a Muslim, and most population don't like Missionaries because they think; "I'm Muslim. I don't like another religion, why they are going to influence us<u>, engage us in their religio</u>n. What is their aim?"

"" Create Free Quotation Under the Soviets th and Catholics, they'r traditional religious n 🖎 Code in Vivo

Muslims, Jews, Orthodox, its. Of course, there were non tives of these communities

You can also rename quotations (which automatically use the whole text of the quotation as a name) in order to find them more easily, e.g. "I'm Muslim, what is their aim?"

Right click on the dark blue quotation in the right pane, select Rename Quotation

Why not neg - I am a Muslim, and most population don't like Missionaries because they think; "I'm Muslim. I don't like another religion, why they are going to influence us, engage us in their religion. What is their aim?"

Under the Soviets there were four neighbors - Muslims, Jews, Orthodox, and Catholics, they're the traditional movements. Of course, there were non traditional religious movements but representatives of these communities didn't below to another.





Religion

Memos: documenting your reflections and process

To document your reflections or process, select "Memos" in the main header bar, then "Create Free Memo" in the pop-up manager:



Adding a New Code

To add a new code (thematic or critical label for text) to your project, select Codes in the header, then "Free Codes" in the pop-up manager. From here you can type in the names of as many new codes (which you can change later) as you need.



Coding a Selection

To code a particular section of a text (or image, or video):

• Highlight the text and right click, then choose a method of coding from the drop-down menu. *Open coding* lets you input any text; *List coding* lets you choose from your existing list of codes.

And there are tax issues. Sometimes bus	sines	s people come in as t	tourists.
Kazakhstan has been worried, with the e	cond	omic crisis, that foreig	n
workers from nearby countries would cor	<u>ne ir</u>	and work without	-
authorization, taking away jobs from thei		Create Free Quotation	
[We're sitting at a table in the corner of h		Open Coding	a or
coffee out of a mug, and I have a coke lit	L\$3	Code in Vivo	uch. I
look out - we're six stories up - across the	(ew. In
the road below there's a lot of construction	18E	List Coding	ting - I
lead a bit awkwardly - but she's pleasant	<₽	Quick Coding	t have a
The second se	1 T	- · · · · · · · · · · · · · · · · · · ·	1

• OR, highlight the text then drag and drop an existing code from the left onto the text



Can't see your codes on the right?

Never fear! View the margin area again with the Views tab \rightarrow Show Margin



Output all Results for One Simple Code

To see all passages of text that have a given code attached, select "Codes" in the header bar. in the pop-up Code Manager box, highlight one or more codes in the list, then scroll all the way to the right and select "Report":

Documents Q	uotation	5 Co	odes //e	mos N	Vetwor rs	rks Links •
Cod	de Manag	jer			-	\square ×
iew Sear	ch					~
Open Group 'k Manager	Edit Sm Code Organi	art e ze	Word Cloud Word	Frequ d Crun	encies	Report Output
Search Codes						
Name		Gro	unded		Dens	ity
○ ◇ ESL				4		Ι.
○ ○ Ethics				22		
 Organization Organ				10		
 Government 	ment~			27		

In the report pop-up box, tick quotations and content for selected codes. A screen will pop up with a list of quotations attached to this code; you can save to .doc or .PDF :

Codes Report Filter © Selected items (1) © Filtered items (0) © All items (25)
Grouping Nothing
Report Options Image: Quotations Image: Type of Content Image: Dates and Users Image: Content Image: Content
Create Report

Using Queries to explore relationships between codes

To see quotations that match searches for a mix of codes, select "Analyze" in the top menu, then Query Tool on the far left:



On the left, choose a code/group to start with, then choose a search operator at the top ('And') and another code/group.

Save Smart Edit Code Scope Group Code Term	Change Swap Delete Operator • OF Set Operators State
🦯 Query Tool 🔻 🗙	
Code Groups Search Code Groups Code Groups	Scope: Entire Project Term: Government Concerns & Citizenship Query
 Ethical Issues (5) Fear (2) Goals (5) Government Concerns (10) 	Citizenship
	Search Quotations Id A Name (=) 2:13 R - "Remember your citizenship we are citizens

Select any of the boxes under query (code 1, code 2, or the AND icon) to see quotations that match your search. Again, on the top right, you can select "Report" and print out the quotations that match your search query:



Analysis with the Code Co-occurrence Table

Select "Analyze" in the header and then *Cooc Table* on the left:

File	Hon	ne	Search Project	Analyze
•••	¢\$ <mark>6</mark>			
Query	Cooc	Cooc	Code-Document-Ta	ble
Tool	Explorer	Table		
Tools	Cooccur	rency	Cross Tabulation	

On the resulting screen, tick the codes you want in each row, and below that, the codes for each column. The resulting number shows how many times your codes occur together in one quotation. You can also show coefficients, a more statistical measure of how often the codes occur together.

🗰 Co	de	Cooccurrence table \neg ×					
Search Row Codes		w Codes		Ethics	Government	Harm	Roles
Name		Name	Representation	6	1	2	4
✓ ✓	0	Representation~	Roles			3	
	0	Government~	Security		2		1
Search Column Codes		lumn Codes					
		Name					
	0						
\checkmark	0	◇ Roles					
\checkmark	0	Government∼					
\checkmark	0	♦ Ethics					

Analysis with the Code-Document Table

Similarly, to compare frequency of codes across your documents, select *Analyze* and then *Code-Document Table*:



In the pop-up, tick your codes of interest on top left, and documents of interest on lower left. On the right, you will see how many sections of each document are coded with the codes you're interested in. For instance here, "Aqmaral" is more concerned with potential harm than other research participants, which could be something to follow up on:

🖽 Ca	ode-Document Table 🔻	×					
Searc	h Codes				Ethics	Harm	Roles
	Name	Grounded	•	Fieldnotes Summer 2	13	12	20
	Representation~		41 28	NGO-2010-01 Eric.doc	0	0	0
	Government~		27	PM-2009-01 Hannah	1	1	1
\checkmark	♦ Ethics		22	RM-2010-03 Aqmaral	0	6	1
\checkmark	🔷 Harm		20				
	♦ Security		17				
Searc	h Documents						
	Name	Q 🔻					
\checkmark	Fieldnotes Summer	133					
\checkmark	RM-2010-03 Aqmara	12					
\checkmark	PM-2009-01 Hannah	9					

On the top right of the header tab, you can easily export your resulting table to excel, text, or image.