AGENDA

Qualitative Data Analysis with Dedoose

Trainer: Lindsay Bayham (adapted from materials by Kenly Brown) Date: January 18th, 2018

1. Introductions
    a. Review of research process and training agenda
    b. Introduce ourselves

2. Features of Dedoose
    a. Online-based
    b. Collaboration-friendly
    c. Mobile and desktop-friendly
    d. Pay-by-the-month

3. Starting a new project
    a. Adding other team members
    b. How to import media source(s)
    c. Importing other projects
    d. Descriptors

4. Coding
    a. Creating a code tree
        i. Root, child, and grandchild codes
    b. How to code an excerpt
    c. Displaying and merging codes

5. Memos
    a. Purpose of memos

6. Training center
    a. Inter-rater reliability

7. Preliminary analyses
    a. Descriptor ratios
    b. Code application
    c. Co-occurrence tables

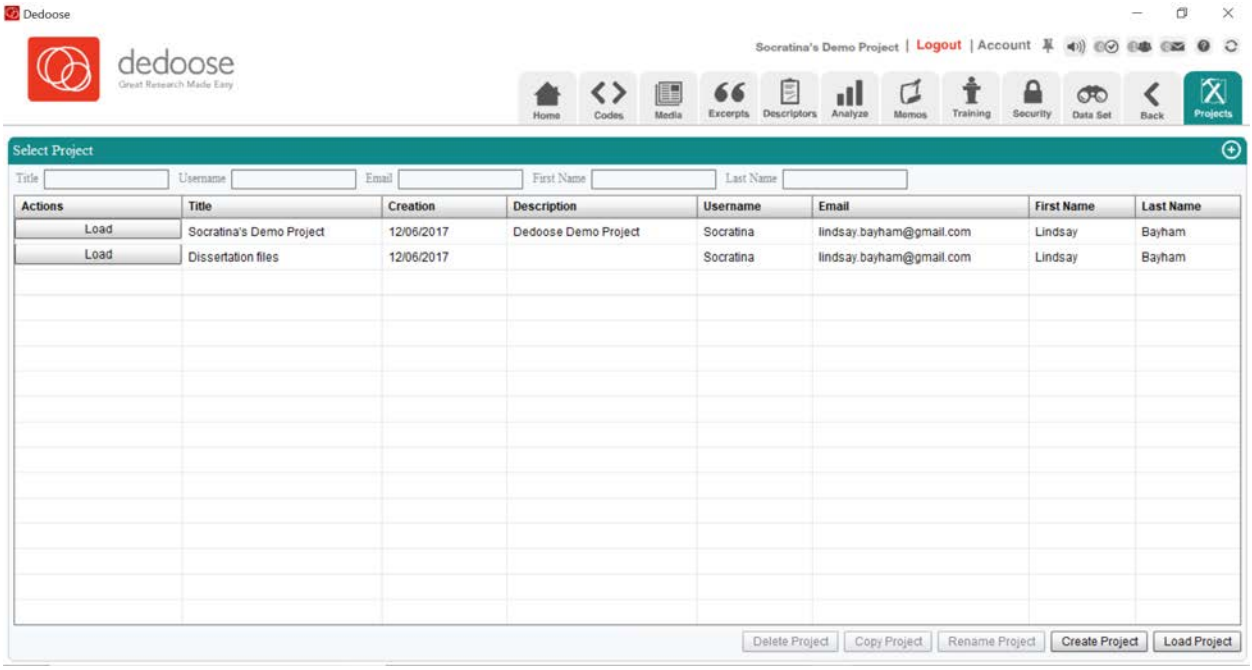
8. Query data
    a. Running queries
    b. Checking query results
    c. Saving queries

Starting a New Project

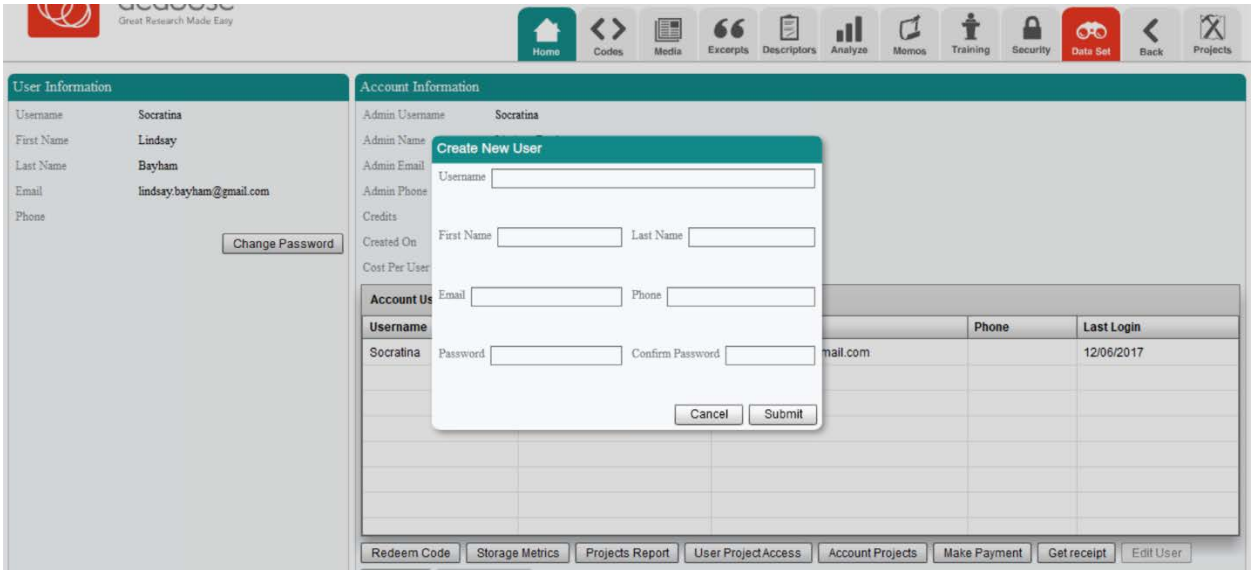
Dedoose will automatically open the last project you were working on.

To create a new database:

- Click on the “Projects” tab in the main header
- Click on the “+” on the top right hand side
- Fill in the project information and hit submit



You can add new team members to your project by going to “Account” in the top header, and clicking on the “Add user” button at the bottom of the page.



Importing data and media sources

You can import Microsoft Word documents, PDFs, audio files (as MP3s, WAV, wma, or m4a) and video files (as MP4s).

You can also import Dedoose projects that other users have already started.

To import new media sources:

- Click on the “Media” tab in the main header
- Click the “+” on the upper right hand side of the “Media” box
- Browse the document(s) you would like to add to database
- Caution: Be sure that the media source(s) that you upload are finalized, because you cannot go back and make changes once codes and memos have been applied.

Descriptors

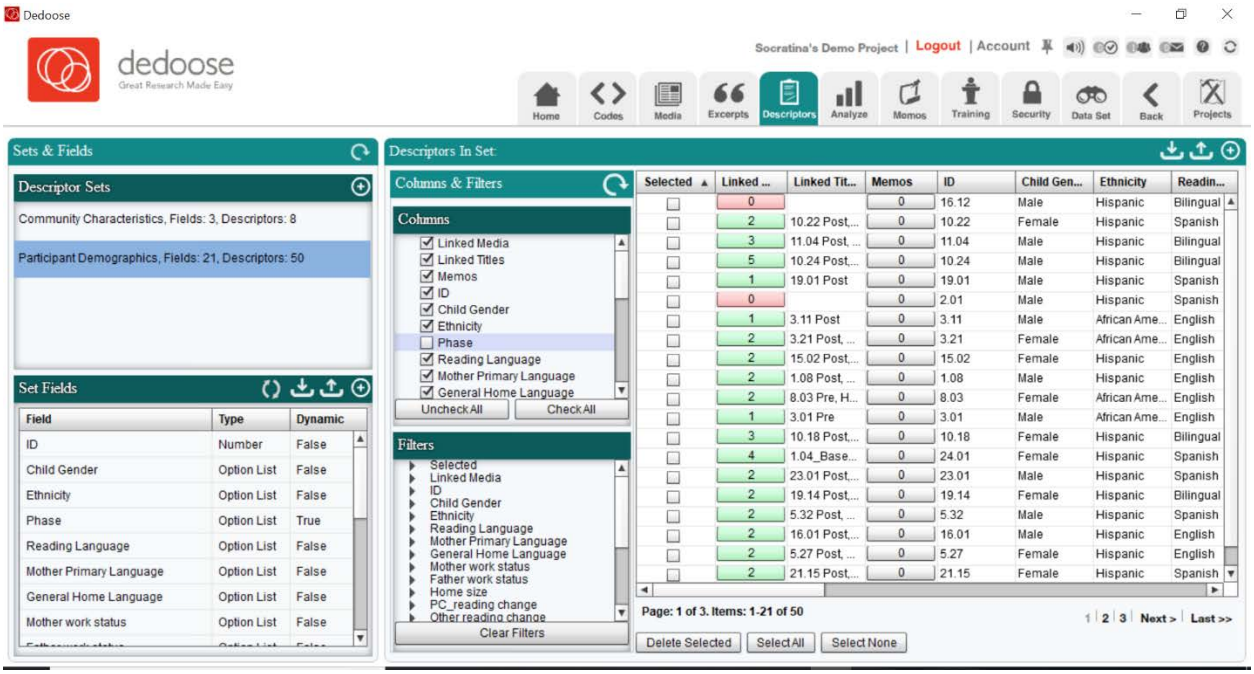
A **descriptor** is a piece of information that **describes the source of your data** (e.g. documents, research participants, families, etc.)

- You can think of descriptors as **variables** that describe your data sources

A descriptor **set** is a collection of information that describes the source of your data **at a particular level of analysis** (e.g. families, organizations, schools, neighborhoods or communities, other settings, etc.)

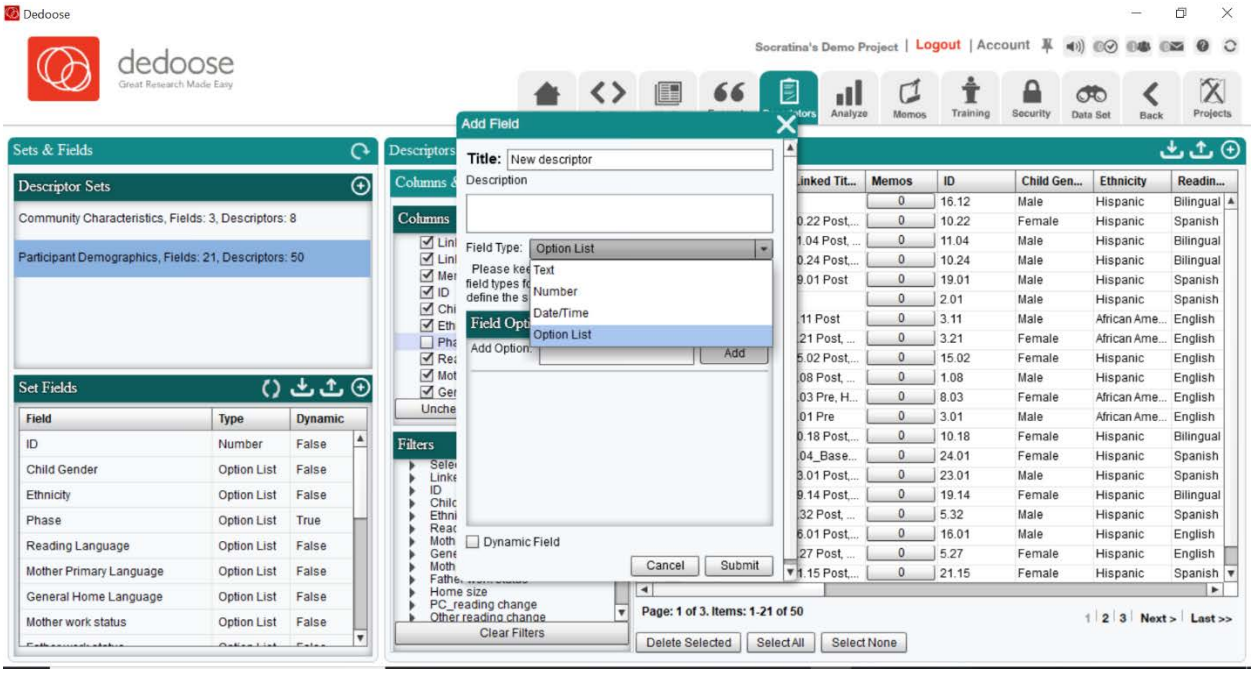
How to make a new descriptor field:

- Click on the “Descriptors” tab in the main header
- Go to the “Set Fields” box and click the “+”
- Include the title of the descriptor (e.g. age, race, gender, etc.) along with a description, the type of descriptor it is, and the response type (text, number, date, or “option list” (i.e. categorical/multiple-choice)



Note: Dedoose suggests that you make descriptors categorical whenever possible; this will allow you to define in advance how particular types of data are analyzed and visualized later.

- "Option List" descriptors can also be "dynamic," i.e. set to change over time (e.g. in a project where you will collect data on the same individuals at multiple time points)

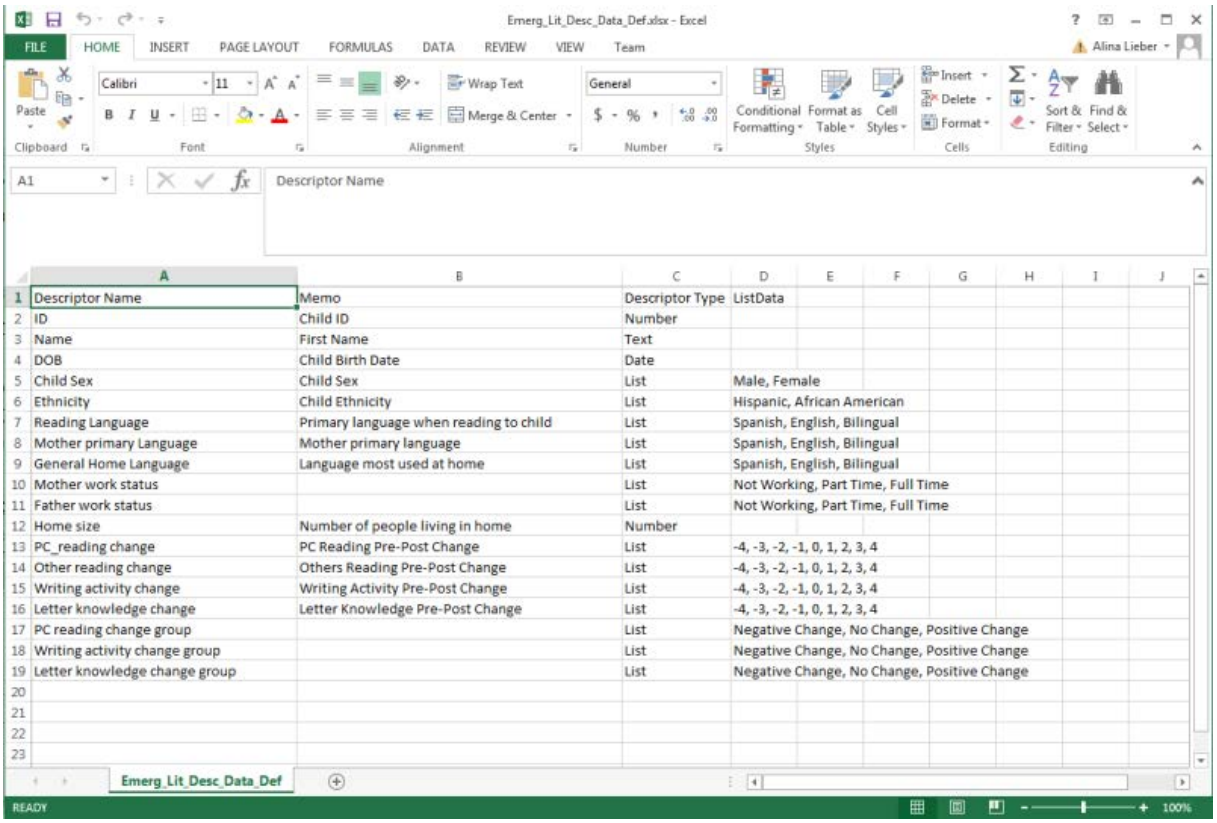


You can also import descriptor information from XML (Excel) spreadsheets.

To import directly from a spreadsheet (i.e. without inputting fields into Dedoose first), the imported data file MUST be structured with the following format:

- Descriptor Name
- Memo
- Descriptor Field Type (Text, Number, Date/Time, or Option List)
- Option List Data (if applicable)

Example of Format and Column Headers for Importing Descriptor Field Definitions

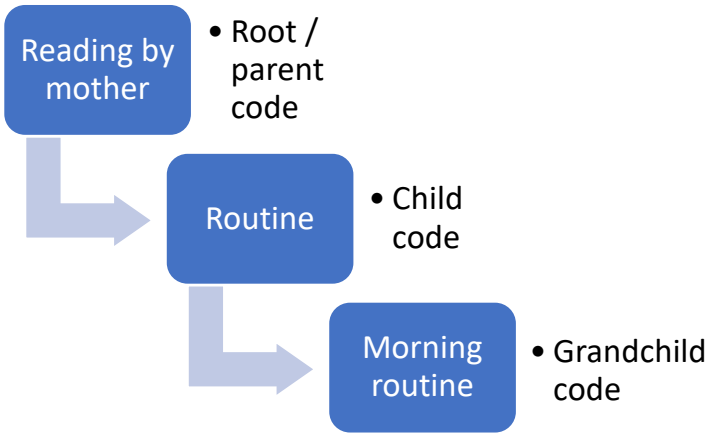


	A	B	C	D
1	Descriptor Name	Memo	Descriptor Type	ListData
2	ID	Child ID	Number	
3	Name	First Name	Text	
4	DOB	Child Birth Date	Date	
5	Child Sex	Child Sex	List	Male, Female
6	Ethnicity	Child Ethnicity	List	Hispanic, African American
7	Reading Language	Primary language when reading to child	List	Spanish, English, Bilingual
8	Mother primary Language	Mother primary language	List	Spanish, English, Bilingual
9	General Home Language	Language most used at home	List	Spanish, English, Bilingual
10	Mother work status		List	Not Working, Part Time, Full Time
11	Father work status		List	Not Working, Part Time, Full Time
12	Home size	Number of people living in home	Number	
13	PC_reading change	PC Reading Pre-Post Change	List	-4, -3, -2, -1, 0, 1, 2, 3, 4
14	Other reading change	Others Reading Pre-Post Change	List	-4, -3, -2, -1, 0, 1, 2, 3, 4
15	Writing activity change	Writing Activity Pre-Post Change	List	-4, -3, -2, -1, 0, 1, 2, 3, 4
16	Letter knowledge change	Letter Knowledge Pre-Post Change	List	-4, -3, -2, -1, 0, 1, 2, 3, 4
17	PC reading change group		List	Negative Change, No Change, Positive Change
18	Writing activity change group		List	Negative Change, No Change, Positive Change
19	Letter knowledge change group		List	Negative Change, No Change, Positive Change
20				
21				
22				
23				

Creating and Organizing Codes

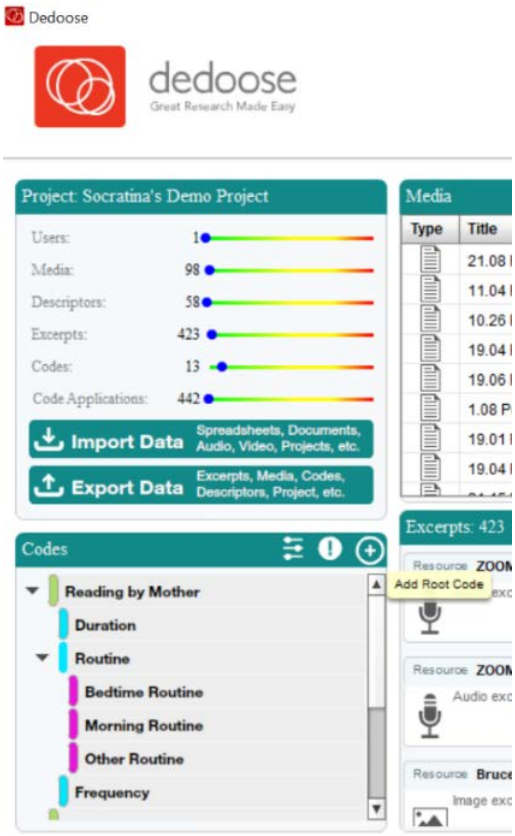
What is **"coding"?**

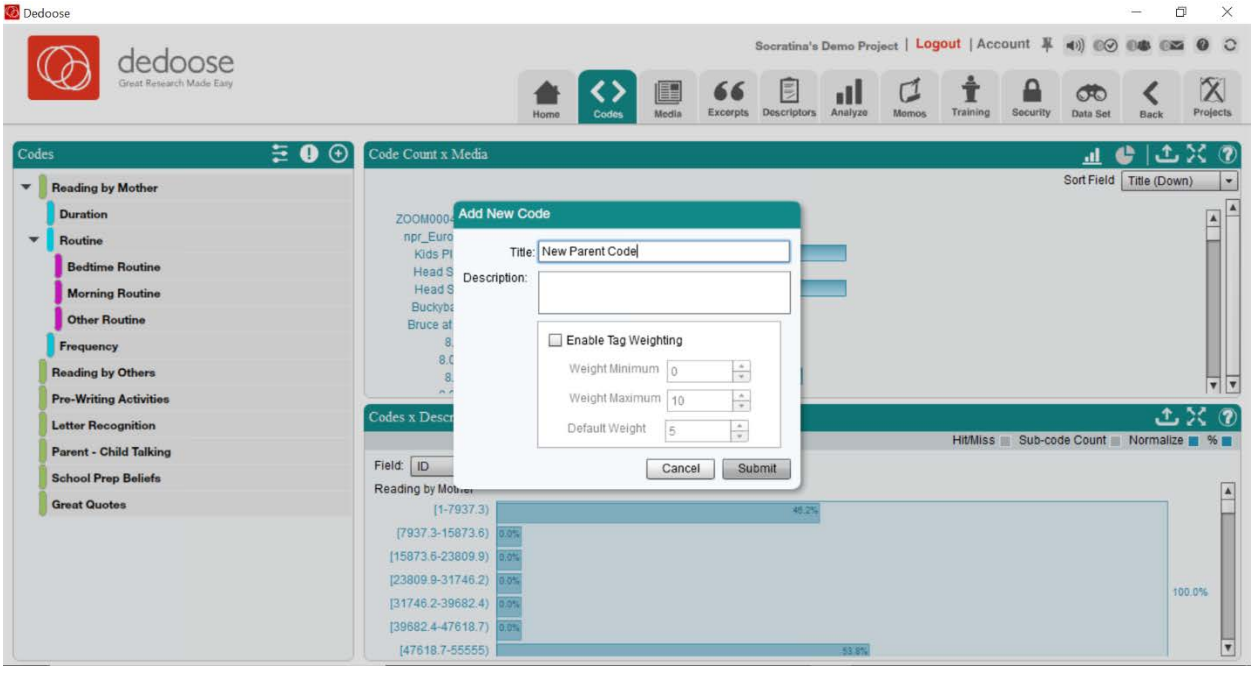
- Categorizing and organizing data: breaking it down into analyzable parts
- Identifying ideas and concepts in your data that may apply across different sources
- If descriptors apply to specific documents or data sources, codes apply to excerpts *within* documents.
- Coding is usually an *iterative* process: you may want to refine, divide, or merge codes as you go.



To create a new root code:

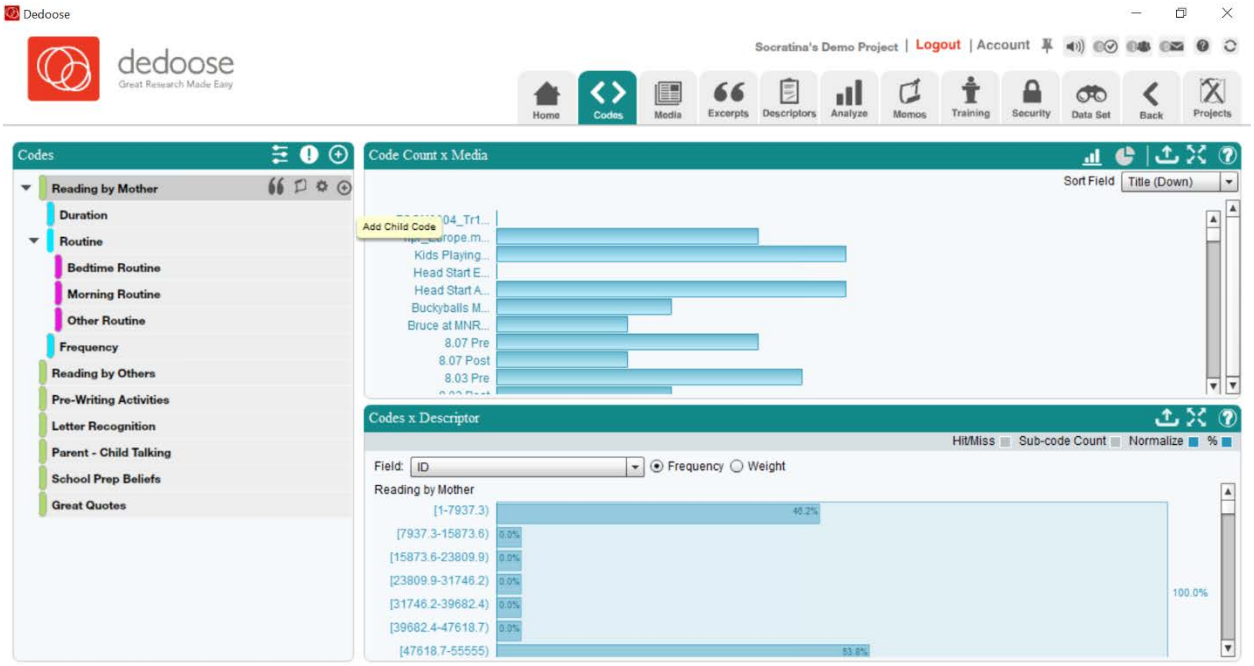
- Click on the "Codes" tab in the main header
- Click the "+" on the upper left side of the "Codes" box to add to the code tree
- Name the code. You can add a description if it will help you remember the code quickly later


Dedoose
dedoose
Great Research Made Easy
Project: Socratina's Demo Project
Users: 1
Media: 98
Descriptors: 58
Excerpts: 423
Codes: 13
Code Applications: 442
Import Data
Spreadsheets, Documents, Audio, Video, Projects, etc.
Export Data
Excerpts, Media, Codes, Descriptors, Project, etc.
Media
Type
Title
Codes
Add Root Code
Reading by Mother
Duration
Routine
Bedtime Routine
Morning Routine
Other Routine
Frequency
Excerpts: 423


Dedoose
dedoose
Great Research Made Easy
Socratina's Demo Project | Logout | Account
Home
Codes
Media
Excerpts
Descriptors
Analyze
Memos
Training
Security
Data Set
Back
Projects
Codes
Reading by Mother
Duration
Routine
Bedtime Routine
Morning Routine
Other Routine
Frequency
Reading by Others
Pre-Writing Activities
Letter Recognition
Parent - Child Talking
School Prep Beliefs
Great Quotes
Code Count x Media
Sort Field
Title (Down)
Add New Code
Title:
New Parent Code
Description:
Enable Tag Weighting
Weight Minimum
0
Weight Maximum
10
Default Weight
5
Cancel
Submit
Codes x Descr
Hit/Miss
Sub-code Count
Normalize
%
Field:
ID
Reading by Mother
[1-7937.3)
[7937.3-15873.6)
[15873.6-23809.9)
[23809.9-31746.2)
[31746.2-39682.4)
[39682.4-47618.7)
[47618.7-55555)
100.0%

To create a new child code:

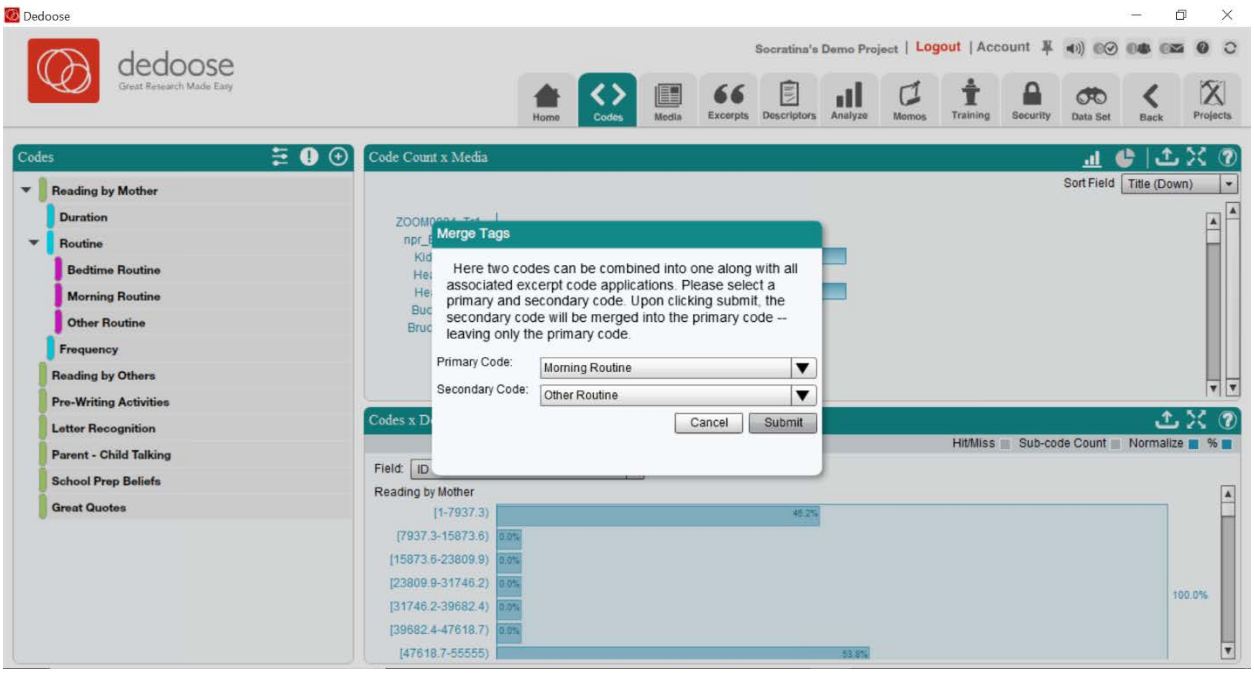
- Option 1:
  - Click on the “Codes” tab in the main header
  - Click the “+” on the upper left side of the “Codes” box to add to the code tree
  - Drag the new code to the root code that you wish to associate it with
- Option 2:
  - Hover your cursor over a particular root code.
  - Click on the “+” that appears to the right of the code.
  - Name the code and add a description. It will automatically be associated with the root code.



Merging Codes

How to merge codes:

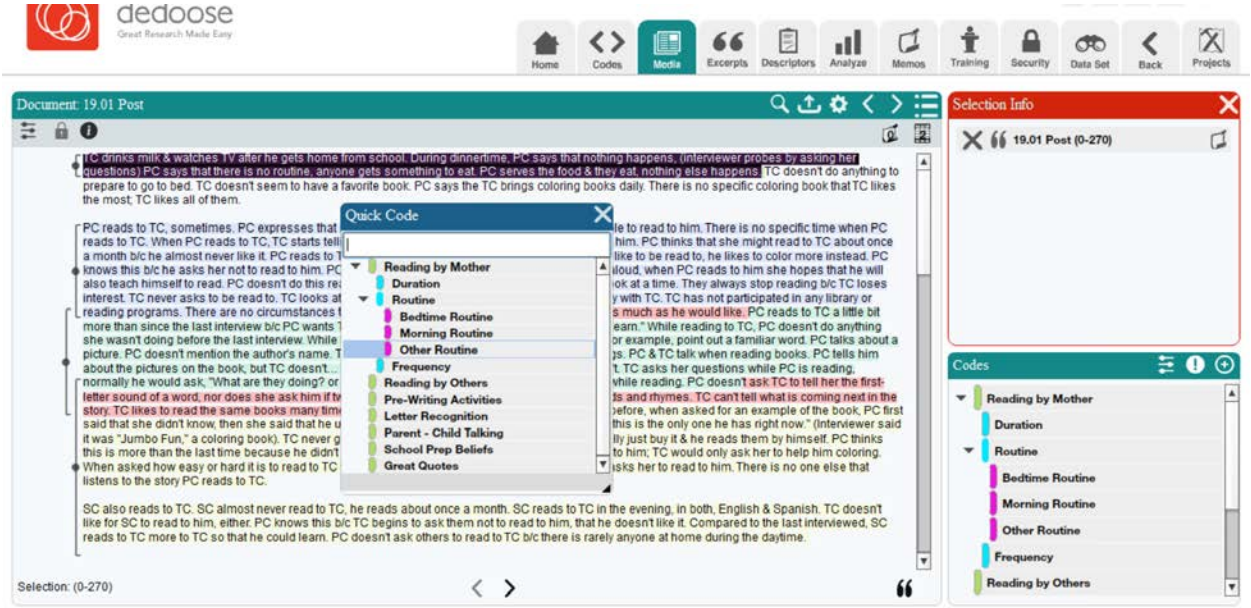
- Hover over one of the codes you want to merge
- Click the image of the spiral that appears to the right side of the code
- Click “Merge” in the lower left hand side of the pop-up window
- Select the primary and secondary codes that you would like to merge. All of the excerpts associated with the secondary code will be associated with the primary code, and the secondary code will be removed from the code tree.



Coding Documents

To code a passage or selection within a Word document:

- Go to the "Media" tab and select the document that you wish to code. The document will open.
- Make sure the document is "locked" for editing by clicking on the lock icon on the upper left hand side
- Highlight the text you want to excerpt
- Click on the quotation mark icon at the bottom of the page to create excerpt
- Right-click and select "Add codes"
- Double-click the codes you would apply to this excerpted passage
- Excerpts can overlap with one another, and more than one team member can make to a document.



Make sure you exit the excerpt-editing mode by clicking outside of the selected text or closing the red "Selection Info" box in the upper right corner; otherwise you will continue working with the same excerpt.

You can double-click on an excerpt to see the applied codes without opening the "Selection Info" box.

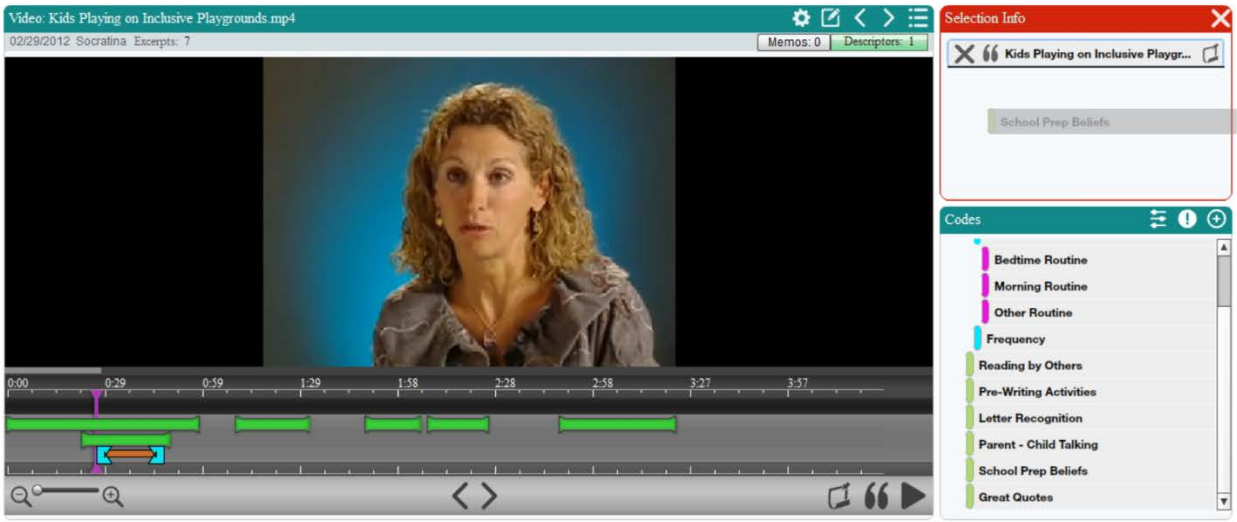
To add or change codes for a particular excerpt:

- Click on an excerpted (i.e. highlighted) passage; the red "Selection Info" box will open.
- Click on the spiral icon on the right of the excerpt title; the applied codes will appear.
- Right click on the excerpt and choose "Add codes"
- Double-click the codes you would apply to this excerpted passage

Coding Video and Audio Media Sources

How to code a video:

- Go to “Media” in the main header and click on the video source you would like to code
- Click on the media timeline bar, and use the double bar blue selection lines to situate the segment you would like to code. Then click the pause icon at the bottom right of the screen.
- Once you have identified the segment, click the quotation icon to “create excerpt.” (The segment will turn orange to show that it is being edited.)
- Select the desired codes you would like to apply to this segment under the “Codes” column to the right, and drag them one by one to the “Selection Info” box above.
- To change codes for an existing excerpt, double-click on the excerpt in the media timeline bar, so that the “Selection Info” box appears in the upper right hand corner. Remove codes or select new ones from the “Codes” box below.



How to code audio:

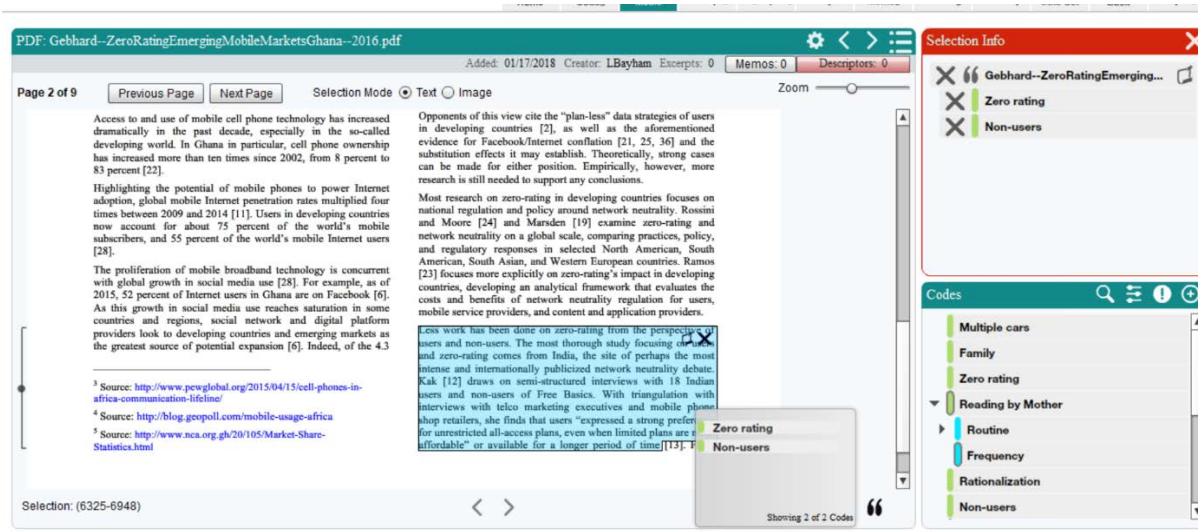
- Go to “Media” in the main header and click on the audio source you would like to code
- Use the double bar blue lines to situate the segment you would like to code. Then click the pause icon at the bottom right of the screen.
- Once you have identified the segment, click the quotation icon to “create excerpt.” (The segment will turn orange to show that it is being edited.)
- Select the desired codes you would like to apply to this segment under the “Codes” column to the right, and drag them one by one to the “Selection Info” box above.

Coding Pictures and Native PDFs

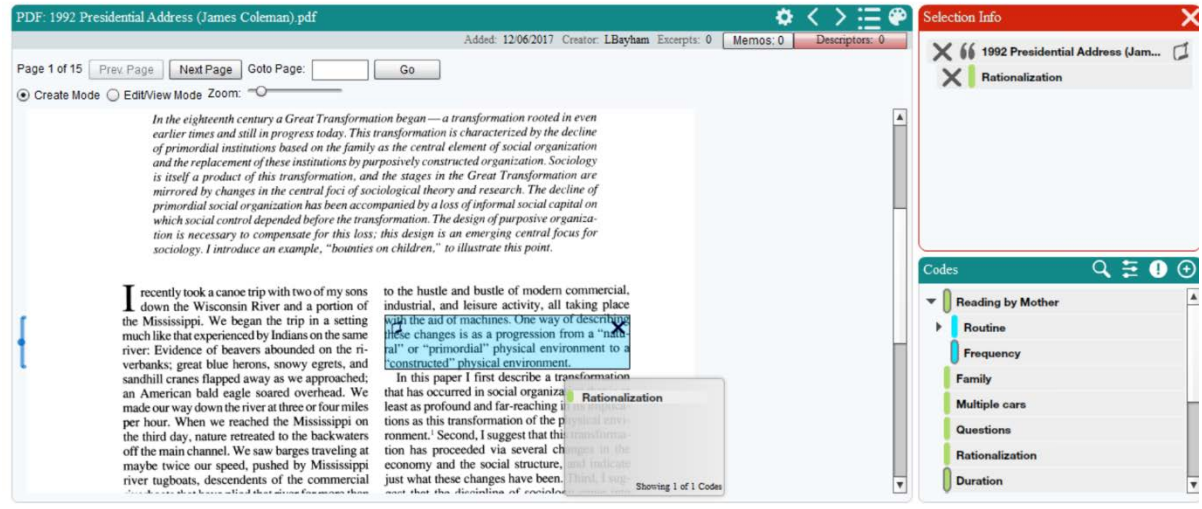
How to code pictures:

- Go to “Media” in the main header and click on the picture you would like to code
- Click on the picture and drag the cursor to select the area that you’d like to code. The selected area will turn blue to show that it is being edited.
- Once you have identified the area that you’d like to code, the red “Selection Info” box at the top right should be open.
- Select the desired codes you would like to apply to this segment under the “Codes” column to the right, and drag them one by one to the “Selection Info” box above.
- Alternatively, when the red “Selection Info” box is open, you can double-click on codes to associate them with the selected picture area.

Note: Some PDFs are saved as pictures, and some are saved as text documents, depending on whether Dedoose can recognize the text.



VS.

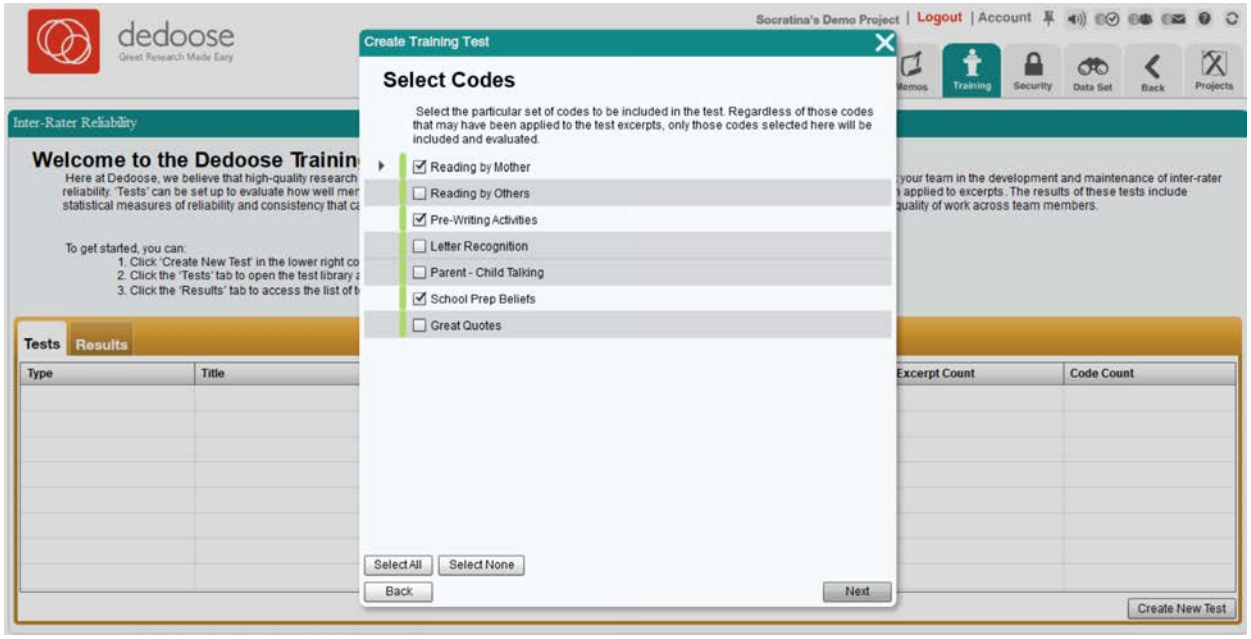


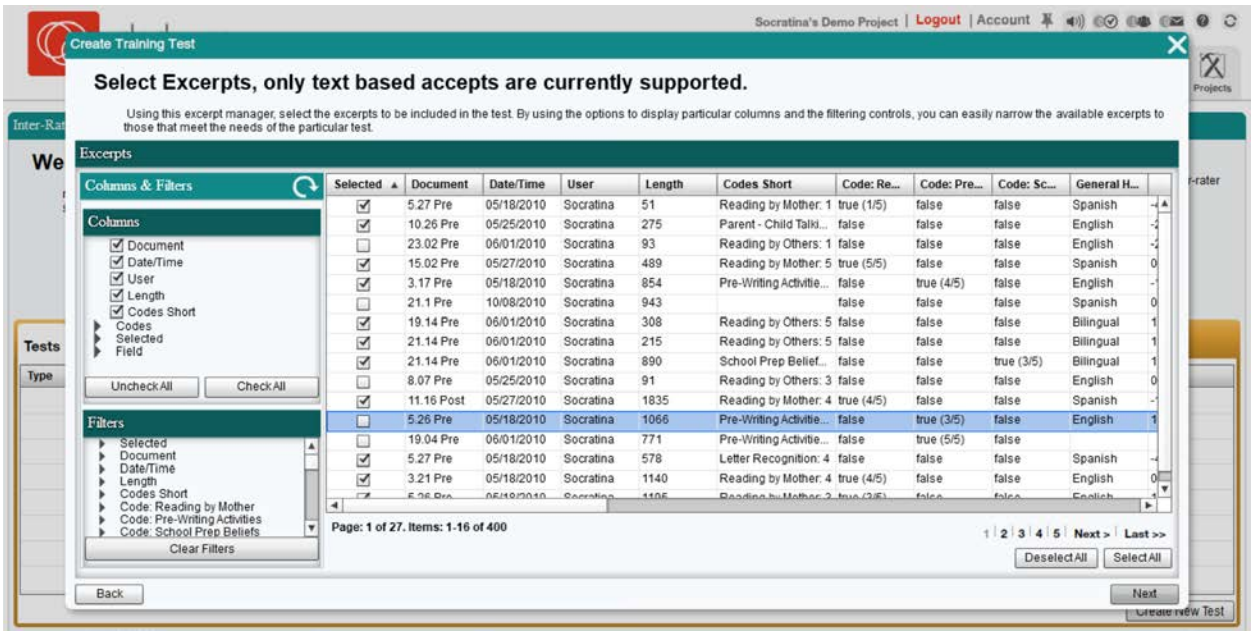
Training Center

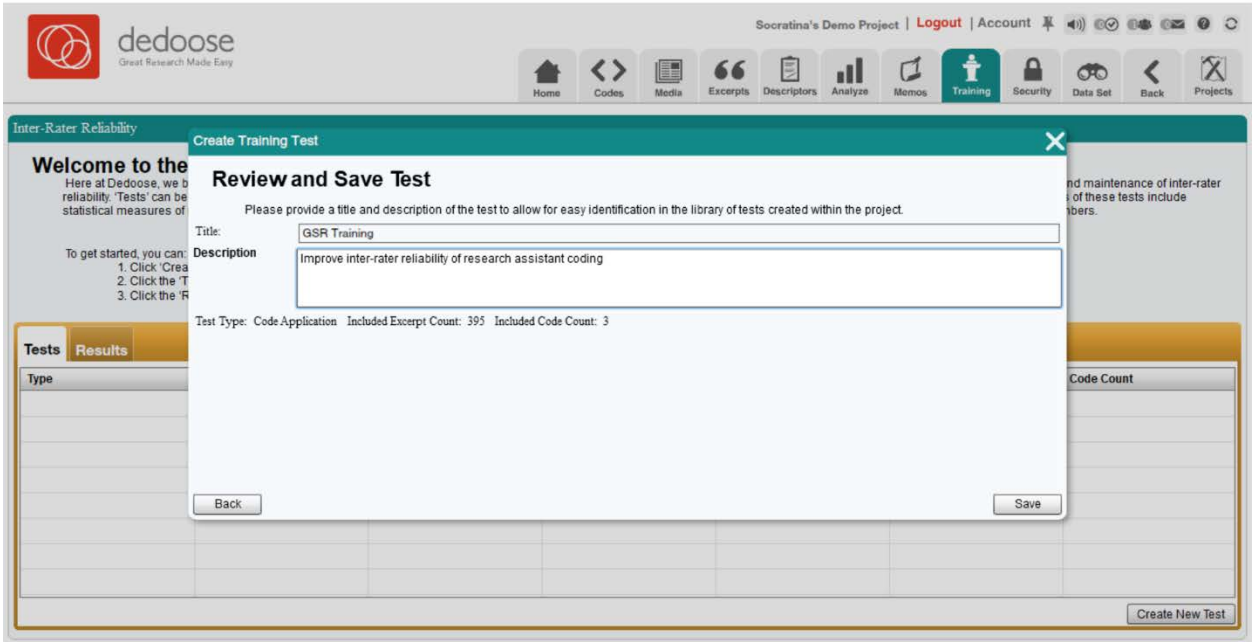
If you are working with research assistants or coding as part of a group project, you may want to test that people are applying the same codes.

How to test for inter-rater reliability:

- Click on the “Training” tab in the main header
- Click “Create New Test”
- Choose the type of test that you want, and then the codes that you want to test
- Select the excerpts that you want to test. You can filter excerpts by descriptors or codes to find the most relevant ones.




Socratina's Demo Project | Logout | Account
Create Training Test
Select Excerpts, only text based accepts are currently supported.
Using this excerpt manager, select the excerpts to be included in the test. By using the options to display particular columns and the filtering controls, you can easily narrow the available excerpts to those that meet the needs of the particular test.
Excerpts
Columns & Filters
Columns
Document
Date/Time
User
Length
Codes Short
Codes
Selected
Field
Uncheck All
Check All
Filters
Selected
Document
Date/Time
Length
Codes Short
Code: Reading by Mother
Code: Pre-Writing Activities
Code: School Prep Beliefs
Clear Filters
Selected | Document | Date/Time | User | Length | Codes Short | Code: Re... | Code: Pre... | Code: Sc... | General H...
5.27 Pre | 05/18/2010 | Socratina | 51 | Reading by Mother: 1 | true (1/5) | false | false | Spanish
10.26 Pre | 05/25/2010 | Socratina | 275 | Parent - Child Talki... | false | false | false | English
23.02 Pre | 06/01/2010 | Socratina | 93 | Reading by Others: 1 | false | false | false | English
15.02 Pre | 05/27/2010 | Socratina | 489 | Reading by Mother: 5 | true (5/5) | false | false | Spanish
3.17 Pre | 05/18/2010 | Socratina | 854 | Pre-Writing Activitie... | false | true (4/5) | false | English
21.1 Pre | 10/08/2010 | Socratina | 943 | | false | false | false | Spanish
19.14 Pre | 06/01/2010 | Socratina | 308 | Reading by Others: 5 | false | false | false | Bilingual
21.14 Pre | 06/01/2010 | Socratina | 215 | Reading by Others: 5 | false | false | false | Bilingual
21.14 Pre | 06/01/2010 | Socratina | 890 | School Prep Belief... | false | false | true (3/5) | Bilingual
8.07 Pre | 05/25/2010 | Socratina | 91 | Reading by Others: 3 | false | false | false | English
11.16 Post | 05/27/2010 | Socratina | 1835 | Reading by Mother: 4 | true (4/5) | false | false | Spanish
5.26 Pre | 05/18/2010 | Socratina | 1066 | Pre-Writing Activitie... | false | true (3/5) | false | English
19.04 Pre | 06/01/2010 | Socratina | 771 | Pre-Writing Activitie... | false | true (5/5) | false
5.27 Pre | 05/18/2010 | Socratina | 578 | Letter Recognition: 4 | false | false | false | Spanish
3.21 Pre | 05/18/2010 | Socratina | 1140 | Reading by Mother: 4 | true (4/5) | false | false | English
Page: 1 of 27. Items: 1-16 of 400
1 | 2 | 3 | 4 | 5 | Next > | Last >>
Deselect All
Select All
Back
Next
Tests
Type
Create New Test

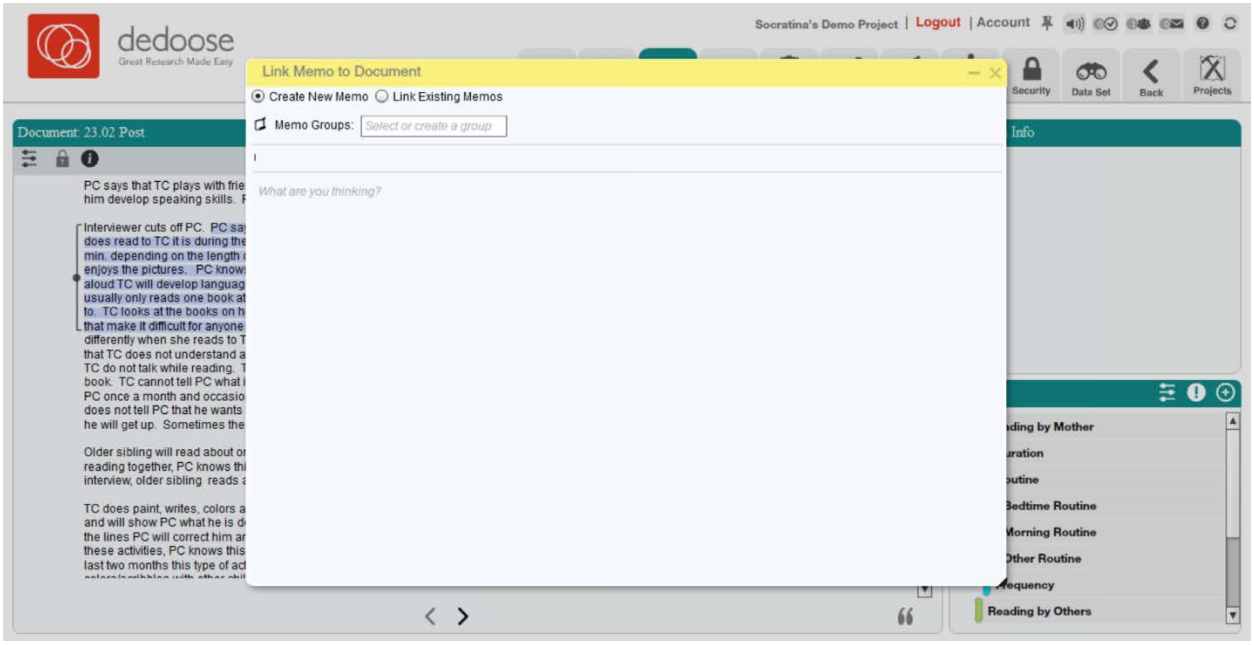

dedoose
Great Research Made Easy
Socratina's Demo Project | Logout | Account
Home
Codes
Media
Excerpts
Descriptors
Analyze
Memos
Training
Security
Data Set
Back
Projects
Inter-Rater Reliability
Welcome to the
Here at Dedoose, we b
reliability. 'Tests' can be
statistical measures of
To get started, you can:
1. Click 'Crea
2. Click the 'T
3. Click the 'R
Create Training Test
Review and Save Test
Please provide a title and description of the test to allow for easy identification in the library of tests created within the project.
Title:
GSR Training
Description
Improve inter-rater reliability of research assistant coding
Test Type: Code Application Included Excerpt Count: 395 Included Code Count: 3
Back
Save
Tests
Results
Type
Code Count
Create New Test

Memo

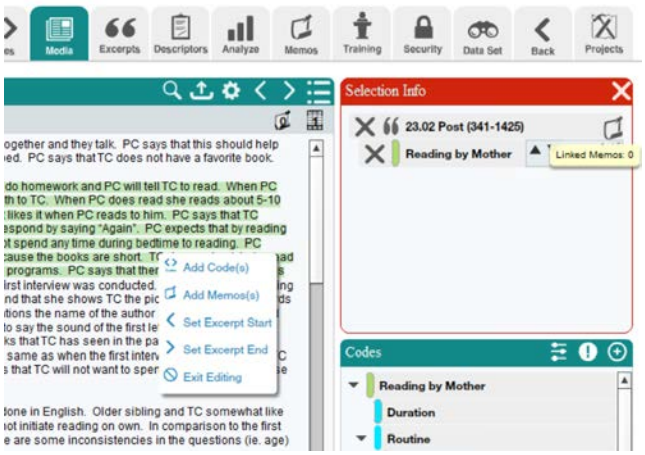
Memos can be an analysis tool: they allow you to write memos about findings and patterns while coding. Memos can also be used when working in teams to raise questions or point out problem areas.

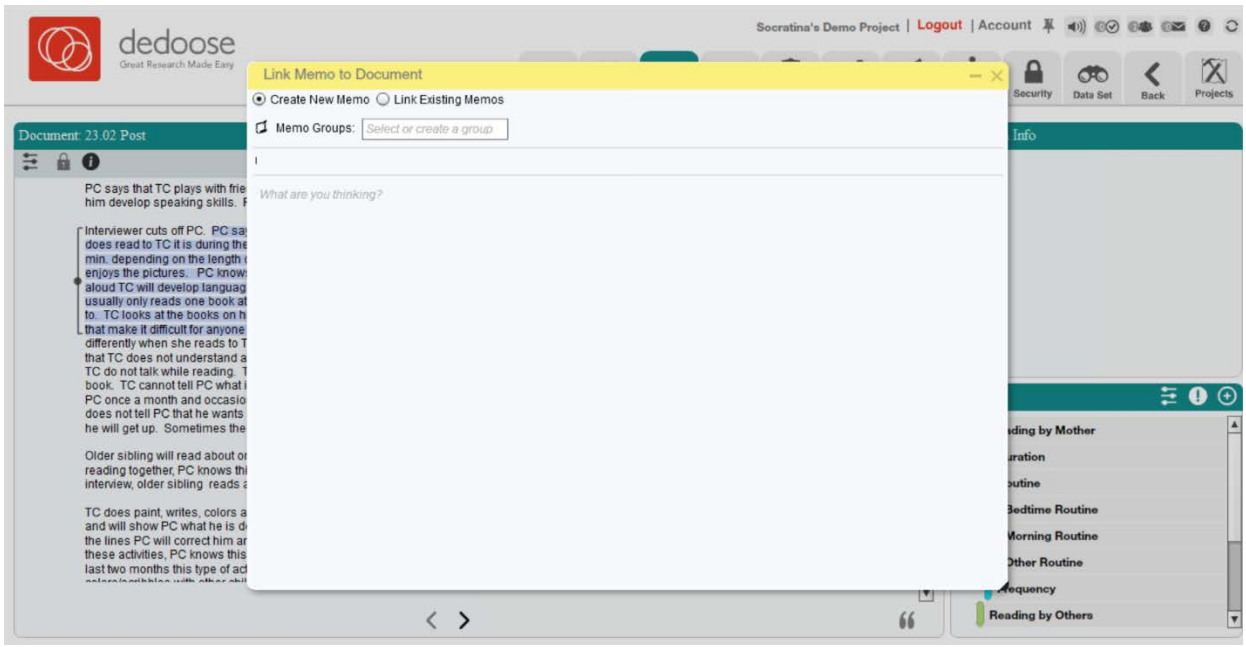
How to make a memo:

- Click on one of your media sources and click on the memo on the top of the right hand side of the source text box

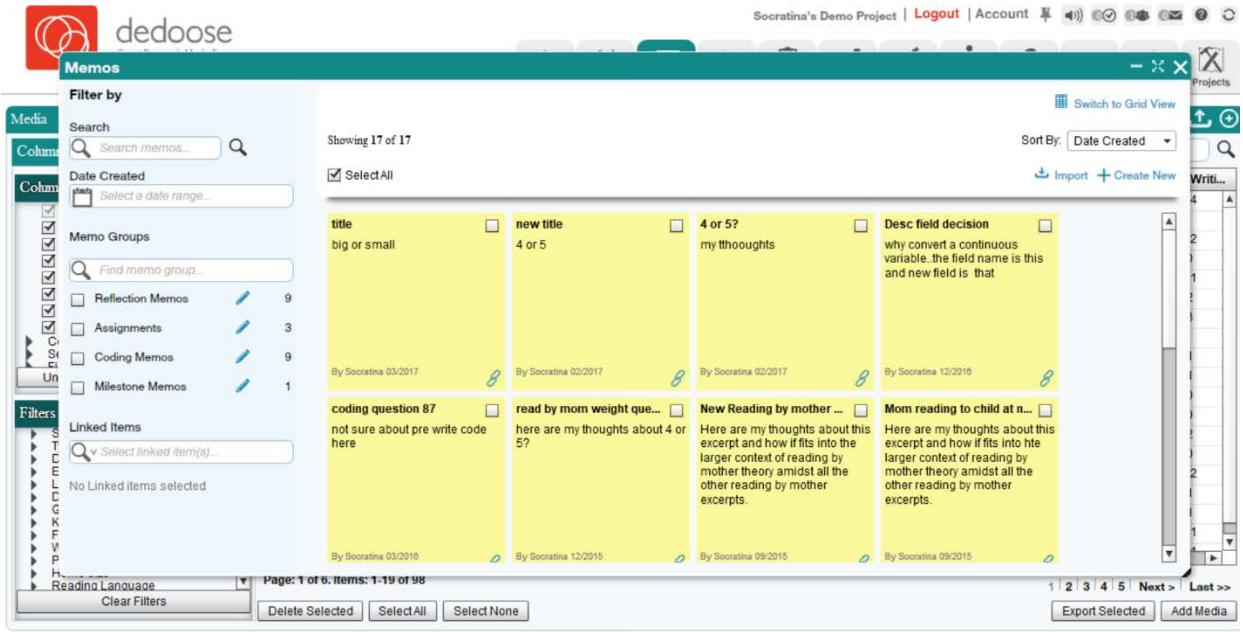


- You can also add a memo to specific excerpts. Click on the excerpt and then the spiral icon to open the red "Selection Info" box, then either click on the memo icon in the "Selection Info" box, or right-click on the excerpt and select "Add Memo(s)"





- Click on the “Memos” icon in the main header to see all of the memos made



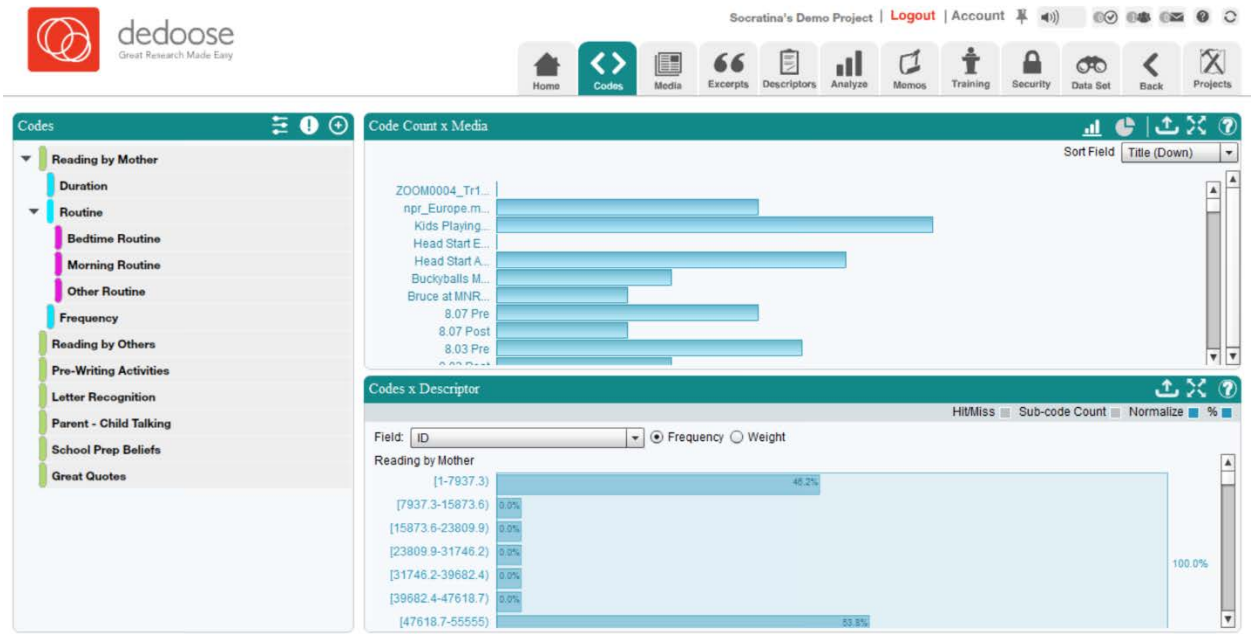
Analysis: Displaying Coding

Analyzing means interpreting, synthesizing, and looking for patterns in data in order to draw a conclusion

- Which aspects of your data will best answer your research question?
    - You will never use all of your data!
    - Identify which units of analysis, codes, and comparisons or relationships are most important
    - Descriptors can help you see which codes apply to which categories

Your codes will consistently appear on the "Home" page to the left hand side.

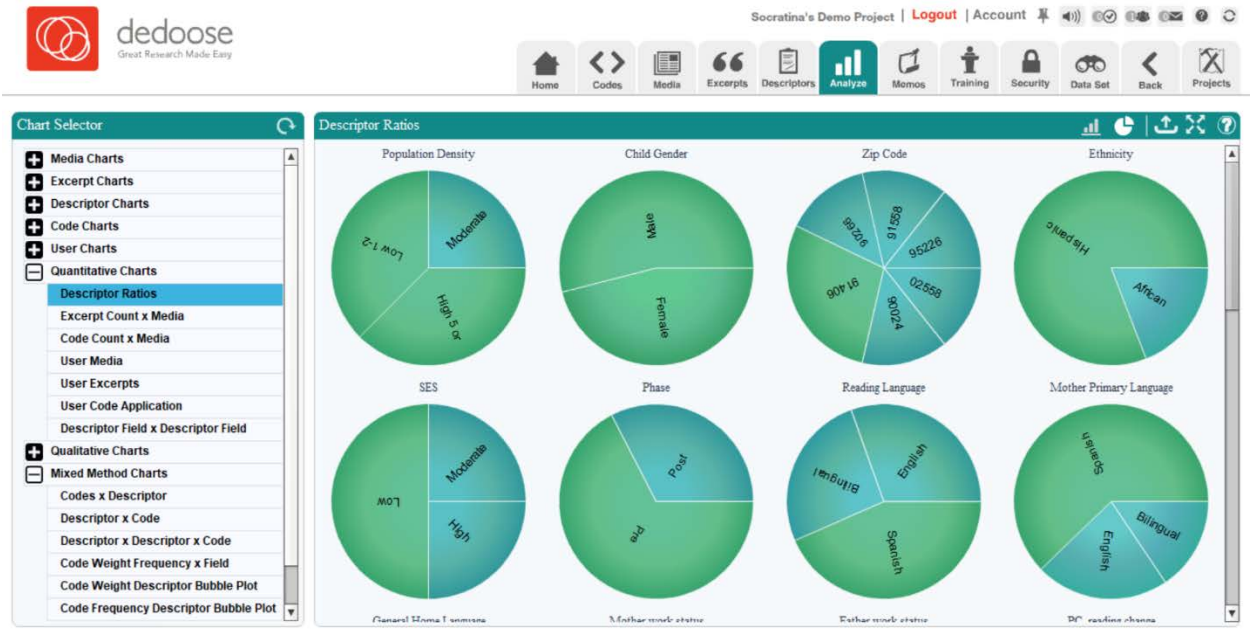
- Click on the "Codes" icon in the main header
- The "Code count x Media" box shows how many codes are within each media source
- The "Code x Descriptor" box shows which codes associate with which descriptors. (You can change which descriptors you display.)



Analysis: Descriptor Ratios

To view descriptor information:

- Click on the “Analyze” tab in the main header
- Click “Quantitative Charts” under “Chart Selection”
- Click “Descriptor Ratios”
- This is where you can view the relative numbers of each of the sub-groups in your data. This is helpful to see the variation of the data set and also inspire research questions on certain groups within your data.

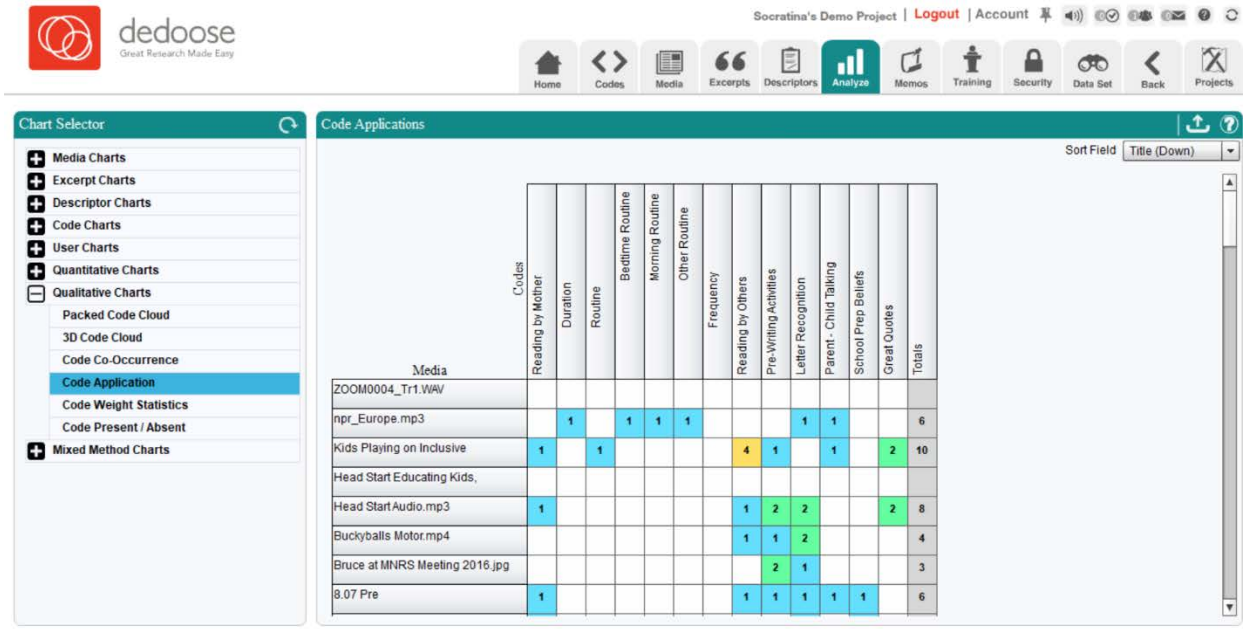


Analysis: Code Application

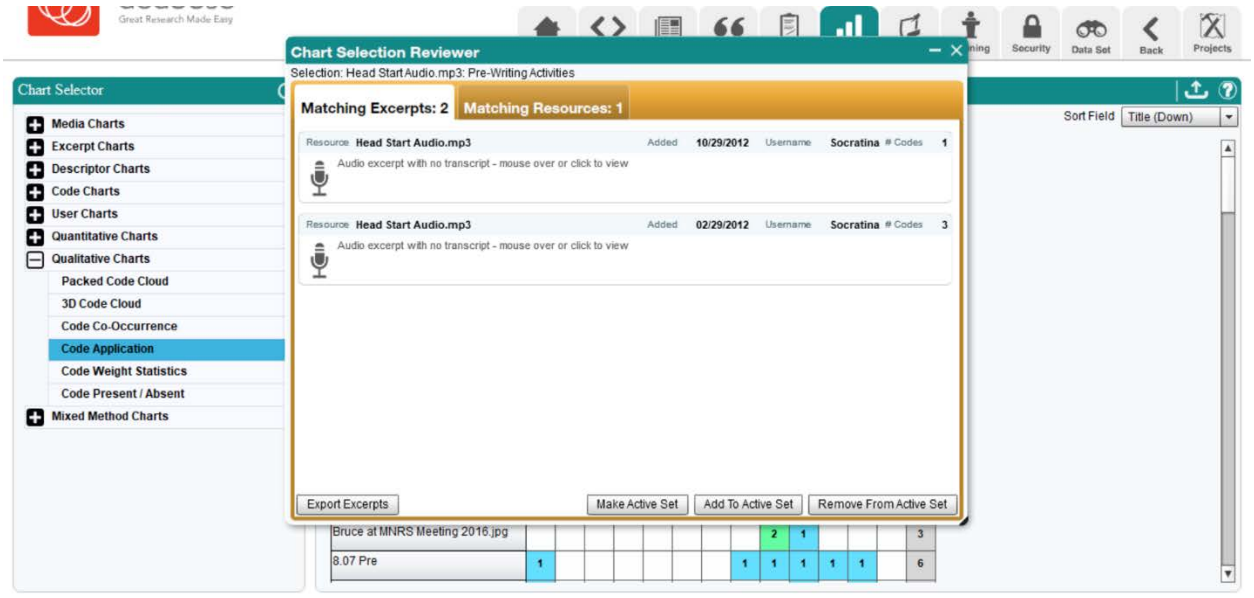
Code application allows you to see which codes are associated with which media sources.

To use code application:

- Click on the “Analyze” tab in the main header
- Click “Qualitative Charts” under “Chart Selector”
- Click “Code Application”



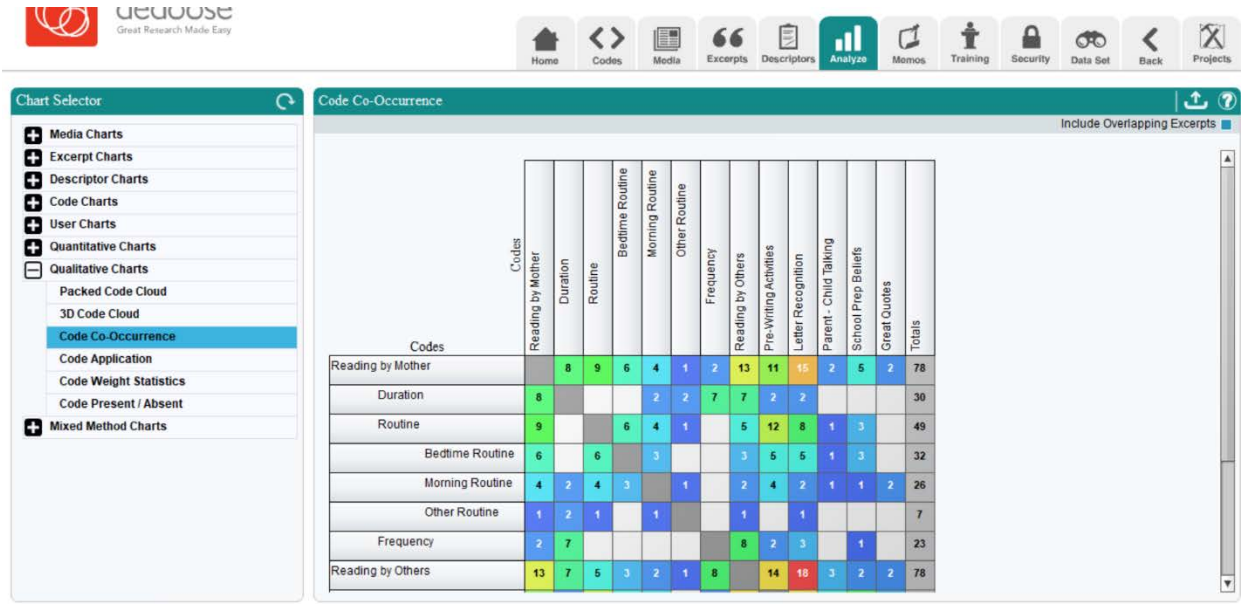
- When you click on one of the numbers associated within a media source and code, all of the excerpts associated with that code in the media source will pop up



Analysis: Co-occurrence Table

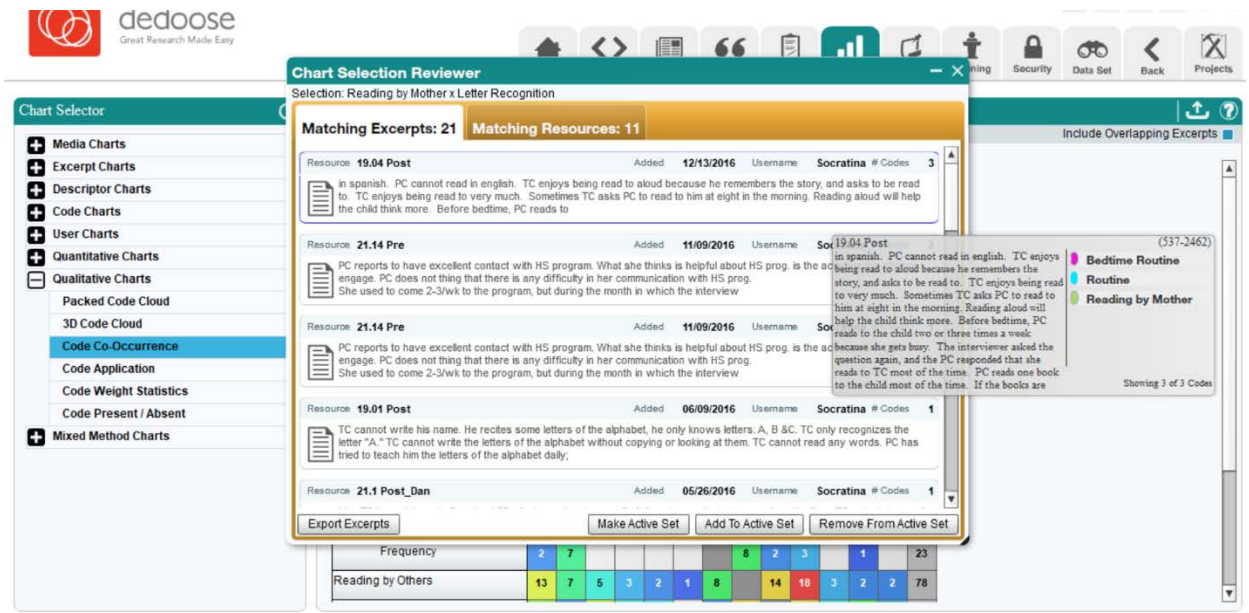
To use the co-occurrence table:

- Click on the “Analyze” tab in the main header
- Click “Qualitative Charts” under “Chart Selector”
- Click “Code Co-occurrence”



Note: the left-most code is the parent code; indented codes are sub-codes.

- Click the box of two intersecting codes whose relationship you are interested in understanding
-



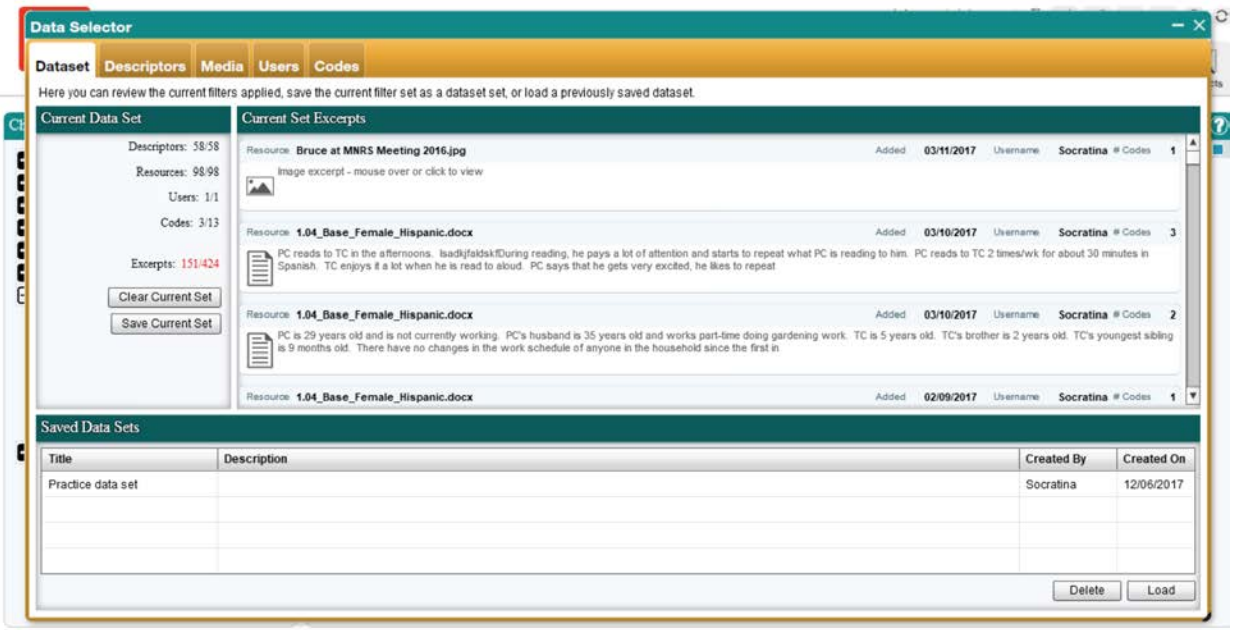
Analysis: Query Data

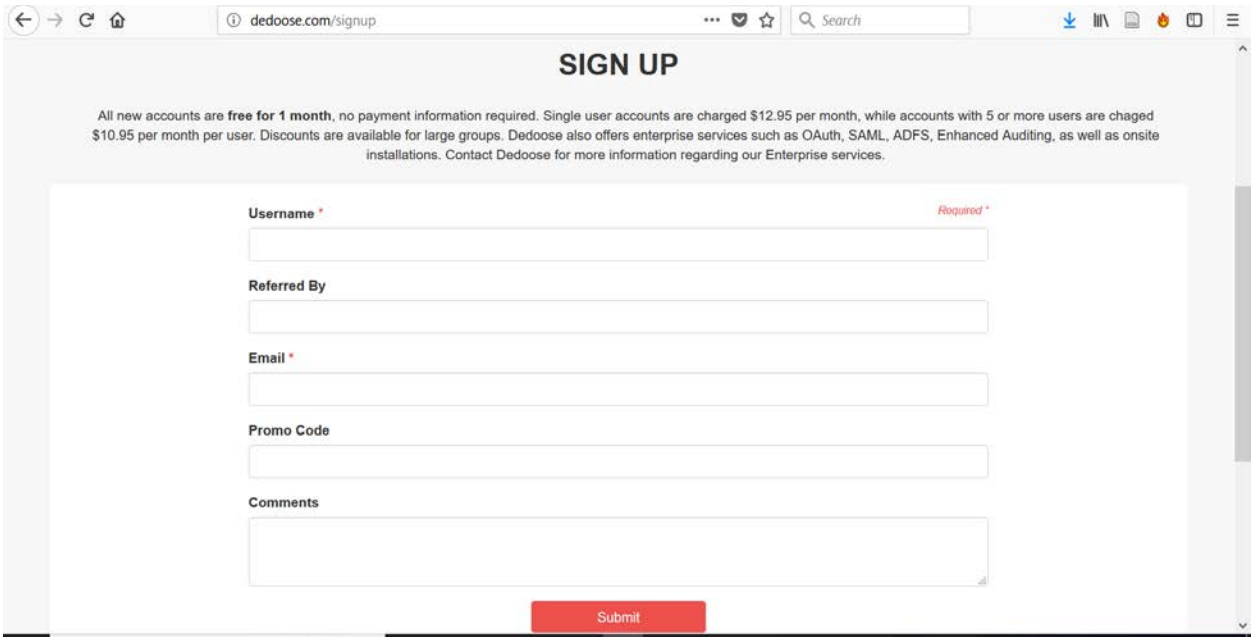
Querying your data allows you to select which codes you'd specifically like to analyze for a particular question.

To run queries:

- Go to the "Data Set" tab in the main header (it has the binoculars icon)
- Click on the "Codes" tab and then check "Filter none." Select the codes you would like to add to the query
- Click on the "Media" tab and select "Uncheck all" under "Columns." Then select relevant fields to include in your query.
- In the main field in the "Media" tab, click "Deactivate All." In the "Filters" box on the lower left hand side, you can open each category to select relevant values with which to filter your data. Panel,"
- Click the "Activate All" button to start your query
- Click on the "Dataset" tab and you can see that your data is queried and your analyses are filtered through this query. Make sure you name and save your data if you want to return to the query in the future!

Note: You'll know that you're looking at a specific data subset if the dataset tab is red—this will change what's displayed on your homepage as well.



Getting a Dedoose Account

Go to www.dedoose.com and click on the “Sign Up” button in the upper right hand corner. You have a 30-day free trial!