

# Qualitative Data Analysis with ATLAS.ti 8 Windows: No Support Included

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**Requirements:** It is required to use either the demo or the full version of ATLAS.ti 8 Windows when taking this course. No prior knowledge of ATLAS.ti is required.

**Methodology:** The structure of the course is as follows:

- Ten sections
- Set of individual lessons within each section. These include text, images, interactive graphics, and video tutorials.
- Each section includes a summary and a quiz

The course requires that you complete each lesson in the order established. As an example, you cannot open a given lesson in Section 5 without having first completed all of the previous lessons.

Access the course in your computer, cell phone or tablet. Read the lessons, engage with the interactive graphics, watch the video tutorials that are provided, read the section summaries, take the section quiz, and practice. You may participate in an unmoderated forum with other course participants, but the instructor will not answer questions. The course must be completed within 35 days after registration.

## Outline

### 1. Section 1: Introduction

*Lessons:*

- Introduction
- Course presentation
- A model of qualitative analysis with ATLAS.ti
- The sources of information
- The entities of an analysis project
- The comments
- Summary
- Quiz

### 2. Section 2: The Interface

*Lessons:*

- Introduction
- The backdrop
- The ribbon system
- The navigator
- The main workspace
- Summary
- Quiz

### 3. Section 3: The Entity Managers

#### *Lessons*

- Introduction
- The document manager
- The quotation manager
- The code manager
- The memo manager
- The network manager
- The link and relation managers
- The group managers
- Summary
- Quiz

### 4. Section 4: Setting up the project

#### *Lessons*

- Introduction
- Preparing the documents for importation
- Creating, saving, and exporting a project
- Writing a project comment
- Adding documents into the project
- Writing descriptions on documents as comments
- Grouping the project documents
- Producing outputs of the project documents
- Importing special data (Twitter, Evernote, survey, and reference manager data)
- Summary
- Quiz

### 5. Section 5: Data segmentation: Free quotations

#### *Lessons*

- Introduction
- Approaches to segmentation
- Working with free quotations
- Creating an output of quotations with comments
- Summary
- Quiz

### 6. Section 6: Codes and coding

#### *Lessons*

- Introduction
- What are codes and coding?
- Code definitions
- Emergent coding (Open Coding and Coding In Vivo)
- Creating new codes through Free Codes
- Coding with existing codes: dragging and dropping and coding by list
- Auto-coding and focus group coding
- Merging and splitting codes
- Code organization: prefixes, groups, and colors

- Creating outputs of codes and coded quotations

## **7. Section 7: Working with Memos**

### *Lessons*

- What are memos?
- Creating memos
- Writing comments on memos
- Linking memos
- Converting memos to documents
- Grouping memos
- Outputs of memos
- Summary
- Quiz

## **8. Section 8: Visualization in Networks**

### *Lessons*

- Introduction
- What are networks?
- The links that make up the networks
- Creating networks
- Ad hoc networks
- Networks showing first and second order links
- Grouping networks
- Creating outputs of networks
- Summary
- Quiz

## **9. Section 9: Data Exploration**

### *Lessons*

- Introduction
- Word frequency counts: Word clouds and word lists
- Searching for keywords in context: Search Project Outputs of quotations from the Navigator
- Summary
- Quiz

## **10. Section 10: Data Analysis Tools**

### *Lessons*

- Introduction
- Global filters
- Code co-occurrences
- Code frequency counts: Code-Document Table
- Querying the data: The Query and Scope Tools
- Summary
- Quiz