



ATLAS.ti for Windows Software Training

Course Syllabus

Introduction:

ATLAS.ti is a powerful qualitative data analysis software used by researchers in education, government, NGO and the commercial sectors worldwide. In this workshop, we will learn the key functions of the software. Learning will be interactive and hands-on with sufficient time for participants to practice. Participants will receive a link to all course materials and can walk out the classroom and start using ATLAS.ti in their projects right away!

Learning Objectives:

1. To learn what ATLAS.ti is and how it is different from other QDA software;
2. To learn the basic functions of ATLAS.ti including creating a project, coding, running queries, and creating network views for presentations and team meetings;
3. To learn to use ATLAS.ti in data analysis following an approach emphasizing data integration, organization, and constant documentation of the process;
4. To learn in a hands-on learning environment and be able to use ATLAS.ti in your own projects right after the class.

Instructor:

Neville Li
ATLAS.ti certified trainer and consultant
MAXQDA trainer and consultant
NVivo trainer and consultant
Email: nevilleli09@gmail.com | Phone: 1-604-353-2638
Website: <http://nevilleliresearch.weebly.com>

Duration: 6 hours (with one hour lunch break)

Technical requirements: Students will need to come with a laptop with ATLAS.ti version 7 installed. It can be a purchased full license or an unlimited free trial version downloaded from the company's website. The free version is fully functional except with a limit on the project size. This class is for ATLAS.ti for Windows only and is designed for the beginner and intermediate level.

Outline

I. Introduction to ATLAS.ti

- a. PowerPoint presentation -20 minutes
 - i. What is ATLAS.ti?
 - ii. Differences of ATLAS.ti from other similar software
 - iii. License options

- b. Basics of ATLAS.ti – 10 minutes
 - i. What is the hermeneutic unit?
 - ii. Layout of the hermeneutic unit (e.g., user interface, toolbars, icons)
 - iii. Save as copy bundle and backup
 - iv. Is team work possible?

II. Setting up the hermeneutic unit

- a. Add and load primary documents -10 minutes
 - i. Add source documents to the individual library (individual work) or the team library (team work).
 - ii. Comment on primary documents
 - iii. Organize primary documents into families

- b. Import survey data – 20 minutes
 - i. Prepare your data before import: symbols and format
 - ii. Understand the results of the import (primary documents, primary document families, auto-coding of open-ended questions, automatically created quotations)

II. Coding – 1.5 hours

- i. How to code text files (e.g., doc, rtf), PDFs, pictures, audio and video files?
- ii. Inductive vs. deductive coding
- iii. Open coding vs. In-Vivo coding vs. a priori coding
- iv. Auto-coding
 - reasons for auto-coding
 - combine auto-coding with word cruncher
- v. Organize a code structure
 - use prefixes to group codes
 - use colours to distinguish codes
 - group codes into code families
- vi. Create code families (setup to scope your queries)

III. Other useful tools – 15 minutes

- i. Memos vs. comments: What are memos and how to use memos effectively?
- ii. Link memos to quotations and codes
- iii. Create memo families
- iii. What are variables (attributes) and why are they important?

--3 hour break--

IV. Modeling – Using network views to visualize your data – 30 minutes

- i. What is a network view?
- ii. How to create a network view from existing elements in your project?
- iii. How to create a network view from scratch?
- iv. Export your network view(s)

V. Data analysis and exploration – 1 hour

- a. Word cruncher and the word cloud
- b. Codes-primary documents table
- c. Co-occurrences
 - i. What is a co-occurrence and why is it important?
 - ii. Code co-occurrence tree
 - iii. Code co-occurrence table
- d. Query tool
 - i. The query tool: What questions to ask my data?
 - ii. Scope your query
 - iii. Boolean operators (emphasis)
 - iv. Semantic operators
 - v. Proximity operators

VI. Questions & Answers

VII. Debrief

--Total time: 5 hours--