

# Introduction to ATLAS.ti 7 Windows

**Language** English

**Type of course** This course is taught through web-conferencing in three sessions of 2 hours each

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## Requirements

Workshops will be taught using GoToWebinar, a user-friendly web conferencing system. Participants may connect by telephone (toll number but only in the United States, Canada, and selected European countries) or VoIP (computer microphone and speakers). If connecting through VoIP, please use a headset. A high speed Internet connection is required.

## Learning Objective

1. Participants will learn about the methodological principles behind ATLAS.ti.
2. Participants will learn the fundamental functions and procedures of ATLAS.ti.
3. Participants will learn to use ATLAS.ti in data analysis following an approach emphasizing data integration, organization, and constant documentation of the process.

## Outline | Day 1

### I. Introduction to ATLAS.ti

1. Conceptual introduction
  - a. Computer-assisted qualitative data analysis
  - b. ATLAS.ti as a tool of data transformation
  - c. Integration of data description, analysis, and interpretation
2. The components of an ATLAS.ti project
  - a. What is the Hermeneutic Unit (HU)?
  - b. The objects of the HU
  - c. The Interface of ATLAS.ti

## II. Setting up the HU

1. Creating the HU
  - a. Saving the HU
  - b. Commenting the HU
2. Adding and loading the project's primary documents (PDs)
  - a. Adding source documents
  - b. Accessing the PDs through drop-down menu and side panel
  - c. Accessing PDs in the PD Manager
  - d. Commenting on PDs
3. Organizing PDs in families
  - a. Definitions and applications
  - b. Creating PD families
4. Working with survey data

## Outline | Day 2

### III. Data segmentation

1. Definitions and applications
2. Segmentation through free quotations
3. Renaming quotations
4. Commenting quotations

### IV. Coding

1. Coding inductively: open coding and in vivo coding
2. Creating a set of free codes (a priori codes)
3. Coding with a priori codes (deductively)
4. Auto-coding (textual documents only)
5. Word frequency counts: the Word Cruncher
  - a. Definitions and applications
  - b. Producing output as a spreadsheet
  - c. Producing output as word cloud
  - d. Filtering by document family
  - e. Exception list

## **V. Writing reflections: Memos**

1. Definitions and applications
2. Types of memos: free vs linked

## Outline | Day 3

## **VI. Visual Analysis using Network Views**

1. Definitions and applications
2. Linkages between objects in the HU
3. Code-to-code linkages and hyperlinks
4. Saving the network as a graphic file
5. The Code-Forest and the Code-Tree

## **VII. Co-occurrences and the Query Tool**

1. Definitions and applications
2. Approachers to identify co-occurrences
  - a. The Code Co-occurrence output
  - b. The Code Co-occurrence Explorer
  - c. The Code Co-occurrence Table
3. The Query Tool function
  - a. Definitions and applications
  - b. The operators
  - c. Using the tool with Boolean operators
  - d. Filtering the query by documents and families

## **VIII. Outputs**

1. Textual outputs of PDs, Quotations, Codes, Memos
2. Numerical output: The Code-PD Table
  - a. Definitions and applications
  - b. Quotation count
  - c. Word count

## **IX. Backing up the HU**

1. Definitions and applications
2. Creating bundles
3. Installing bundles