ATLAS.TI BOOTCAMP

Beginner’s Workshop

Instructor:
Crystal M. Fleming, Ph.D. (Havard, Sociology ’11)

9:00 AM – 9:30 AM: Introductions
- Introductions
- Goals and Objectives
- Philosophy of Atlas.ti
- Basics of Grounded Theory

9:30 AM – 10:00 AM: The Geography of Atlas.ti
- Exploring Atlas.ti Sample Resources
- The Hermeneutic Unit (HU): A Web of Data
  o Primary Documents (PD’s)
  o Codes
  o Quotations
  o Memo Tool
  o Object Managers
  o Networks

10:00 AM – 10:30 AM: Getting Started
- General Steps when Working with ATLAS.ti
- Data Source Management
- Preparing Text for Atlas.ti

10:30 AM – 10:45 AM: Coffee Break

10:45 AM – 11:15 AM: Primary Documents
- Assigning Primary Documents
- Exploring the Primary Document Manager
- Creating Primary Document Families
- Adjusting margins and text size
- Reading, correcting and commenting text
11:15 AM – 12:00 PM: Coding in Atlas.ti
• Open Coding
• In-vivo Coding
• Code By List
• Autocoding
• Unlinking and Deleting Codes
• Renaming Codes
• Density and Groundedness

12:00 PM – 12:30 PM: Lunch

12:30 PM – 1:30 PM: Basic Search and Retrieval Techniques
• How to Review Quotations
• How to Change the Size of a Quotation
• Introduction to the Query Tool
• Exploring your data with Word Cruncher

1:30 PM – 2:15 PM: Introduction to Networks
• Networks: What’s the Point?
• Network Basics

2:15 – 3:00 PM: Introduction to the Query Tool
• Why the Query Tool is the Heart of Atlas.ti
• Simple vs. Complex Queries
• Introducing the Operands and Operators

3:00 PM – 3:30 PM: Q&A
ATLAS.ti BOOTCAMP
Advanced Workshop

Instructor:
Crystal M. Fleming, Ph.D. (Harvard, Sociology ’11)

9:00 AM – 9:15 AM: Introductions

9:15 AM – 10:00 AM: Review of Basic Atlas.ti Features

• Setting up your Preferences
• Setting up your Textbank
• Assigning Primary Documents
• Object Managers, Families and Filters
• Assessing density and groundedness of codes
• Four Types of Coding
• Memos and Comments
• Merging codes
• Duplicating codes
• Importing codes through the Memo Tool

10:00 AM – 10:15 AM: Coffee Break

10:15 AM – 11:00 AM: Hierarchies in Atlas

• Viewing your HU hierarchically: The Object Crawler
• Code Hierarchies
  o The “Network” approach to creating hierarchical coding
    • Network Links
    • Code Forest/Tree
  o The “Family” approach to creating hierarchical coding
• Hierarchies and the Query Tool

11:00 AM – 11:30 AM: Advanced Output Displays I

• Output Options for Quotations & Codes
  o Code Filter Options
  o Code List Options
  o Quotation List
SAMPLE SCHEDULES

- Quotations with Comments (Full Content)

11:30 AM – 12:00 PM: Advanced Output Displays II

- Codes-Primary Documents Matrix in Excel
  - For Quotations
  - For Words
- Transforming CPD Matrix into Frequency Tables
- Object Crawler

12:00 PM – 12:30 PM: Lunch

12:30 PM – 1:30 PM: Advanced Use of the Query Tool

- Operands: Codes and Coding Families
- Boolean Operators
- Proximity Operators
- Adjusting the Scope
- Supercodes

1:30 PM – 2:00 PM: Searching for Correlations in Coding

2:00 PM – 2:30 PM: Using Atlas.ti with Research Teams

2:30 PM – 3:00 PM: Guided Practice with Q&A