Approaches to Qualitative Methods in Research Practice 2

Analyzing Qualitative Data with MAXQDA

Basic information

A workshop, 30 hours (May/June 2020)
Meetings three times a week: Mondays, Wednesdays, Fridays 17.00 – 18.30h (Zoom)
Deadline for submitting reports: July 15 (5:00 PM, GMT+2) **[TBC]**

The course description

The course is intensive (to be thought over six weeks) and is designed as a continuation of the "Approaches to Qualitative Methods in Research Practice 1". Implementation of CAQDA enhances ***the systematic and transparent analysis of qualitative data***. CAQDA supports improvements in qualitative research design. It also facilitates the cooperation between PhD students and their supervisors by allowing the users to document and visualize the consecutive steps of their analysis. The functions related to summarizing data are also beneficial in situations when supervisors do speak the language in which the research was conducted.

Analyzing Qualitative Data with MAXQDA consists of a mixture of demonstrations and guided practice, focusing on the practical knowledge required for using this software for the analysis of qualitative data. The course is intended to be offered for all students, who are looking for hands-on, praxis-oriented training in computer-supported analysis of qualitative data.

Learning outcomes likely to be achieved.

After completing this course, participants will be able to create and conduct the analysis of their projects in MAXQDA. The students will be familiar not only with all the substantial functions that the package offers but also should be able to assess how to:

- organize the workflow;
- allocate their time;
- create progress reports and state-of-art presentations.

Session 1. Introduction to MAXQDA (2h)

- Understanding the user interface
- Overview of the toolbars and ribbons
- Preparing and importing various types of files

Session 2. Creating a MAXQDA project (2h)

- Creating a MAXQDA project, project file backups
- Importing data
- Viewing and editing data

Session 3. Coding with MAXQDA (2h)

- Code system and creating codes for various types of files
- Code properties
- Code comments
- Code hierarchy
- Open coding, in vivo coding, re-coding

Session 4. Further ways of coding (2h)

- Coding data segments, modifying coded segments
- Overview of codes
- Auto-coding search results
- Using the lexical search tool; word frequency; stop word list
- Smart coding tool
- Creative coding

Session 5. Memos (2h)

- Creating and managing memos
- Memos in documents, document memos, code memos, free memos
- The memo manager
- The Overview of memos
- Search within memos

Session 6. Transcribing audio files with MAXQDA (2h)

- Media player toolbar
- Transcribing directly in MAXQDA
- Synchronizing transcripts with audio/video files
- Inserting timestamps to existing transcriptions
- Importing f4/f5 transcripts with timestamps

Session 7. Variables (2h)

- Creating and editing variables
- Data edition
- Displaying variables for documents and coded segments

Session 8. Text search and coded data search (2h)

- Lexical searches
- Auto-coding search results
- Extended lexical search
- Keyword in the context
- Managing retrieved segments
- Simple and complex coding queries
- Complex retrieval functions

Session 9. Visual tools with MAXQDA (2h)

- Code Matrix Browser: identifying code frequencies
- Code Relations Browser: Identifying overlapping codes
- Comparing documents with the Document Comparison Chart

Session 10. Visual Tools (2h)

- Document Portrait
- Codeline and sequential visualization of a document
- Concept maps and how to use them
- Document portrait
- Visualization of word frequencies

Session 11. Concept Maps (2h)

- MAXMaps interface
- Map creation and adding objects
- Synchronization of Map with MAXQDA project data
- Model templates in MAXMaps - overview

Session 12. Developing analysis with MAXQDA (2h)

- Paraphrasing
- Summarising
- Comparing groups

Session 13. Elements of mixed methods (2h)

- Crosstab
- (Interactive) Quote Matrix
- Typology table
- Similarity analysis for documents

Session 14. MAXDictio – selected functions (2h)

- Frequencies
- Lemmatization
- Go & Stop lists
- Keyword-in-context
- Word combinations
- Interactive word tree

Session 15. Reporting and export (2h)

- Smart Publisher for coded segments
- Codebook with Category Definitions
- Summaries with coded segments
- Overview of Import and Export Options
- Archiving for Data Reuse

COURSE REQUIREMENTS AND GRADING:

Assignment:

This exercise aims to enable each student to demonstrate his or her proficiency in using MAXQDA package and to present (parts of) their analysis transparently. Each student should prepare a **3000 words report (+/- 5%)** containing an analysis of the pilot (first part) of a project of student's choice (preferably directly related to the PhD dissertation). In the case of simple designs, it is recommended that the report is based on <u>at least</u> three units of analysis, i.e., transcribed interviews, articles, books, or any other elements included within the MAXQDA "Document system."

Each report can include, e.g.:
- a discussion of the way the process of analysis was developed;
- a presentation of the research design (including its visual aspect);
- a demonstration the way the code system was developed;
- an indication of the MAXQDA analytical tools applied with examples and comments on how their use contributed to the analysis development;
- a brief author's comment about the user's experience.

The above list is an example. Each project is unique; therefore, the course participants should make a final decision regarding the application of the software in their case.

All participants are expected to write clearly and edit carefully. Please note that including the author's name and page numbers significantly facilitate the process of grading. All reports need to be submitted via the "Turn It In" website. The maximum grade for a report submitted after the deadline is **C**.

General readings

MAXQDA 2020 Complete Manual. VERBI Software. Consult. Sozialforschung. GmbH Berlin/Germany. Electronic document: https://www.maxqda.com/download/manuals/MAX2020-Online-Manual-Complete-EN.pdf

Kuckartz, Udo, Stefan Rädiker. 2019. Analyzing Qualitative Data with MAXQDA. Tex, Audio, and Video. Springer Nature Switzerland AG.

Kukckartz, Udo. 2014. Qualitative Text Analysis. A Guide to Methods, Practice, and Using Software. Sage Publications, London