How To Use The BISE NVIVO DATABASE

Running Matrix Queries, Running Coding Queries, and Creating Sets

Terms and Definitions

The BISE Coding Framework refers to codes that are applied to the entire report as well as codes that are tied to specific text within a report. NVivo also uses these categories, but has different terms for them.

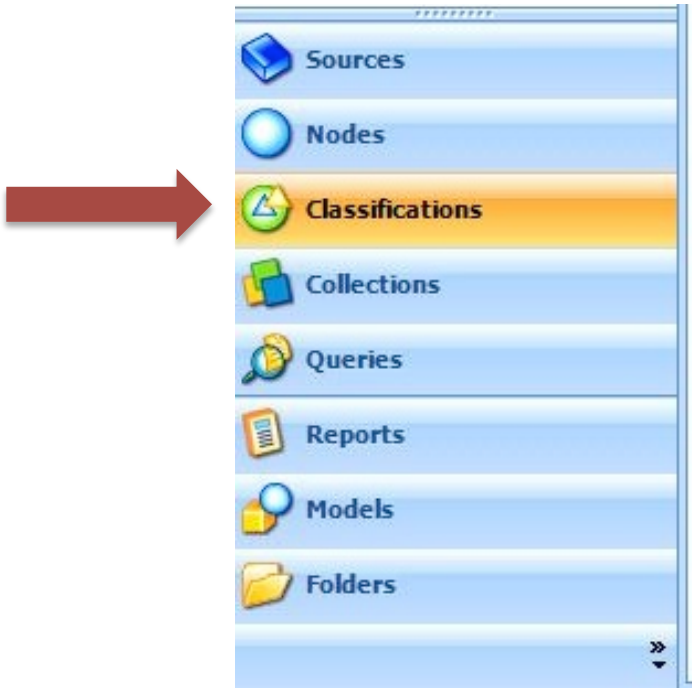
BISE Coding Framework	NVivo	Examples
Report Level Code	Attribute	Evaluation Type, Evaluand, Sample Size
Within Report Code	Node	Evaluation Questions, Recommendations

The list of BISE codes is found on page 3 of the Coding Framework document. The majority are Report Level Codes (Attributes), but those marked with an asterisk are also Within Report Codes (Nodes).

Attributes "live" in the "Classifications" menu in NVivo, and Nodes "live" in the "Nodes" menu.

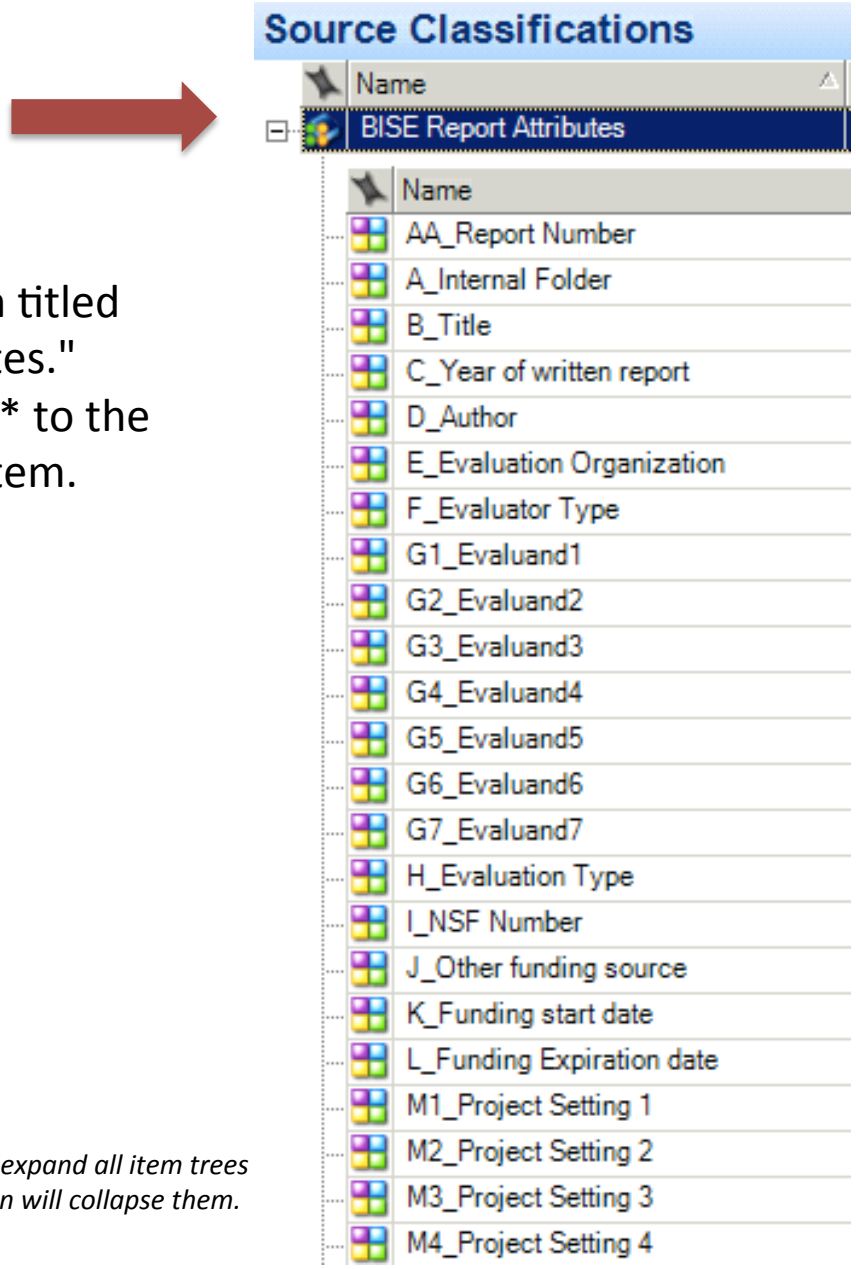
Visualizing Attributes

Let's say you want to answer the question,
"How many summative evaluations are in the BISE Database?"



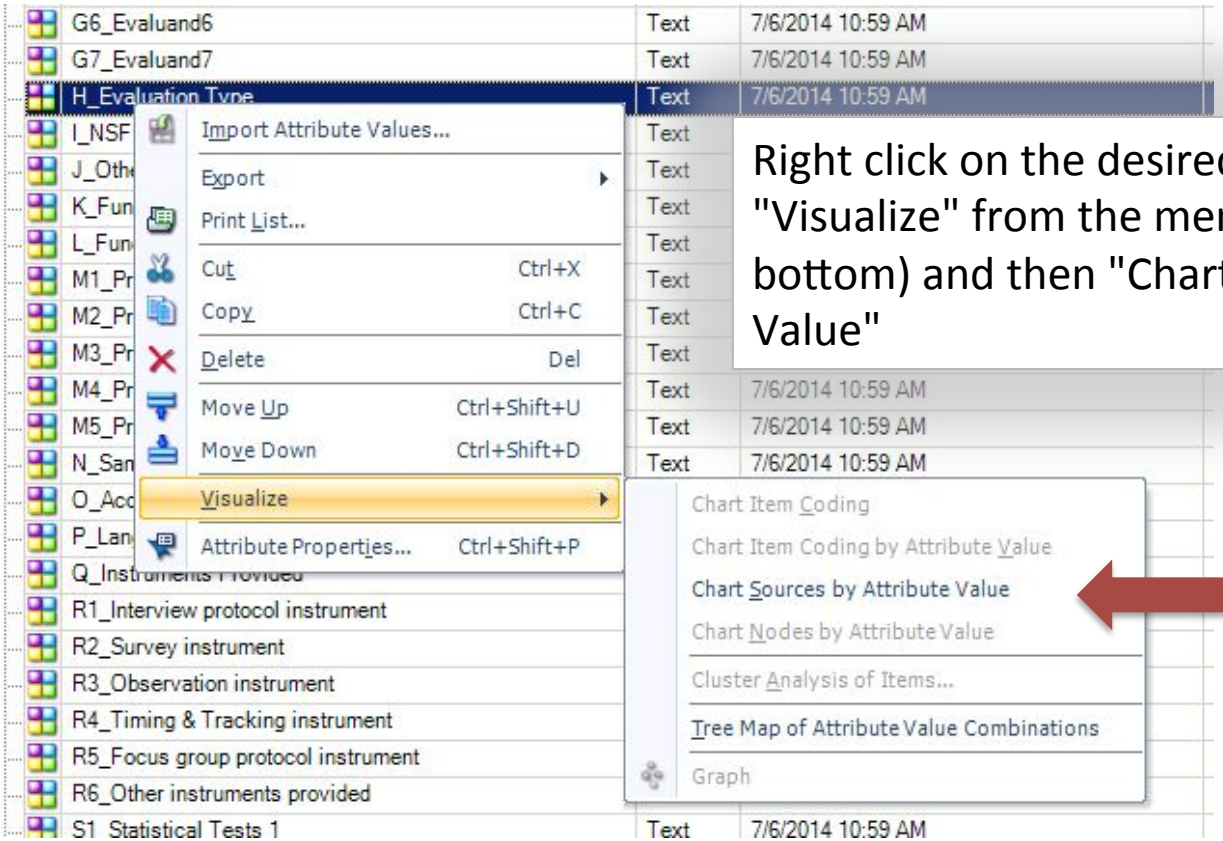
To answer this question you would need to look at the code "Evaluation Type," which is a report level code. Report level codes are found in the NVivo attributes. Upon opening NVivo, select "Classifications" from the menu bar along the right hand side of the window.

You will see one item titled ”BISE Report Attributes." Click on the plus sign* to the right to expand the item.



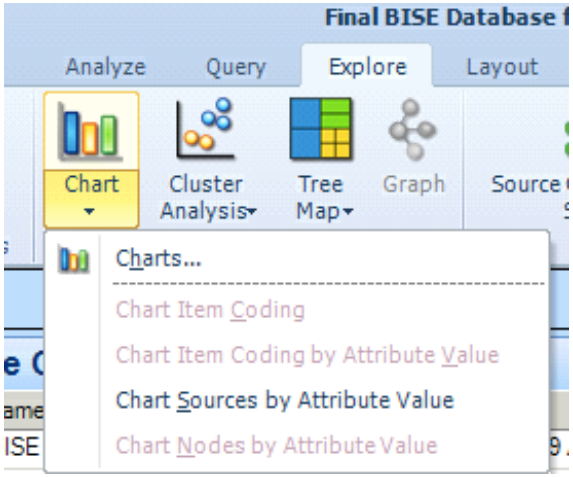
Find and click on the attribute you are interested in. In this case, "H_Evaluation Type."

**Note: The plus sign is used to expand all item trees in Nvivo. Clicking the minus sign will collapse them.*

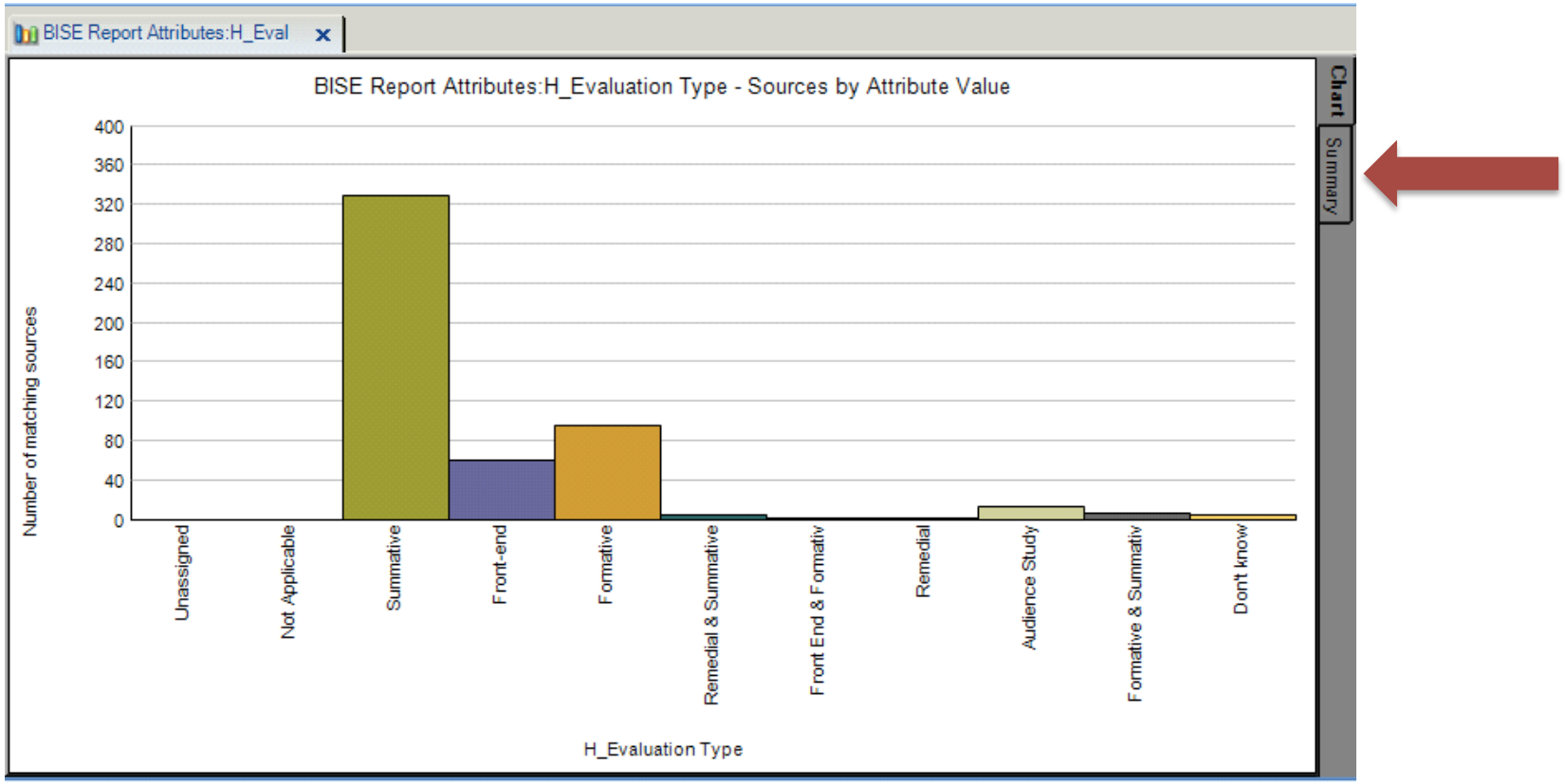


Right click on the desired attribute. Select "Visualize" from the menu (Second from the bottom) and then "Chart Sources by Attribute Value"

Alternatively, you may select “Chart” from the “Explore” tab on the ribbon, and then select “Chart Sources by Attribute Value.”



The results will be shown as a bar chart. Hovering over each bar will show the number of sources for each category. You can also select the "Summary" tab at the right for a table presentation.



When you are viewing the chart, there are options to change the title, type of chart, and adjust other options for the X and Y axes (such as adding data values) located in the Chart tab before saving the file.

Question: How many summative evaluations are in the BISE Database?

AA_Report Number:H_Evaluation

H_Evaluation Type	Number of matching sources
Unassigned	0
Not Applicable	8
Summative	329
Front-end	61
Formative	86
Remedial & Summative	5
Front End & Formative	1
Remedial	2
Audience Study	14
Formative & Summative	7
Don't know	5

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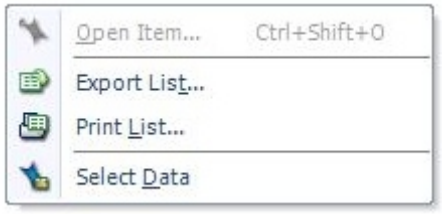
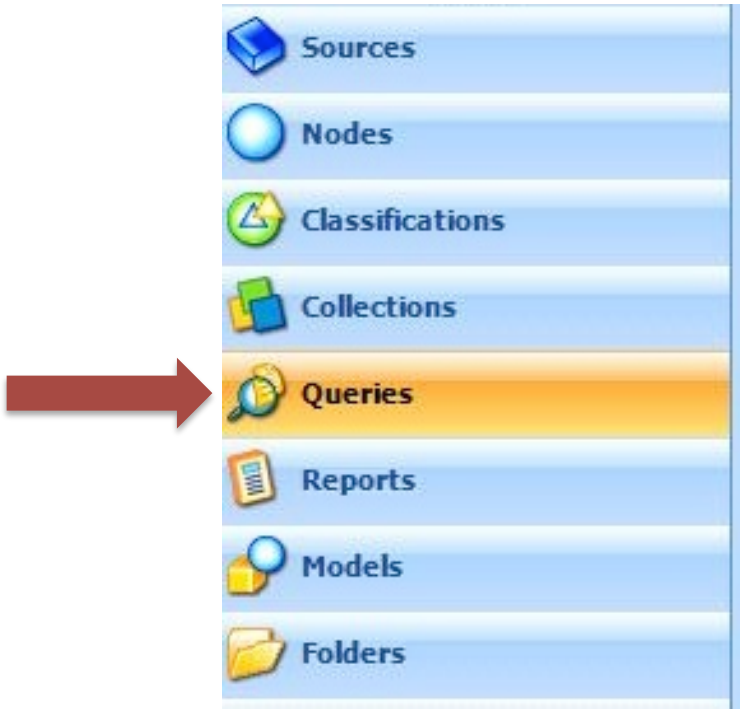
Answer: 341 Summative evaluations are in the database

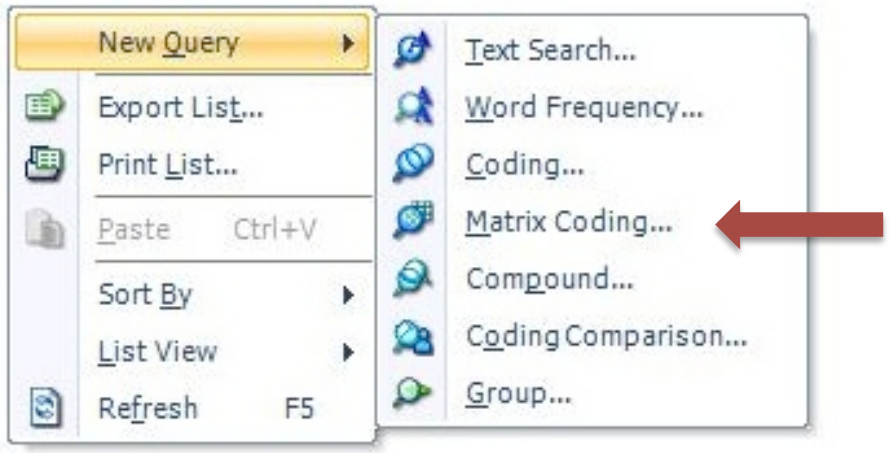


To export, right click on either the chart (as a graphic) or in the white area below the data on the table view. You may also use the keyboard command "Ctrl+Shift+E."

Attribute x Attribute Matrix Query

Now let's say you want to answer the question,
"How many summative evaluations of exhibitions are in the BISE Database?"

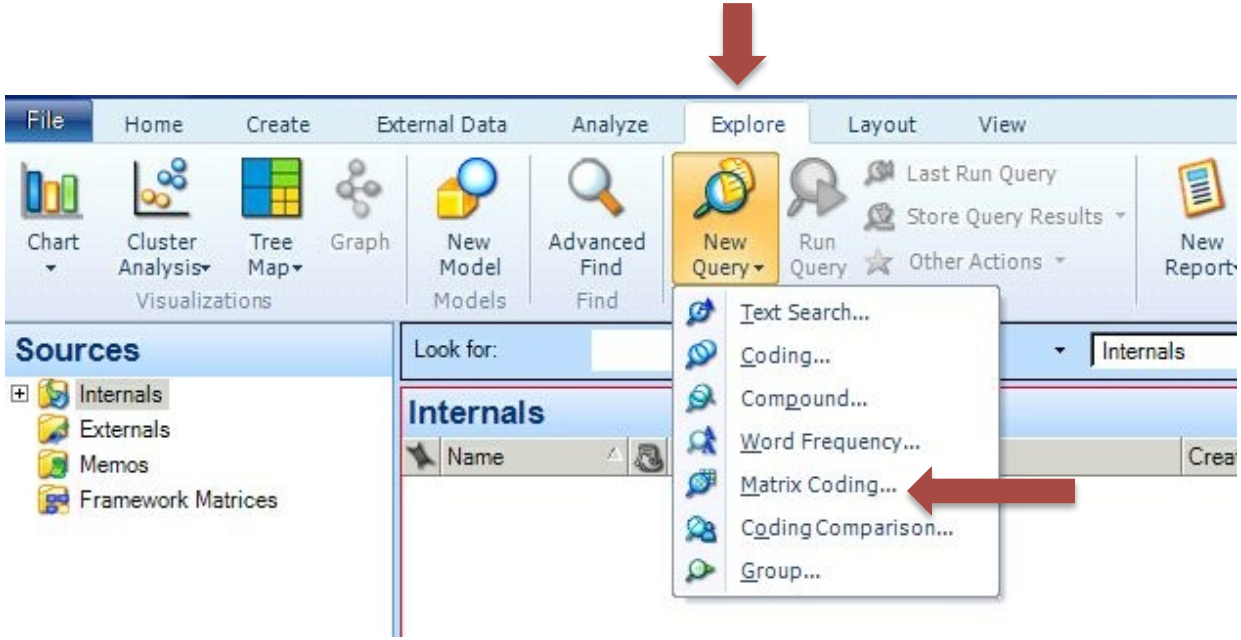




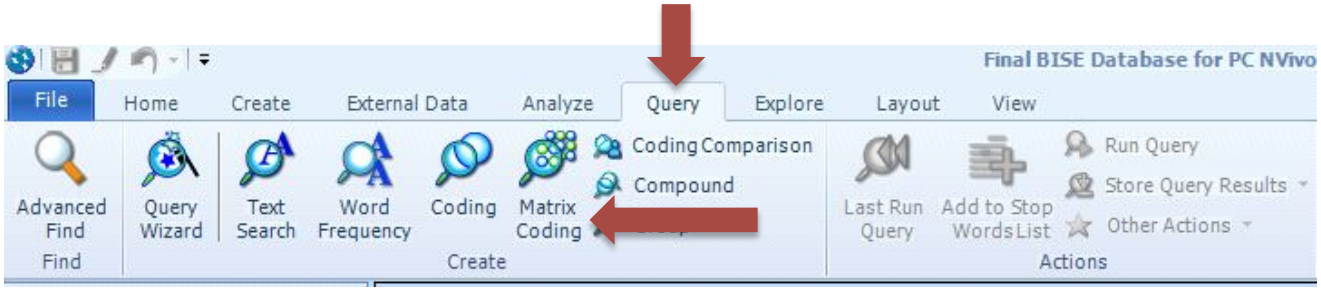
To answer this question you need to run a query. Upon opening NVivo, you can access the query functions one of two ways: 1) Select "Queries" from the menu bar along the left hand side of the program window. Then right click in the work area to access the options menu. Access to these options by right clicking is only available when in the Query workspace.

2) For Nvivo 9, you can select the “Explore” tab on the ribbon, then click “New Query,” and make your selection from the options provided in the drop down. In NVivo 10, queries have their own tab in the ribbon. In this case, we’ll be doing a “Matrix Coding Query.” You may access the query menu regardless of which version of NVivo you are in.

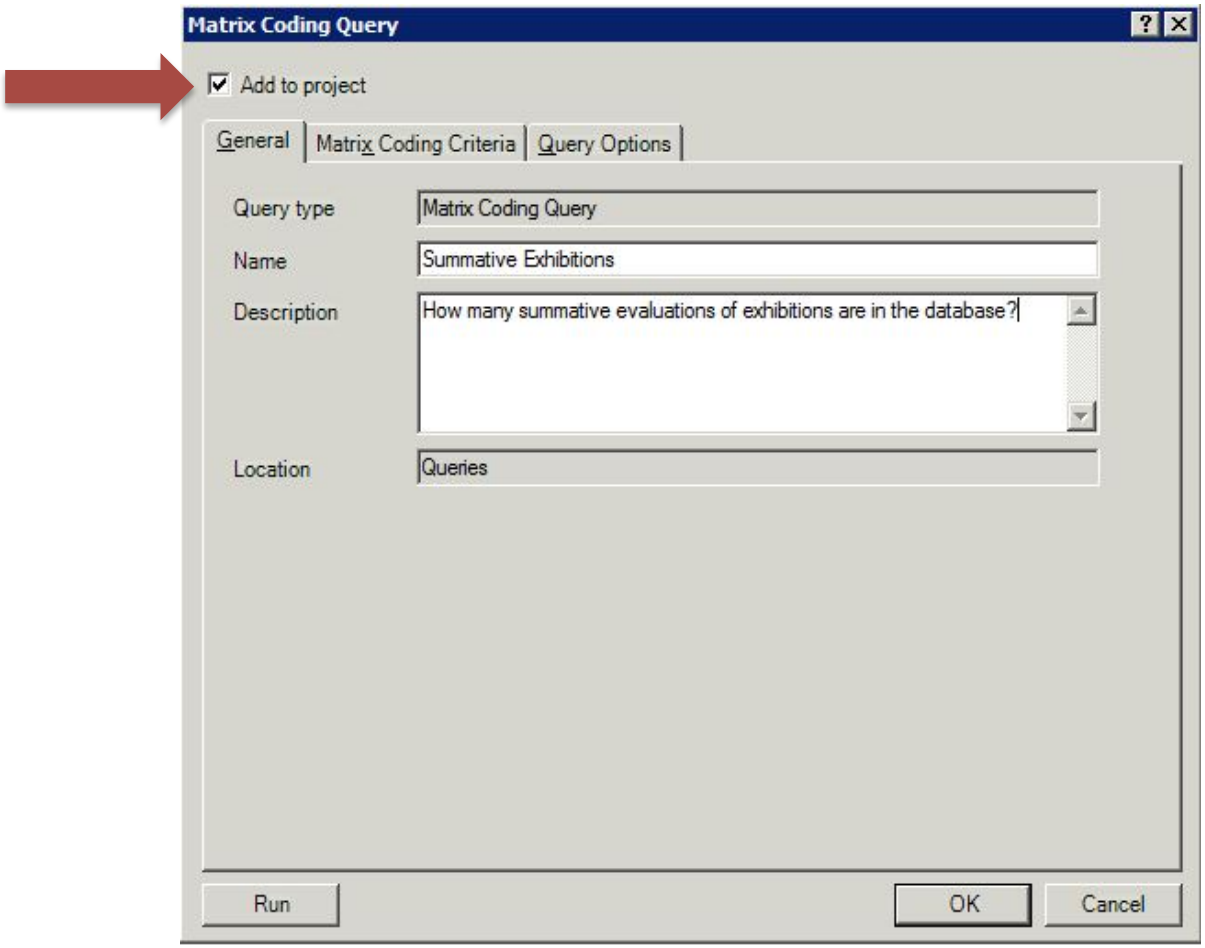
NVivo 9



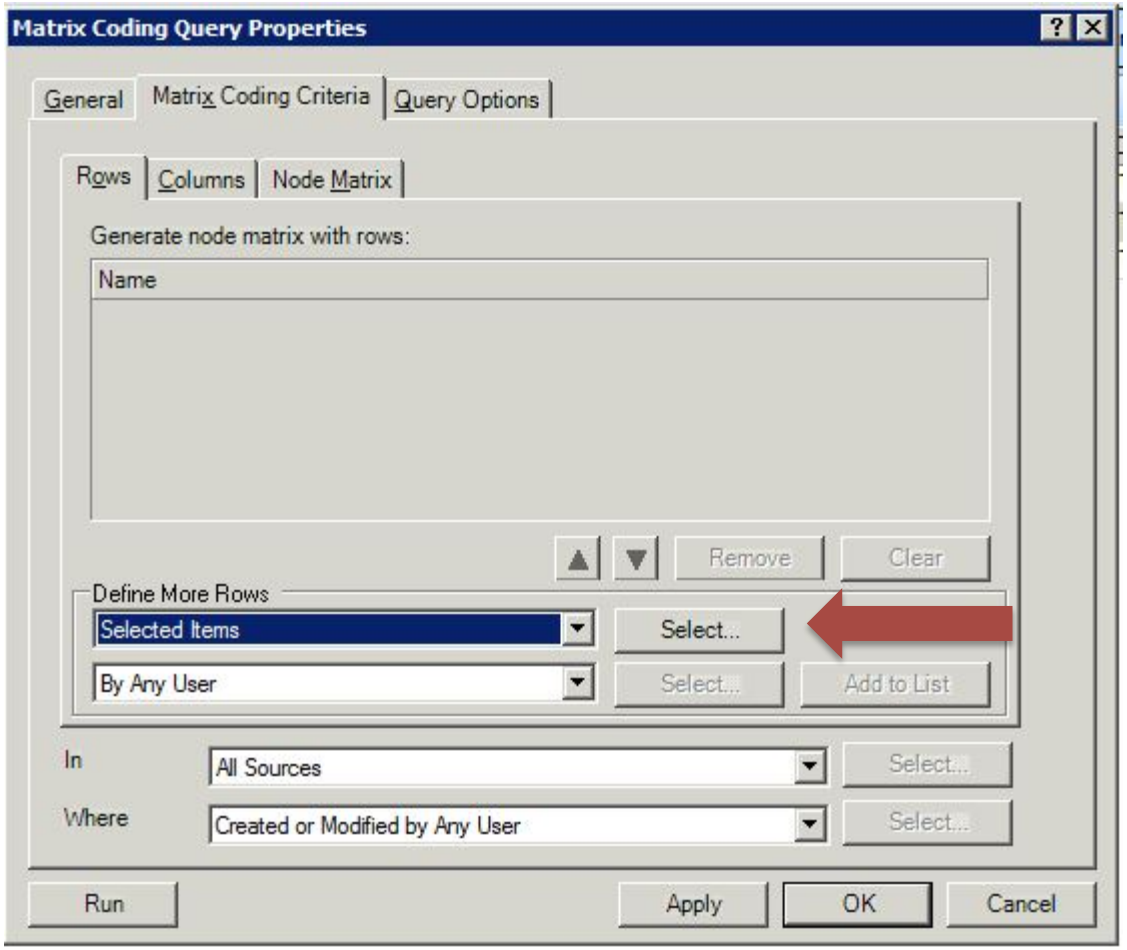
NVivo 10

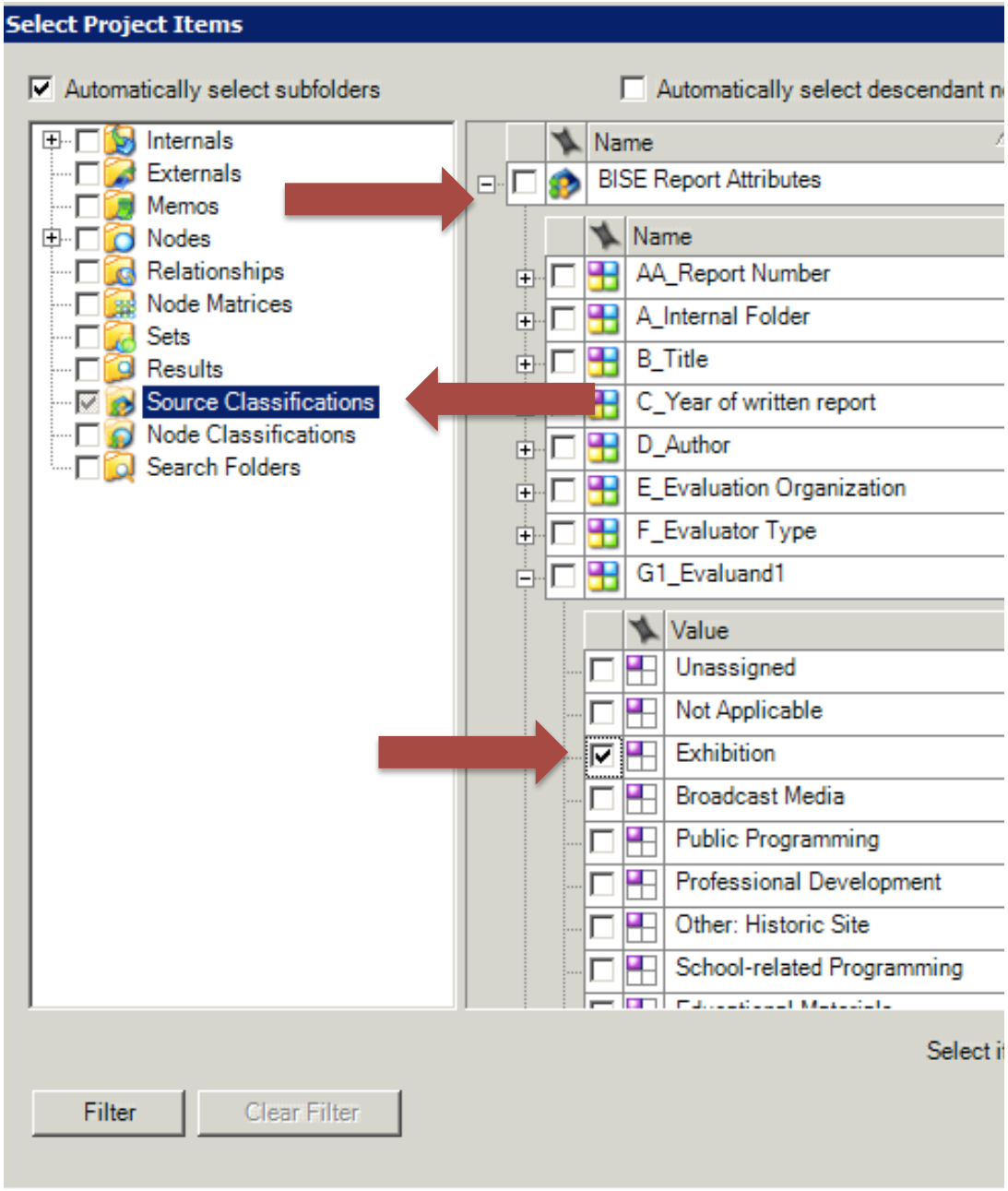


After you open a new query, a dialog box will open up. The dialog box will initially have two tabs: “Matrix Coding Criteria” and “Query Options.” Checking the box “Add to Project” will create a third tab “General.” This is where you can name your query specifications so they are saved in the NVivo Project. The “Name” field is required. Description is optional, but will only be visible when examining the query properties.



Next, click the “Matrix Coding Criteria” tab. Think of a Matrix Query as a cross table. First, define the rows by clicking “Select” next to the dropdown menu where “Selected Items” is displayed. This is the default option for row definition (and suitable for our task).



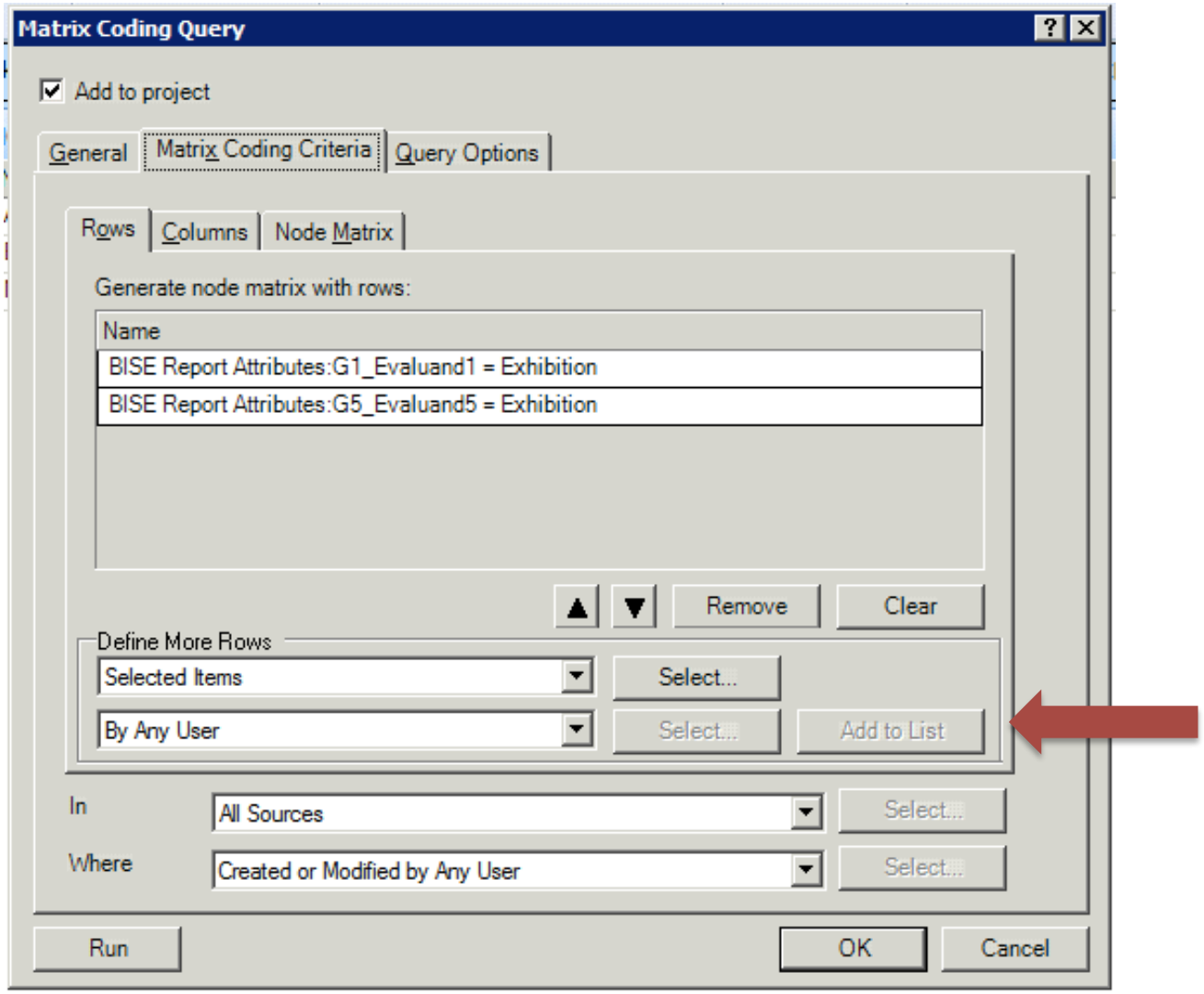


Now you will select the project items for the rows of your query. To answer our question, rows will be "Exhibition," which is under the report level attribute of Evaluand. So you'll need to find "Attribute" codes, which are under "Source Classifications."

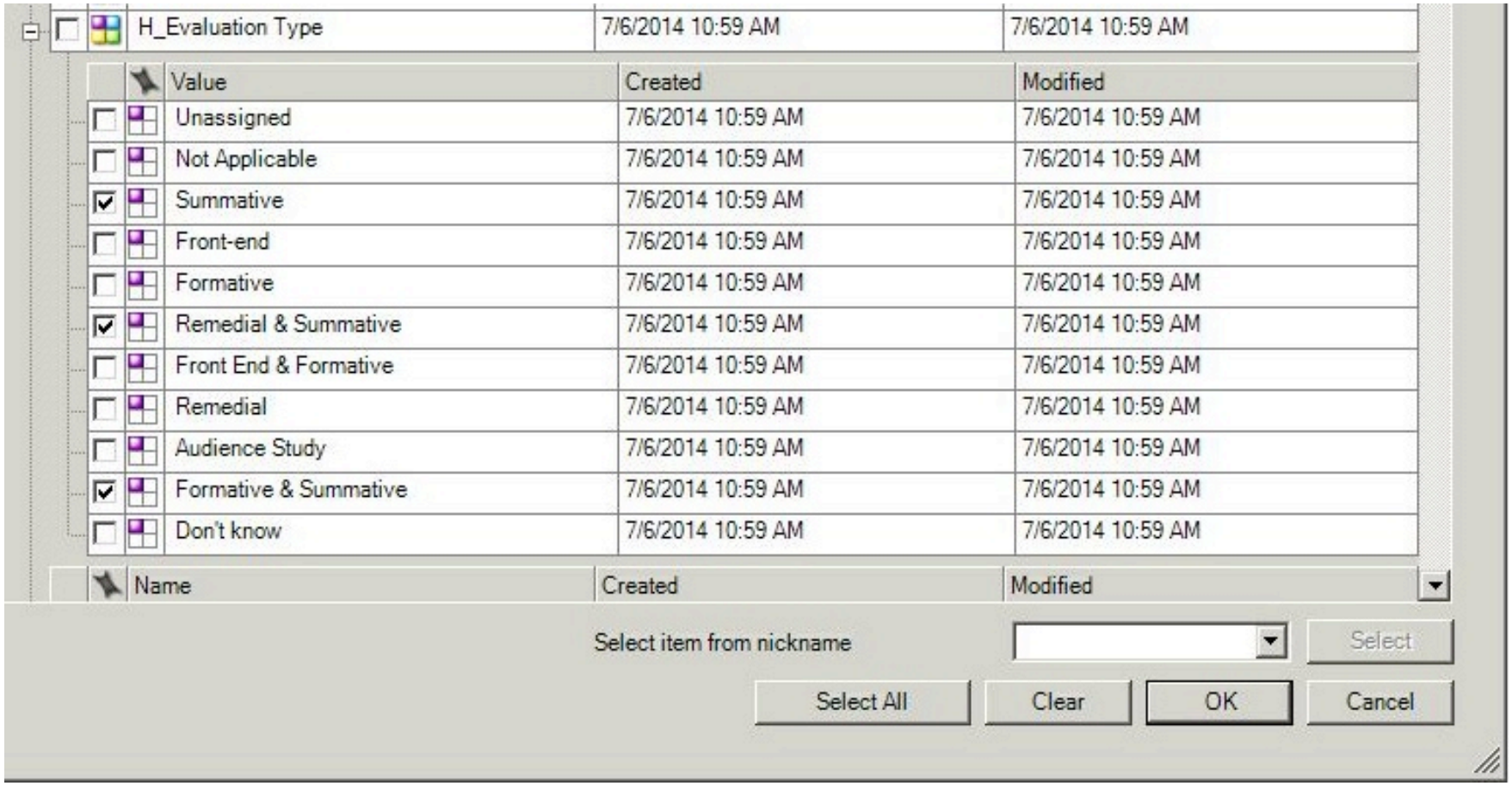
Then expand the Classification Sheet "BISE Report Attributes."

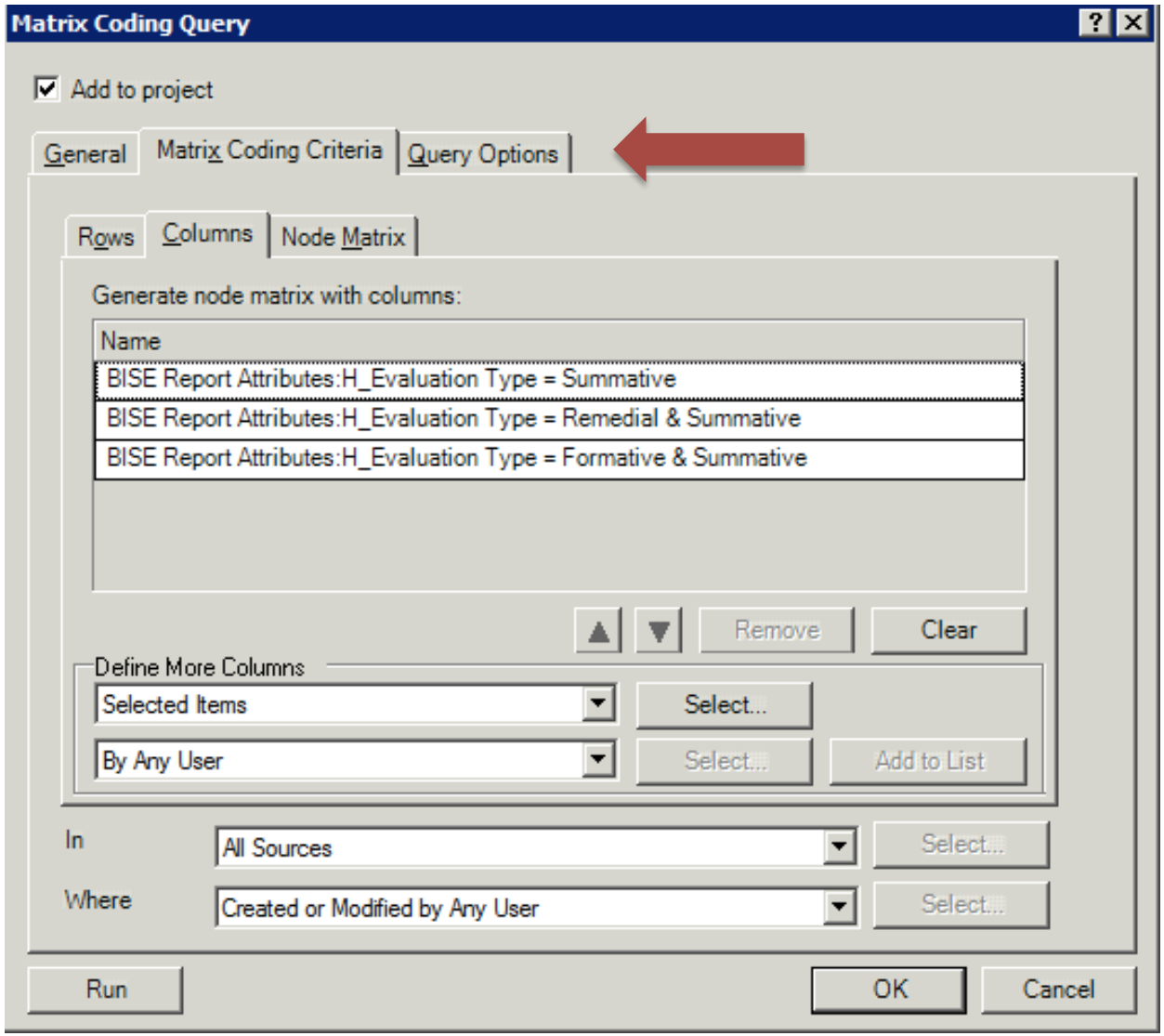
Since we are interested in only those reports on Exhibitions, expand each of the "Evaluand" options and check the "Exhibition" box, where available. For this example, it will be Evaluands 1 and 5 (5 not shown). Click "OK."

The Row definitions WILL NOT APPEAR UNTIL you click “Add to List.” Here is what it looks like after selected items have been added. Then select the “Columns” tab, and click on “Select” to define the columns.



For the rows, we need to select “Summative Evaluations,” which is under the report level attribute of “Evaluation Type.” So you will need to select the “Source Classifications” box, expand the Attributes, then find and expand “H_Evaluation Type.” Since some reports included Remedial or Formative aspects along with Summative, you will need to check all three boxes that include summative. Then click “OK.”

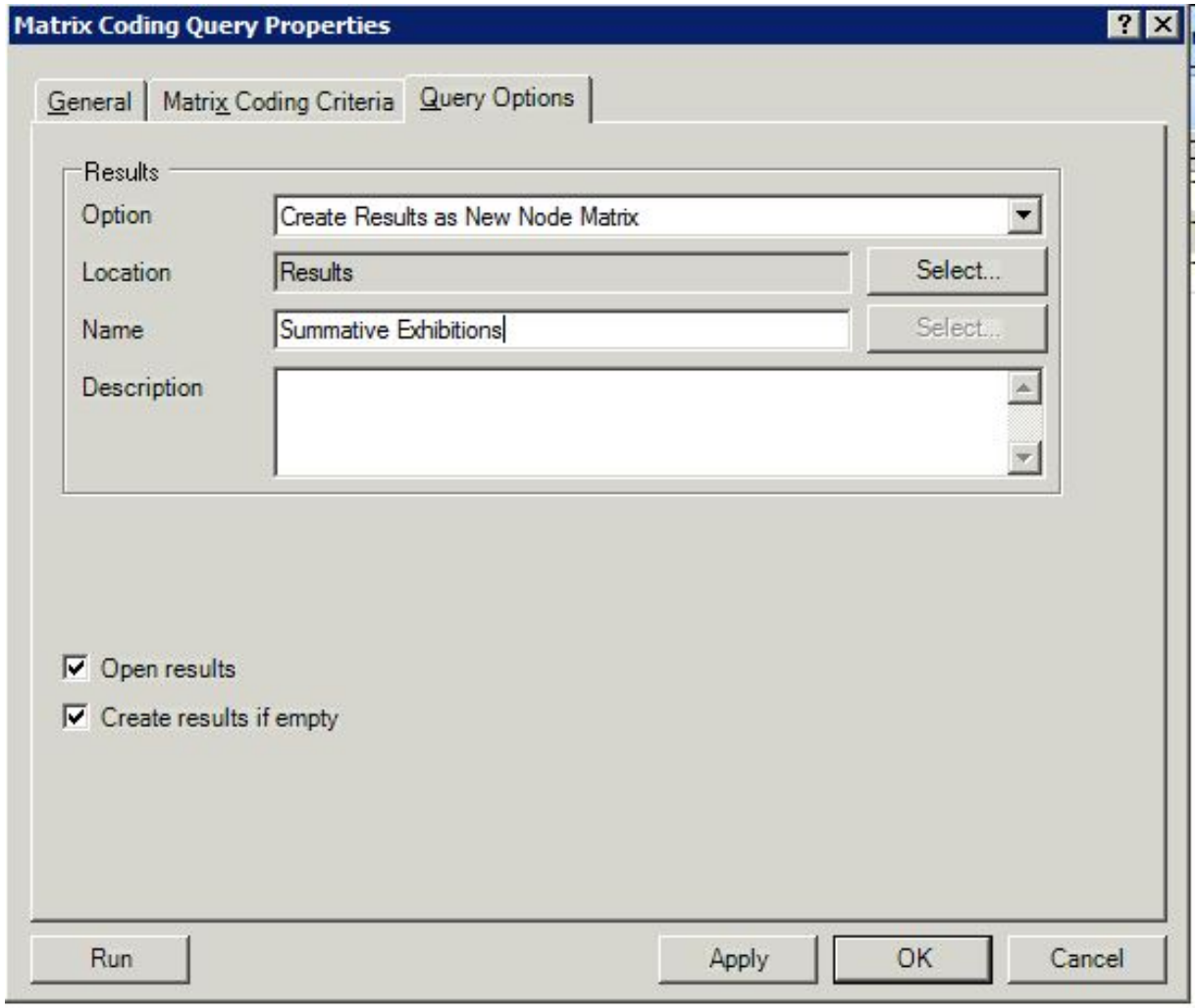




Click “Add to List” to add the column definitions.

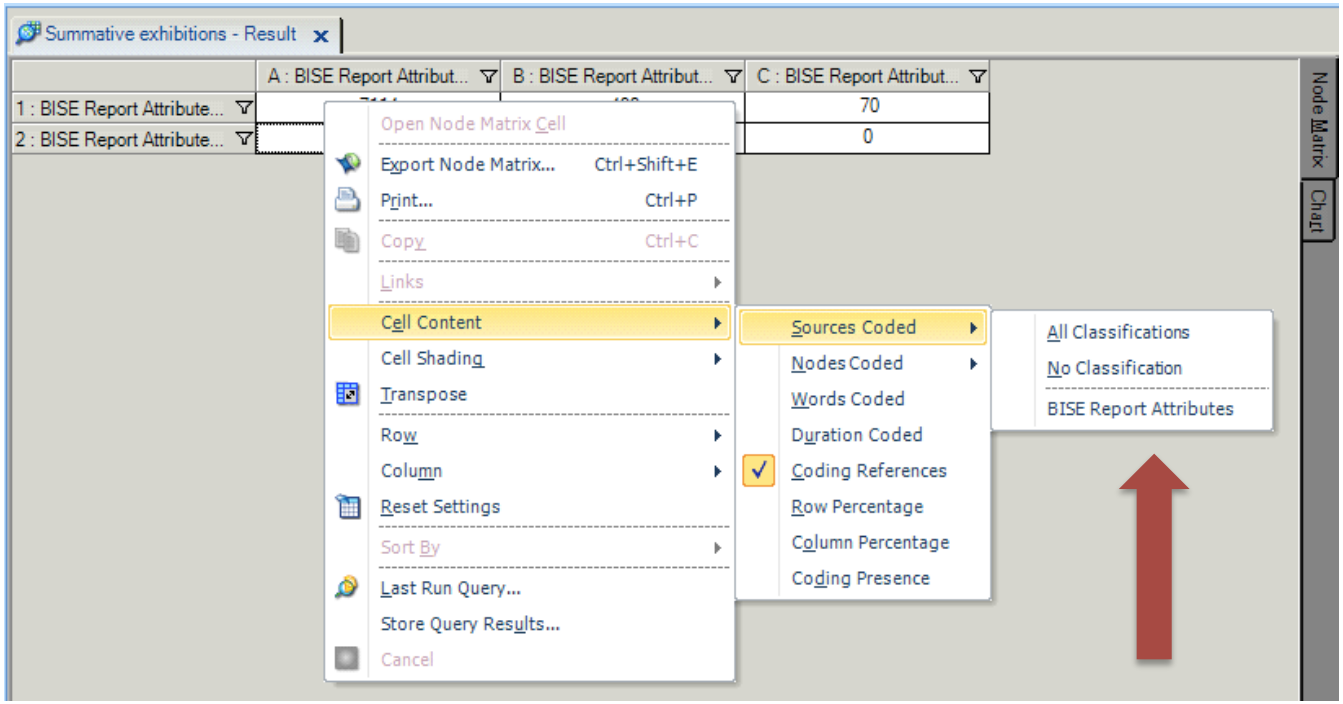
Then click “Query Options.

Query Options allows you to save the results of your query. The default setting for the Option dropdown menu is “Preview Only.” Select “Create Results as New Node Matrix” from the dropdown menu. Select the Location where you want to save your results. Then name your results so that you will understand what they are. Click “Run.”

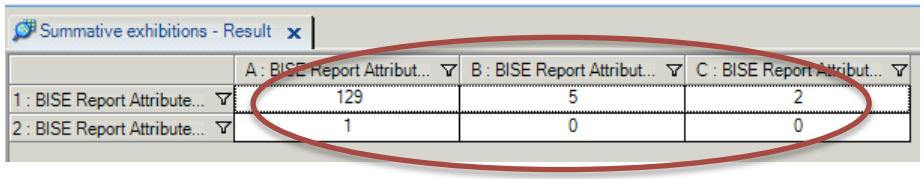


Note: This step is not required, but by saving the query results, you will be able to access them in the future without needing to re-run the query. Since the BISE database is large, this eliminates future waiting if you need to work with the results again. However, this is a required part of creating a “Set,” which will be discussed later.

The results will look like this, however the numbers displayed in the table represent the number of references coded, not the number of sources.



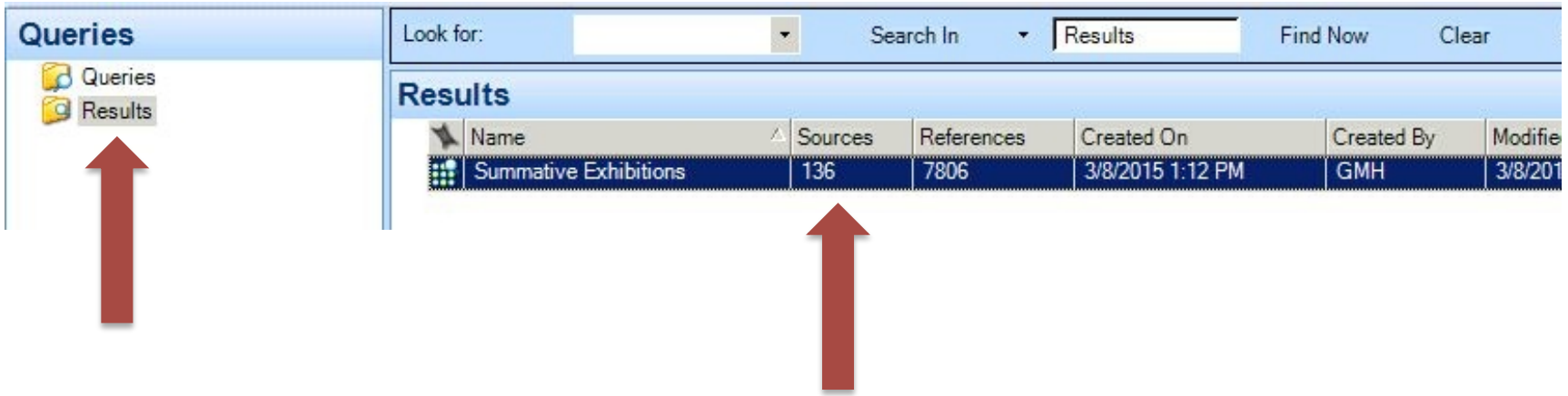
To change the numbers show they show the number of sources, right click on one of the cells and find the “Cell Content” option from the menu. Select, “Sources Coded” and click on the Attributes file, which will give you the table below.



Adding up the six cells results in 136 Summative Reports about Exhibitions.

Or...

If you saved your query results, you can click on the “Results” folder, which will show you the number of sources and references, regardless of if you change the default cell contents.

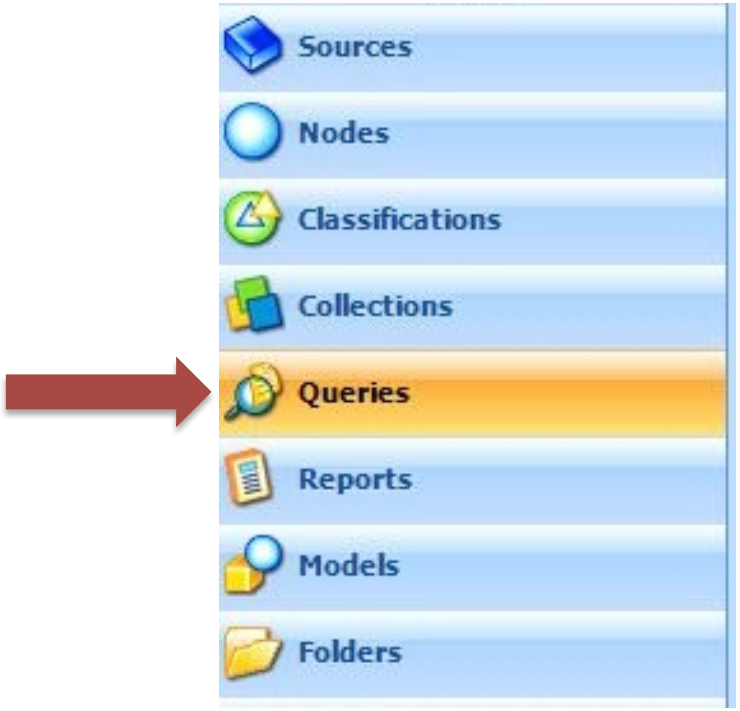


Question: How many summative evaluations of exhibitions are in the BISE database?

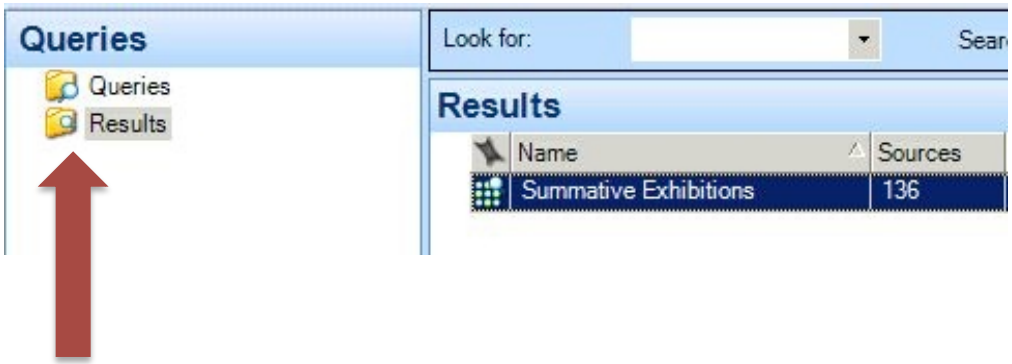
Answer: There are 136 summative evaluations of exhibitions.

Creating a Set From Query Results

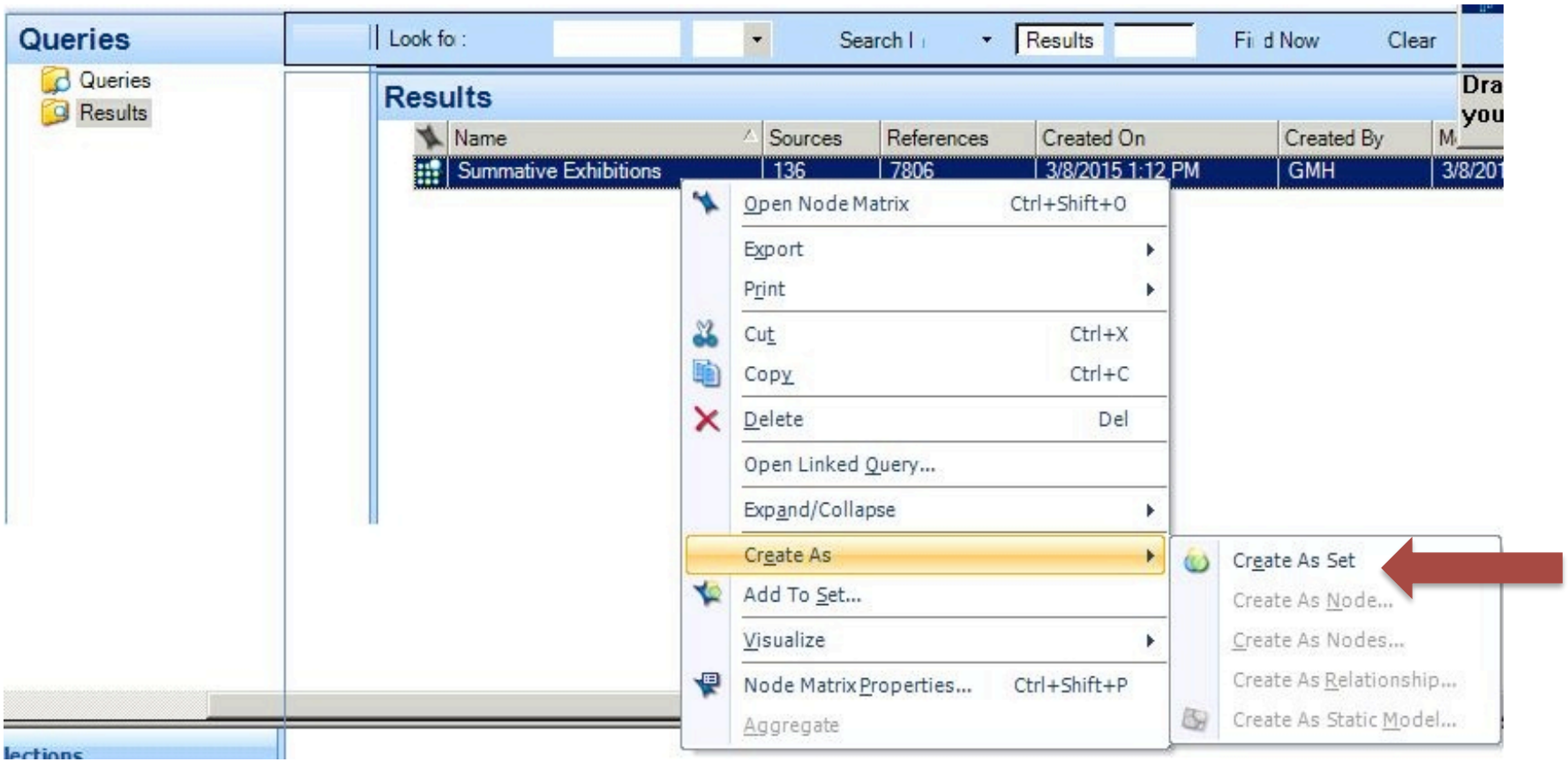
Sets are helpful because they limit the number of sources you are considering. This decreases the amount of time it takes NVivo to process queries, and allows you to ask more refined questions.

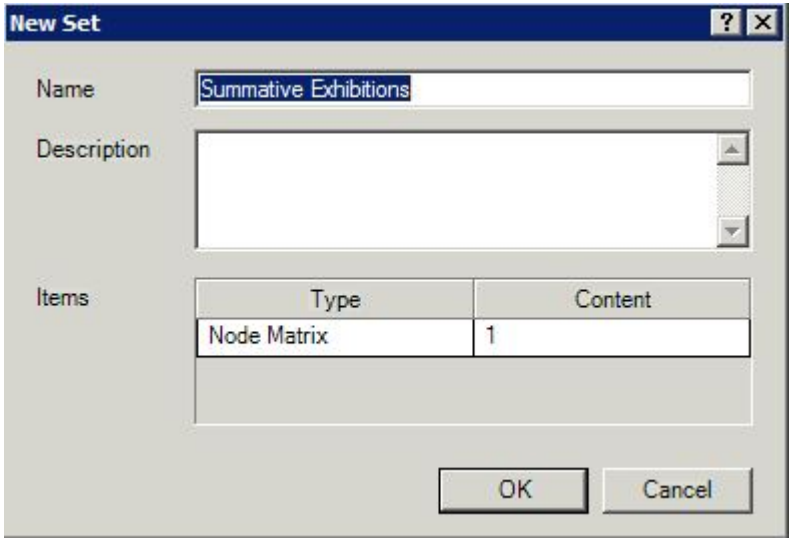


In the "Queries" workspace, click on the "Results" folder. This is where the "Summative Exhibitions" query results are.



Right clicking on results will pull up the options shown below. Click on “Create As,” then “Create As Set.”





Change the name to whatever makes the most sense for your project.

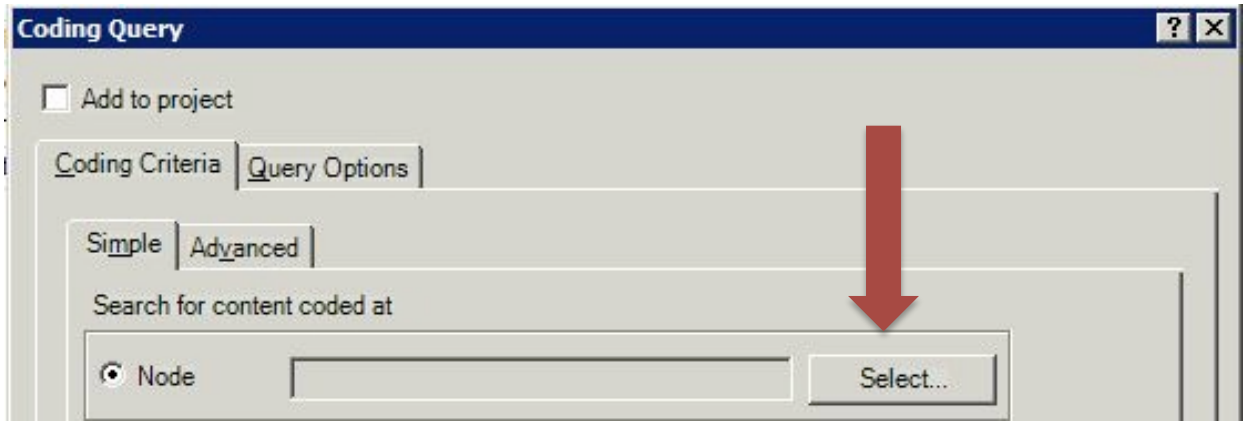
Sets are found in the “Collections” folder hierarchy, but are still considered a source when it comes to running queries.

Attribute x Node Coding Query

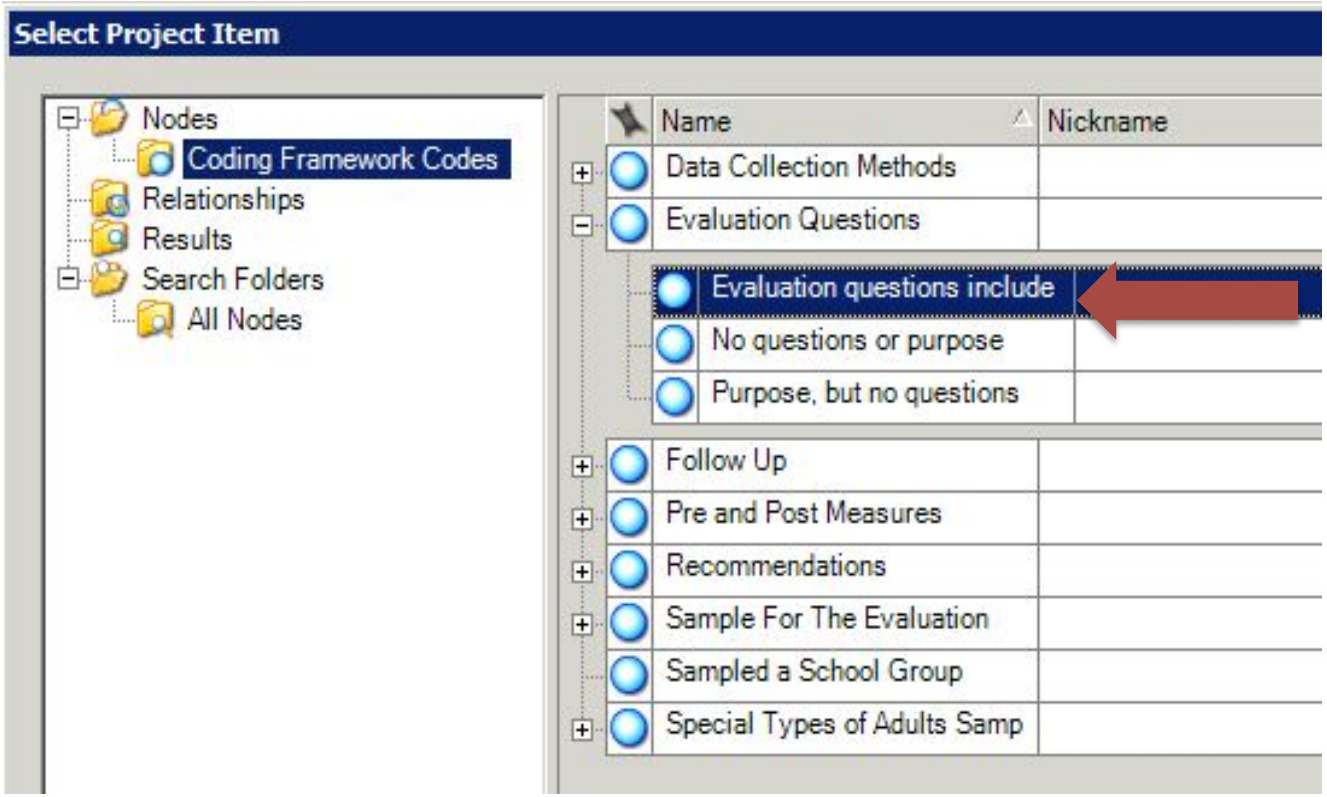
Let's say you also want to answer the question, *"What kinds of evaluation questions do people ask in summative evaluations of exhibitions?"*

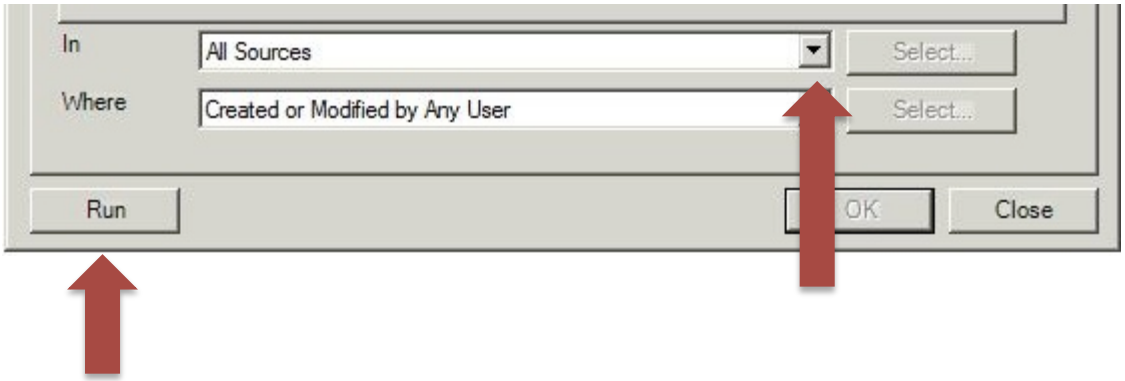
To answer our question, you'll want to create a new query based on report level coding (Attributes) and specific text coded within a report (Nodes). This time select "Coding Query." Make sure to check "Add to Project."

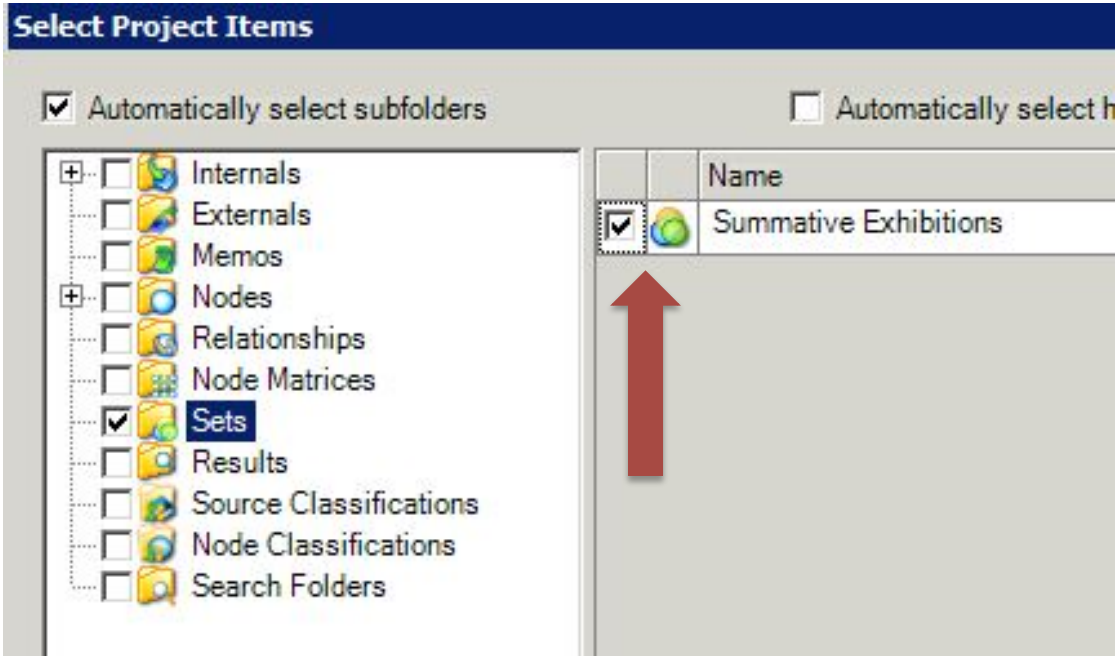
Under the Coding Criteria tab, click "Select" to define the "Node" we want NVivo to isolate.



Expand the “Nodes” folder, and click on “Coding Framework Codes.” Then expand “Evaluation Questions,” click “Evaluation questions included,” and then click “OK”



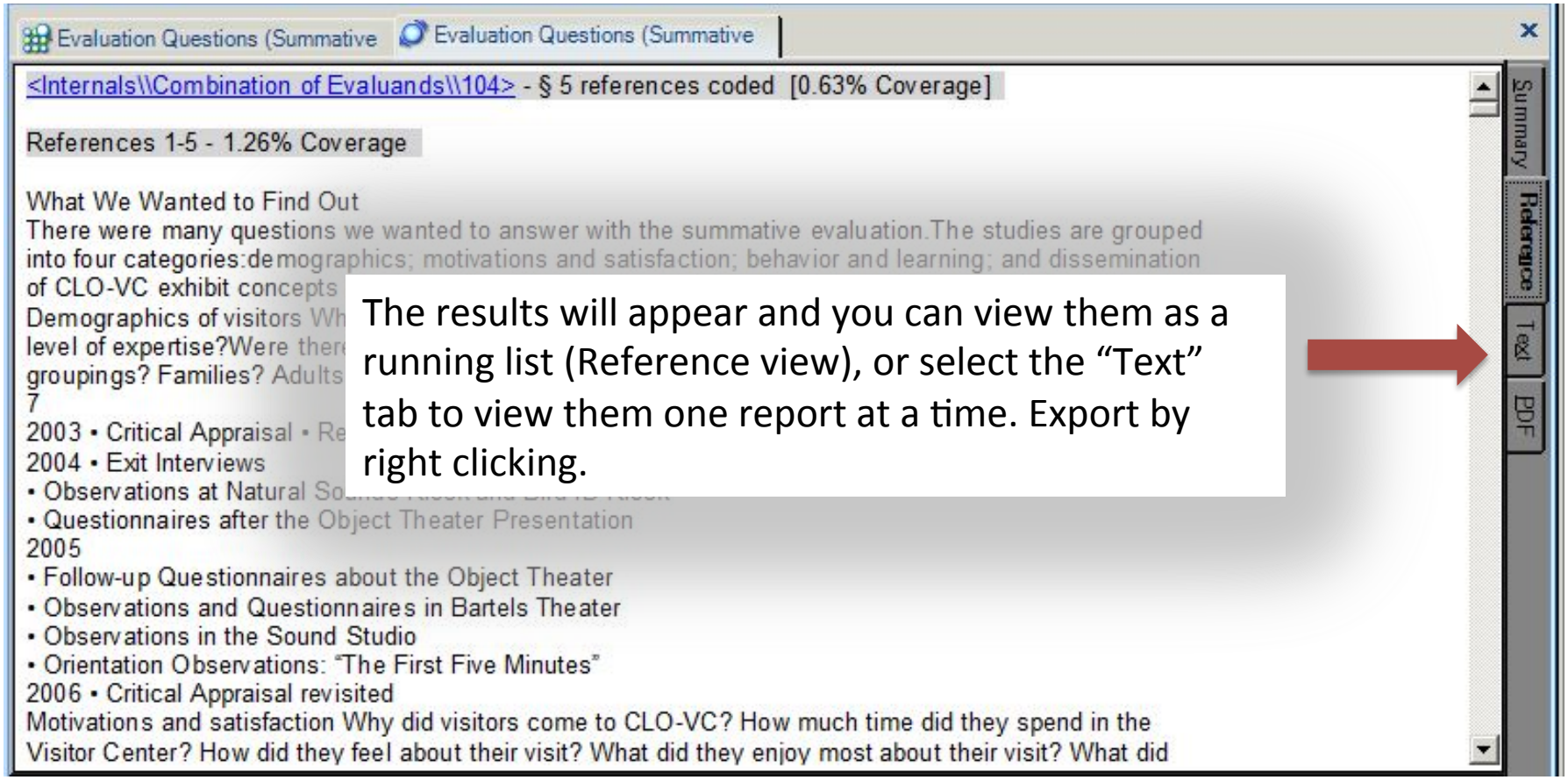




Choose "Selected Items" from the dropdown menu next to "In" to narrow our sources to only those that include "Summative Exhibitions" (the set we created earlier). Click on "Sets" and check "Summative Exhibitions," then click "OK."

Select "Run" to generate the query.

See "Attribute x Attribute Query" and "Creating a Set" if you have not already created a set that includes only Summative Evaluations of Exhibitions.



The results will appear and you can view them as a running list (Reference view), or select the "Text" tab to view them one report at a time. Export by right clicking.

Note: Running a Matrix Query --defining the row as the Node and the column as your Set-- will return the same results, but they will be presented as a number matrix (at right). Double clicking on the cell will open the in-text references that are shown above.