Dedoose Training Materials

First Edition

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2019

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Text Book

See following text book for more detailed theoretical and practical assistance about using Dedoose:

Salmona, M., Lieber, E. and Kaczynski, D. (2020). *Qualitative and Mixed Methods Data Analysis using Dedoose: A Practical Approach for Research across the Social Sciences.* Thousand Oaks, CA: Sage.

https://us.sagepub.com/en-us/nam/qualitative-and-mixed-methods-data-analysis-using-dedoose/book258543

Starting a Project

Once signed up for Dedoose, new users are not automatically asked to create a new password on first login. If you want to change a password, go to *Account Space* to make password changes and to see the billing area.

All users are given access to a demo project when setting up an account. This is provided for playing and exploring features in Dedoose and to find those aspects of most value in your research.

Talk about Dedoose Desktop APP and browser access

See Dedoose blog for Flash issues: https://www.dedoose.com/blog/giving-dedoose-permission-to-run-in-flash

Project Workspace
The Project Workspace allows users to:

→ Switch the active project - when logging into Dedoose, by default, you will be entering the most recently accessed project. However, note that periodic system maintenance will cause you to be instead taken to your first project (most commonly your demo project). Should this occur, simply enter your Project Workspace to load the project you wish to access
→ Add new projects by entering the Project Workspace and clicking the 'Create Project' button in the lower right corner
→ Work with the newly created project or load any project you have authorized access to
→ Rename, copy, or delete a selected project

Please note: Renaming, Copying, and Deleting a project can only be done if you are the creator of the project

Common Terms

Workspace

These are the different areas in Dedoose where all the work gets done, including the Home Dashboard, Codes, Media, Excerpts, Descriptors, Analyze, Memos, Training, Security, Data Set, and Projects.

Media

These are the transcripts, stories, notes, video streams, audio streams, images, etc. that are the core qualitative data in a Dedoose project.

Excerpt

This is a chunk of a media file that contains something important and meaningful about your research questions - much of qualitative and mixed methods analysis focuses on the content in excerpts.

Code/Tag

These are the themes/concepts that are used to label the meanings found in sections of documents or other media files.

Descriptor Field

This is a quantitative, demographic, or categorical variable, like age group, gender, income, or happiness score. Descriptor fields can be text, number, option list (with a set of values defined - like for a gender field the values might be male or female), or dates. If you imagine a spreadsheet of information, descriptor fields are the titles of each column. Note that in Dedoose we recommend maximizing the use of option list type fields as these are where the investigator has the most control over how variation in work within the excerpting and tagging process can be displayed visually or focused in via filtering. Text type fields will be treated as option list type fields as long as they have less than 15 responses

Descriptors

These are the actual data for each case or participant in a project. So, if you imagine a spreadsheet with titles for each column, Descriptors are the rows of information describing each case.

Descriptor Sets

These are containers in Dedoose that hold sets of Descriptor Fields and Descriptors. Dedoose uses sets because you can have multiple sets in a study. For example, one might be about children and families, another might be about schools and how they differ, and another might be about neighborhoods.

Importing Media / Data

Media Types

Here are the types or media you can import as data:

Note, that when tagging content in a PDF, you can create image or text excerpts.

Document Viewer

The Document Viewer allows you to browse the text, create and code excerpts, search for text or character location, and manage all aspects of the document.

We suggest using character location as a way to coordinate with others on your team instead of line numbers as line numbers are not uniform across screen resolutions.

There are a variety of controls for how you can view and work with your document.

→ Line numbers and memos can be brought to view (see check boxes in upper left corner of the panel).
→ Text direction default is left to right, but can be changed to go from right to left (see check box in upper left corner of panel, labeled RTL).
→ Font size can be adjusted (see control in lower right corner of panel).

What are Data?

Exercises and Discussion

Now it is time to do some exercises about data.

Think about what data you can actually use for your project. Really challenge yourself to think broadly about this – consider site documents, memos, observations, and the different data types you can get for each interview. More exercises available in text book.

Creating Connections

Editing documents

- You can unlock, edit and save documents without any impact on excerpting or memoing activity – this is a relatively new feature that long term users of Dedoose may not be aware of

- Change existing excerpt regions with right mouse click. When in excerpt editing mode (which you can re-enter by clicking the bracket that marks the excerpt boundaries, left click to a location within or outside the original region and right click to see your options. You can add codes, add memos, and set a new excerpt start or end location.

- Cross document and cross excerpt text searching. Check into your Media or Excerpts Workspace, type into the search field and the list will be filtered to only those hits which contain the text.

- Customize your code and excerpt region colors. You can customize your code tree and excerpt regions. The controls for these functions can be found in the new document and code tree settings panels. Click the settings icon and check out your new controls.
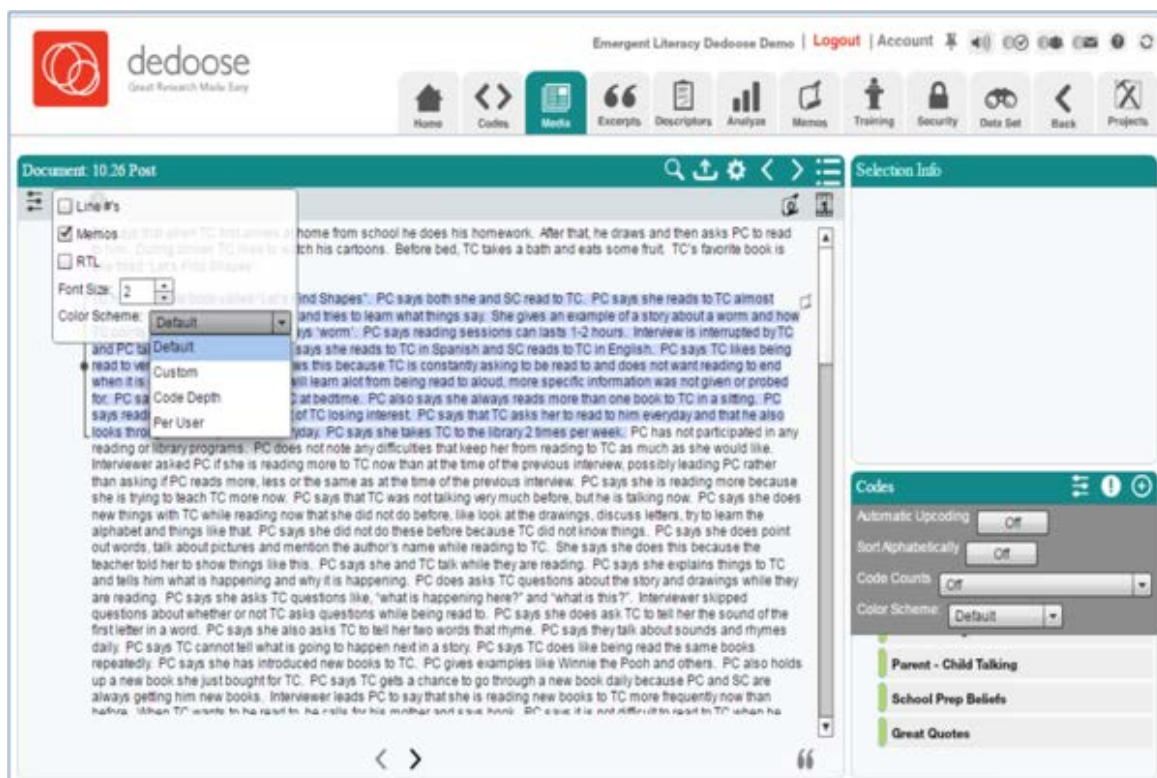
Excerpts

Excerpting and tagging

→ Use your cursor to highlight/block the desired section of text (see Text Searching in the Documents section above for details on how the search tool can assist in locating meaningful content)

→ Click the 'Create Excerpt' button at the bottom of the document panel OR right click on your mouse and select 'Add Codes' from the context menu that pops up

→ Upon creating a new excerpt, the system will enter excerpt editing mode

- The selected section will be highlighted in a bolder green color

- A bracket will appear in the margin defining the excerpt boundaries

- Colors on other excerpts will be faded

- The 'Selection Info' panel header will change from blue to orange as an indicator you are in editing mode

→ Excerpts can be deleted by clicking the 'X' next to the Excerpt icon in the 'Selection Info' panel

→ You can re-enter excerpt editing mode by clicking the bracket in the margin that defines the boundaries of the excerpt

→ Click anywhere in the document or media file to exit editing mode.

Quick Code Widget

The fastest way to create and code excerpts is with the Quick Code Widget. This allows the use of keyboard shortcuts to maximize efficiency when coding text documents.

1. Highlight the text you would like to code

2. Hit your keyboard space bar to open the Quick Code Widget

3. To apply an existing code:

    a. Type name or scroll to an existing code with your arrow keys

    b. With code highlighted, hit Enter key or double click the code to create excerpt and apply code

4. To create and apply a new code:

    a. Hit Shift and Enter and then type the name of the new code

    b. Hit Enter key to create excerpt, add code to code tree and apply code

When you apply a code with the Quick Code Widget, the 'Selection Info' panel in the upper right corner will change to orange as an indicator you are in excerpt editing mode and information about the excerpt will appear.

Finally, note that the Quick Code Widget is a movable and sizable panel and can be left open for subsequent coding so it does not need to be reactivated for each excerpt or document you are coding.

Codes

→ Codes can be applied by double-clicking a code in the 'Codes' panel, by dragging and dropping a code into the 'Selection Info' panel, or by double clicking it in the *Quick Code Widget*

→ Code weights/ratings can be set after the code is applied (if applicable)

→ Codes can be deleted from the excerpt by clicking the 'X' next to the code in the 'Selection Info' panel

→ Code and Tag terms are used interchangeably (identical meaning) in Dedoose even though in practice they may be distinguished

Edit an existing code or add a child code

→ Float your cursor over an existing code in the tree to reveal controls for editing or adding to that particular code

→ Click the 'Edit Code/Tag' button modify the code/tag

→ Click the 'Add Child Code/Tag' button to create a subordinate code/tag

→ Enter the details for the new code in the 'Add New Code' pop-up (click 'Enable Code Weighting' if relevant)

→ Enter Code Weight/Rating details including minimum, maximum, and default weight values then click 'Submit'

Code/Tag Tree Structure Modification

→ Create new 'Child' Codes with existing codes by highlighting dragging and dropping a code onto another code to render it a 'child' to the new 'parent' it has been dropped upon

→ Create Root Codes by highlighting, dragging, and dropping a 'child' code into the space beneath all other codes or into the Codes panel above your code list

→ Customize vertical ordering of codes/tags by clicking the 'Reorder Codes' button for 'Reorder Codes' pop-up after you click the Show Settings Panel button. Use the arrows to move codes/tags up or down

→ Click the Show Settings Panel button: Use the 'Sort Alphabetically' button to toggle between an alphabetical listing of the codes/tags and the custom user-determined ordering

→ Apply parent codes to excerpts tagged with child codes with the 'Automatic Upcoding' feature in the Show Settings Panel. Retroactively apply this feature via the 'Retroactive Upcode' button in the Show Actions Panel

→ To Merge Codes:

- Hover over one of the codes you want to merge

- Click the blue edit button that appears to the right of the code

- Click 'Merge' in the lower left portion of the pop-up

- Select your Primary and Secondary codes and, upon submit, any use of the secondary code will be re-coded with the primary code and the secondary code will be removed from the tree

Code Weights

Code weights or ratings can be defined and applied to indicate anything that can be represented on a numerical dimension including quality, sentiment, importance or any other dimension that can help distinguish variation in content where the same code has been applied to sets of excerpts.

It is often the case that code weight/rating systems are not defined or put into place until you have become very familiar with your data—maybe you think going in that you'll have a ten point scale, but in the end you really find three points is sufficient and all you can reliably distinguish in the real data

Code weights can be used to represent a variety of dimensions including time, frequency, importance, sentiment, and value.

There are a set of charts in the Dedoose analytics that allow for a quick examination of these dimensions in relation to the excerpting and coding activity. Code weight distribution plot + descriptor fields x codes grid chart are new additions to this

Data Retrieval

Data can be retrieved through Codes and the Code Cloud.

You can also review, modify, and export any retrieved excerpts.

Memos

Memos are a great way to track your work and create an audit trail.

You can also use memos to leave messages for other group members or supervisors.

Memos in Dedoose are organized in a custom, user-defined, group structure depending on a project's specific needs. Memos can be free floating, not linked to any items in a project database, or linked to any number of items. Being group-based provides the freedom to organize memos in any number of ways. Finally, Dedoose memos can be easily exported to Word or Excel format files for local use in manuscript preparation, fodder for team discussion, data sharing, and report generation.

1. Create a new memo in Memos Workspace

2. Create memo groups (only when creating a new memo or editing a memo)

3. Linking memos to Projects Items: (create a memo for an excerpt)

    a. From Memos Workspace – Create new memo and "save" to prep for linking, or open an existing memo – then click the "Memo Links" button on the bottom of the pop up

    b. From an Object – open the "Memos" button or icon associated with the object you want to link.

4. Exporting memos within the Memos Workspace: Click 'Export,' select the desired format, if desired, provide a description, and select any additional information you wish to include in export (note that while excerpt text, codes, and descriptor content will be included, only media titles will be present in export):

5. Importing memos within the Memos Workspace: The memo importing feature allows users to share memos and associated content from one Dedoose project to another. To import memos: Click the 'Import' button on the upper right portion of the pop-up

6. Saving a Memo as a Project Document for Excerpting and Tagging: Select the memos you wish to save as media files. Click the 'Create Document Copy' icon that appears above the memo panel.

Workshop Two: One Hour

Descriptors

Survey Import Tool

Security and Training

       Account Information and Settings

       Security Workspace and Working with Team Members

       Data Security

       Training Center

Visualizing Connections

Filtering your Data

Statistics in Dedoose

Descriptors

Explain descriptors, and show how to link a doc to a descriptor. **Descriptors are not required but can be useful**.

Autolinking is now available in Dedoose: With a descriptor field that includes document titles (with .docx, .pdf, etc extension included) the system can autolink from the Descriptors Tab

In Dedoose, 'Descriptors' are sets of information you use to identify and describe the sources of your media (e.g., documents, video, audio, images). Commonly, these are the characteristics of your research participants (e.g., individuals, dyads, families), but can also be descriptions of settings in which observations are made (e.g., stores, schools, neighborhoods, cultures).

The Descriptor variables/fields that comprise each Descriptor set may include demographic information, dates, scores from survey measures, test results, and any other data you collect that is useful in describing and distinguishing the source of your resources, essentially your level(s) of analysis.

Dynamic descriptor fields are an advanced type of field available in Dedoose.

Most descriptor data are static, in that the characteristics of research participants usually do not change over the course of a study. Dynamic fields are primarily designed to track change in your data over time in a longitudinal study. Dynamic fields are typically used sparingly and the values for these fields are set each time a user is linking a static descriptor to media (**one to many relationship**)

"Set" is like an Excel Spreadsheet:

| Column headers | : | Fields/variables |
| Rows | : | Data points |

Activity

Create Set Fields	:	ID	–	number
		Gender	–	option list (male/female)
		Phase	-	option list (1,2) *check dynamic box*

Add person ID1 = female, ID2 = male

Connect to media – link to Person ID1 and add dynamic descriptor.

Survey Import Tool

Dedoose is designed to allow you to import previous work that you may have done outside of the program. Below is the information for importing into various parts of Dedoose.

Survey Data

Dedoose has a wonderful survey import tool for bringing in data that may have been collected via a data collection service and then exported to a spreadsheet or data that are simply already organized in a spreadsheet. To maximize the setup in Dedoose, we have the following recommendations for preparing the file prior to import.

- Change all column headers to appropriate labels that make intuitive sense for a descriptor variable. For example, with a question like 'Please indicate your age group', you'll want to change the column header to 'Age Group'. This is very important because if the names are too long, the file will not import correctly or may stall during import. Then, if the data are represented numerically, e.g., 1=10-25, 2=26-40, 3=41-50, you'd want to change the 1s to '10-25 years', the 2s to '26'40 years', and so on - this is a fairly straightforward process with Excel's search-and-replace.

- Qualitative columns can be named anything as long as you add "_ddqual_" to the front of the columns titles, without quotation marks   For all columns containing qualitative (narrative or open-ended) data, you will want to change the header to whatever will be most informative as a code. For example, a header like 'Please describe your experiences with X' might be shortened to 'X experiences'

- Save this file to your local computer

- Create a new project in Dedoose via your Projects Workspace

- Click the 'Import Data' button in the upper left panel in your project's Home Dashboard - the panel with the project summary data

- Select 'Spreadsheet'

- Locate the Excel file with the project data and 'Submit'

Your new project will be all set and ready for more nuanced coding and data analysis.

http://www.dedoose.com/userguide/importing.htm

Security and Training

Account Information and Settings

Managing access to projects.

Add users in the Project Security tab if you want to add them to the project.

→ Invite user – new user will be responsible for payment
→ Create user – project administrator will be responsible for payment

Add users in your own account if you want to pay for them.

Security Workspace and Working with Team Members

One of Dedoose's strengths is the possibility for multiple members of a research team to work simultaneously, in real-time, from any Internet connect device. While we are all about collaboration, we also believe in maximizing data protection. User access and the privileges assigned to each user regarding their ability to impact project data is all managed through a Dedoose project's Security Center. Note that these are project specific settings and providing access privileges to a user on one of your projects has no impact on other projects you or they may be working on.

The Security Workspace can be used by project administrators to set up new Dedoose user accounts to be linked to a project and control user privileges through the activation of access groups and then the assignment of project users to appropriate groups. The Security Workspace can be accessed by clicking the Security Tab in the Dedoose Main Menu Bar.

Data Security

Dedoose Data Security Protocols: Dedoose systems rely on a custom-built solution for the transfer of our daily database backup files. These files are transferred to 3 geo-redundant locations:

1. A remote location on the Microsoft Azure Cloud platform where Dedoose systems reside
2. The Adobe S3 storage network, and
3. Our local server. On this last copy, we also run a simulated restoration on each file to assure their integrity if we should ever need one for a recovery.

This system is entirely automated, and both our company president and chief tech officer receive daily messages upon the completion of each routine. Since implemented, this system has worked flawlessly.

Beyond systems on the infrastructure side, Dedoose also allows end users to carry out a simple project export for local storage. From a project home dashboard via the 'Export Data' feature, users can easily export an encrypted and password protected copy of their project. This export can be loaded to a new project or provided to others if a user wishes to share a snapshot of their project at a particular time. Users have always had the capability to export all of their data for local use and storage by exporting all project excerpts with the default export settings, but this project export feature makes this action much more straightforward.

Finally, support@Dedoose are always happy to respond to any inquiry regarding Dedoose systems and policies regarding data protection and privacy.

Training Center

The Dedoose Training Center is a unique feature to assist research teams in building and maintaining inter-rater reliability for both code (the application of codes to excerpts) and code weighting/rating (the application of specified weighting/rating scales associated with code application). Training sessions ('tests') are specified based on the coding and/or rating of an 'expert' coder/rater. Creating a training session is as simple as selecting the codes to include in the 'test', the selection of previously coded/rated excerpts to comprise the test, and then specifying a name and description for the test. At the moment only documents (not including pdfs) can be included in training center tests.

'Trainees' access the session and are prompted to apply codes or weights to the set of excerpt making up the session. During the exercise, the trainee is blind to the work that was done by the expert. Upon session completion, results present Cohen's Kappa coefficient for code application and Pearson's correlation coefficient for code weighting/ratings overall and for each individual code as indexes of the inter-rater reliability as well as details of where the 'trainee' and 'expert' agreed or disagreed. Trainees and trainers code applications are weighted equally as per kappa formula.

Visualizing Connections

Move to **Analysis** with a few different types of charts (they can be exported to Excel, and used to drill into associated excerpts....and show how these can be exported).

1. Descriptor Charts – Descriptor by descriptor by code chart (cross tab type of display that people get). *Normalize* shows relative data.

2. Code Charts – Code co-occurrence matrix

3. Descriptor Charts - Descriptor ratio pie charts: good way to introduce filtering

Uncheck the normalize box and the raw data counts are shown.

Check the sub-codes box and it shows data following the code tree hierarchy

Think about using frequency or weight of code

Filtering your Data

Dedoose offers a variety of approaches to filtering your data. Most users analytical needs, much or all of the time, will be fully served by simply using the auto-generated and interactive data visualizations available in the Dedoose Analyze Workspace. The visuals make it easy to discover and explore patterns in their data and then drill in to better understand the rich qualitative stories that live beneath the surface. However, for those wishing to focus their analysis on particular subsets of data without distraction from other aspects of the database, Dedoose offers powerful database-wide filtering capabilities.

**Filtering via Chart Selection Reviewer**

Among the approaches to activating filters in Dedoose, the simplest is to filter based on the chart selection reviewer following the activation of a subset of data from one of the analytic visualizations. For example, the following series of snapshots illustrates the process.

1. Pulling up all excerpts for families reporting having male children by clicking the 'Male' portion of the descriptor ratio pie chart in the Analyze Workspace:

Clicking

'Make Active Set' in the Chart Selection Reviewer activates filter so all subsequent analysis will only be focused on excerpts from families reporting having male children. The following snapshot shows the impact of this filter:

   a. The only active data in the codes by descriptor bar chart
   b. The 'Data Set' icon in the main menu bar is shaded red as an indicator a filter is active
   c. A funnel icon appears in the chart header which serves as a toggle to view all data or just filtered data when a filter is active
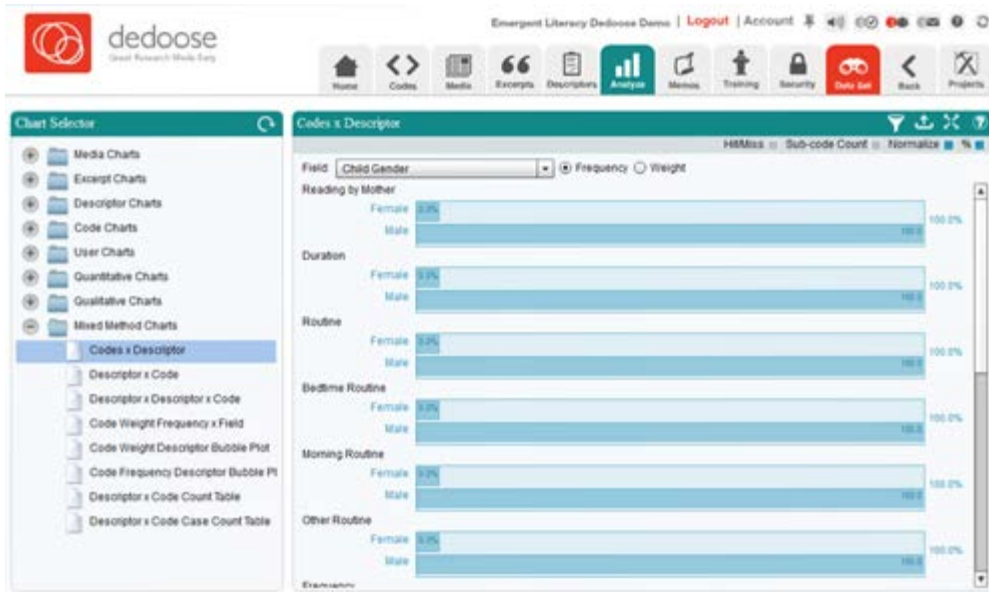
3. The same visual after clicking funnel icon to toggle filter to 'off' position
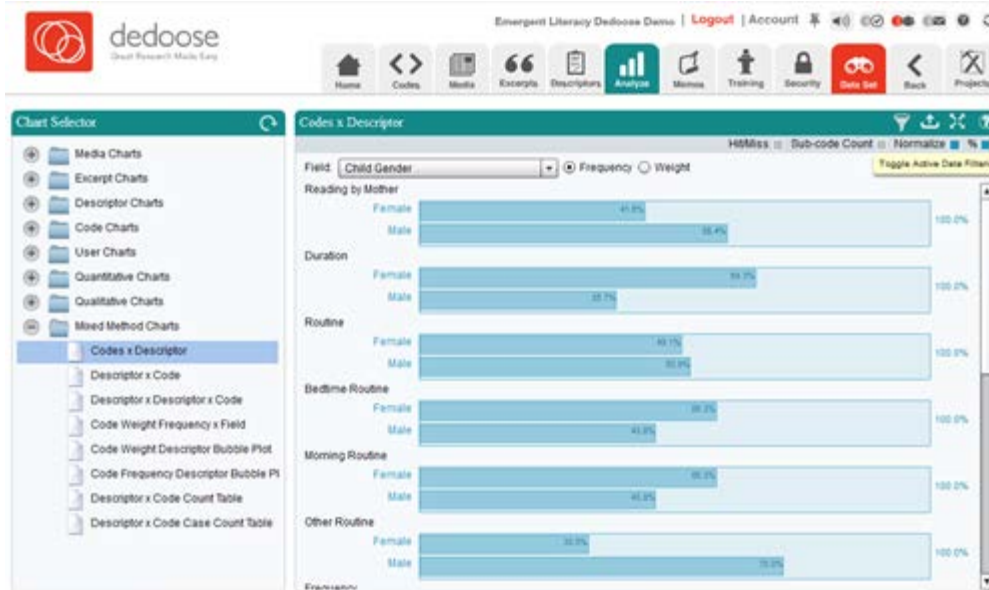
When any filter is active, all subsequent analysis is focused only on the data meeting the filter criteria. Thus, with this approach the three buttons referencing 'Active Set' at the bottom of the Chart Selection Reviewer pop-up allow for filtering the entire database based on the sub-set of data represented in the list. Beyond simply activating a filter as in the example, one can also add or remove other subsets to/from the active filter by using the 'Add to/Remove from Active Set' buttons.

Filtering via the Data Set Workspace

Though filtering via the chart, table, and plot shortcuts will serve many needs, the Dedoose Data Set Workspace serves those requiring a more complex database query and for those wishing to save filters for later use. The snapshot below shows the 'Data Selector' pop-up activated by clicking the Data Set Workspace icon.
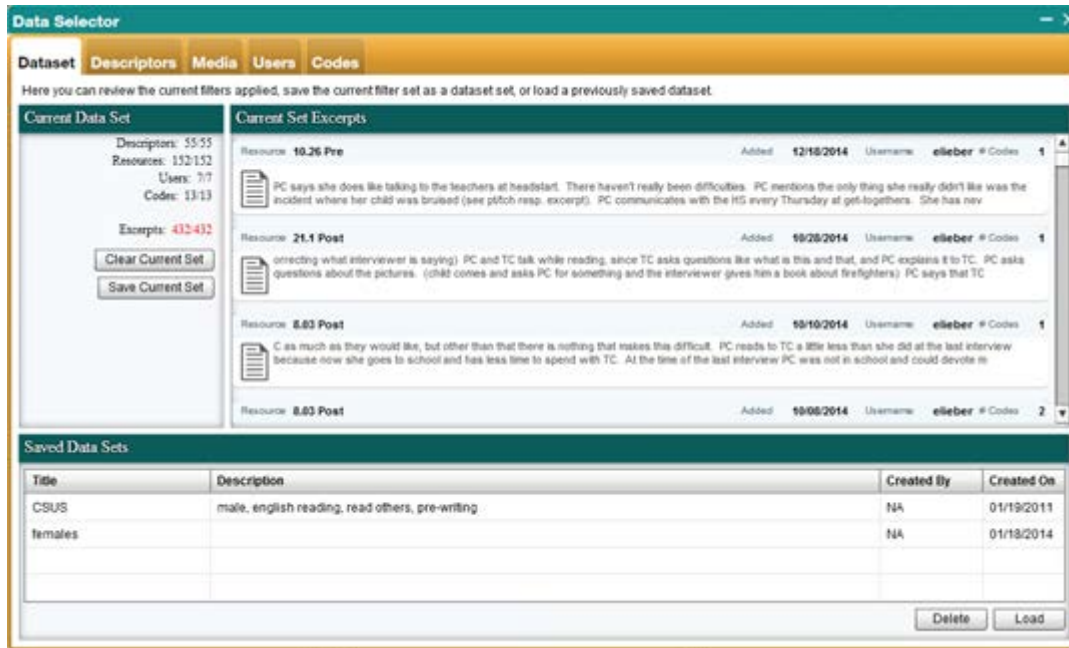
In the Data Set Workspace a filter can be defined based on any object in the database including descriptors, media, users, and codes. Two important things to keep in mind when creating filters are: 1. excerpts are the focus of all filtering, so remembering that the ultimate goal is to narrow to a subset of excerpts meeting particular criteria will help in creating clear and useful filters and 2. when a filter has been activated, it will remain in place until it is changed or deactivated by clicking the 'Clear Current Set' button in the Data Set Workspace or by exiting the Dedoose application.

SuperMegaGrid Filter Enhancement = **Complex Filtering** —some users, for example, wanted to narrow their excerpt list to only those with all of 3, 4, 5, ... codes and maybe other characteristics too. Great idea...done! This is a somewhat more advanced analysis feature, but extremely useful when you understand its power. Filtering and sorting in any of our custom Dedoose SuperMegaGrids, we hope, is pretty straight-forward. In the Columns section you can select what fields you want to view in the data grid. In the Filter section you can narrow the records in view based on particular criteria. For example, here's how it might work for you in our demo project—everybody has one of these:

1. Enter 'Excerpts' work space by clicking the 'Excerpts' icon in the Dedoose main menu bar

2. In the Columns panel on the left side, click 'Uncheck All'

3. In the same Columns panel, open 'Fields' folder and click the check boxes next to 'Home Language' and 'Child Sex'

4. Again in the Columns panel, open the 'Codes' Folder and click the check boxes next to In the 'Reading by PC' and 'Reading Frequency'...at this point you will see all these columns AND you'll see that a folder for each has appeared in the lower-left 'Filtering' section

5. In the 'Filtering' section, open the 'Reading by PC' folder and click the check box next to 'true'

6. Open the 'Reading Frequency' folder and click the 'true (5/7)' and 'true (7/7)' check boxes

7. Open the 'Home Language' folder and check boxes next to 'Bilingual' and 'English'

8. Finally, open the 'Child Sex' folder and click the check box next to 'Male'

So, here's what we've just done. Step by step, we've narrowed our list of excerpts to only those that meet the following criteria...based on the filtering steps above, we now have excerpts that:

1. (step 5) Were coded with the 'Reading by PC' code

2. (step 6) AND were also coded with the 'Reading Frequency' code AND had a rating of 5 (of 7 days/week) OR 7 (of 7 days/week)—but NOT (2 of 7 days/week)

3. (step 7) AND came from families that reported being either 'Bilingual' OR 'English' speakers at home

4. (step 8) AND had 'Male' children as the study target child.

Pretty complex, but allows for the definition of a very fine level filter and now export the remaining records and go weave the story.

Data Selector

Dataset | Descriptors | **Media** | Users | Codes

Columns & Filters

Columns
- [ ] PC reading change group
- [ ] Writing activity change group
- [x] Father work status
- [x] Ethnicity
- [ ] Home size
- [ ] Writing activity change
- [ ] Parent_Teacher communication
- [ ] Letter knowledge change
- [ ] Resources change
- [ ] Mother work status
- [ ] ID
- [x] General Home Language
- [ ] Other reading change
- [ ] Mother Primary Language
- [ ] Reading Language

[Uncheck All] [Check All]

Filters
- ⊖ 📁 Father work status
  - [ ] (Blank)
  - [x] Full Time
  - [ ] Not Working
  - [x] Part Time
- ⊖ 📁 Ethnicity
  - [ ] (Blank)
  - [ ] African American
  - [x] Hispanic
- ⊖ 📁 General Home Language
  - [ ] (Blank)
  - [x] Bilingual
  - [ ] English
  - [x] Spanish

[Clear Filters]

[Activate All] [Deactivate All]

| Father work status	Ethnicity	General Home Language
Full Time	Hispanic	Spanish
Full Time	Hispanic	Bilingual
Full Time	Hispanic	Spanish
Full Time	Hispanic	Spanish
Full Time	Hispanic	Spanish
Full Time	Hispanic	Bilingual
Full Time	Hispanic	Spanish
Full Time	Hispanic	Spanish
Full Time	Hispanic	Bilingual
Full Time	Hispanic	Spanish
Full Time	Hispanic	Spanish
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Full Time	Hispanic	Spanish
Full Time	Hispanic	Spanish
Full Time	Hispanic	Bilingual
Full Time	Hispanic	Spanish
Full Time	Hispanic	Bilingual
Full Time	Hispanic	Spanish

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1 | 2 | Next » | Last »»

The following screen shots show a basic code by descriptor chart with the filtering active:
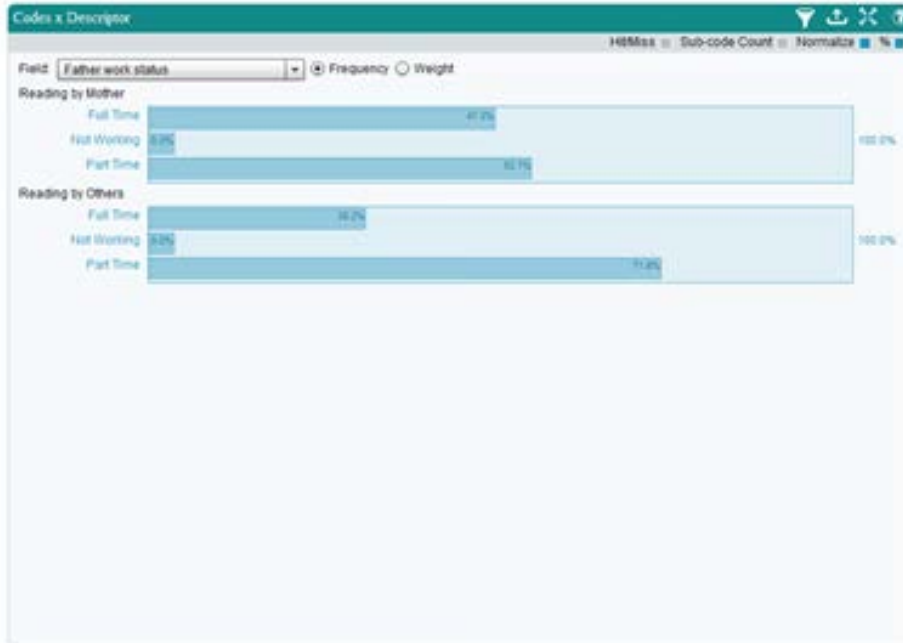
...and toggled to the full data set:
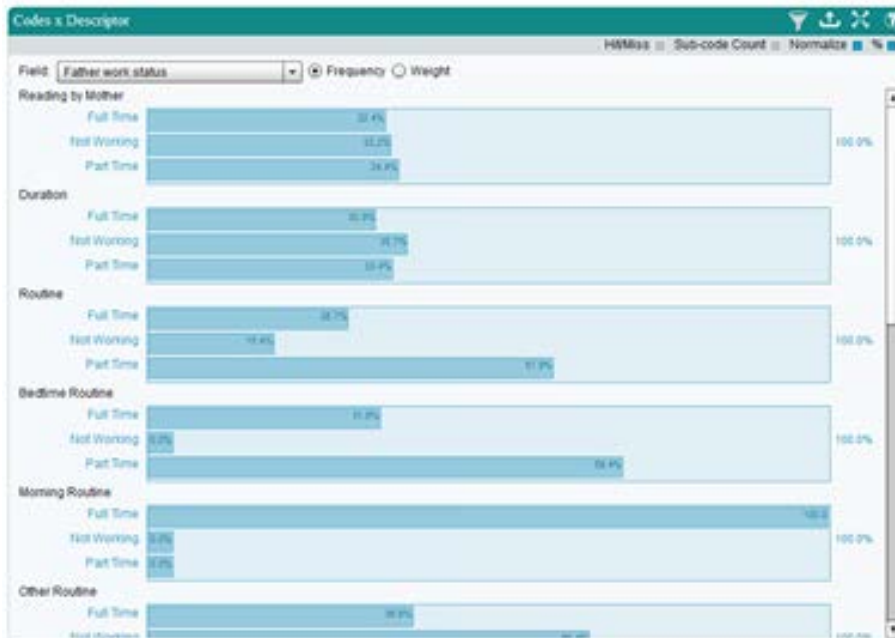
Filtering via the Excerpts tab

Excerpt Workspace Filtering:

The Excerpts Workspace allows for more complex filtering options than is available anywhere in Dedoose as you can filter down to specific excerpts in addition to the categories into which they fall. It is worth noting the difference between filtering in the Excerpts Workspace and the Data Set Workspace. In the Excerpts Workspace, filtering can be done with one or a series of 'and' operations in an iterative way (which then lets you add 'or' operations to the overall filter being created). This means that: a. once each round of filtering is established the only data displayed will meet all the filter criteria; and b. adding additional 'and' operations allows for the inclusion of 'or' operations. That is, for example, 'males and high income' OR 'males and moderate income.' Unlike the Data Set tab, which can only filter with a single 'and/or' operation. This means that any given piece of data you wish to include in the overall filter only needs to meet one of the rounds of filtering to build the final result.

1. Click the Excerpts tab
2. Go to the Columns section on the top left
3. Open the Codes and Fields section
4. Select the field or code you are interested in filtering by
5. Go to the Filters section on the bottom left
6. Open the field or code folder you are interested in
7. Click True or select the category you are interested in
8. Click Select All
9. Click Make Set
10. Your set is created

To add additional filters from multiple words/phrases or more complex filters:

1. Click the Show All Items button on the top right
2. Apply any other filters
3. Click Select All
4. Click Add to Set
5. Click the Show Only Active Items button

Saving a Database Filter

Regardless of the complexity of activated filters, users and research teams may want to save and re-load database filters (queries) that have been defined for particular purposes.

Saving an active filter that may be useful in the future for review or as new data are added to the database, also takes place in the Data Selector workspace. To save a filter—WHEN THE FILTER IS ACTIVE:

1.   Click the 'Dataset' tab

2.   Click the 'Save Current Set' in the left side panel   `Save Current Set`

3.   Provide a title and description of the filter and click 'Submit' to save.

Re-Loading a Saved Filter

Re-loading a saved filter (or database query) is a simple procedure in Dedoose and can be accomplished in the Data Selector workspace. To re-load a filter:

1.   Click the 'Data Set' tab

2.   Locate and highlight the desired filtered data set in the bottom panel

3.   Click the 'Load' button at the bottom of the panel to activate   `Load`

Deactivating/Clearing Filters

Filters are deactivated by:

1.   Returning to the Data Selector

2.   Clicking the 'Data Sets' tab

3.   Clicking the 'Clear Current Set' button in the left side panel.   `Clear Current Set`

Statistics in Dedoose

Dedoose offers a number of charts dedicated strictly to quantitative data analysis including T-tests, ANOVA, correlation, and univariate distributions. Keeping in mind that Dedoose accommodates numbers both as descriptors and code weights, these features offer a variety of unique ways to explore and learn from your data.
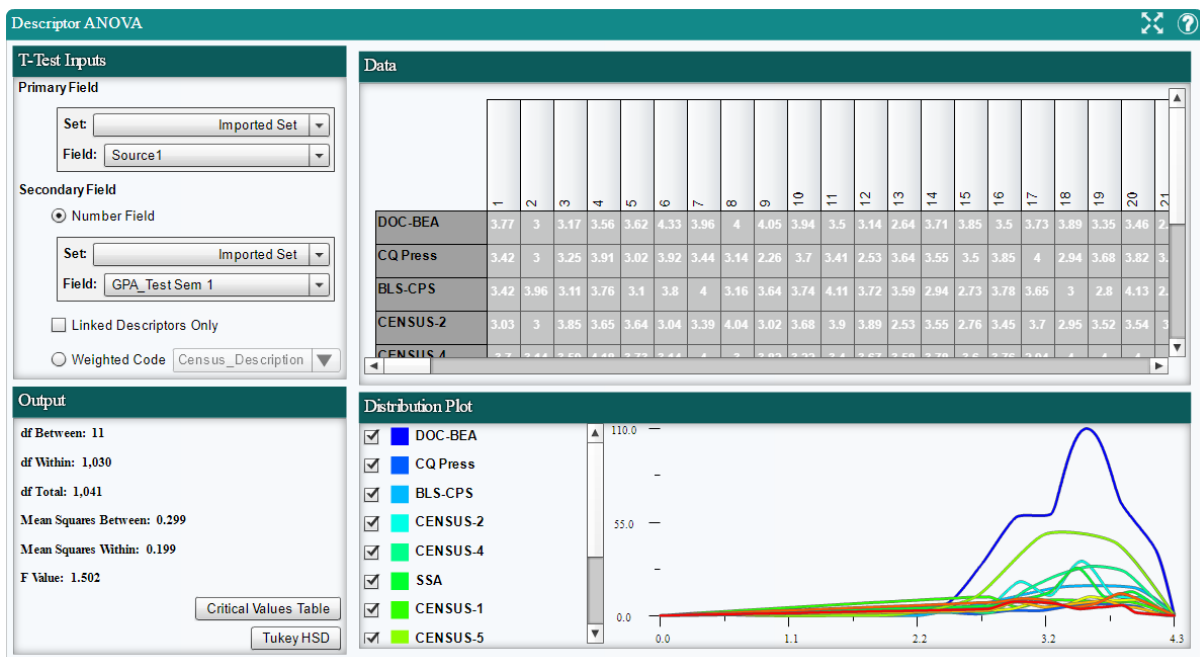
Descriptor Field T-Test

The Descriptor Field T-Test chart allows selection of a field with two options (e.g. a True/False field) and a number field. This chart is used to determine if significant differences exist between two groups relative to said number field.

NOTE: Weighted codes can also be used as the Number Field in this chart.
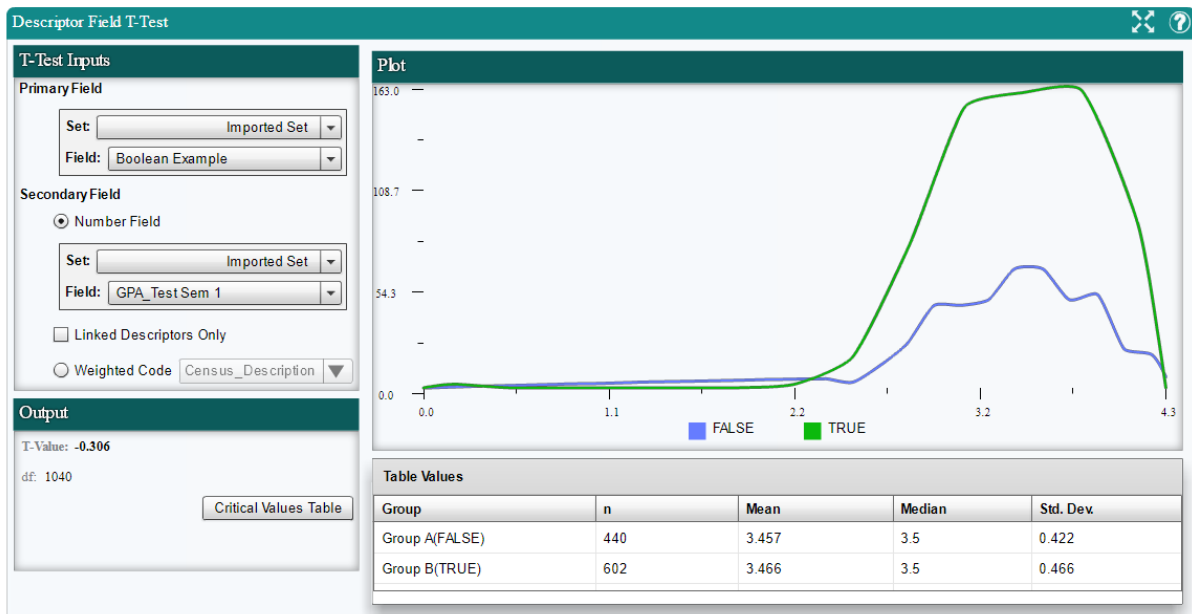
Descriptor ANOVA

The Descriptor ANOVA chart allows for similar analysis for any option list type field with MORE than 2 options. In both charts, any relevant outputs and links to significance information are linked in the Output section.

Descriptor Field Correlation

The Descriptor Field Correlation chart uses 2 number type descriptor fields, using the values of the first for x coordinates and of the second for y coordinates, and analyzes them for correlation. Correlation and Degrees of Freedom values are at the bottom of the chart.
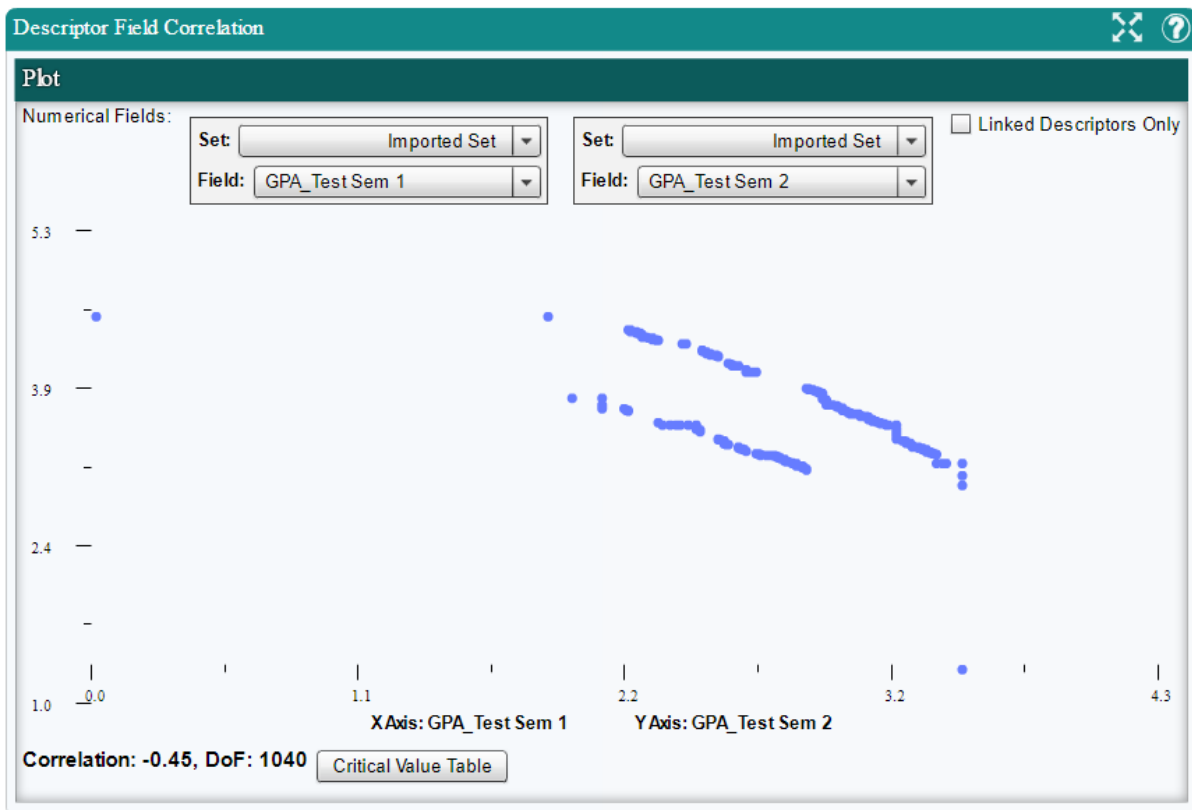
Descriptor Number Distribution

The Descriptor Number Distribution Plot allows analysis of a number type descriptor field. Hovering over a segment will show the number of descriptors in a given range and the media associated to said descriptors. The number of segments can be selected and standard statistics for the descriptor field will be summarized at the bottom of the chart.
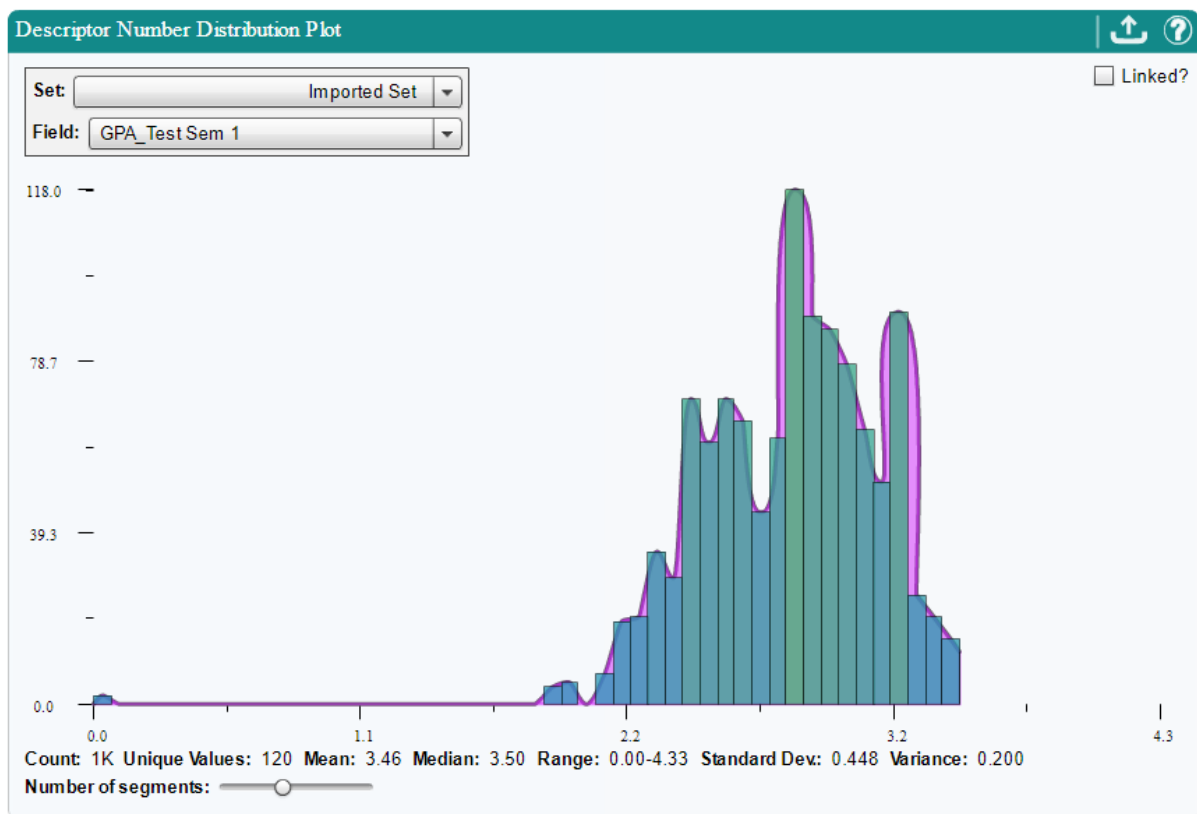
Dedoose Class Project

1. **Topic**: Decide upon a topic for class project e.g. Infrastructure stories in the media

2. **Data**: Ask students to find data e.g. newspaper articles about the project topic

3. Students:

   a. Sign up for one-month free trial access to Dedoose www.dedoose.com

   b. Change password

4. Prepare class project and invite students to join the project

5. Demonstrate how to upload data to students

6. Students: Add their own data/media to class project in Dedoose

7. Discuss: *Now we have a project with data – what next?*

8. **Purpose and focus**: Discuss as a class and agree

9. Class Activity: Show one piece of data on the data projector and work together to code a piece of data. Discuss **multiple meanings** and **researcher as instrument**

10. Class: Work separately to code own data in class project

11. Class: **Discussion around shared and multiple meanings** for codes as the code tree starts to develop through the coding

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