

Case classifications – creating a table to record different characteristics of participants

Hi. I'm Tracey Rosell. I'm a final year PhD student at Cardiff University Business school. I'm going to explain about **creating a table** where you can identify **different characteristics for your data**. It's something that I've found really useful when handling the data for my own research into leadership of surgical teams.

When you are analyzing your data, it is useful to be able to quickly compare your different participants, for example, or to sort them so that you can identify similarities and differences. You can set this up and work through different characteristics each time you upload data, or you can do this bit by bit as your project progresses.

I think you'll see its usefulness as I work through setting this up for you. So, let's look at how to do this.

First, go to **Case Classifications**, which is under the heading of **Cases**.

Click on **Person** so the line is highlighted. Then left click. This brings up a box with a list of options.

Click on **New Attribute**

In the box for **Name**, I am putting 'Gender' but you can put any attribute in here.

Click on **Values** Tab

You will see the default Values are 'Unassigned' and 'Not Applicable'. You can add more to this though.

Click on the button, bottom left, **Add**

Type in a gender [e.g. male, female, non-binary, other].

Click on Add again. This automatically takes you to the next line.

You can continue doing this until you have all the options that you want to record when analyzing your data.

Then press **OK**.

You can now see that the Gender attributes are stacked under Person, and on the right hand-side a table has started to be formed.

I'll continue this to include eye colour. So again,

Left click on **Person** so the line is highlighted. Then left click. This brings up a box with a list of options.

Click on **New Attribute**

In the box for **Name**, I am putting 'Eye colour'.

Click on **Values** Tab.

Click on the button, bottom left, **Add**

Type in the different eye colours. When you are done, click OK.

So now we have another column in the table on the right.

Now, to complete the table of characteristics. I need to identify what gender and eye colour each of my participants has.

Hover your cursor over the box for Proteus, the first participant listed in the table, where it says **Unassigned**, you will see a drop-down arrow.

Click on this arrow and select the appropriate gender.

Now I'm doing the same for eye colour. Hover over Unassigned in the Eye Colour column, click on the down arrow and select their eye colour.

You then repeat this for each of your participants.

The type of Values you can add is flexible. For example, you can input a range. Here I am showing you how I am creating a range of numbers, as options for how long that the person has worked with the organisation. You could do the same thing to show age ranges for example, as I'm showing you here. Instead of typing in a work, I'm typing in the numbers and mathematical signs.

Another useful option is to record how long the interview lasted for, as you may want to provide this detail and work out the average length of interviews. This does mean that you can create an individual option for each item. When you come to input a value, you put in the number of minutes for example. In Name I'm putting Length of interview, and in Value entering how long the interview took.

Then each time you complete an interview, you can come back to here and add in a new value for each item. So, here's a new interview. I've uploaded the file, and now I'm auto coding the two participants in the interview. How to do this is explained in detail in one of the other sessions in this series. The participants' names now appear in my Cases. I come back to the Length of Interview item under Persons, click on it, click Values. Then Add. Then type in how long the interview was.

Now I can go back and assign the length to that participant.

The examples I've given you here relate to human participants who have been interviewed. You could use this facility though to work on any kind of data e.g. geographical characteristics, temperatures recorded, objects observed during ethnographic studies, differing answers to questions, and more.

You can work on this table in Nvivo. For example, if you click on the sorting funnel at the top of the column you will see a box appear which gives you a number of options for sorting your data. Going through all of these is outside of the scope of this tutorial but you can access other help about this or experiment with it.

You can also Export this table to work on it in another format, for example as an Excel spreadsheet.

So going back to the Case Classification section, click on Person so that it is highlighted. Right click and select the **Export** option, the Export Classification sheet. You can then choose the format you would like it in. I'm choosing Excel. You can choose which folder you want to save it in. If you go to that folder you can now open it up and manipulate the data in the usual way on Excel.

And that is it, we're done. Good luck with your research and I hope that this has been useful for you.