

# Ascribe Coder Initial Training Agenda

1. Set-up and Getting Started
  - a. Goals for Training
  - b. Logging In
  - c. Browser information
  - d. Privileges and Menu Structure
  - e. General Information Area\
  - f. Help System Introduction
2. Basic Supervisor Area
  - a. Setting up studies/ Using the Add-in
  - b. Study Components
  - c. Setting up questions
  - d. Questions Components
  - e. Save/ Restore/Merge Studies
  - f. Loading data/Using the Add-in
3. Ascribe Coder – Introduction
  - a. Layout
  - b. Navigation Icon
  - c. Question Info
  - d. Help System
4. Ascribe Coder – Response Pane – Basics
  - a. Settings
  - b. Return Responses
    - i. Search
      - New Search
      - All (coded and uncoded)
      - Coded
      - Uncoded
      - Search Again
    - ii. Word List
    - iii. Responses All/ Responses Any
  - c. Statistics

- d. Display
  - i. Sort
  - ii. Settings
- e. Applying codes
  - i. Drag-Drop (from codebook, from coded response)
  - ii. Select responses, click code in codebook
  - iii. Hyperlink or expression coding
  - iv. Select codes, click target
- f. Removing applied codes
  - i. Right click
  - ii. Drag-Drop
  - iii. Trashcan
- 5. Ascribe Coder – Response Pane – Advanced
  - a. Responses Right-click
  - b. Search
    - i. Expression Tester Search (pipe symbol, brackets)
    - ii. Search Current
  - c. Combining Codes
  - d. Swapping Codes
  - e. Filter
  - f. Print
  - g. From Shared Codebook
  - h. Notes, Translations, Transcriptions
- 6. Ascribe Coder – Single Response
- 7. Ascribe Coder – Codebook Pane – Locked Codebook
  - a. Edit code properties
  - b. Insert a code
  - c. Delete a code
  - d. Keyboard codebook editing (toggle focus)
- 8. Ascribe Coder – Codebook Pane – Tool Bar
  - a. Search (when empty; when codebook exists)

- b. Print
  - c. Settings (for locked codebook)
    - i. Show counts
    - ii. Show code values
    - iii. Show codes only view
  - d. Tools
9. Ascribe Coder – Codebook Pane – Unlocked
- a. Selecting Codes
  - b. Unlocked Icons
    - i. Delete
    - ii. Renumber
    - iii. Change Color
    - iv. Change Case
  - c. Moving Codes
    - i. Move Handle
    - ii. Moving multiple codes at one time
  - d. Sort the Codebook permanently
10. Code-Book Building
- a. Building a codebook in Ascribe Coder
  - b. Properties of a code
  - c. Nets and their usage
  - d. Copying & sharing code-books within a study
  - e. Copying & sharing codebooks between studies
  - f. Importing Codebooks from Excel
11. Phrase Analyzer
- a. Applying Codes
  - b. Expression Coding
  - c. Combining Responses
  - d. Ctrl-click shortcut
12. Final Deliverables
- a. Scripted Outputs (the basics)

## Ascribe Coder Initial Training Agenda

- b. Client reports (study report, cross-tabs, summaries)
- c. Detailed Study and Question Set-up w/ emphasis on output
- d. Discover standard tab specs and data formats