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
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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)
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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)
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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