Appendix C: Data Analysis

Overview of Data Analysis Process

Action	Purpose
Code Data: label the participant comments in transcripts (surveys or feedback forms)	tag the different topics and themes of participant comments so they can be sorted into similar categories later
Search coded transcripts for a code or group of related codes	to efficiently zero in on questions that the data can potentially answer
Data Dump: copy and paste data with that code into a single document	to group comments on same topic together
Create an **Analytic Memo**	to organize the selected data into themes
Draft an **Overview at a Glance**	to summarize themes and intriguing ideas
Develop **Focus Group Questions**	to confirm / quantify themes and probe intriguing ideas
Summarize Participant Responses across all Focus Group Sessions	to identify trends among tutor reactions to themes and intriguing ideas that arose spontaneously from individual responses in the Tutor Surveys, and to quantify opinions with regard to these themes