

## Ascribe™ Basics

**Coder Interface** – view and code one response at a time by hitting the apply codes button.

Features:

Uses regular expressions to suggest codes

Find Codes in the codebook (with correct settings can code by number)

Cannot add codes in this window (have to navigate to Review Responses)

Related Responses always on the screen

Ability to display the Notes Box

Code duplicate responses at one time

Right click to the right of the codebook to access: Undo, Postpone, Reclassify, Print

### Coder Interface Navigation:

*Right Click/Coder/Code a Study/Right click on your Study/Choose "Questions"/Right click on your question/Choose "Code this Question"*

*From Review Responses/Edit the Codebook/Phrase Analyzer:*

*Right click to the right of the codebook/Choose "Code this question".*

**Review Responses** – driven by the expression tester. Search for ideas and return multiple responses at one time. Used for coding, quality checking, and codebook building.

Features:

Ability to edit the codebook

Ability to display coded responses by code

Ability to search for words within the verbatims

Ability to apply codes to multiple responses at once

Ability to combine codes/swap codes

Ability to code across shared codebooks

### Review Responses Navigation:

*Right click/Supervisor/Studies/Right click on your Study/Choose "Questions"/Right click on your question/Choose "Review Responses"*

*From the Coder Interface/Edit the Codebook/Phrase Analyzer:*

*Right click to the right of the codebook/Choose "Review Responses"*

**Edit the Codebook** – used to manage codebooks

Features:

Spell Check Codebooks

Sort Codelists

Renumber Codebooks

Delete the entire codebook at one time

Copy/Share codebooks from another study

Unshare codebooks

View Expression list

Build codebooks using the response list

### Edit the Codebook Navigation:

*Right click/Supervisor/Studies/Right click on your Study/Choose "Questions"/Right click on your question/Choose "Edit Codebook"*

*From the Coder Interface/Review Responses/Phrase Analyzer:*

*Right click to the right of the codebook/Choose "Edit Codebook"*

**Phrase Analyzer** – Parse, combine and code short answer responses quickly.

### Phrase Analyzer Navigation:

*Right click/Supervisor/Studies/Right click on your Study/Choose "Questions"/Right click on your question/Choose "Phrase Analyzer"*

*From Review Responses/Edit the Codebook:*

*Right click to the right of the codebook/Choose "Phrase Analyzer"*

**Loading Data** – Supervisor/Studies/Right click on your study/Choose “Process file/Load Data”  
When loading excel files make sure the first column is labeled “RID”. Also, use Language Logic Tools to check for excel load errors. Convert to a three column text file to avoid loading errors.

Three Choices:

Load data for existing questions – use this one if your questions were set-up by a previous load

Prompt to create missing questions – use this one if you want to pick and choose the questions that will load into Ascribe™

Create missing questions automatically – use this if you want to create and load data for all the questions in the data file

**Copying and Pasting Codebooks** – In Ascribe™, navigate to Review Responses. Copy the codes you wish to use from your document or spreadsheet. Right click on the question (top right side of Review Responses) and choose “Paste”.