

Assessment in Focus: Analyzing Data from Interviews and Focus Groups

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Exercise 1: Audio Transcription

Transcribing: 10 minutes

Pair & Share: 10 minutes

Discussion: 10 minutes

- On laptops
 - Open ExpressScribe
 - Open audio file titled **SampleInterviewSnip.mp3** in ExpressScribe
 - Get your headphones ready
 - Open MS Word
- Hotkeys for Express Scribe
 - Play - F9
 - Pause/stop - F4
 - Rewind - F7
 - Fast forward - F8
 - Speed:
 - slower (50%) - F2
 - faster (150%) - F3
 - normal (100%) - F10
- Transcribe!
 - Listen
 - Write down what you hear
 - Use the pause, rewind, and slow speed to help you
- Pair & Share
- Discussion

Exercise 2: Code Definition Exercise

Brief Codes: 6 Minutes

Full Codes: 4 Minutes

Discussion: 10 minutes

- Brief Codes
 - Read the first two pages of the transcript
 - Highlight, circle, or underline phrases and words that are meaningful
 - Use **Brief Code Worksheet -- METRO Practice 4/23**
 - Create a code and a brief definition
- Full Codes
 - In pairs, take two minutes to discuss your brief codes for any similarities or differences in the codes that you assigned
 - In pairs, create a fully defined code using **Full Code Worksheet -- METRO Practice 4/23**
- Share & Discussion

Exercise 3: Coding Exercise

Coding a Transcript: 15 minutes

Pair & Share: 5 minutes

Discussion: 10 minutes

- Read through the transcript completely before you begin to code
 - Consider the themes you can identify in this transcript when you are deciding which words/phrases to use as codes
 - Your goal is to make it easier to find and use this material in further analysis and presentation
- Then read through and code the transcript
 - Write codes directly on the transcript in the margins
 - Use words/phrases that are meaningful to you (you don't necessarily have to use the codes you defined a few minutes ago)
 - Use the highlighters/colored pencils/crayons if they are helpful to underline or otherwise highlight transcript text
- Pair & Share
- Discussion