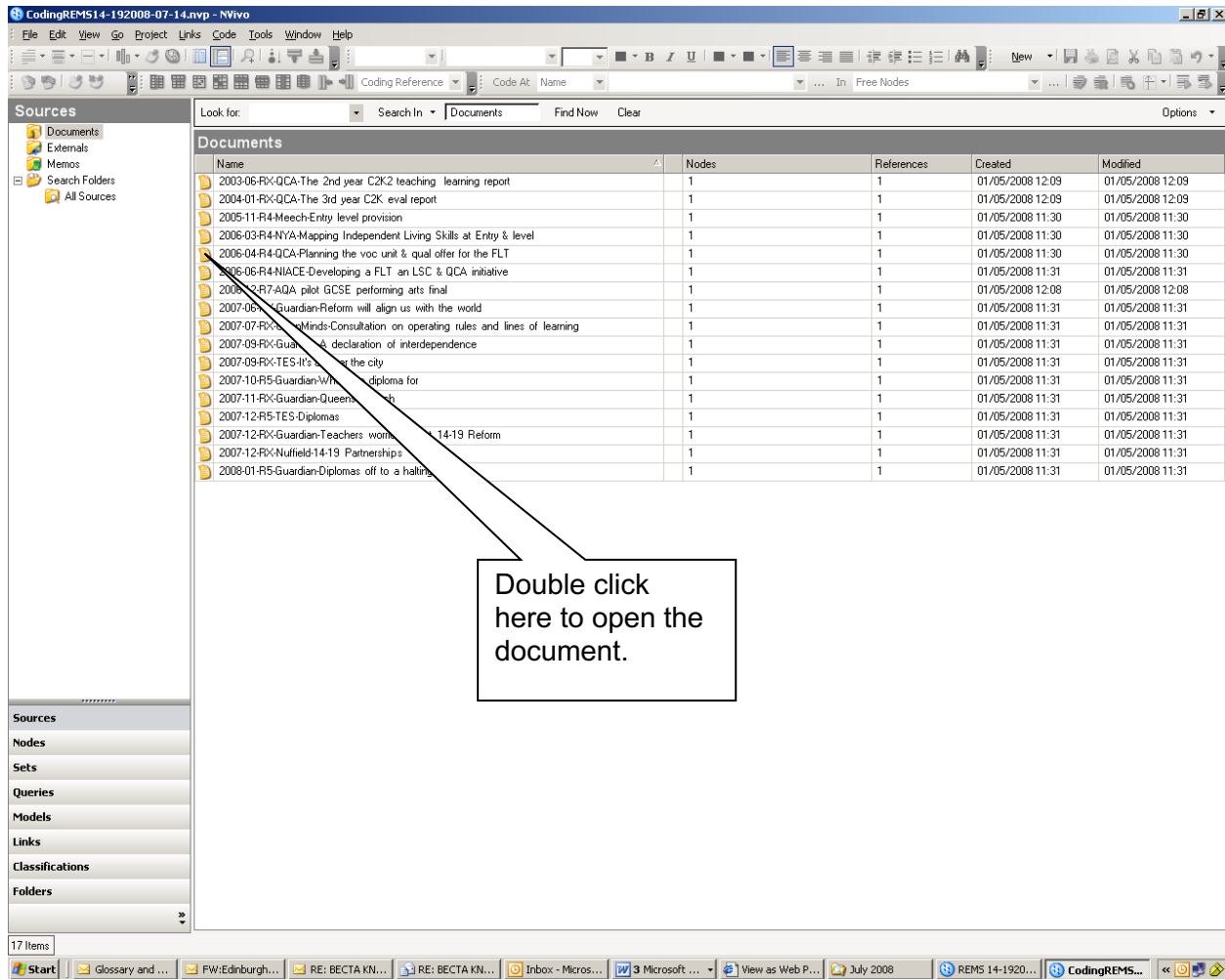


1. REMS Manual – Opening, Saving, Descriptions and Attributes

1.1. Opening

To code documents the assigned 'To be code file' needs to be opened. Here in documents open the 'coded documents' folder and highlight the document to be opened and double click the paper symbol to open the document, as illustrated below.



1.2. Descriptions

For each document a description of what the documents is about and any important facts about the evidence needs to be added. To do this highlight the document and right click the mouse, go to document properties, in here there is a description box, see below for example. In this box a brief description of the documents can be added.

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1.3. Attributes

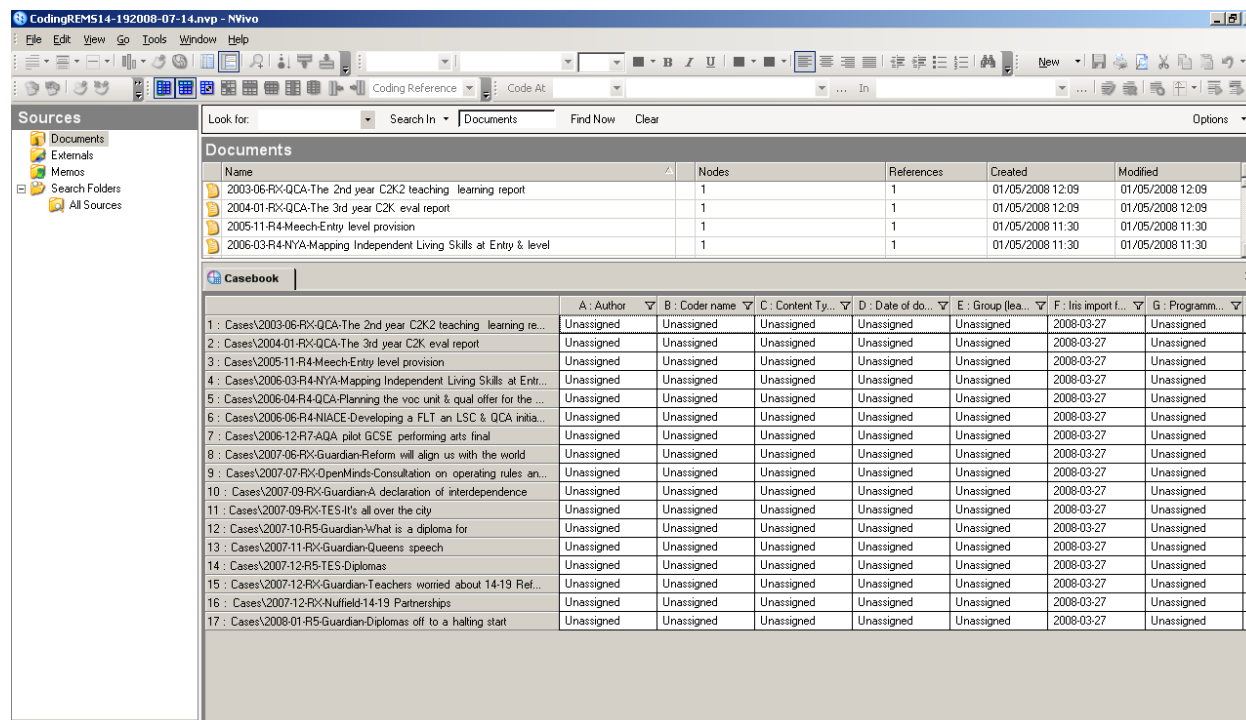
In the REMS project the actual specific content of documents will be coded; but in addition to this there is a need to assign classifications about the overall document. The types of classifications are illustrated in the table below. The reason for applying these classifications is to help with the analysis and in order to group sets of documents e.g. all functional skills/ all research/ all OfQual documents.

Attribute Type	Attribute Description
Author	Author of the document
Coder name	The person who has coded the document
Content Plus Rating	Rating to show the degree to which the source has been subject to control of research methods. The higher rating shows higher degree of research rigour.
Content Type	Content type of the document
Date of document	Add values as we need them e.g. 01/01/2008. It is the documents publication date.
Group (learners, employers etc)	The group of people this document is primarily about, note it could be more than one group of people.
Iris import folder	Date of the folder saved in IRIS.
Programme stage	The programme stage this document refers to.

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Public domain	We need to clearly state if this document is in the public domain.
R1 Secondary Curriculum	Here we need to establish what the content is about in terms of which strands it refers to.
R2 Functional skills	Here we need to establish what the content is about in terms of which strands it refers to.
R3 Skills framework PLTS	Here we need to establish what the content is about in terms of which strands it refers to.
R4 FLT	Here we need to establish what the content is about in terms of which strands it refers to.
R5 Diplomas	Here we need to establish what the content is about in terms of which strands it refers to.
R6 Post-14 Curriculum	Here we need to establish what the content is about in terms of which strands it refers to.
R7 Strengthen Existing Qualifications + Extended project	Here we need to establish what the content is about in terms of which strands it refers to.
R8 Modernising Exams	Here we need to establish what the content is about in terms of which strands it refers to.
RX Cross Strand	Here we need to establish what the content is about in terms of which strands it refers to.
Where from	This is the team who have asked us to put the document into REMS. Including documents R&E have decided to put in e.g. Nuffield, media.
Where from diplomas	This is the team who have asked us to put the document into REMS. Here you will need to state which team within the Diploma team sent the document, e.g. policy.

All the attributes apart from those highlighted in yellow will need to be entered. The ones in yellow will already be inputted. To assign these attributes go to tools, casebook, and then open case book. The following screen will appear.



The casebook in NVivo functions in the same way as an excel spreadsheet. In REMS the attributes for each document, will need to be completed either as or after the document is coded. For each attribute there is a drop down menu select the value that applies to the document.

Or

- Go to node
- Then cases
- Highlight the document which needs attributes assigning to it
- Right click on the mouse
- Go to case properties
- Click on the attributes value tab, the screen illustrated below will appear
- Enter the attributes

The screenshot shows the NVivo software interface with the 'Case Properties' dialog box open. The dialog box has two tabs: 'General' and 'Attribute Values'. The 'Attribute Values' tab is active, displaying a table with the following data:

Attribute	Value
Author	QCA
Coder name	PG
Content Plus Rating	2
Content Type	Monitoring++
Date of document	01/08/2006
Group (learners, employers etc)	Centres
Iris import folder	27/03/2008
Programme stage	Development
Public domain	Yes
R1 Secondary Curriculum	Yes

The background shows a 'Cases' table with columns: Name, Sources, References, Created, and Modified. The table lists various case entries with their respective dates and source counts.

1.4. Saving

Each day the working file will need to be backed-up, by copying and pasting the document and renaming the document so that it has the current days date. The naming convention for 'to be coded files' is Name of code-Coding REMS14-19-**Date** e.g. SomiaCoding REMS14-19**2008-06-05**. Therefore coders will need to save their coding files in this way. So only the text highlighted in yellow will need to be changed when backing up files.