Qualtrics – Drill Down
https://siue.qualtrics.com

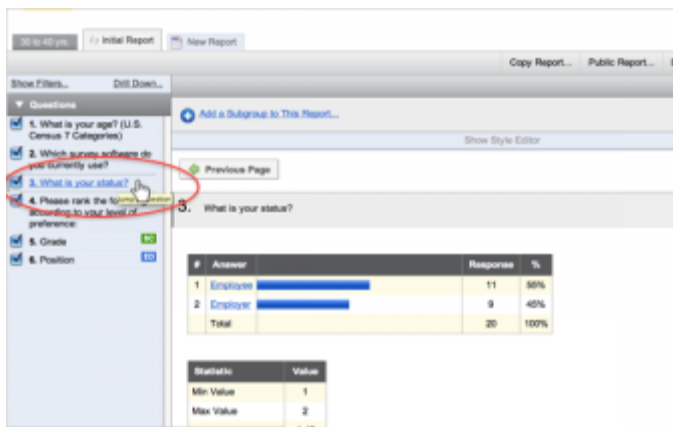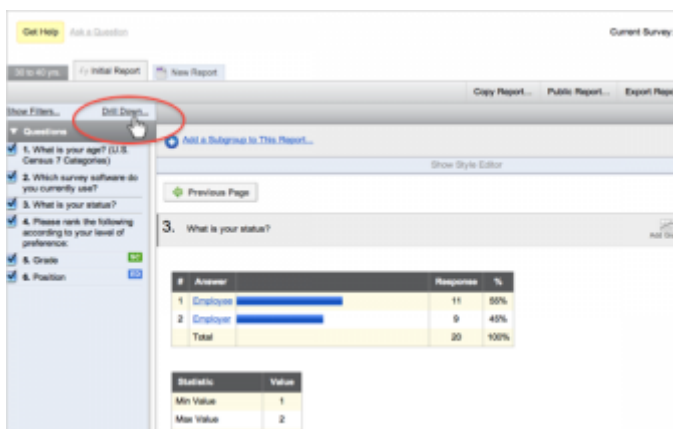SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Create a comparative report by dividing all of your charts and graphs according to the answers given on one question. For instance, if you Drill Down according to what respondents answered on a gender question, all of the other graphs and charts in the report will be divided between males and females.

To drill down in your report:

1. Select the question or embedded data field you would like to drill down by on the left in the questions list.

2. Click **Drill Down** above your list of questions on the left.

3. In the dialogue box that appears, click **OK** to confirm your selection and to drill down in the report.