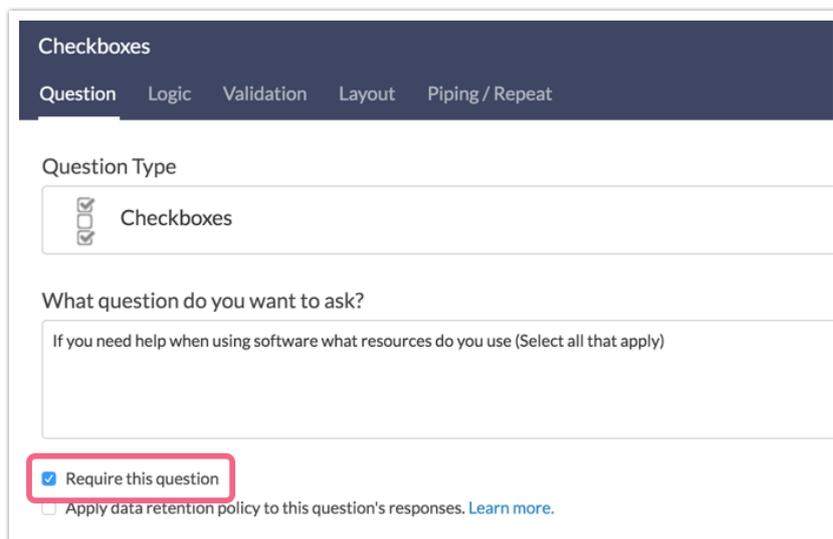


# How do I set up a question so that respondents are required to answer?

Are you looking to require that respondents answer a given question? You can do this in three clicks.

1. Edit your question.
2. Check the **Require this question** option directly below the question title field.



The screenshot shows the configuration interface for a 'Checkboxes' question. At the top, there is a dark blue header with the title 'Checkboxes' and several tabs: 'Question', 'Logic', 'Validation', 'Layout', and 'Piping / Repeat'. Below the header, the 'Question Type' is set to 'Checkboxes'. The question text is 'If you need help when using software what resources do you use (Select all that apply)'. At the bottom, there are two checkboxes: 'Require this question' (which is checked and highlighted with a red box) and 'Apply data retention policy to this question's responses. [Learn more.](#)' (which is unchecked).

3. **Save** your question. When you are finished you will see the required asterisk next to the question's title.

Page 1: *Add Page Title* ID: 1

1. If you need help when using software what resources do you use (Select all that apply) \*

- Documentation (Company's Documentation Site)
- Community (Conversations with other users either via company or third-party site)
- Search Engine (e.g. Google, Bing, Yahoo)
- Chat
- Email
- Phone
- Colleagues
- Other
- None, I just keep clicking around until I figure it out
- None, I switch to use a different program



Learn about other require settings in the [Require Question Settings Tutorial](#) .

## Require Questions in Bulk

1. If you want to quickly require/unrequire questions in bulk, you can click on **Tools > Bulk Editor**.
2. Then select which questions you want to adjust.
3. Use the Select an Action menu to select your desired action and click **Perform Action on Selected Items**.

Bulk Editor

<input type="checkbox"/> Title	Properties	Type	id
<input checked="" type="checkbox"/> If you need help when using software what resources do you use (Select all that apply)	Required	Checkboxes	2
<input type="checkbox"/> Thank You!	Terminal Page	Page	2
<input type="checkbox"/> Thank you for taking our survey. Your response is very important to us.		Text / Instructions	1

-- Select an Action --

- Disable
- Enable
- Questions & Rows
- Hide Numbering
- Show Numbering
- Require**
- Soft-Require
- Don't Require

Perform Action on Selected Items



## Best Practice Tip

As a general rule, we're not fans of required questions in surveys. We believe that you should only be asking questions for which you really need the data. Require settings can be fatiguing and possibly frustrating for your

respondents. When using require settings we recommend doing the following:

- Do not remove required icons.
- Provide your respondents with an opt-out option such as *Not Applicable* or *None of the Above* when requiring questions. Learn how to set these up in our [Answer Option Special Settings Tutorial](#) !

Related Articles

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