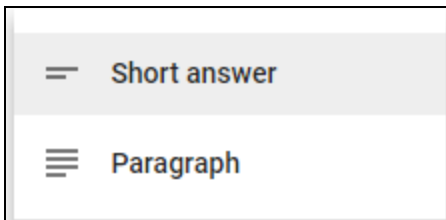# Using Validation in Google Forms

In order to create immediate "self-checking" or data-verifying forms in Google Forms, you can use the Data Validation tool when creating questions. This is helpful when you want those who are completing your form to be able to immediately know if their answers are correctly entered before the form can be submitted. (This is helpful when you want the answers entered to be a specific kind of entry like numbers, a specific length, a specific answer, or other type of customizable rules). Here's how:
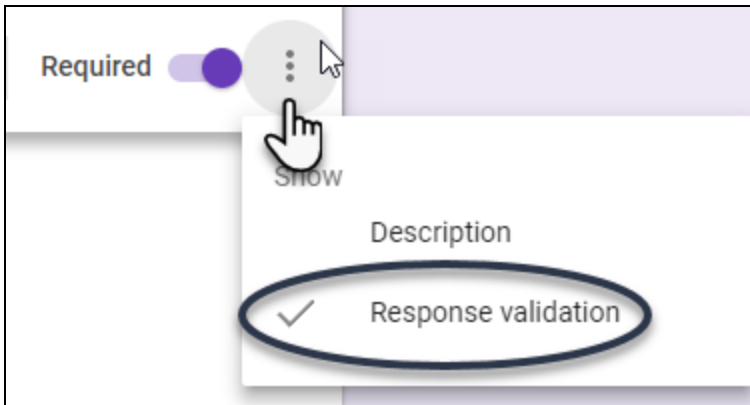
## Turning On Response Validation

1. Enter either a short answer, paragraph response or checkbox question.



2. After entering your question, click on the ellipsis (or kabob) symbol and choose Response Validation.



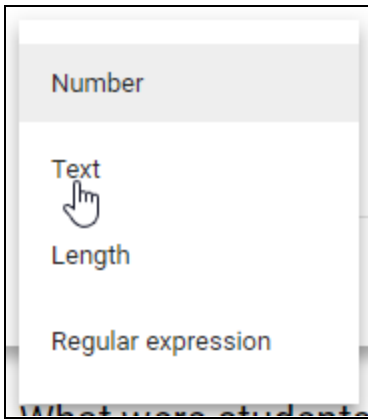3. The options for types of validations will appear. Choose the rule you want to use. (More below)



4. To help those completing your form, you will want to enter a helpful error message that will appear when the rules you have selected are not met.

## About Response Validation Rules

There are various settings for each type of question that allows response validation. With each type you will want to preview the form and test the entered responses to see if the form is doing what you need it to do. Let's look at each type.
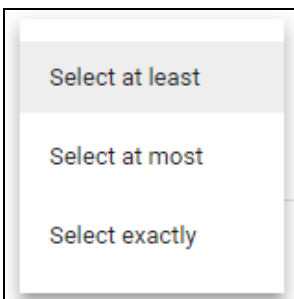
## Short Answer Response Validation Options

- **Number-** This rule is used for limiting answers to numbers with options such as greater than, equal to, between, whole, and more.
- **Text-** This rule is used for limiting text to contain or not contain certain words, phrases or letters, email addresses or URLs.
- **Length-** This rule allows for a minimum or maximum character count of the answer entered.
- **Regular Expression-** This rule requires text answers to meet a set of selected criteria such as containing, not containing, matching or not matching certain words, phrases or letters. (More below.)



## Paragraph Answer Response Validation Options

- **Length-** This rule allows for a minimum or maximum character count of the answer entered.
- **Regular Expression-** This rule requires text answers to meet a set of selected criteria such as containing, not containing, matching or not matching certain words, phrases or letters. (More below.)

*Regular expressions* in the short and paragraph question types are very customizable. For a complete list of regular expressions that can be used, go to https://goo.gl/QjvKJt

## Checkboxes Response Validation Options

- **Select at least-** This rule requires at least a certain number of boxes to be selected.
- **Select at most-** This rule sets a maximum number of boxes that can be selected.
- **Select exactly-** This rule sets a specific number of boxes that must be selected.