

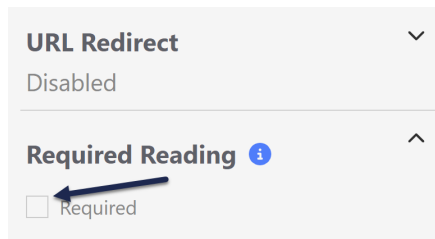
Make individual articles required

Last Modified on 01/10/2024 11:10 am EST

Once [Required Reading is enabled](#), a Required Reading section will appear in the article editor (between URL Redirect and Inherited Restrictions).

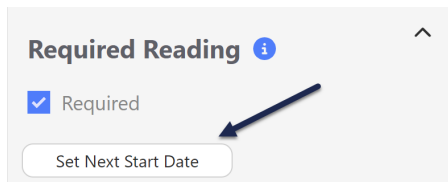
To mark an article as required:

1. Open the article for editing.
2. In the righthand column, check the **Required** box in the **Required Reading** section (between **URL Redirect** and **Inherited Restrictions**).



The screenshot shows a sidebar menu with two sections. The top section is 'URL Redirect' with a dropdown arrow and the text 'Disabled'. The bottom section is 'Required Reading' with an information icon and an upward arrow. Inside the 'Required Reading' section, there is a checkbox labeled 'Required' which is currently unchecked. A blue arrow points to this checkbox.

3. Select the **Set Next Start Date** button that appears. Use the date picker to select your Start Date. You cannot pick a date in the future!



The screenshot shows the 'Required Reading' section with the 'Required' checkbox now checked. Below the checkbox is a button labeled 'Set Next Start Date'. A blue arrow points to this button.



A Start Date **must** be set for the article to appear as required for readers and for acknowledgements to be properly attributed.

4. Be sure to **Save** your article.



You cannot set articles in topic display categories, URL redirect articles, or custom content categories to be required. If you're interested in marking topic display categories' articles or custom content categories as required, please [contact us](#) and let us know you'd like to be added to our feature requests for this functionality!

Once you save an article as required and add a Start Date:

- The article is displayed in the [Required Reading page](#) and the [Required Reading article list](#) (if used).
- The article will display the required reading flag and acknowledgement to readers.
- Readers' acknowledgements will be tracked and added to the [Required Reading report](#).

See [Retrigger the same article for new acknowledgement](#) for adding additional Start Dates and [Remove requirement or start date](#) for removing a start date or unmarking an article as required.
