### WHY YOU SHOULD CREATE YOUR OWN QUIZ CATEGORIES

Categories allow you to organize questions in the Question Bank. At the Top level of the category structure is Moodle’s Default for [course name] category. Additionally, each time you create a new quiz, Moodle creates a Default for [Quiz name] category at the Top level. **We STRONGLY recommend you NOT use the Default for [Quiz name] category.**

Instead, create your own “Quiz XX” category at the Top level and use it to store questions. There is no limit to the number of categories or questions within a Top level category.

### ADD CATEGORIES TO THE QUIZ QUESTION BANK

1. Log into your Moodle course

   ![Image of Moodle interface showing Question Bank and Categories]

2. In **Administration block**, click **Question Bank** then **Categories**.

   ![Image of Moodle interface showing Question Bank and Categories]

---

**REVISED: 4/15/2019**
Scroll down to Add category section. Expand the Add category section, if necessary:

3. Choose Top from the Parent category menu. All categories at the Top level will be visible.
4. Enter a Name (required).
5. Enter Category Info (optional).
6. Click Add category.

7. Repeat steps above for additional categories.
8. When finished, navigate back to course homepage.

**MOVE QUESTIONS TO A DIFFERENT QUESTION BANK CATEGORY**

1. Find the Administration block, Course Administration:
2. Click Question bank, then Questions.
3. Expand the Select a category menu.
4. Choose the category that contains the question(s) you want to move.
5. Click the **selection box** for each question you want to move to a different category.

6. Scroll to the bottom of the page to the **With Selected** section. **Select the desired category** from the menu.

7. Click **Move to >>**.

The Question Bank page will refresh and display the selected category and all its questions, including those you just moved.