

Creating Question Bank Categories

In this procedure, you will learn how to create categories and/or subcategories for Moodle Question banks.

1. **Decide how you want to organize the question banks** (e.g. Test Name, Subject area, Question type...)
2. **Login to [CCHS Information Portal](#)**
3. **Locate and Select your course.**
4. In Administration, click **“Question Bank”**
5. **Give the page a moment to open**, then in Administration>Question Bank, Click **“Categories”**
6. Scroll down the new page and **locate “Add Category”**.
7. Under **“Add Category”> “Parent category”**, select **“Default for Course name”**
8. Under **“Name”**, **type in the name of your new category**
9. **Skip “Category info”**
10. **Click the blue “Add category” button**

Tip: You can delete, edit or move the category after it's been created

