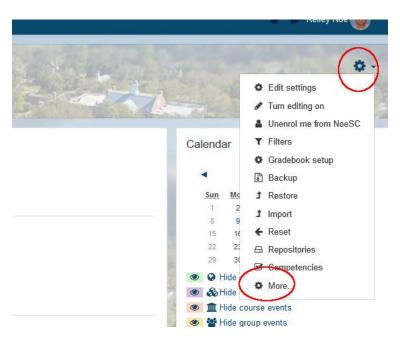
Making Categories in a question bank.

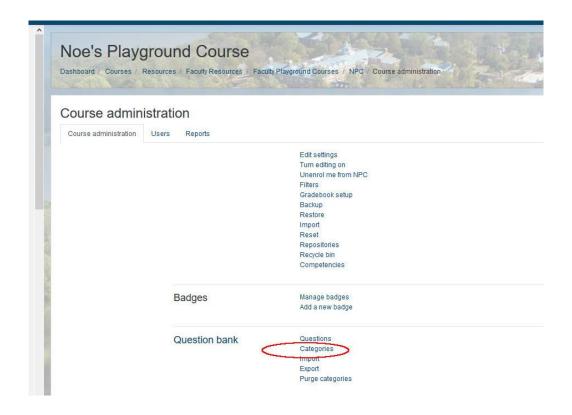
Question banks can quickly fill up with questions and be hard to look through. By creating categories in a question bank, you can organize questions around particular tests, units or content.

Question banks are particular to specific courses.

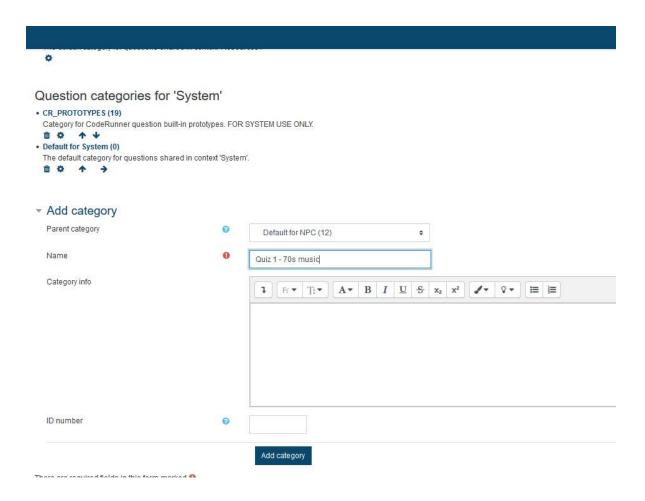
1. Find the course that you want to make categories for. Go to the Gear and click on More at the bottom of the menu.



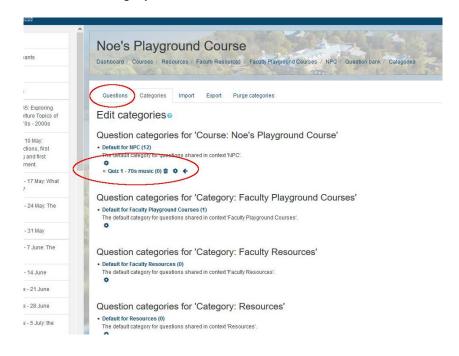
2. Click on the Categories link. We'll make a category and then move pre-existing questions into the category. You can make categories first and then populate the categories with new questions.



On the Edit Category screen scroll down to the bottom and name the category (or one of the categories) for your quiz bank.

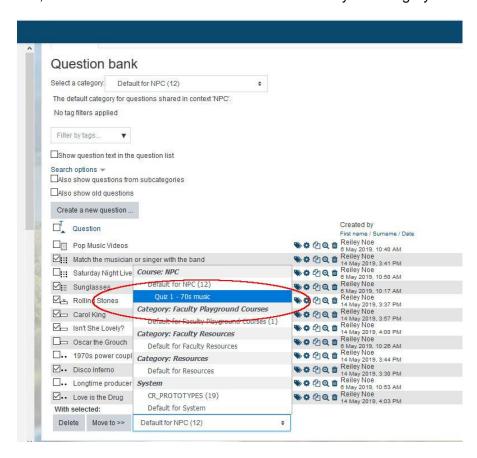


4. The category appears on the same screen as you scroll up. Click on the Questions tab to move the quiz questions into the category.

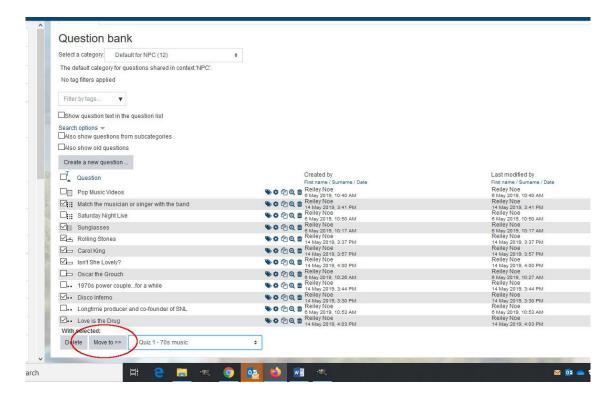


5. On the list of questions, mark the ones that you want in the category. If you want all of them, click the tick box above the first question. Otherwise, pick the ones that you want moved there.

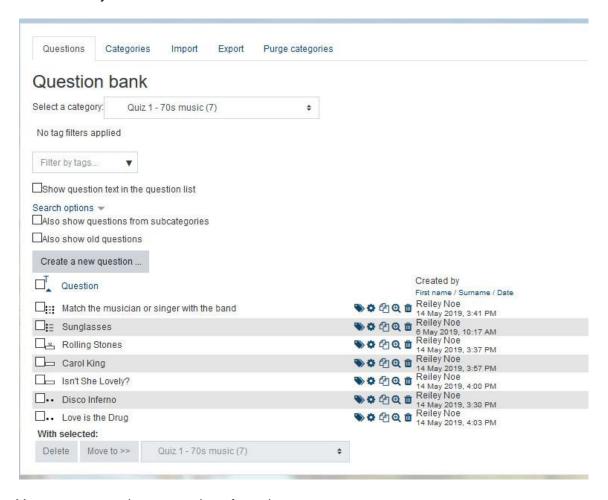
At the bottom, click on the menu next to Move to. You'll find your category. Select it on the menu.



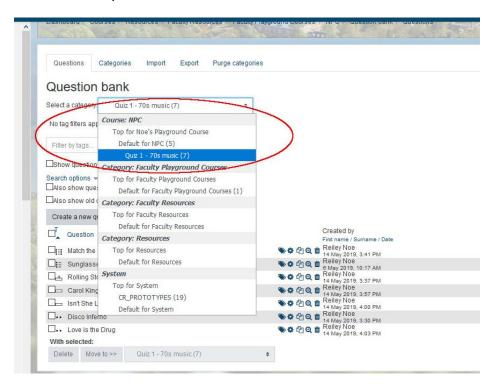
6. Click on the move to button to move the questions you've selected into the category that you've made.



## 7. And here they are



8. You can access these questions from the menu.....



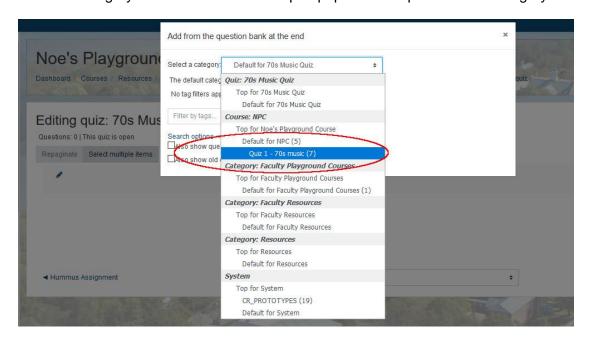
9. You can create a quiz on the course page....



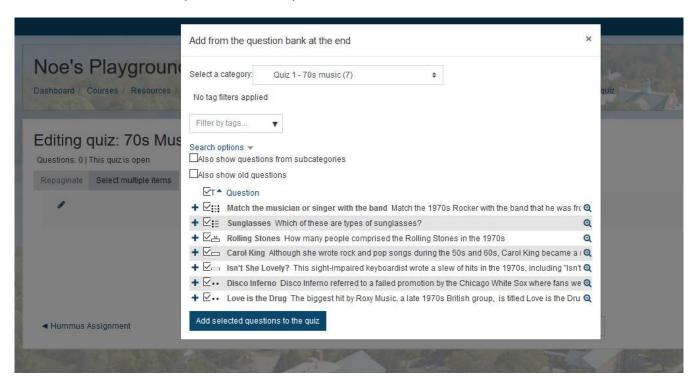
You can edit a quiz and add question bank questions that populate just from that particular category.



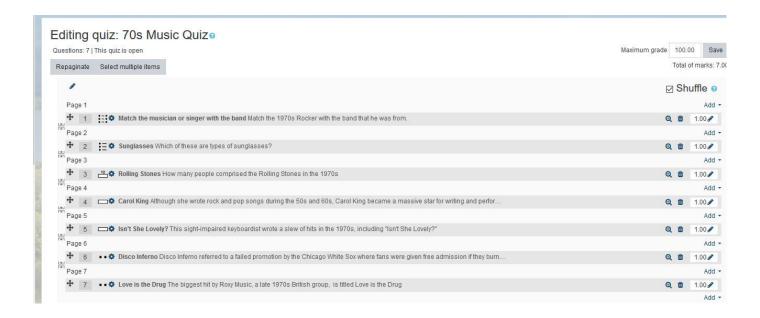
11. Select the category from the menu at the top to populate the quiz from the category.....



12. Select particular questions or click on the topmost tick box to select them all. Click the button at the bottom to add the questions to the quiz.



13. Click on Shuffle (to change the order of the questions for each student) and then click on save.



14. And here's the quiz....

