

Adding a New Category in the Question Bank

Step-by-Step

1. On your course, click on the **Actions Menu** icon.
2. Click on the ... **More** option.
3. In the **Question bank** section, click on **Categories**.



Note: The **Edit categories** page appears, showing course categories.



Note: Below the **Add category** section appears.

▼ Add category

Parent category

Name

4. Choose a **Parent category**.

5. Type a descriptive name in the **Name** text box.

▼ **Add category**

Parent category

Name

6. Type some information in the **Category info** text box. This may make it easier to re-use these questions in the future.

Category info

ID number

Add category

7. Click the **Add category** button to complete the process.

Note: The new category appears in the category list.

