Moodle Quewstion bank

Questions in Moodle are organized into categories. A new course starts out with one category named "Default for [course name]." To make it easier to find questions, and to facilitate the use of random questions, organize your questions into additional categories. You can create a hierarchy of categories by creating subcategories inside parent categories. The more organized you make your question categories during the initial setup of your course, the easier it will be to reuse questions in future quizzes and exams.

Manage Question Bank Categories

To manage the questions bank categories:

Step	Action
1.	On your course page, select *Course Management* , the *Course Management* panel will open.
2.	On the panel, under *Quiz Questions*, click *Question bank*. The *Question bank* page opens to the *Default category* for the course you are in, and on this page you will also see: Questions Categories Import and Export tabs
3.	To add a new category, select *Categories*. On the *Edit categories page*, under *Add category*, define the new category that you want to add: Parent Category_ (Optional): Select a *Parent category* for the new category. (By default, the new category will be added as a sub-category of the course's default category.) *Name* (Required) In the *Name* field, enter a name for the new category. *Category info* (Optional) Enter a description for the new category in the *Category info* field.
4.	Click **Add** *category* to add the newly specified category.
5.	(Optional) To delete, edit, move, or indent a category, click the *configuration icons* 🗑 ⚙ ← ↑ ↓ → next to each category listed.

Add Questions to a Category

You can add questions to a category by creating new questions within a category or moving questions you have already created from one category to another. You must create categories before you can populate them with questions.

To add a new question to a category:

1. On your course page, select the **Course Management** (black gear icon ⋅, top right), a *Course Management* panel will open.
2. On this panel, under *Quiz Questions*, click **Question bank**. The *Question bank* page will open.

3. **Select a category** from the S*elect a category* drop-down menu. The page will update to show you the list of questions within that category.
4. Next, select **Create a new question...**. The *Choose a question type to add* window will open.
5. Choose the **type of question** you want to add, then select **Add**. The *Adding a Question* page will open. Configure the question according to its type (see Quiz Question Types in Moodle).

To move questions from one category to another:

1. On your course page, select the **Course Management** (black gear icon ⚙, top right), a *Course Management* panel will open.
2. On this panel, under *Quiz Questions*, click **Question bank**. The *Question bank* page will open.
3. **Select a category** from the *Select a category* drop-down menu that contains the question or questions you want to move. The page will update to show you the list of questions within that category.
4. **Select the question(s) you want to move** by clicking the check box to the left of the question(s).
   Note: You can select/deselect all the questions in a category by selecting the check box at the top left of the questions table (to the left of the **T**).
5. On the bottom of the page, in the *Move to >>* drop-down menu, select a category you want to move the questions to.
6. Next, select **Move to >>**. The page will refresh to display the destination category with all questions in it.

Export Quiz Questions

To export questions from Moodle, one category at a time:

1. On your course page, select the **Course Management** (black gear icon ⚙, top right), a *Course Management* panel will open.
2. On this panel, under *Quiz Questions*, click **Question bank**. The *Question bank* page will open to the *Default category*for the course you are in. On this page you will also see Questions, Categories, Import and Export tabs.
3. Select the **Export** tab. The *Export questions to file* page will open.
4. Choose a **file format** (Gift, Moodle XML, or XHTML). Gift and XML can be imported to Moodle or other Learning Management Systems. XHTML will open as a Web page in a browser, or can be opened in a word processing application such as MS Word.
5. Under *General*, from the *Export category* drop-down menu, choose a **question category** to export from.
6. Click **Export questions to file**.