Creating a new question category for a quiz and then adding questions to it

1. Click “Question bank” in the Settings block
2. Click “Categories” and scroll down to the Add category section.
3. Leave the parent at the default or set it to the category that will contain the new category (parent can be changed later at any time)
4. In the “Name” box, enter the new category name, such as “Module 1 Category”
5. Click the “Add category” button to create the empty category
6. Click “Questions” in the Settings block under “Question bank”
7. Choose the category you want to add questions to, such as “Module 1 Category,” from the dropdown list.
8. Click the “Create new question” button, choose the type, such as “Multiple choice,” and click the “Next” button.
9. The “Question name” is required. Try using the first few words of the “Question text”
10. The “Question text” is what the student will see when taking a quiz that uses the question. (The “Question name” is for identifying the question, but it must be entered.)

The only other mandatory thing to do is to enter the answer(s) and indicate which one is correct. For Mult. Choice, the correct answer should have a grade of 100% while each of the other wrong answers should have a grade of “None”