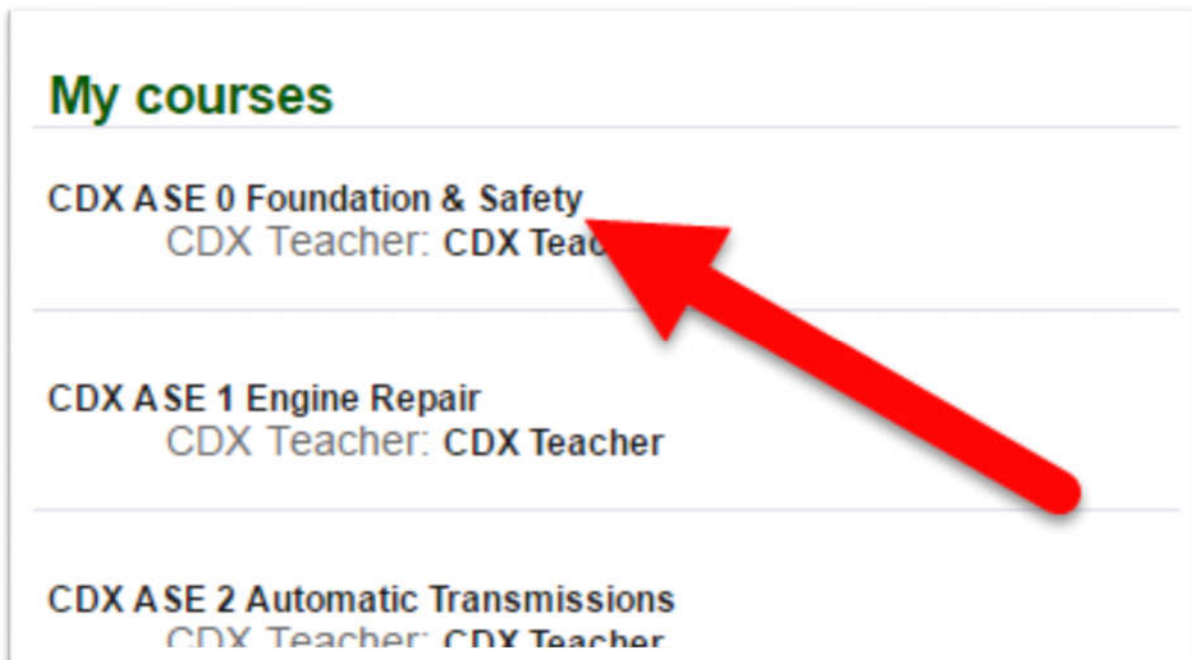# Creating and Modifying Question Categories in your MLR2014 CDX Course
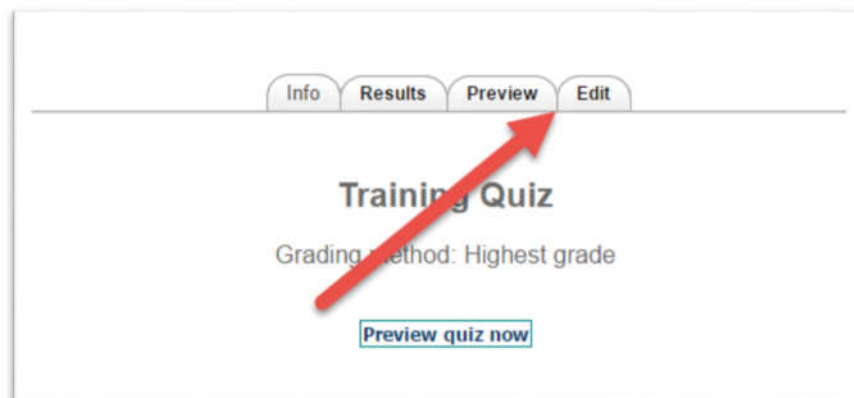
1. Navigate to your school's CDX site and log in to your Instructor account.

2. Then navigate to the Course Section that you would like to Add or Modify a question bank in, by clicking on it from the list of My Courses
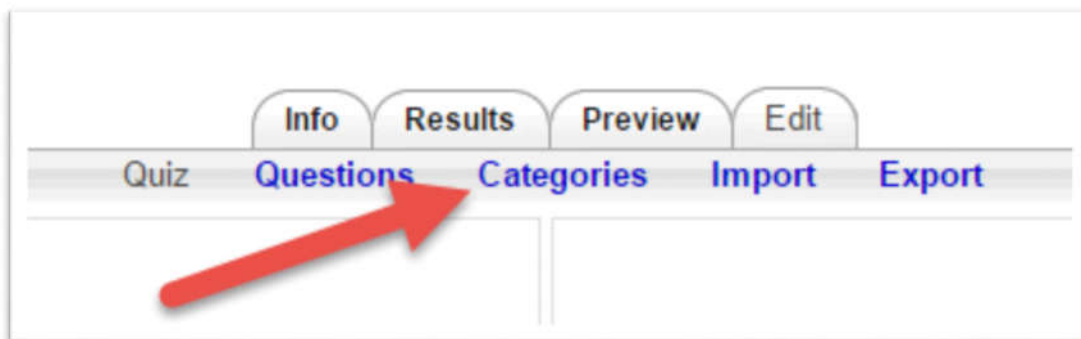
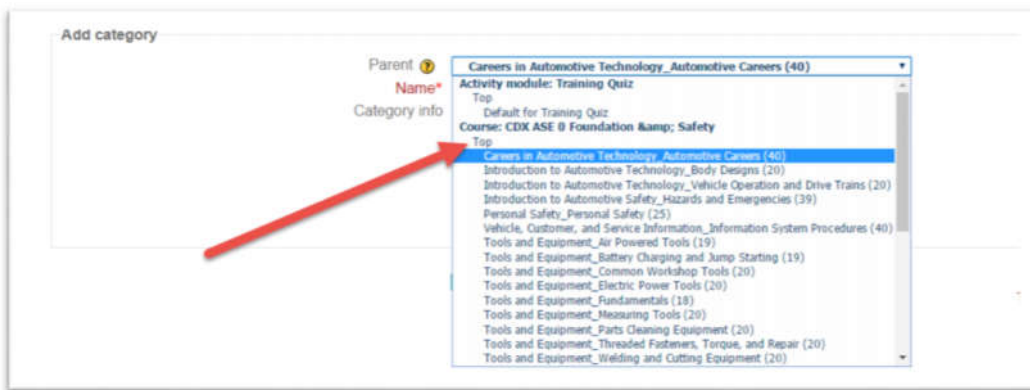3. Then click on a quiz in that course.

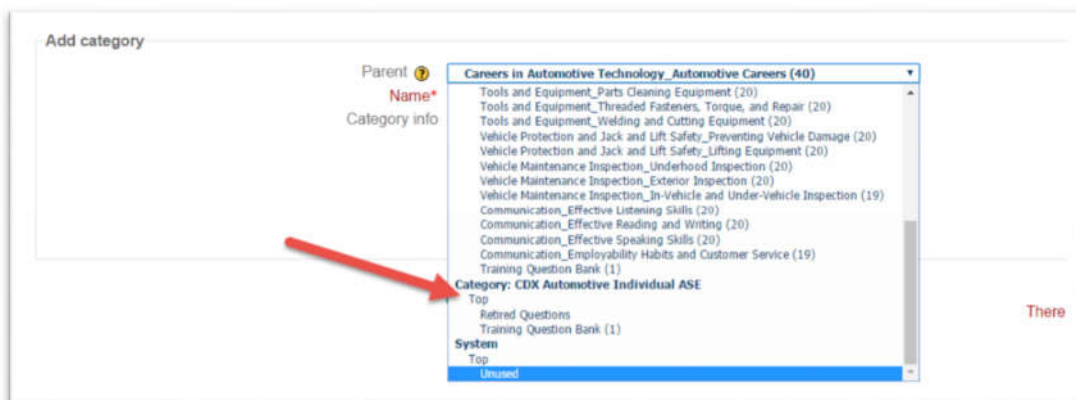4. This will load a page for that quiz. Click on the Edit Tab from the top of the page.

5. Then from the Sub Headings under the tabs, click on the Categories option.

6. To add a category, find the Add Category heading. First you will want to select the Parent location of the Question bank by clicking on the Parent Drop Down Menu.

7. If you would only like it to be available in the ASE Course Section you are currently in, choose the Top option under the heading that says Course.

8. If you would like the question bank to be available in all ASE Course Sections, choose the Top option under the heading that says Category.

9. Once you have selected the Parent location, type in the name you would like the question bank to have.

10. This will create the Question bank and add it to the list of Categories or Question Banks.

11. To edit a question bank, first find that question bank in the list of Categories. Please note that you should only edit custom created question banks. Editing the Pre-Existing question banks may cause issues with the quizzes that are built into the course.

12. Next to the question bank you would like to edit, find the Edit button that looks like a piece of paper and a pencil, and click on it.

13. This will load you to a page where you can edit the Parent location or the name of a question bank.

14. Once you have edited either option click on the Save Changes to save your modifications.