Faculty: Delete Categories from a Question Bank

Hart Wilson - 2022-06-30 - [Comments (0)](#) - [Faculty](#)

Have you ever tried to delete a quiz category only to have Moodle tell you that the questions are being used in a quiz — when you know all too well that they are not? These instructions will walk you through some simple steps to fool Moodle into letting those unwanted questions float into the ether. This process looks like a lot of steps, but it's actually very quick and easy to do.

A Word of Caution

When you delete a category in the question bank, you do not have the option to confirm the deletion and any questions that might be in it will NOT be retrievable from the recycle bin, so be careful not to delete questions you do want to keep.

1. Access your test banks by clicking on the course admin gear in the upper right corner, then scroll down to **More...** and select **Categories** from the **Question bank** links at the bottom of the **Course administration** tab.
2. Create a new category called **TO DELETE** and save changes.
3. Click on the **Up arrow** associated with the new category to gradually move the category to the top of your list of categories (this will make the next steps go faster).
4. Click on the trashcan associated with the first category that you want to delete.
5. Click on the **Move** button to transfer the category you want to delete into the **TO DELETE** category that you just created.
6. Continue clicking on trashcans and moving categories until all of the categories that you want to delete have been shifted into your **TO DELETE** category.
7. Open the **Questions** tab — you should see questions displayed from the **TO DELETE** category. If you are seeing questions from a different category, use the drop down menu to select **TO DELETE**.
8. Scroll down the list of questions — if you are seeing only 20 questions displayed, click on the link at the bottom of the questions labeled **Show all questions**.
9. Return to the top of the page and click in the box just above the list of questions that selects all of the questions at once.
10. Go to the bottom of the page (your End key will be a big help here!) and click on **Delete**.
11. Scroll to the bottom of the confirmation dialogue page (End works here, too) to verify that you do indeed want to delete all of the questions you selected.
12. You'll be returned to the **Categories** tab where you can click on the trashcan associated with the **TO DELETE** category. (If that is the only category that remains in your Question bank, you won't have a trash can icon, but you can use the edit icon to rename the category to the course name, if you like.)

Create Holding Category

Questions	Categories	Import	Export

Edit categories ⚙

Question categories for 'Course: ED 591 (8625

- **APMBA520_Exam (62)** 🗑 ⚙   ↓
- **APMBA520_HW1 (25)** 🗑 ⚙   ↑ ↓ →
- **APMBA520_HW3 (25)** 🗑 ⚙   ↑ ↓ →
- **APMBA520_HW5 (25)** 🗑 ⚙   ↑ ↓ →

Click on Trashcan

Questions	Categories	Import	Export

The category 'APMBA520_Exam' contains 62 questions (some of which may be hidden questions or random questions that are still in use in a quiz). Please choose another category to move them to.

Category   TO DELETE ⇕

Save in category   Cancel

Move to TO DELETE Category

Questions	Categories	Import	Export

Edit categories ⚙

Question categories for 'Course: ED 591 (8625-SU22)

- **TO DELETE (137)** ⚙

All Question Categories Moved

Questions	Categories	Import	Export

Question bank

Select a category: TO DELETE (137)   ⇕

No tag filters applied

Filter by tags...   ▼

☑ Show question text in the question list

Search options ▼
☐ Also show questions from subcategories
☑ Also show old questions

Create a new question ...

T ▲ Question	Actions	Created by
Question name / ID number		First name / Last name / Date
☐ ⬚ "Other things equal, when the ...	Edit ▼	Clayton Austin
		January 31 2018, 1:50 PM

Select All Questions

☑ •• If the quantity of money supplied is greater than t...   Edit ▾

If the quantity of money supplied is greater than the quantity demanded, then prices should fall.

☑ •• The quantity equation is M x V = P x Y.   Edit ▾

The quantity equation is M *x* V = P *x* Y.

Show 20 per page

With selected:

| Delete | Move to >> | TO DELETE (137) ⬍ |

Delete All Questions

Confirm

Are you absolutely sure you want to delete the following questions?

"Other things equal, when the price of a good rises, the quantity demanded of...
A bank's reserve ratio is 8 percent and the bank has $1,000 in deposits. Its ...
A bond buyer is a
A bond is a
per ... et defic...
If the quantity of money demanded is greater than the quantity supplied, then...
If the quantity of money supplied is greater than the quantity demanded, then...
The quantity equation is M x V = P x Y.

Delete   Cancel

Confirm Deletion