

# Upcoming Changes to ctYOU.org (December 22 Rollout)

**Overview:** The ctYOU.org server will soon make the leap to Moodle v4.1 on December 22, 2023! Improvements include a new look and feel, streamlined navigation, relocation of administration and editing links, major updates to the Quiz engine, and a redesigned dashboard.

## IMPORTANT!

### Development Site (Currently Under Construction):

<https://oktech.dev.ethinksites.com>

Feel free to log in to the development server at the above URL using your usual login credentials and check the functionality of your course sites. Keep in mind that the development site was set up last June and that it does not include all content. Please report any functionality issues ASAP.

This is a separate development site for piloting purposes only. Do not upload new content to the development site. **You can continue making changes to the live ctYOU.org site through Thursday, December 21. The upgrade will begin at 12:01 am Friday, December 22 and will last a few hours.** The ctYOU.org site will remain live after the version upgrade. However, minor changes will continue throughout the first week in January. These minor changes will not affect the usability of the site.

**NOTE:** Please be aware that we are currently unsure how the **course banner images** will appear in the new version of Moodle. This information will come soon.

## Unsupported Plugins

- **IMPORTANT!** Hot Potatoes activities are no longer supported. This content should be recreated using H5P before the upgrade. Affected teachers have been contacted.

## New User Experience

### *Dashboard*

The new Dashboard design displays blocks in one of two places: the center **Content** area and/or the **Right**. When placing blocks in the Content area, the blocks will be centered on the page. Adding blocks to the Right places them in the collapsible block drawer. Users also can customize the way their Dashboard displays.

### *My Courses Page*

Users can choose to display their course titles in a “card” style, list style, or summary style, which includes the course description. Users can sort courses by the course name or most recent access, and they can use the search bar and enhanced search filters to locate their courses.

## New Site-Level Features

### *Turning Editing On (The Edit Button)*

- The **Edit button** is now a horizontal toggle located in the **upper-right corner of the window**.
- The **Blocks drawer** now resides in the **upper-right side of the screen**. This allows users to view blocks when needed but collapse them to widen the content area and reduce clutter.
  - The former **HTML block** is now called the **Text block**.

### *New Theme (Site Design)*

- The new LearnR theme will include updated graphics.
- Although the course management features display a little differently within a course, their functionality has not changed.
- When adding a learning activity, new icons display for the various activity options in the Activity Chooser. The options are color-coded by type (i.e., blue for content features, pink for assignments).

## Course-Level Changes

### Relocation of Links

The Moodle v4.1 developers did not remove any previously built-in features, but they renamed and/or moved some links. These changes include (listed alphabetically):

- **Activity Completion Report** – See Reports.
- **Backup** – See Course Reuse.
- **Calendar** – The link to the Calendar was previously in the navigation drawer column on the left side of the course. It is now in the **User Menu**, located on the right side of the navigation bar at the very top of any page on your site.
- **Content Bank** – The link to the Content Bank (previously located in the navigation drawer on the left side of the course) now resides in the **More** menu in the Settings Bar at the top of the course home page.
- **Copy Course** (if enabled) – See Course Reuse.
- **Course Completion** (Report) – See Reports.
- **Course Completion** (Settings) – The link to Course Completion settings (previously in the Actions menu [cog/gear icon] in the top-right corner of the site) now resides in the **More** menu in the Settings Bar at the top of the course home page.
- **Course Reuse** – Previously in the Actions menu (cog/gear icon) in the top-right corner of the site, the links to **Backup, Restore, Import, Course Copy, and Reset** were consolidated into a single interface called **Course Reuse**. You can find the link to Course Reuse in the **More** menu in the Settings Bar at the top of the course home page.
- **Dashboard** – Previously in the navigation drawer on the left side of the course, the link to the Dashboard now resides in the Navigation Bar at the top of any page on your site.

- **Division Categories** – Since breadcrumb navigation links were removed, ctYOU.org includes a **Division Categories** dropdown menu in the **top navigation bar**, so that those who manage multiple courses within a category can easily return to their division’s category page.
- **Edit Mode (on/off)** – The course Edit button (previously below the Actions menu [cog/gear icon] in the top-right corner of the course) now appears as a dedicated toggle on the right side of the top Navigation Bar.
- **Edit Settings (course)** – Previously in the Actions menu (cog/gear icon) in the top-right corner of the course, Course Settings now appear as a dedicated link called **Settings** in the Settings bar at the top of the course home page.
- **Filters** – Previously in the Actions menu (cog/gear icon) in the top-right corner of the site, the link to the course Filters now resides in the **More** menu in the Settings Bar at the top of the course home page.
- **Grades (Grader Report and Gradebook Setup)** – The link to Grades was previously in the course’s left navigation drawer. Gradebook Setup was previously in the Actions menu (cog/gear icon) in the top-right corner. These two features were combined into the **Grades** link in the Settings bar at the top of the course home page.
- **Import** – See Course Reuse.
- **Logs** – See Reports.
- **Navigation Drawer** – Links in the navigation drawer were redistributed to the top navigation bar and the Settings bar at the top of the course, leaving only links to course content in the navigation drawer. The drawer has been renamed to the **Course Index**, and now includes a collapsible list of course content.
- **Participants** – Previously in the left navigation drawer, the **Participants** link now resides in the Settings bar at the top of the course home page.
- **Question Bank** – Previously linked in the Actions menu (cog/gear icon) in the top-right corner, the Question Bank now resides in the **More** menu in the Settings bar at the top of the course home page.

**NOTE:** There is now a single link to Question Bank. To navigate to a specific area of the Question Bank (i.e., Categories, Import, or Export) open the Question Bank first.

**NOTE:** Moodle developers made many updates to the Question Bank itself.

- **Recycle Bin** – Previously in the Actions menu (cog/gear icon) in the top-right corner, the link to the course Recycle Bin now resides in the **More** menu in the Settings bar at the top of the course home page.
- **Reports** – Previously in the Actions menu (cog/gear icon) in the top-right corner, the link to Reports now has a dedicated link called **Reports** in the Settings bar at the top of the course home page.
- **Reset** – See Course Reuse.
- **Restore** – See Course Reuse.

## The Left Navigation Drawer Evolved into the Course Index

The left Navigation Drawer previously held:

- Site Area links, including Dashboard, Calendar, and Private Files
- Course Area links, including Participants, Grades, and the H5P Content Bank
- Course Content links, including all section or topic headings

The **Site Area links** now reside in the **top navigation bar**. The **Course Area links** now appear in the Settings bar below the course title, and some options are nested in the **More** menu located there. This leaves just your course content in the Course Index. (Check the More tab if you cannot locate a link.)

### *What is the Course Index?*

The left column now exclusively contains links to all **Course Content**, not just the section or topic headings. Each section can be vertically collapsed or expanded for easier navigation.

The Course Index also tracks the active content as you scroll through your course, highlighting the current content or topic as you go.

### *Improvements for Instructors*

In earlier Moodle versions, rearranging course content was clumsy at times, especially in courses with a lot of content. Teachers can now move course content by clicking and dragging titles inside the Course Index. To move content up or down several sections, collapsing section headings in the Course Index makes it much easier to arrange content.

The Course Index has visual indicators for instructors for course for hidden or restricted content. For learners, hidden content and topics display in a lighter color than the rest of the menu. A lock icon indicates that specific content or topic has restrict access settings that requires certain conditions before learners can see it. However, the lock icon does not mean learners cannot currently see the content. For example, if you add a date requirement to the Restrict Access settings for a topic that prevents learners from seeing it until March 1, the lock will still be present in the Course Index on March 2 when the learners can see that content.

### *Improvements for Learners*

If a teacher assigns Activity Completion requirements to course activities and resources, learners will now see a visual indication inside the Course Index as to whether or not they have met those requirements. Completed activities will have a small green circle next to them. Activities to be completed will have a hollow gray circle instead. Learners will also see lock icons next to content or topics that have Restrict Access settings enabled.

## Course Settings

Course settings are now located in the **Settings** bar just **below the course title**. Not many notable changes were made to the Course Settings page, other than an updated look.

## Site Footer

The site footer no longer displays on every screen. Clicking the question mark in the lower right corner of the screen reveals the footer information (help and documentation, services and support, site support contact, Moodle version number, etc.).

## Participants Page

You will find the link to the **Participants** page in the **Settings** bar at the top of your course. On the Participants page, you will notice the participants options have been moved from a cog icon on the right side to a dropdown on the left side, located below the page title. Here you can access enrollments, enrollment methods, groups, and permissions.

## Gradebook (Grader Report)

The new location for **Grades** in the Course **Settings** bar provides easy access to your students' grades, and for students to find their own grades. The gradebook includes new activity icons.

## Reporting

The **Reports** tab includes links to Competency Breakdown, Logs, Live Logs, Activity Report, Course Participation, and Activity Completion. On the Activity Completion page, you can sort by All Activities or the individual activity types. You can also sort by the order the activity appears in the course or alphabetically.

## Course Reuse

Each of the methods for reusing course content (import, backup and restore, course copy, and course reset)\* now appear at the bottom of the **More** menu at the end of the Settings bar at the top of your course.

- Course Reset clears a course of all user data, and it cannot be reversed. Once the course reset has run and the user data has been deleted, it cannot be recovered. Teachers can select which user data to remove at a granular level under the categories of General, Roles, Gradebook, Groups and Activity data.
- Course reset is usually available to users with an Admin, Teacher, or Manager role.

**\*IMPORTANT REMINDER FOR ALL CAREERTECH TEACHERS AND AGENCY STAFF:** Now and in the future, please do not attempt to duplicate or delete courses on your own. Instead, send a course request to a ctYOU.org server support team to have this done for you.

## Activity Choose

In Moodle v4.1, activities and resources are rebranded with all new icons, and categorized with one of four background icon colors:

- Green – Communication
- Pink – Assessment
- Blue – Content (resources)
- Red Orange – Collaboration

## Major Improvements to the Question Bank

The workflow for using the Question Bank to create questions and organize them into categories remains the same, but it now includes several improvements:

- **Navigation** – Setup navigation appears in a bar like in the other activities.
- **Preview Quiz Button** – The Preview button now appears toward the left on the Quiz tab screen.
- **Settings Tab** – The Settings option is in the new navigation bar.
- **Results Tab** – The Grades dropdown menu on the Results tab allows you to see Grades, Responses, Statistics, and Manual Grading. You can choose what to display in your report.
- **Questions Tab** – On the Questions tab, you will see a new column with buttons that read “Always latest.” In the Question Bank, teachers have the option to create versions of quiz questions. If the teacher updates a question, an earlier version may be selected. The statistics can give an indication as to whether a question needs to be updated. This table includes a “Needs Checking” column and a “Usage” column. Clicking the number in the Usage column will display the question, the quizzes in which the question has been used, and the number of attempts. Clicking the “Ready” dropdown menu allows the teacher to put the question in draft mode.
- **Question Bank Tab** – This screen now includes dropdown menus. Once you select a category and the screen reloads, you will see all questions in that category’s question bank at the bottom of the screen.
- **Draft and Ready Status** – Questions that are not ready for use can be put in a Draft status. Questions with a Draft status will not appear in the list of available questions when adding questions from the Question Bank into a quiz. You cannot add draft questions to a quiz.
- **Version History** – Each revision of a question creates a new version, which the system stores. This feature allows you to review all previous versions of a question. If you add a question that has multiple versions into a quiz, the default quiz setting is to always use the most recent version. You can manually select a different version of the question to use while editing the quiz.
- **Commenting** – Like a shared Word document or Google Doc, the Question Bank now supports commenting. Any person with a role that can access the Question Bank can leave comments on individual questions. This feature is helpful in courses where multiple instructors collaborate on quiz questions. Comments are attached to the questions.
- **Question Performance Analytics** – The Question Bank now displays key analysis to help determine the difficulty of questions. The **Facility Index** metric shows the average score all users have received on that question. An exceedingly high score near 100 percent may suggest the question is too easy. **Discriminative Efficiency** suggests the opposite. This metric helps identify questions students get wrong, despite performing well on the quiz itself. A lower value for this metric may suggest the question is too difficult, or possibly has a miscoded correct response. If either metric is out of range, a note in the **Needs Checking** column will display.
- **Question Usage** – This feature shows how many quizzes a question appears in, links directly to those quizzes, and a running total of the number of learner attempts that included that question.

## Activity-Level Features and Enhancements

Several small but impactful changes have been made to Assignments and Lesson Activities:

- **Grade to Pass Completion Criteria** – In addition to displaying descriptive labels for activity completion requirements on both the course page and within an activity, v4.1 adds a new activity completion criterion to all graded activities: Must receive a passing grade. Although this option was already available for the Quiz activity, it is now universally available in activity completion settings for other graded activities, including Assignment, Forum, and Lesson.
- **Notify Users of Updated or New Content** – You can choose to select this box when updating course content. It sends an email to your participants that includes a link directly to the course and new/updated content.
- **Assignment Features** – The Assignment feature has two new feature enhancements—the option to include instructions separate from the description, and timed assignments.

**Note for Instructors:** Unlike a quiz timer, the assignment timer allows learners to still submit their work after the timer expires, assuming the assignment is still available to them. Their submission will be clearly marked as “Late” when you assess their work.

**From the Student Perspective:** Students can type the assignment online or upload a file. Clicking the Save Changes button creates a DRAFT of their work. Students must also click the Submit Assignment button. They may also have to click a button to verify their assignment represents their own work. A Submission Status will then appear.

- **Lesson Editing** – The Lesson feature includes improved navigation for editing the lesson. Teachers now have a Reports tab, which provides quick access to the gradebook by clicking the See All Course Grades link. The Reports tab also includes a new dropdown menu, where you can click to view an Overview, Detailed Statistics, or both at the same time. Under the More tab, you will see a link to Overrides, Filters, Permissions, Backup and Restore. The Lesson tab includes Edit Lesson, Edit Page Contents, and Grade Essays tabs. The Edit Page Contents button reveals Content fields that now include a Jump option, which allows you to jump forward or backward in the less.
- **H5P Editing** – The new H5P workflow streamlines the editing process. Clicking the Edit H5P Content link inside the activity takes you directly to the editing interface in the content bank in the course. When you save your changes, you are taken back to the activity.

## Big Blue Button (BBB) Integration

Although “ctYOUUsers” have had access to Big Blue Button videoconferencing for several years as an add-on feature, Moodle 4.1 now includes BBB as a built-in tool. This integration makes BBB a little easier to use. Those interested in using BBB should contact the ctYOU.org support team for more information.

## LearnR Theme

*Source: Moodle.org*—LearnR offers a variety of layouts and options that allow for structured navigation and pathways to course materials. The LearnR theme focuses on a learner easily going from “login to learning.”

## LearnR Features

- Three-column course dashboard block panel.
- Ability to focus the learner with a single pathway to learning. Teachers can remove all side drawers to provide a “flat” navigation scheme.
- Consistent navigation and setting options within Moodle apps and tools.
- Ability for Teacher users to easily customize their course header images.
- If Teachers remove the Block drawer, the LearnR theme provides Quiz and Book activity blocks in the pages without the need for the block drawer. This ensures materials remain visible.
- If a teacher wants to include the Block drawer, they can select a three-column “course dashboard” that collapses onto the course header image. This provides blocks above the course content. At the bottom of the screen, LearnR displays three columns below the course content.
- Teachers can set navigation options that allow students to move from one activity to the next.
- The Latest Course dropdown menu automatically creates individual course menus for learners, based on the last seven courses they visit. Inside a course, this menu is displayed to the right of the course title to allow a student to quickly jump to another course.
- Alert messages and other custom textboxes allow Admins and Teachers to display additional information on site pages.

## Helpful Videos

- *Moodle 4.0: Find Your Way Around* (2:43)—<https://www.youtube.com/watch?v=lo8ZqAOnAsw>
- *Moodle 4.0: Course Editing* (2:57)—<https://www.youtube.com/watch?v=Sct3hBTT3ps>
- *Moodle 4.0: Question Bank* (1:55)—<https://youtu.be/QL3w6HGOQT0>
- *Moodle LMS 4.1: Gradebook* (1:52)—[https://www.youtube.com/watch?v=4\\_r2GaOnW28](https://www.youtube.com/watch?v=4_r2GaOnW28)
- *What’s New in Moodle 4.1* (43:32)— <https://youtu.be/NLkzWNN-MyA?si=qiFcW5IUGs3SH5cN>

***Minor tweaking to the ctYOU.org site will continue after the upgrade through early January!***