Student
Funda Guide
2024

FUNDA
Cornerstone

Purpose and Scope of the Student Funda Guide

The Student Funda Guide explains the most-used pages and functions of our Virtual Learning Environment (VLE) to Cornerstone Institute students. The VLE is named "Funda" which is the Zulu word for thinking, thought or knowledge. The guide is divided into two distinct sections: An overview of the initial landing page when students log in; and a summary of the tools within a single Funda site. The guide notes some policies at times, but it is not a policy document - it is an introductory document to help new students familiarise themselves with our online learning and teaching environment.

As an additional help, the guide contains links to instructional videos. The videos cover the same content as their corresponding sections in the guide. However, one video typically contains information about two or more sections in the guide.

We hope you find the guide helpful. For any suggestions or queries, please contact us at helpdesk@cornerstone.ac.za

Contents

To navigate to the Funda Home screen, select the following link or copy and paste it into your internet browser: https://current.cornerstone.ac.za/portal
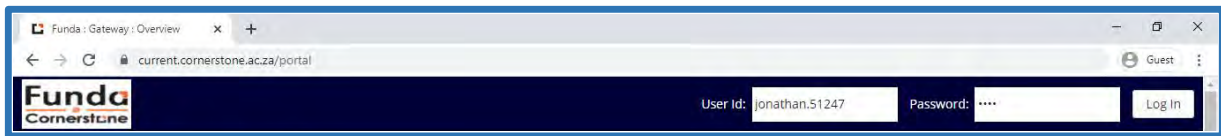

Top image: URL address of Funda

1. Home Screen

1.1 Home Screen Overview

Video: *Home Screen Overview*. After logging into Funda, you will immediately be taken to your Home Screen where you will see a number of site tabs on the top, tools on the left-hand side of your screen and a number of information sections in the middle of your screen. We will go over all of these shortly.

Let us start off with the centre of the screen. You will immediately see the following sections: *Message Of The Day* and *Your Calendar.*
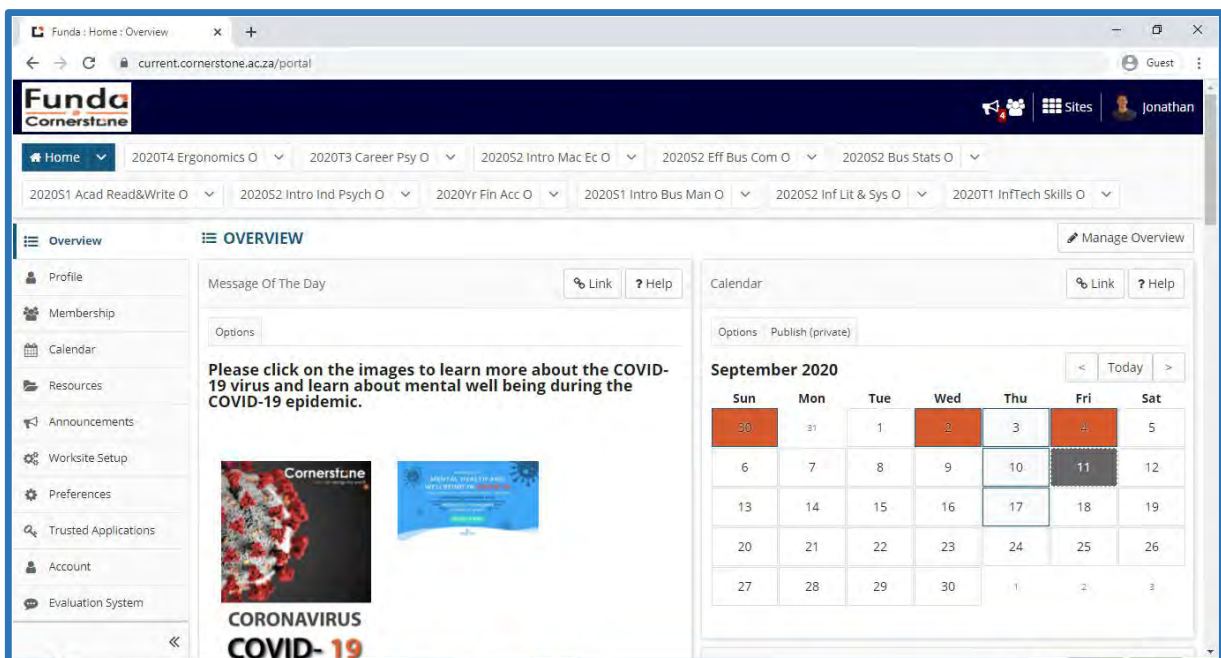

Top image: The Overview Screen

1.2 Message of the day

The message of the day is similar to a message board on a traditional contact campus. Think of it as walking past campus message boards when you walk through a campus and stopping to read the messages. On Funda, it is just an online version
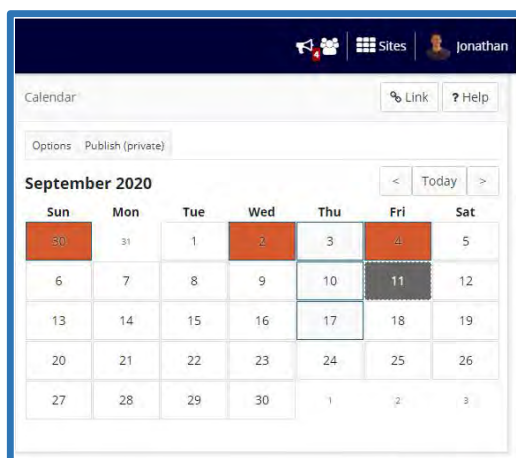
of the same idea. In the screenshot, you can see the message of the day was primarily about the Covid-19 epidemic.
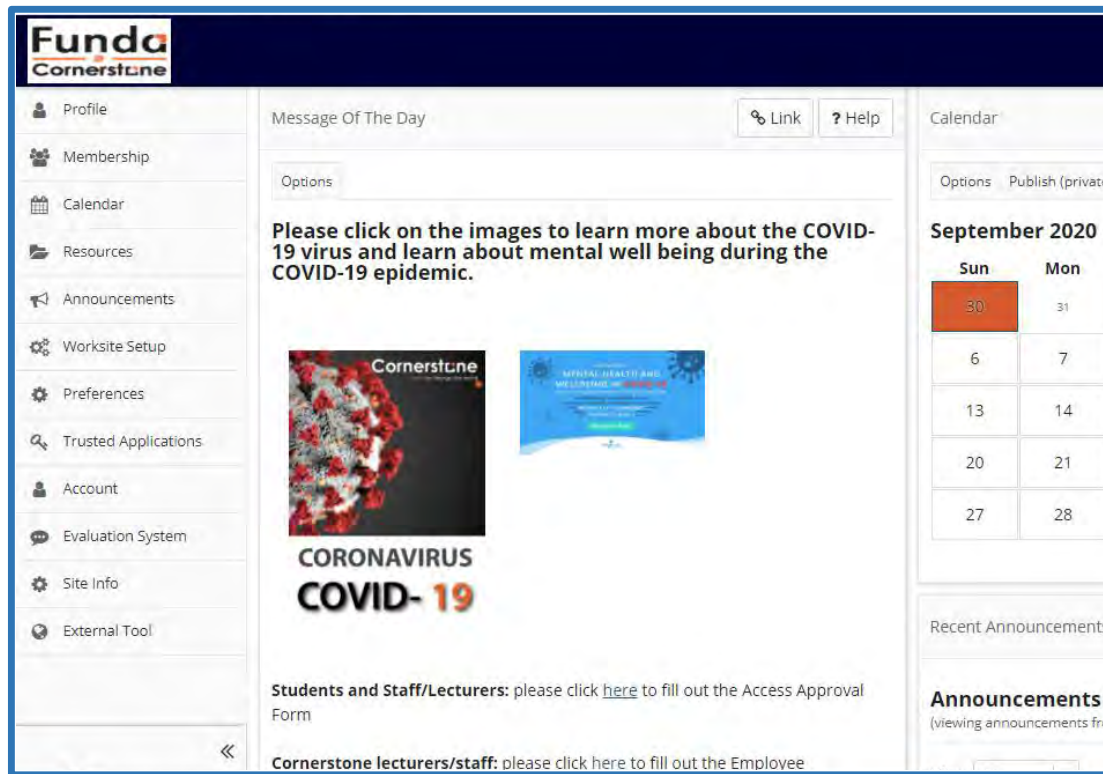
Top image: Message Of The Day Section

1.3 Calendar

On your calendar, all of your **due dates** for your assessments, tests and quizzes and announcements are listed. You are also able to integrate your personal calendar which is shown later on in this guide.


Top image: The calendar section

1.4 Announcements

When scrolling down, on the right hand side of your screen you will see a quick overview of the total announcements of all of your sites.

Think of the overview page as a place where you can see everything you need to know at a glance. It is a quick way to bring you up to speed about the modules that you have been registered for.
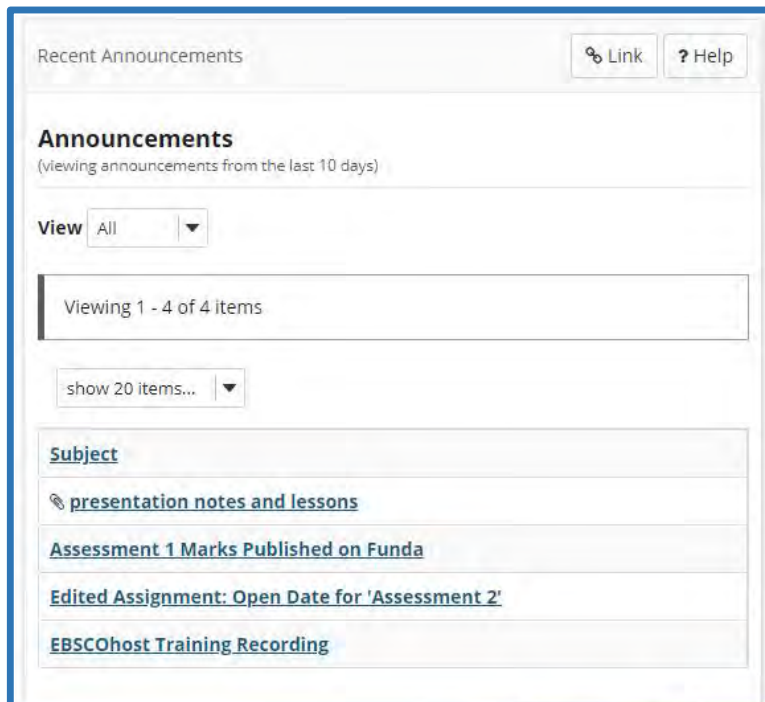

Top image: Announcements window

1.5 Tools on left hand side of the screen

Video: *Home Screen: Menu tools on the left* . Let's consider the menu tools on the left hand side of your screen. You should currently be on the **Overview** tool which is the default landing page when you log into Funda. This tool will give you a quick, general overview to bring you up to date of what is happening on your Funda.
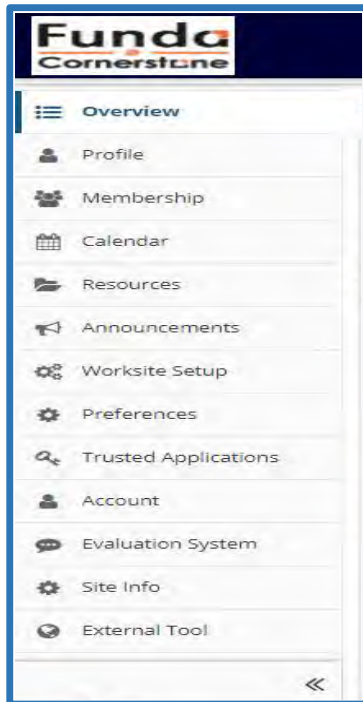
1.5.1 Profile

With the profile tool you will be able to insert a multitude of personal information. We recommend you put in your information here, such as a profile picture of yourself by selecting a local file from your computer, your contact information such as your email address, your mobile number and work number should you wish. You can also insert your student information such as the course that you are studying and the modules that are studying.

1.5.2 Calendar

The calendar tool is a more in depth tool when compared to the calendar section on the overview page. Using a series of legends which can be found at the bottom of the page, you will get an in depth look at types of events happening on certain days.

Whether they be assignments, forums or a test that is due, or merely when an announcement was posted.

You can import your personal calendar from Google to reflect on your Funda calendar to enable you to plan your time better and have Funda as a "one- stop shop" to see your important dates.

Simply copy your Google calendar by navigating to the Google calendar you wish to integrate, scroll down to Calendar settings and copy the iCal format. Go back to Funda and navigate to the "Calendar" tool. Navigate to "Merge External Calendar". Enter the Calendar name, insert the URL code. Click on "Subscribe" and click on "Save". Your Google Calendar and Funda Calendar will now be integrated.

1.5.3 Resources

Should you wish to upload any important documents related to your studies, you can upload and store it here. This is a micro storage space you can access from anywhere at any time at any place with internet access. Think of the resource folder as a place where you can store your assignments that you are busy with so that you have access to them at a later stage again when you need them.

To upload a file, simply click on the "Actions" button, then click on the "Upload files" option.

1.5.4 Announcements

You should see all of the announcements for all of your modules here. You can simply click on a specific announcement you wish to view in detail and it will immediately take you to the announcements of the particular module site.

1.5.5 Worksite Setup

Under your Worksite setup, you will be able to see all your modules for all of your semesters that you have studied over the years. You will be able to filter and search your modules according to year, semester or term.

1.5.6 Preferences

Under the preferences tool, one can customize the notifications for various types of notifications. You can choose to switch off notifications for certain types of notifications, for instance. Under the "Sites" tab at the top of the preferences window, you can hide sites from previous semesters that you no longer wish to see in the Site Drawer of your Overview screen. This is achieved by ticking the box next to the module you want to hide.

1.5.7 Account

Please change your password as soon as possible after you have logged into Funda. You can do this by clicking on the "Modify details". You can enter a new password and click on "Update Details".

1.6 Top part of Funda page
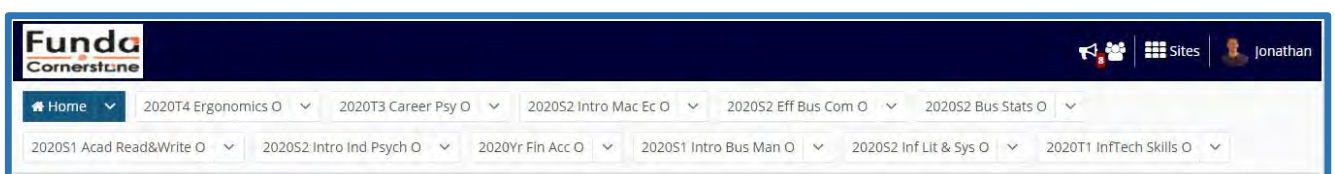
Top Image: Top section of the Funda Home screen

Video: *Home Screen: Menu tools at the top*. Let us look at the top-left part of the page. We see a number of different items. To start off with, we will see the Funda Cornerstone logo. Just under that we will see a number of different tabs, the "Home" tab, will have an icon resembling a house in the tab.

The tabs that you will be seeing next to your "Home" tab will allow you to go to your modules that you have been registered for. This is called the sites drawer. Here, you will see that the links to the module name is, along with an arrow that activates a drop-down site menu.

Opposite the "Home" tab, to the far right, are four tabs in the blue bar. They are:

- A Megaphone icon
- A group icon
- A Sites icon, and finally
- Your name and a photo of yourself (should you already have uploaded a photo in the profile window).

Let's go over the functionality of the 4 sections that have been mentioned.

1.6.1 Megaphone

The Megaphone will have a red box with a white number in the box to indicate the amount of announcements. When clicking here, you will be able to see the announcement titles with partial details of the announcement. You can click on any single announcement to be directed to the module site and see the details of the announcement there.
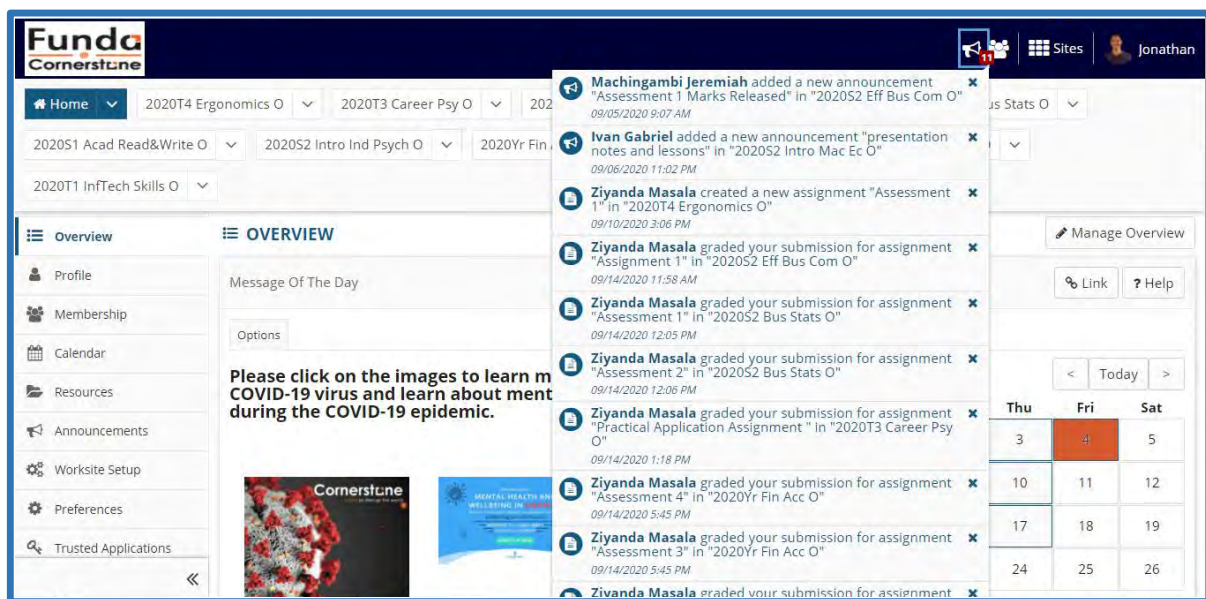

Top Image: A list of announcements after selecting the Mega Phone icon

1.6.2 Group Icon

Should you link any of your social media to Funda, you will get notifications here. For now, this will not be covered in this guide.

1.6.3 Sites

By clicking on this button, you will be able to see all of your sites that you are enrolled for on Funda. You can also access your sites through this tool by simply clicking on the name of a single site. You will also see a drop down menu arrow on the right side of the button.
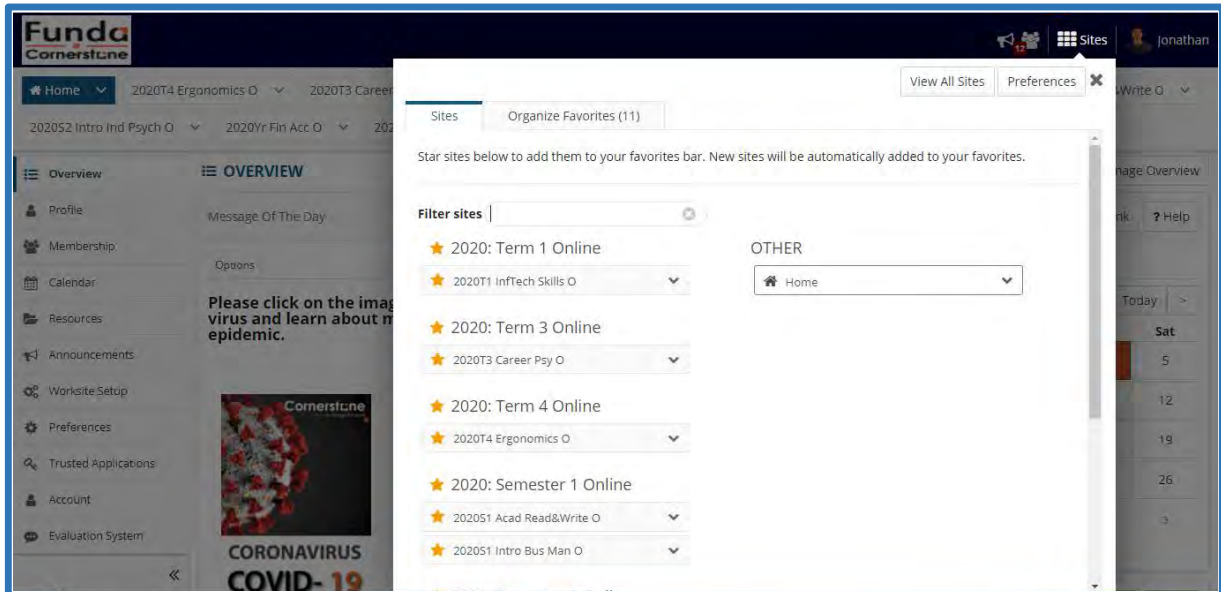

Top Image: The menu that opens after selecting the "Sites" tool.

When selecting the arrow, you will be able to see a number of quick tools within the module, such as your Lessons, Chat Rooms, Khuluma, Resources and more. If selected, you will be able to quickly enter into the tool you wish to see. However, as mentioned before, to see the full view of the site you have to select the name of the module.

1.6.4 Name and photo

To log out, you can simply click on this button and click on the "log out" link at the bottom of the list.
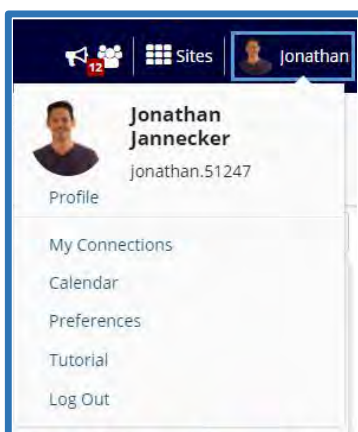
Top Image: The menu options with "Log out" when selecting the student name.

2. Module site

Video: Module Site Overview. We now look at the menu options within a single module site. A site is where you will be able to find your course content, interact with the lecturer and other students, and submit your assignments. In short, a site hosts all the activities related to that module.
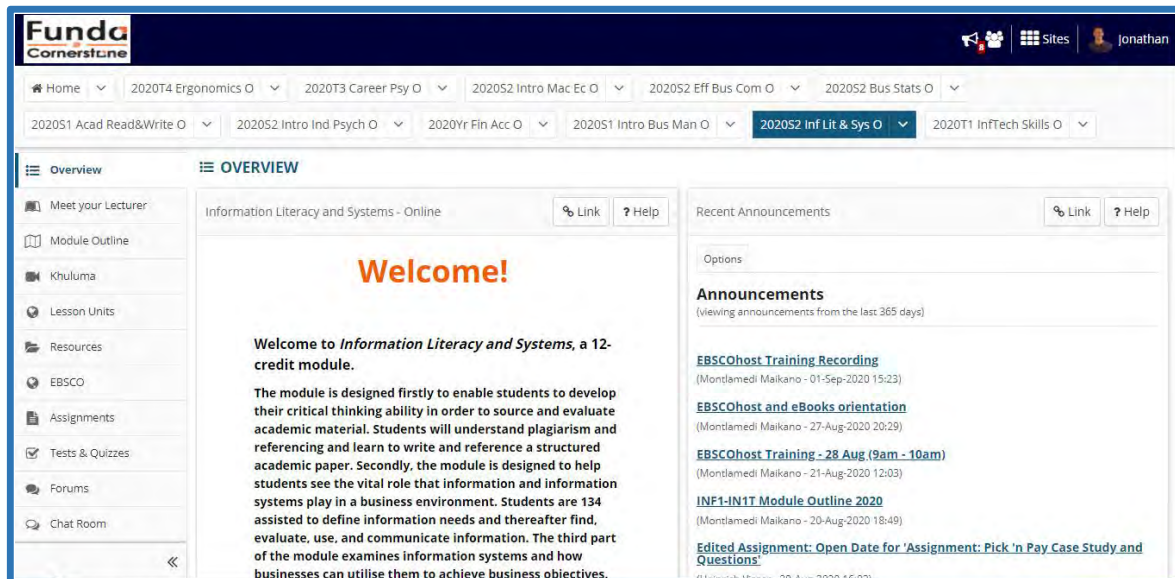
Top Image: A single module site

2.1 Overview

When entering your module site, you will land on the **Overview page** of the module by default. On the overview page, you will see a number of sections, such as a "Welcome" section that will introduce you to the module. The announcements, calendar and messages are similar in purpose to the ones on your "Home" tab. The only difference here is that these sections will only be applicable to this site and not include any of your other sites.

2.2 Meet your lecturer

This tool allows the lecturers to introduce themselves to you. Read it to get to know your lecturer.

Top image: The window display of the "Meet your Lecturer" tab.

2.3 Module Outline

On the module outline tool, you will be able to find your module outline and Academic Guidelines documents. Download and read your module outline since it shows key information about the module. For instance, you will be able to see your lecturer's contact information, the credit bearing of the module and the module outcomes.

Top image: Example of a Cornerstone Module Outline

Most importantly, the module states your prescribed readings, the module schedule with due dates along with the topics and assessments that will have to be submitted. This is where you can see the assignments the lecturer has planned for you.

Top image: A module schedule

Combining the information provided in the module schedule, the prescribed readings and the assessments, you will have all the information needed to successfully complete the module.

At the bottom of the module outline you will also see the honour pledge that needs to be attached and signed with all of the assignments that you submit.
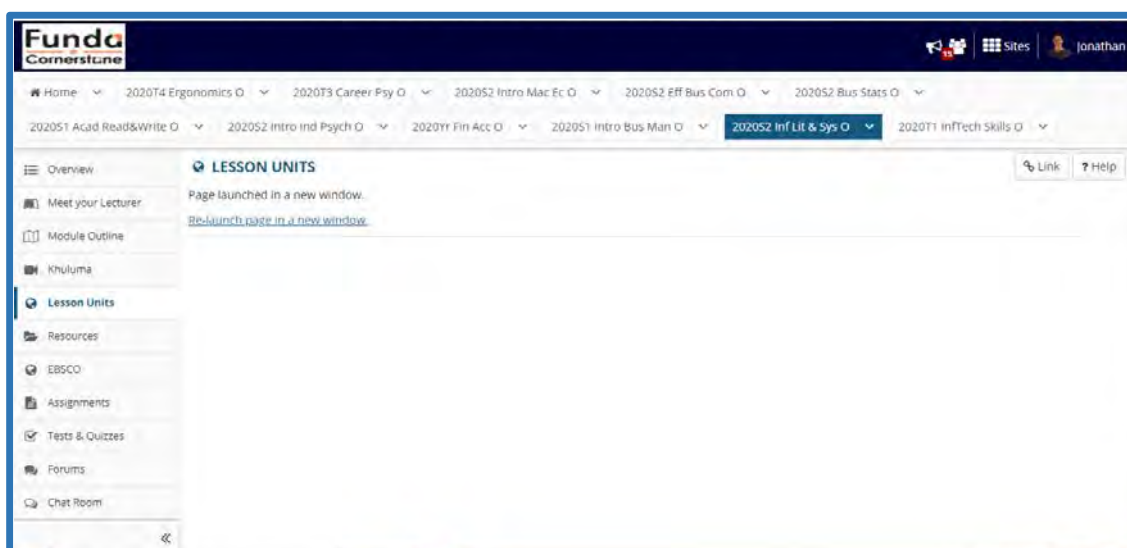

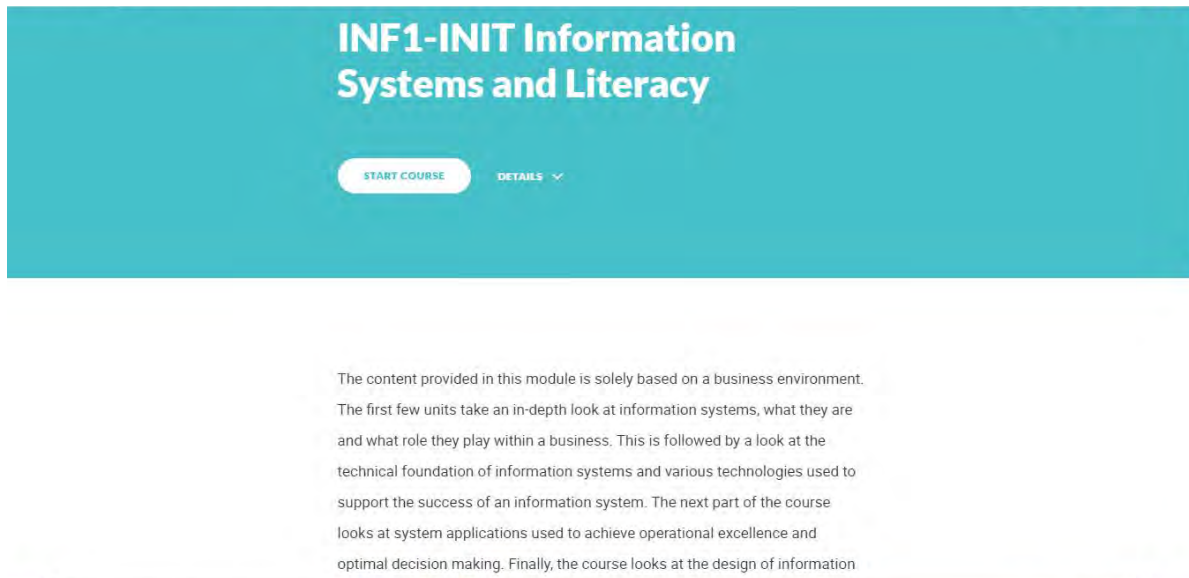*Top image: Plagiarism Declaration/Honour Pledge page*

2.4 Lessons

Under the "Lessons" tool, you can find all of the lesson content that you will need for your course.

Top image: Window of a Lessons/Units tab

The "Lessons" tool might also be listed as a "Units" tool and contain an embedded course as is the case in this screenshot below,
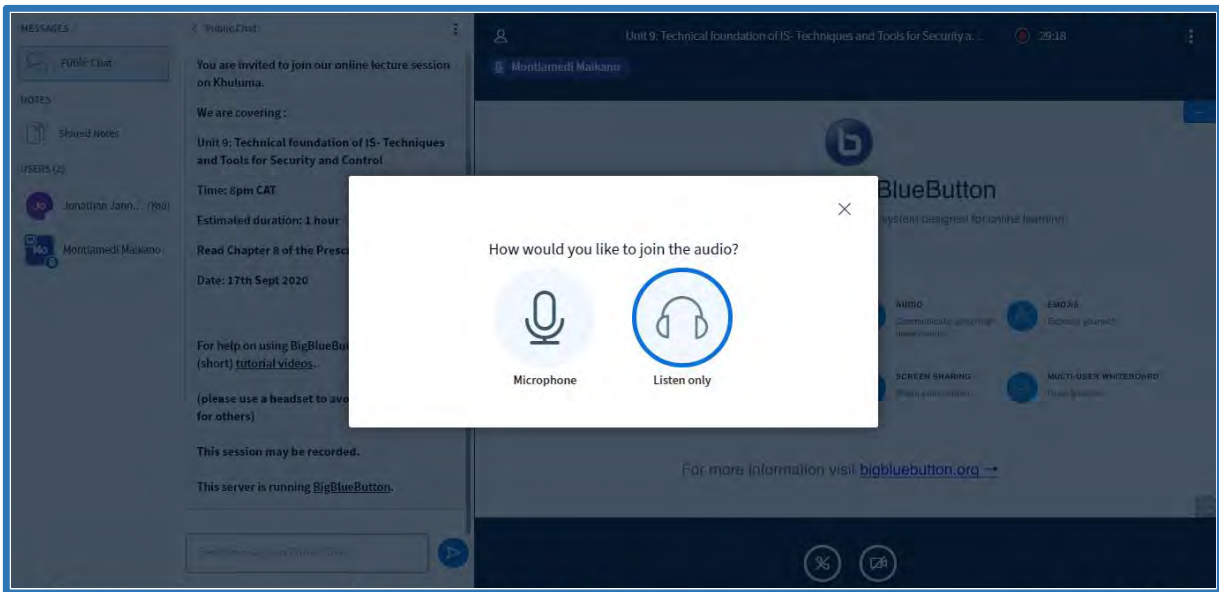

2.5 Khuluma

Video: *How to use Khuluma and the Resources folder*. Khuluma is a Webinar tool where the student can attend live tutorials of their modules and watch previous presentations that have been recorded.

To attend a meeting, simply click on the meeting link when it has been made available. It is available when the link is blue.

Top image: A list of Khuluma meetings

Top image: *The prompt in Khuluma asking you if you would like to have only audio or microphone access too.*

A specified time will be given by the lecturer when a meeting will start and end as well as a specific date.

Top image: Khuluma open and closing dates

During the live Khuluma video call, you will be able to type messages to your lecturer in the chat box which they will see in real time and could respond to.

Under the recordings section, a student can view past tutorials that have been recorded by the lecturer by simply clicking on the "Presentation" link and then you will be able to watch the full tutorial of that specific meeting.
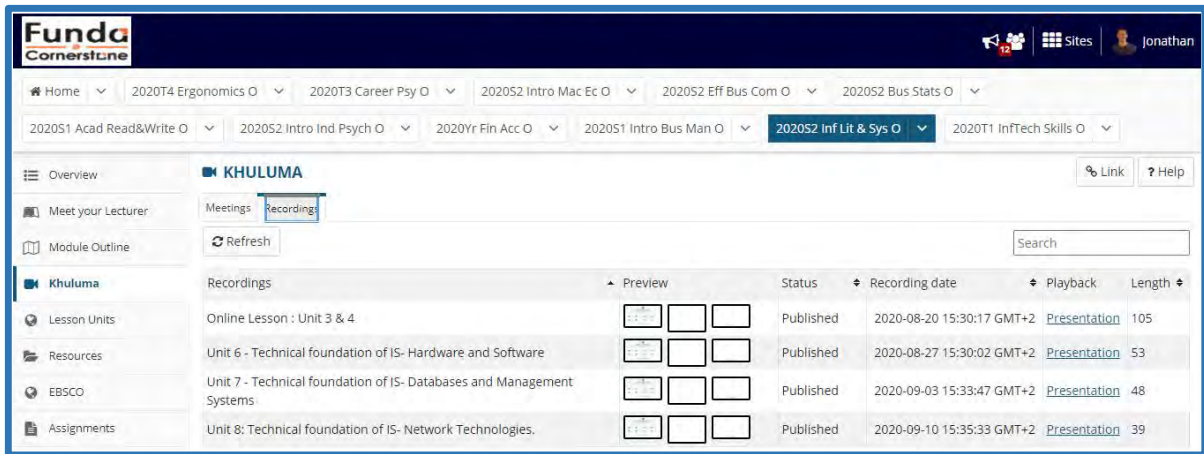
Top image: The "Recording" menu option in Khuluma.

2.6 Resources Folder

The resources folder is where your lecturer will post or upload readings, links, documents or anything that they feel you may be needing in the course of completing the module. To open a resource, simply click on the link for the resources and it will either download or open up in a new window.

You may also notice that you might be able to access sub-folders inside the main root folder of the module. To exit the sub-folder, simply click on the name of the name of the module at the top of the resource window tool.
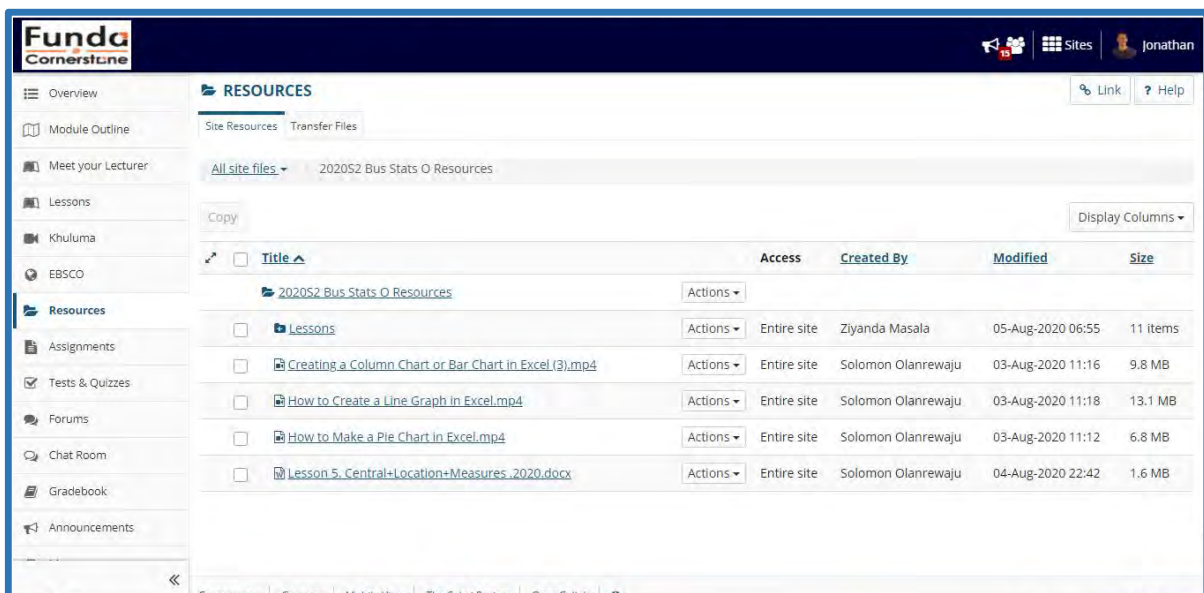
Top image: Folders within the Resources tab.

2.7 EBSCO

Videos: *EBSCO Overview*.

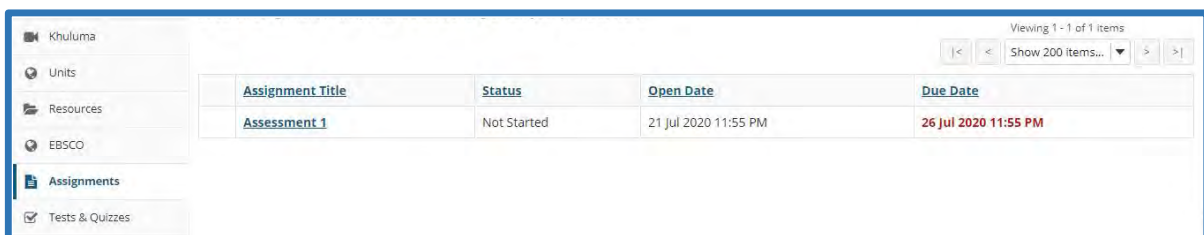EBSCO: How to perform searches like an expert.

EBSCO is Cornerstone's online library where students can download or borrow a book from the library, free of charge. You as a student of Cornerstone will have access to over 180,000 books, reviews and articles. Research for your assignments can be done with EBSCO since it hosts academic articles and books you can and should reference. We highly encourage you to make use of EBSCO to complete assignments.

4. Assignments

Video: *Assignment, Quizzes and Chats*. The tabs for submitting assignments will be available 2 weeks from the due date and available a week after the due date. (Just note that you could be penalised 3% off of your final mark per day for every day that you submit your assignment late. That means if you submit your assignment 4 days after the due date, you will lose 12% off of your assignment. Should you not be able to submit an assignment, a valid document needs to be submitted to prove why you could not submit your assignment on time. A valid doctor's note is an example of such a document.)
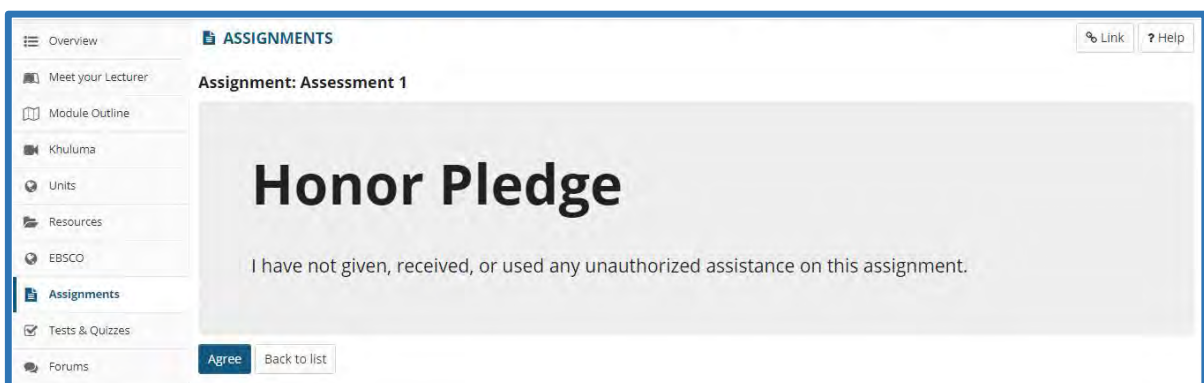
How to submit your assignment

Top image: You would select the link called "Assessment 1" to open the assessment submission page.

Simply click on the assignment link you wish to submit. You might be prompted to tick an Honour Pledge box. The honour pledge confirms that you as the student did the work independently and that this is entirely your own original work.

Top image: The Honor Pledge window
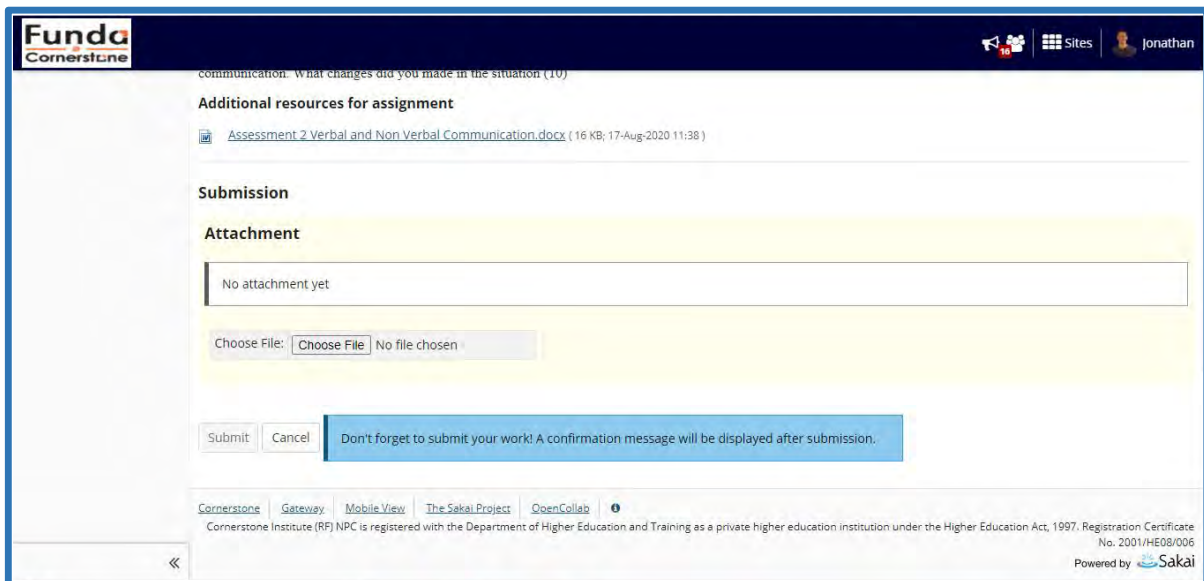
After Agreeing to the honour pledge, you see a button named "Choose file", click on the button and select the appropriate assignment you wish to submit.

*Top image: Where to attach your assignment*

5. Urkund

Once you have submitted your assignment, your Urkund Report will start to generate. Urkund is Cornerstone's plagiarism checker. Urkund is not intended to work against you, but it will work with you to indicate where you might have committed plagiarism. It will also pick up plagiarism when someone else uses the work that you have published and reference you as the original author. Your Urkund report will start to generate when you submit your assignment. It may become visible within 3-12 hours. Should you not receive your report in that time, please log a ticket for Funda support.

Once your report has generated for your assignment your assignment should have a flag next to it, green, yellow or red. Hovering on the flag should give you a quick indication of your plagiarism score. To view the full report, please click on the flag.

How to interpret your Urkund Report

Your report should show areas where similarity has been found. This report will also indicate from which source the plagiarism is. This will enable you to better understand how plagiarism works and how to avoid it in the future.

Once the report has opened you will be able to see different tools in the report. The first section on the left hand side should give you a quick indication of where you plagiarised on your pages, scroll down to the "View Entire document" button and click on this button. Here you will be able to see exactly where you plagiarised. When clicking on the "Sources" button you will be able to see the sources where the report picked up the plagiarism. Under the "Findings section" you will be able to see a detailed, source for source comparison as well as the percentage that was plagiarised from that source.
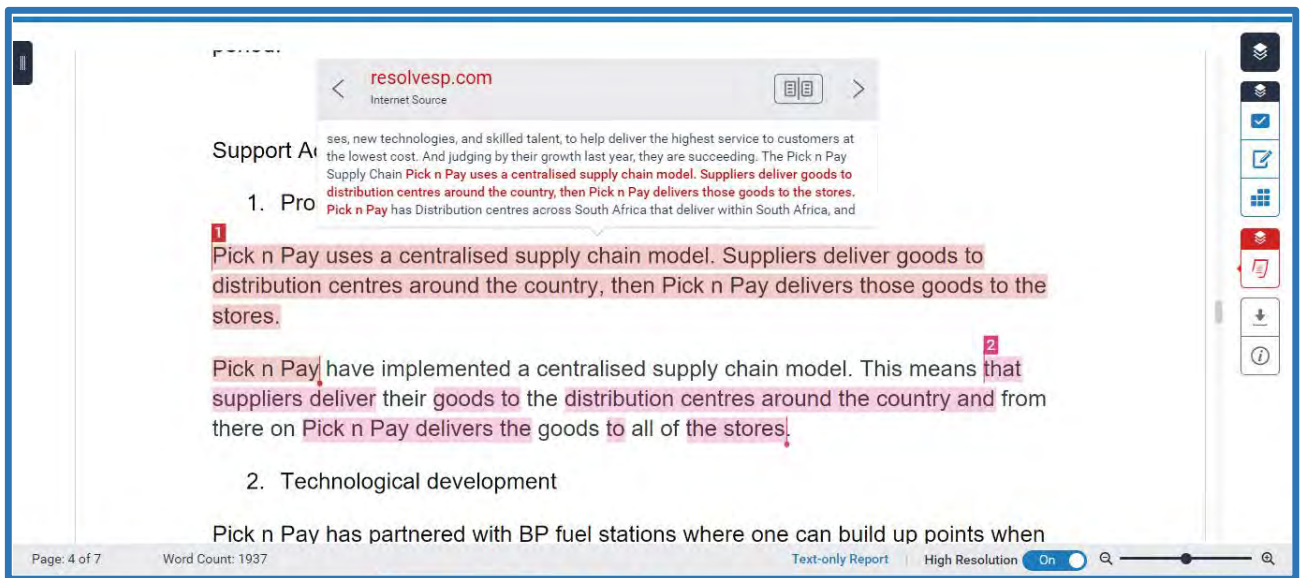
Top image: As per the image above you will be able to see that, in this example, the original source is from resolvesp.com. The text plagiarised is highlighted in red.

You are allowed a maximum of 10% plagiarism on your assignment. Anything more than that, you will be penalised. If you continuously plagiarize above 10%, please consult with student services for assistance in order to avoid plagiarism.

Incidents of plagiarism are recorded on the central database. Should the student continue to plagiarise, the following process is followed:

1. The Lecturer explains to the student why the incident is plagiarism. The Student will then be given the opportunity to resubmit and directed to the Academic Guidelines and Student Services to assist her/him.
2. Resubmitted paper graded as usual. If it is still plagiarised, students will suffer a 5% (1st Year + Higher Cert), 10% (2nd year), 15% (3rd year) 20% (honours) penalty.
3. If the student plagiarises again (2nd time) on another assignment they will get 50%, with the opportunity to resubmit.
4. If he/she does it again (3rd time), a mark of zero will be allocated, without the opportunity to resubmit.
5. 4th time: a mark of zero for the module.
6. 5th time: possible expulsion from Cornerstone Institution.

6. Tests and Quizzes

We next look at Tests and Quizzes. With this tool you will be able to write some of your tests and quizzes online. There are multiple types of test questions you may get, including multiple choice questions, true or false and essay type questions.
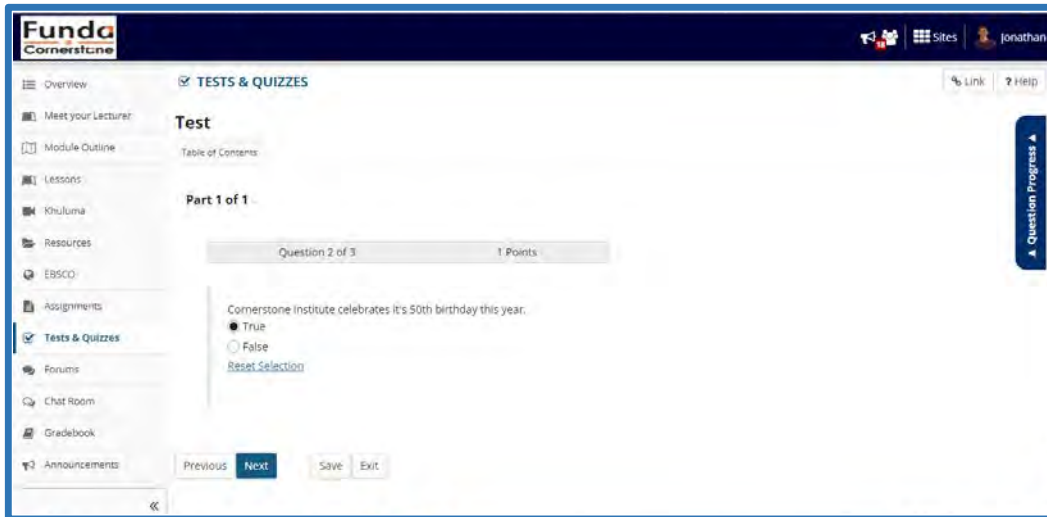
*Top image: A True/False question within a quiz.*
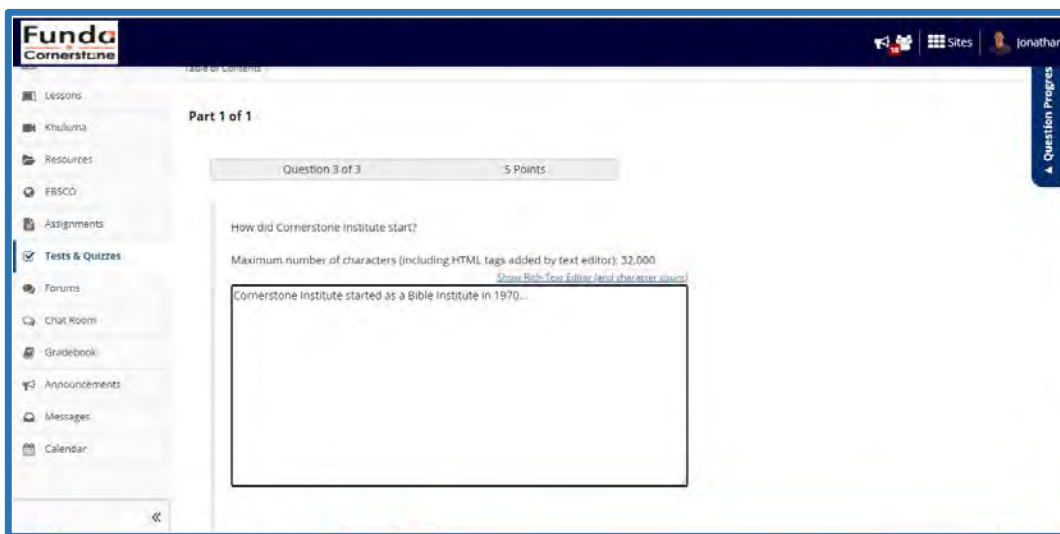
Top image: An essay type question in a quiz.

7. Discussion Forums

We will now move onto the discussion forums. Think of a discussion forum as something similar to a round table discussion whereby you will have a number of people sitting around one table and discussing a variety of topics. This is exactly the same as a discussion forum, only you and your fellow students will be able to type your responses and read other student's replies online. You will have a Forum and you will have a topic under the forum. A forum can be graded or not graded. The forum itself is just the category under which your topic resides.

Depending on the module, you might find different types of topics that you will need to respond to. You are usually expected to write your own, independent/original response to a topic before you respond to other students remarks.
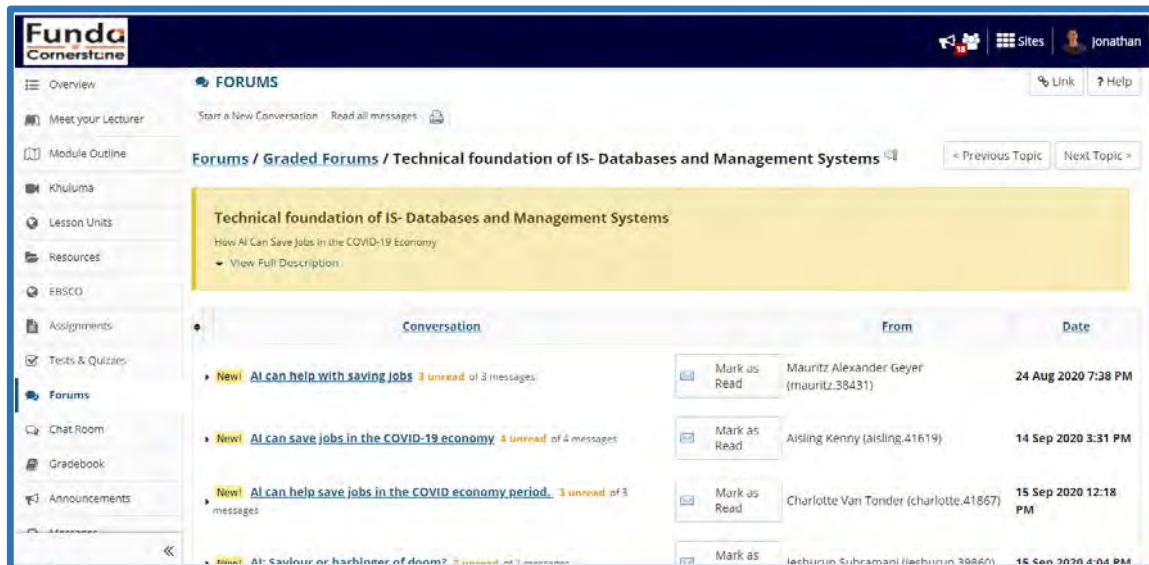

Top image: A list of student responses within a discussion topic.

We encourage you to speak your mind and post what you feel is relevant to the topic. We however do not condone any hate speech or crude language of any kind and we would like to ask you to be respectful at all times. Make informed comments by doing research and showcasing your research through accurate referencing.

To start a new conversation, simply click on "Start a New Conversation"

You will be taken to a new window where you will be able to type your response.
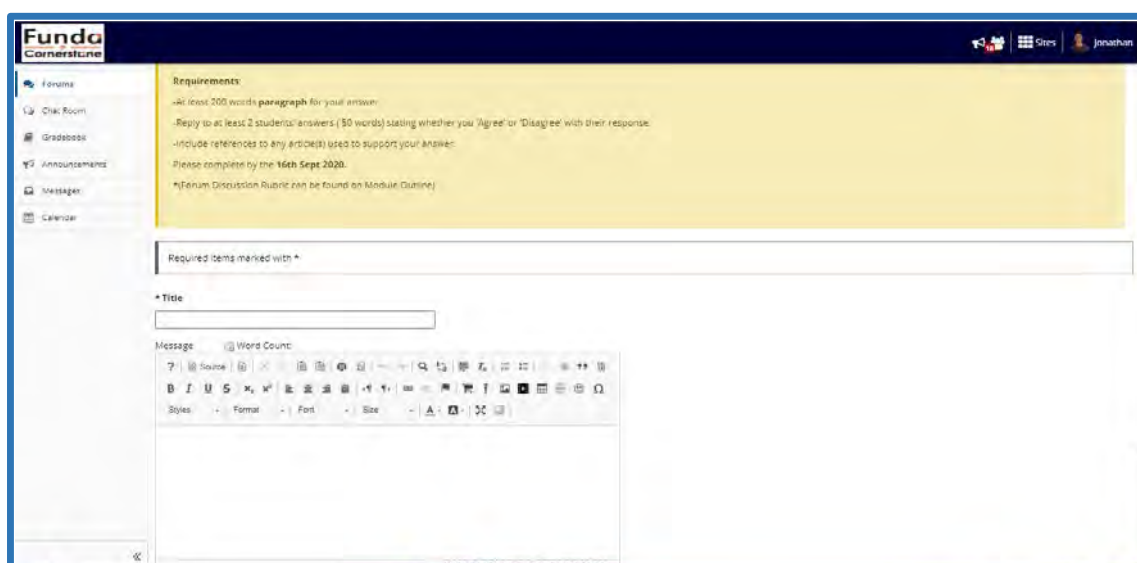

Top image: Window to type your response to a discussion topic.

Once you have typed your response, you will be able to click on the "Post" button for everyone on the site to read and respond to.

8. Chat Room

We now move to the chat room tool. This tool enables you to have an informal chat with fellow students or your lecturer. Think of this in the same way where you would, on strolling through a campus, where you would bump into a fellow student or a lecturer and have a quick chat. You will be able to chat about anything here, anything from Cornerstone related news or general chat.
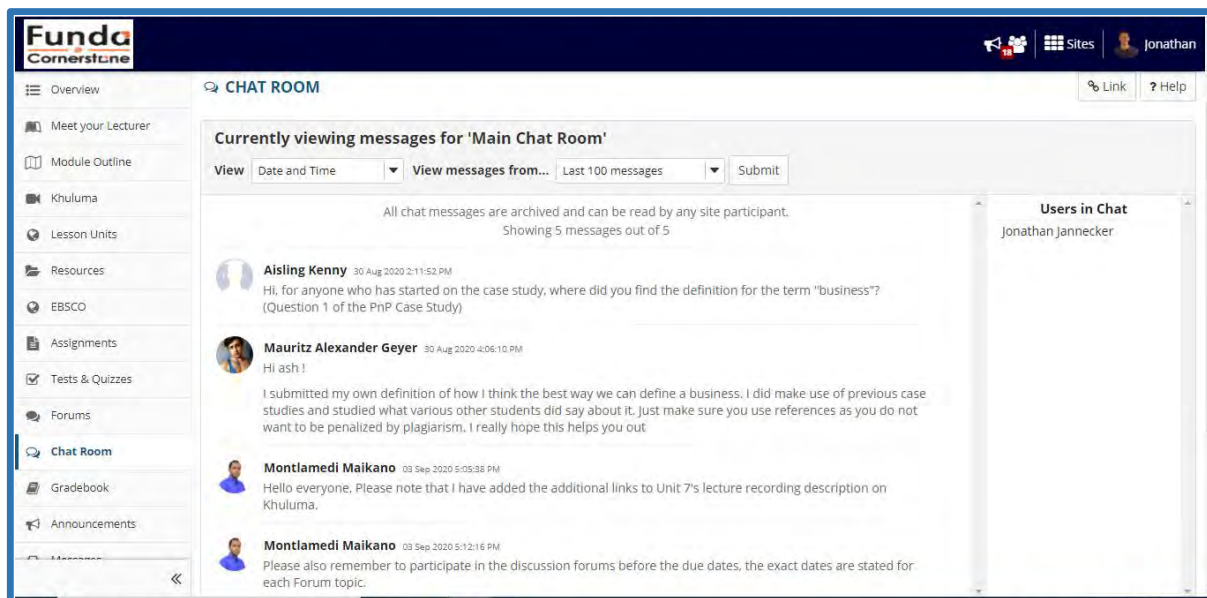
Top image: Posts within a Funda Chat room.

9. Gradebook

Video: *Gradebook*. Let us take a look at your Gradebook. Your Gradebook will reflect your scores for your assignments and it will also reflect your module grade. Remember that your assignments will have a weighting attached to it. Depending on your assessment type, it might be that some assessments have a weighting of 15% while others might be 40%. Let us break it down:

For our example, 4 assessments are listed in the Module Outline consisting of the following:

- 1 Essay weighing 30%,
- 1 Quiz weighing 15%,
- 1 Discussion forum weighing 15% and
- 1 End of year exam weighing 40%

You complete all of them and you achieved the following scores:

Essay you scored 68/100: 68%

Quiz you scored 18/25: 72%

Discussion Forum: 65/100: 65%

End of year exam: 62/100: 62%

This means the contribution of each assessment to your final module result will work out to be the following:

Essay will contribute 30% of 68% giving you a score of: 20.4

The Quiz will contribute 15% of 72% giving you a score of: 10.8

The discussion forum will contribute 15% of 65% giving you a score of: 9.75

End of your exam will contribute 40% of 62% giving you a score of: 24.8

Adding it all up: 20.4+10.8+9.75+24.8 = 65.75%

The 65.75% that we just calculated will be your module grade at the end of the semester. It is important to know and understand how weightings work. Should you require more explanation, you are welcome to email your lecturer or log a ticket by sending an email to itsupport@cornerstone.ac.za. Just remember that, even though your discussion forum or your quiz may not contribute much to your course grade, they might make the difference between a pass or a fail, or even an "A" or a "B". Always put in the most amount of effort into your assignments.

Top image: A grade report within the Gradebook tab.

10. Announcements

Let's look at the "Announcements" tool.

Top image: The list of announcements for the site

This tool is exactly what it says in that any type of announcement made can be found here. Announcements about assignments, tests and quizzes, resources or any class administration you might need to take note is heret. Should the lecturer decide to, an email might also reach your email inbox with the content of the announcement. Regularly check your announcements to stay up to date with the information regarding your module.

*Top image: Having selected an announcement, the details can be read.*

11. Messages

Video: *Messages and Calendar tool*. Think of the "Messages" tool as a tool whereby you can send emails from within Funda to your lecturer's email inbox. This will allow you to easily communicate with the lecturer about matters related to the specific module.
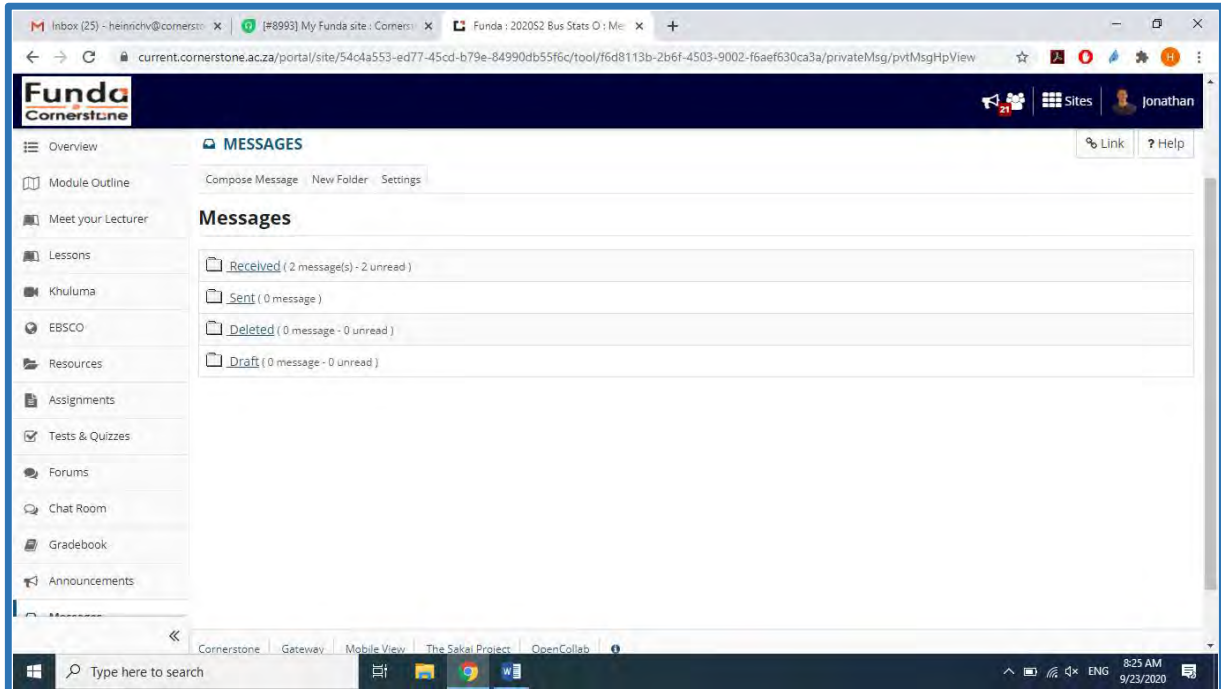

Top image: The Messages tab window.

To start off the message, navigate to the "Messages" tool and click on "Compose Message". In the "To:" field, you can type in your lecturer's name and their Funda profile should come up for you to select. You will be able to blind copy someone into the email as well by selecting the "Add Bcc" option. In the "Message" box you will be able to type your message to the lecturer. You can also add an attachment to the document should you wish. Simply click on "Send" to send your message to the lecturer.
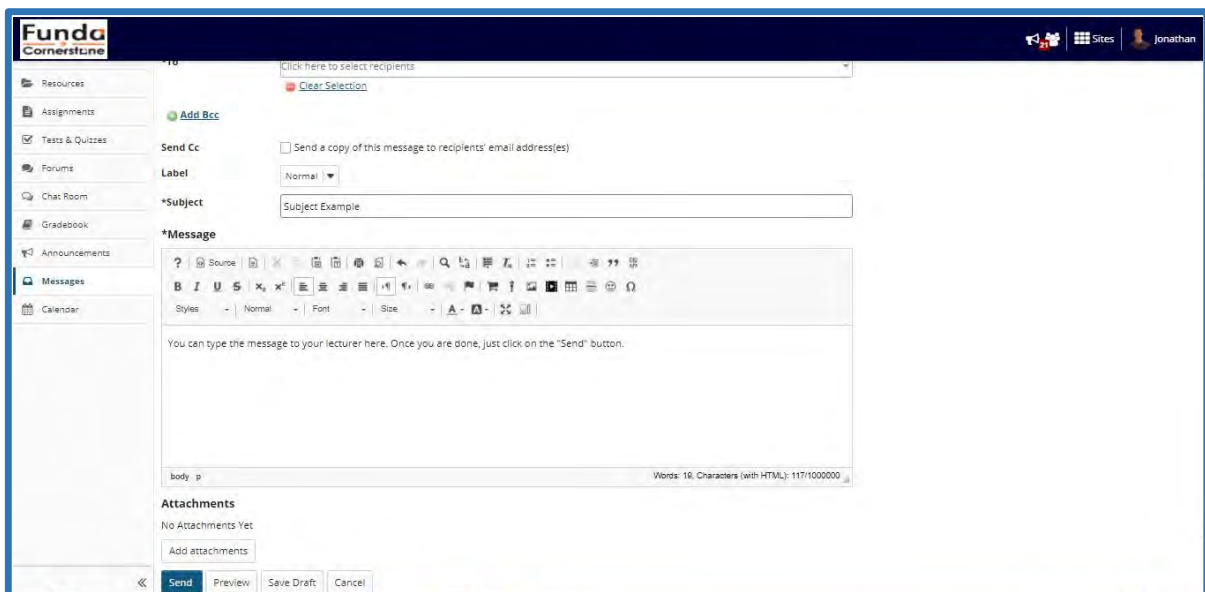
Top image: Composing a message.

12. Calendar

Simply put, the calendar tool is a place where you can view the events happening in that specific module by their dates. As with the Calendar tool on your "Home" page, you will see that there is a legend at the bottom of the page that you can use to identify certain events at specific dates.
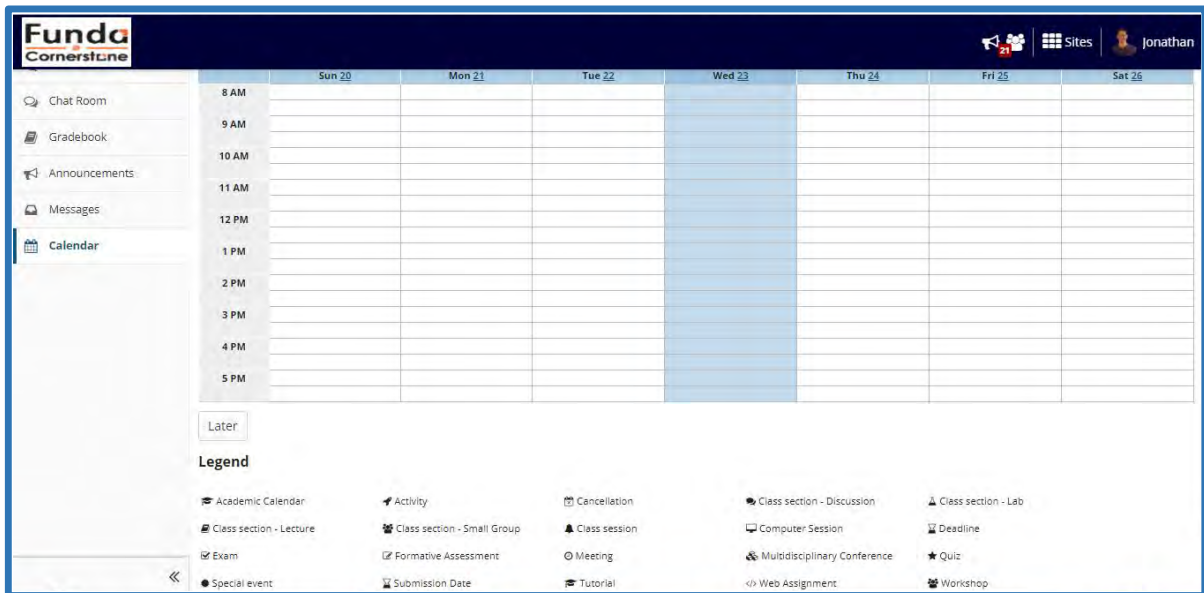
Top image: The site calendar

Lastly, should you have any problems, or need extra information regarding information at Cornerstone, you can send an email to:

helpdesk@cornerstone.ac.za

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