



## **DRAFT STUDENT MOODLE GUIDE**

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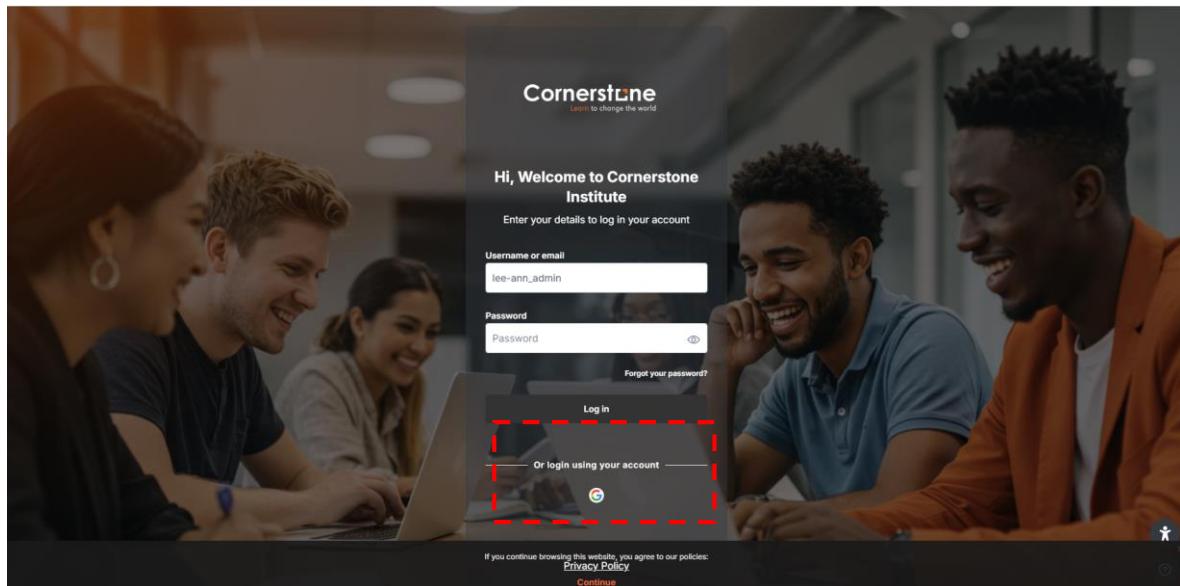
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## 1. Introduction

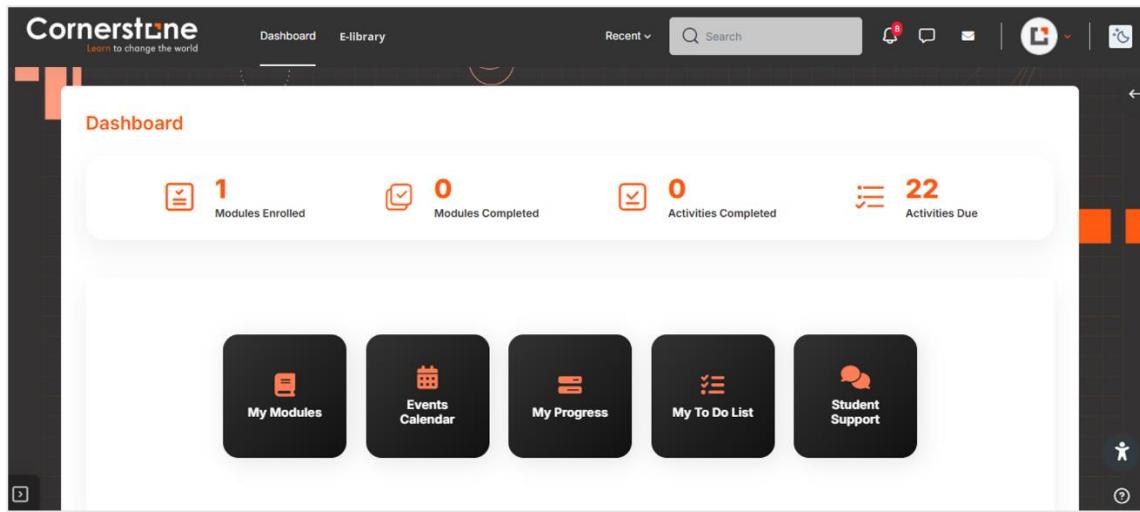
This **Moodle Guide** explains the most-used pages and functions of **Cornerstone's Learning Management System**. The guide is structured in accordance with the end-to-end process involved in navigating a module site and performing basic functions, i.e.:



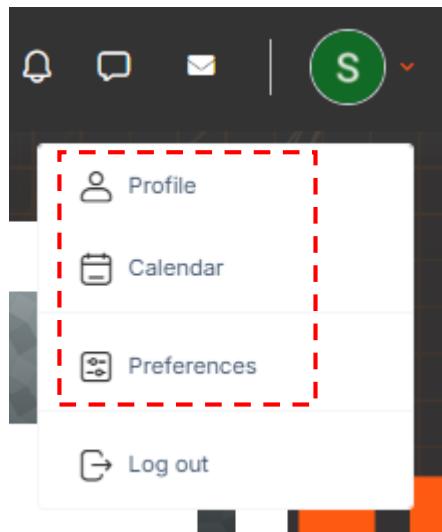
## 2. Navigate the Dashboard



1. **Login:** Log-in by clicking the Google icon (this will enter your Cornerstone email and password associated with your Google account).  
☞ Do not enter your email and password to login – **always login with your Google Single Sign On.**
2. **Dashboard and Navigation:** Your dashboard will display the modules you're registered for along with other key tools.

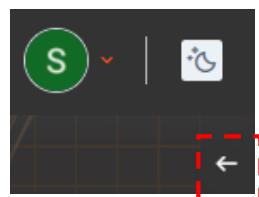


3. **Your Profile:** Your learner profile in the top right-hand corner contains useful quick links for your convenience.



- **Profile:** Edit your personal information
- **Calendar:** View activities scheduled for the week/month
- **Preferences:** Access your learner account, roles, badges, repositories and blogs

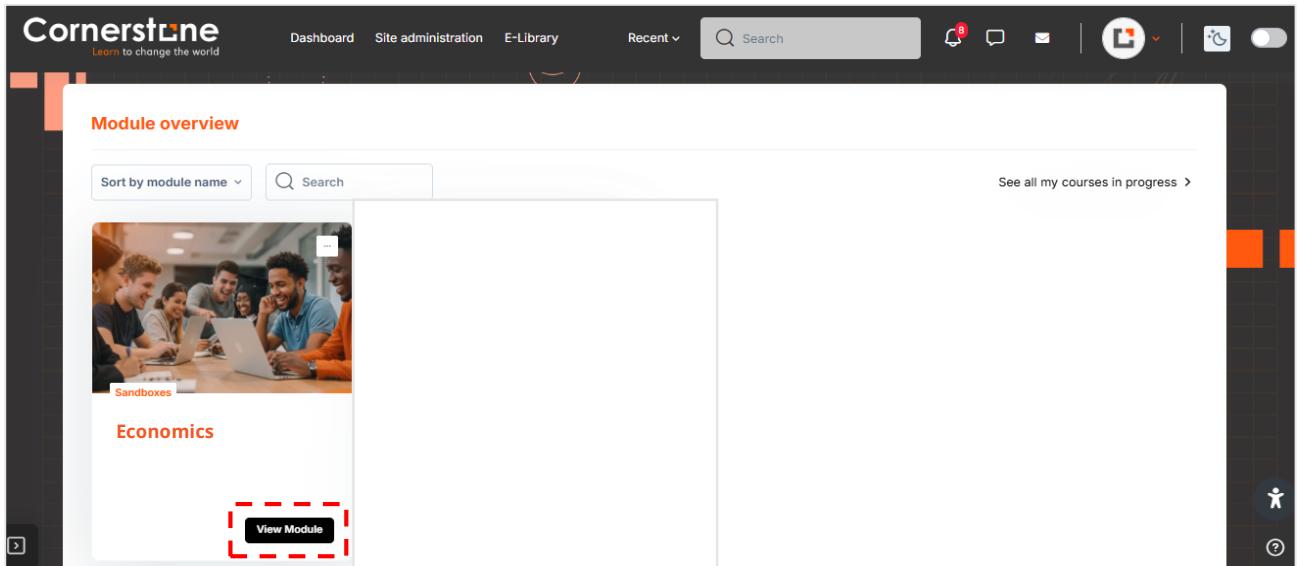
4. **The sidebar:** Click on the **expand arrow** to the right of your screen to open the **sidebar** - there you will see recently opened items.



5. To go to a module, click **My Modules** on the dashboard.

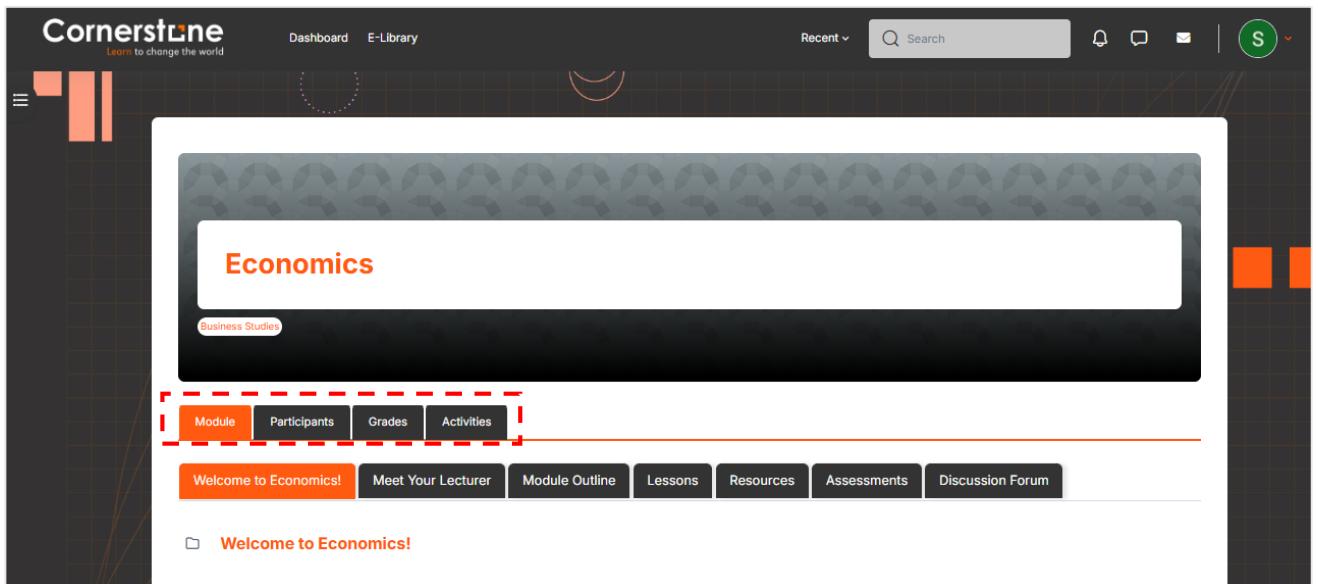
### 3. Navigate the Module Pages

6. Click the **View Module** button of the module you want to access.



The screenshot shows the Cornerstone LMS dashboard with a dark theme. At the top, there is a navigation bar with links for 'Dashboard', 'Site administration', 'E-Library', 'Recent', and a search bar. Below the navigation bar is a 'Module overview' section. A module card for 'Economics' is displayed, featuring a photo of students, the word 'Sandboxes' in a box, and a 'View Module' button at the bottom. A red dashed box highlights the 'View Module' button. To the right of the card, there is a link 'See all my courses in progress >'. On the far right, there is a sidebar with a user icon and a question mark icon.

7. On the module site, **four tabs** appear **at the top** – each tab contains one or more **pages**.



The screenshot shows the 'Economics' module site. At the top, there is a navigation bar with links for 'Dashboard' and 'E-Library'. Below the navigation bar is the module content area. The content area features a title 'Economics' and a sub-section 'Business Studies'. Below this is a navigation bar with four tabs: 'Module', 'Participants', 'Grades', and 'Activities'. A red dashed box highlights these four tabs. Below the tabs, there is a horizontal menu with links: 'Welcome to Economics!', 'Meet Your Lecturer', 'Module Outline', 'Lessons', 'Resources', 'Assessments', and 'Discussion Forum'. A red line highlights the 'Welcome to Economics!' link in the menu. The content area also shows a list item 'Welcome to Economics!' with a small icon.

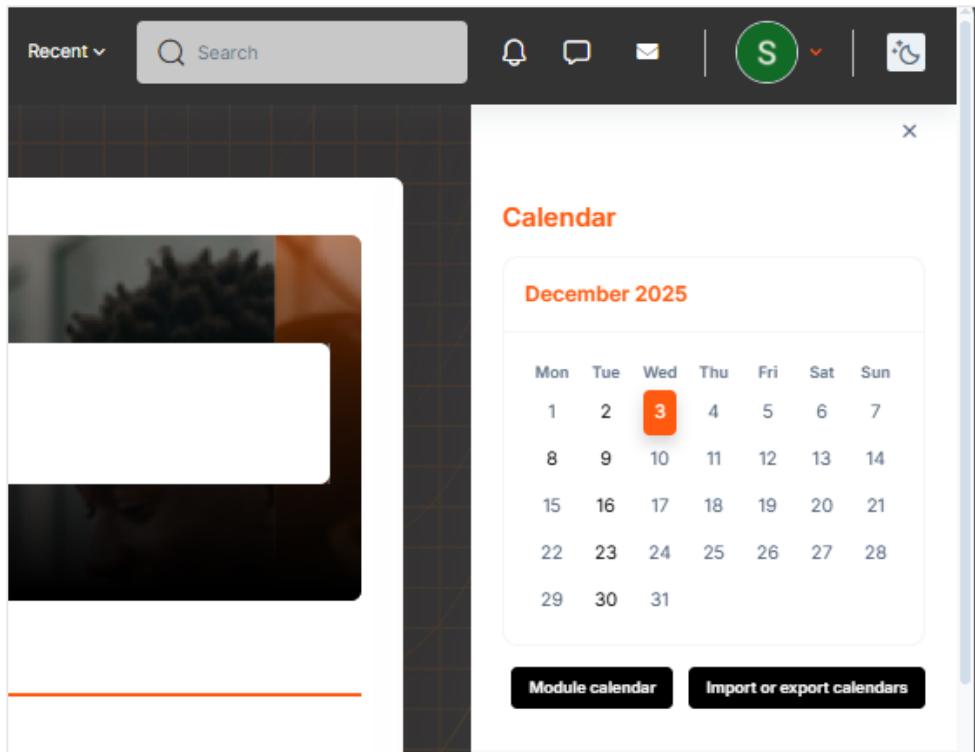
**2.1 Module:** This tab contains all the content in that module which is typically displayed on the following pages:

- Welcome Page
- Meet Your Lecturer Page
- Module Outline Page
- Lessons Page
- Resources Page
- Assessments Page

- Discussion Forum Page

Note: The pages may vary from lecturer to lecturer.

☞ The **expand arrow** to the right of your screen will open your **calendar** whilst you are on the Module page (not recently opened pages/items as on the Dashboard).



**2.2 Participants:** All students registered for this module will be listed here.

Module	Participants	Grades	Activities								
<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>Match</span> <span>Any <input type="button" value="▼"/></span> <span>Select <input type="button" value="▼"/></span> </div> <div style="margin-top: 10px;"> <span>+ Add condition</span> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>1 participants found</p> </div> <div style="display: flex; justify-content: space-between;"> <span>First name</span> <span><input type="button" value="All"/> <input type="button" value="A"/> <input type="button" value="B"/> <input type="button" value="C"/> <input type="button" value="D"/> <input type="button" value="E"/> <input type="button" value="F"/> <input type="button" value="G"/> <input type="button" value="H"/> <input type="button" value="I"/> <input type="button" value="J"/> <input type="button" value="K"/> <input type="button" value="L"/> <input type="button" value="M"/> <input type="button" value="N"/> <input type="button" value="O"/> <input type="button" value="P"/> <input type="button" value="Q"/> <input type="button" value="R"/> <input type="button" value="S"/> <input type="button" value="T"/> <input type="button" value="U"/> <input type="button" value="V"/> <input type="button" value="W"/> <input type="button" value="X"/> <input type="button" value="Y"/> <input type="button" value="Z"/></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Last name</span> <span><input type="button" value="All"/> <input type="button" value="A"/> <input type="button" value="B"/> <input type="button" value="C"/> <input type="button" value="D"/> <input type="button" value="E"/> <input type="button" value="F"/> <input type="button" value="G"/> <input type="button" value="H"/> <input type="button" value="I"/> <input type="button" value="J"/> <input type="button" value="K"/> <input type="button" value="L"/> <input type="button" value="M"/> <input type="button" value="N"/> <input type="button" value="O"/> <input type="button" value="P"/> <input type="button" value="Q"/> <input type="button" value="R"/> <input type="button" value="S"/> <input type="button" value="T"/> <input type="button" value="U"/> <input type="button" value="V"/> <input type="button" value="W"/> <input type="button" value="X"/> <input type="button" value="Y"/> <input type="button" value="Z"/></span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"><input type="checkbox"/></th> <th style="width: 40%;">First name / Last name <input type="text" value="Serelda (Student) Swart"/></th> <th style="width: 20%;">Roles <input type="text" value="—"/></th> <th style="width: 30%;">Groups <input type="text" value="—"/></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>S Serelda (Student) Swart</td> <td>Student</td> <td>No groups</td> </tr> </tbody> </table>				<input type="checkbox"/>	First name / Last name <input type="text" value="Serelda (Student) Swart"/>	Roles <input type="text" value="—"/>	Groups <input type="text" value="—"/>	<input type="checkbox"/>	S Serelda (Student) Swart	Student	No groups
<input type="checkbox"/>	First name / Last name <input type="text" value="Serelda (Student) Swart"/>	Roles <input type="text" value="—"/>	Groups <input type="text" value="—"/>								
<input type="checkbox"/>	S Serelda (Student) Swart	Student	No groups								

**2.3 Grades:** All activities in a module will be listed here but only the gradeable activities will display your grade once that activity is completed and graded.

Module Participants Grades Activities

User report ▾

S Serelda (Student) Swart

Grade item	Calculated weight	Grade	Range
ATTENDANCE Attendance for Lecture 1	-	-	0.0-100.0
LESSON Lesson: Introduction to Moodle	-	- ***	0.0-100.0
FACE-TO-FACE Face to Face: Session 1	-	-	0.0-100.0
FORUM Forum: The User-friendliness of Moodle whole forum	-	-	0.0-100.0
Assignment			

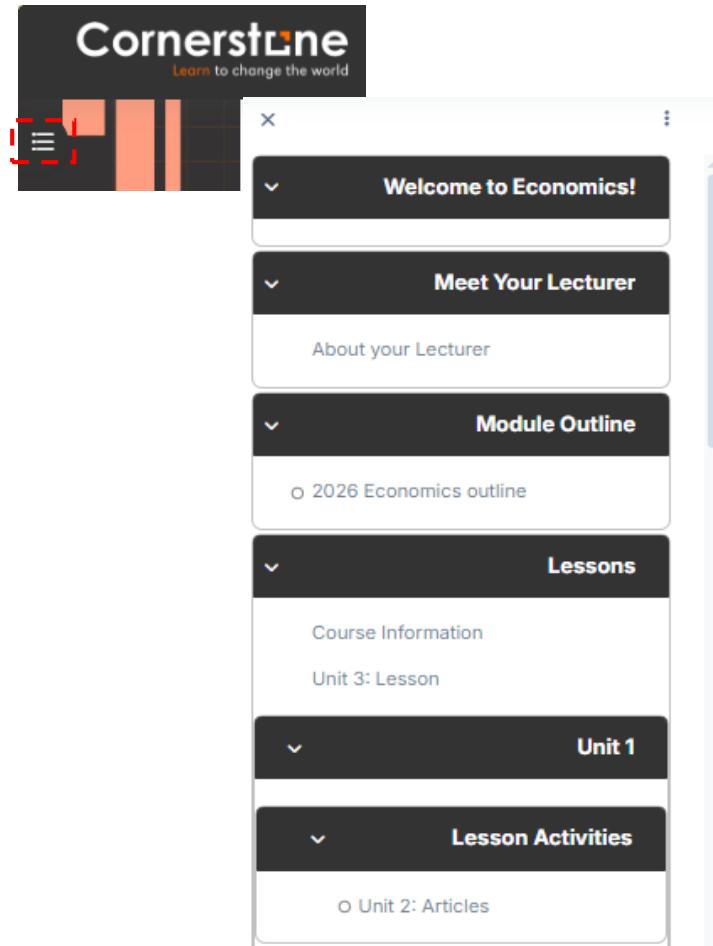
**2.4 Activities:** All activities in the module (e.g. Lessons, Quizzes, Lectures) will be listed on this page whilst also appearing on the relevant page (i.e. a Quiz will also appear on the Assessments page, a Forum on the Discussion Forum page, etc.).

Module Participants Grades Activities

**Activities**  
An overview of all activities in the module, with dates and other information.

- Assignments
- Attendances
- BigBlueButton
- Forums
- Lessons

8. To the left of your screen is a **Menu Icon** which you can click to open the **Menu Bar** where all the pages and activities will be listed:



## 4. Submit an Assignment

An assignment is an assessment type and will therefore always be located on the **Assessments Page**. All assessments will be published here as either formative or summative assessments, and can also be accessed via the **Menu Bar** on the left.

1. On the **Assessments Page**, click the **Assignment Title**.

Assessments

Formative Assessments

 **ECON5120 Formative Assignment**

Opened: Monday, 13 October 2025, 2:35 PM Due: Sunday, 16 November 2025, 5:00 PM

2. In the assignment details window, click the **Add Submission** button.

 **ECON5120 Formative Assignment**

[← Back to module](#)

Opened: Tuesday, 18 November 2025, 3:00 PM

Due: Tuesday, 25 November 2025, 12:00 AM

Placeholder text: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua.

**Add submission**

3. On the screen that appears you will be prompted to accept Turnitin's user agreement – click the **blue link** and in the pop-up window, click **I agree**. Close the window.

 To submit a file to Turnitin you must first accept our EULA. Choosing to not accept our EULA will submit your file to Moodle only. Please click here to read and accept the [Agreement](#).

Turnitin User Agreement

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

**Turnitin End-User License Agreement**

\*Users who are not in the European Union refer to [Section A](#) only.  
\*\*Users in the European Union refer to [Section B](#).

Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and organizational measures to protect your personal data.

\*Section A (For Users who are not in the European Union)  
Turnitin and its services (the "Site" or the "Services") are operated and maintained by Turnitin, LLC ("Turnitin"), and provided to you, the user ("You" or "User" or "End-User"), conditionally upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). Depending on the Turnitin solution utilized, references to "You", "student", or "End-User" shall include any person submitting papers through the Service, however they are defined.  
You should review this User Agreement carefully before continuing. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.

4. Click **Back to module** at the top left of the screen and click the **Assignment Title** again – you can now **Add submission**.
5. Above the file submission field, **tick the box** to confirm that you are submitting your own original work, then upload your assignment and click **Save changes**.

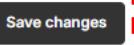
**Add submission**

This submission is my own work, except where I have acknowledged the use of the works of other people. 

File submissions

 Assignment ...

Maximum file size: 2 GB, maximum number of files: 20

6. You will receive a **confirmation message**.

- If the assignment was assessed by **Turnitin**, the results of the **Similarity Report** will be released a few minutes *after* submission (see **Step 8** to find out how to access your report).
- To view the **criteria** used for grading your assignment, click the **Rubric icon** next to the Similarity Report percentage.

<b>Submission status</b>	
Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 4 days 10 hours early
Last modified	Wednesday, 3 December 2025, 1:28 PM
File submissions	 <p>Assignment D_TII AI Detector.docx Turnitin ID: 2834237016 100%</p>
Submission comments	 Comments (0)

7. Above the **confirmation message** are two buttons:



- If you **Edit the assignment** (e.g. add another file) - you will receive the following **notification**:

You have already submitted a paper to this assignment and a Similarity Report was generated for your submission. If you choose to resubmit your paper, your earlier submission will be replaced and a new report will be generated. After 3 resubmissions, you will need to wait 24 hours after a resubmission to see a new Similarity Report.

- If you **Remove the assignment** (e.g. if you want to amend it and upload a revised version), the **Submission status** will reflect the new details.
  - ☞ Remember, at Cornerstone you may remove an assignment and **resubmit** another one several times, as long as it is before the due date. You will receive a Similarity Report immediately up until the third resubmission, thereafter the report will be delayed by 24 hours.

8. To access your **Similarity Report**, click the **percentage** – the Turnitin window (Feedback Studio) will open.

9. To view content identified as potential plagiarism, click the **Filter icon** in the toolbar – a list of all the sources and corresponding content will display.

All Sources		
Match 1 of 1		
Submitted to Cornersto...	100%	Student Papers - 9 papers
Chandrabhan Verma, S...	3%	Publication
www.fastercapital.com	3%	Internet Source
Khan Amanullah. "Cha...	2%	Publication
Submitted to Charles C...	2%	Student Papers - 2 papers
kashmirreader.com	2%	Internet Source
www.bseindia.com	2%	Internet Source

## 5. Conduct a Quiz

A quiz is an assessment type and will typically be located on the **Assessments Page** however the lecturer may choose to add it on a Lesson Page.

**Assessments**

 **Quiz: The Purpose of Turnitin**

Opened: Sunday, 19 October 2025, 1:00 PM

To do 

1. On the relevant page, click the **Quiz Title** – a screen with instructions will appear, click **Attempt quiz**.

 **Quiz: Rules of Grading on Turnitin**

 Back to module

**Done: View**

To do: Make attempts: 1 To do: Receive a grade To do: Receive a passing grade To do: Receive a pass grade or complete all available attempts

Opened: Wednesday, 29 October 2025, 1:00 PM

Answer the following questions regarding important rules to be included in setting up assignments on Turnitin.

 Attempt quiz

2. Answer the questions as laid out, then click **Finish attempt**. A confirmation screen will appear allowing you to return and edit your answers, or **Submit all and finish**.

**Quiz: The Purpose of Turnitin**

**Summary of attempt**

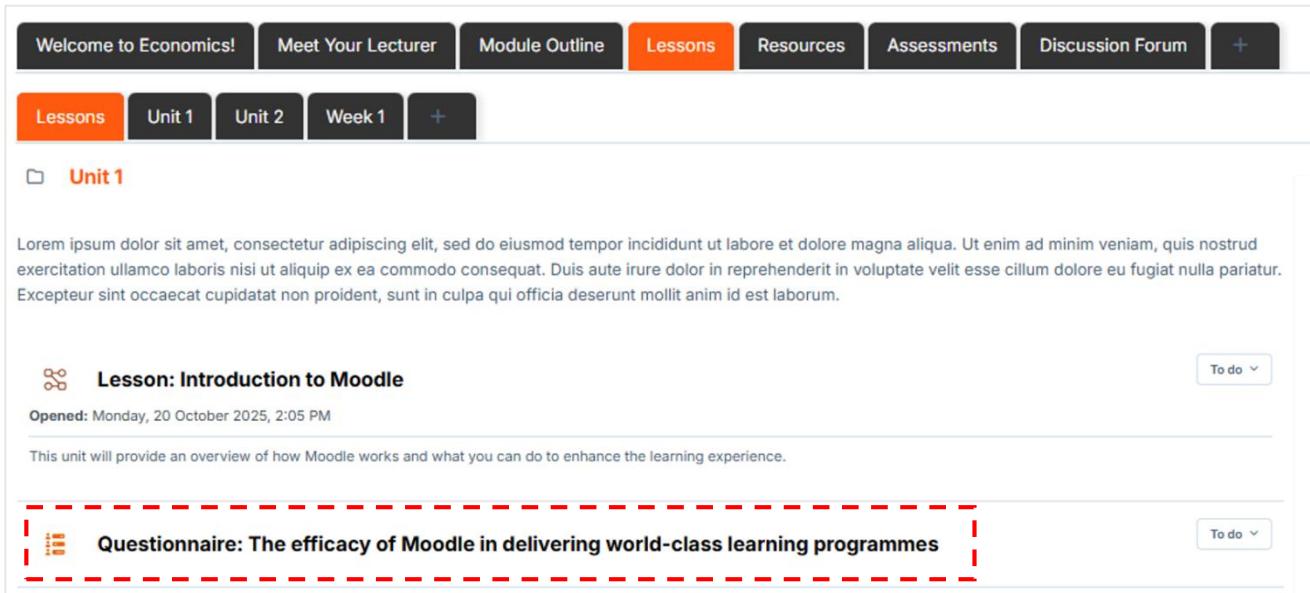
Question	Status
1	Answer saved
2	Answer saved

**Return to attempt**

**Submit all and finish**

## 6. Complete a Questionnaire

A questionnaire is used when a lecturer wants to obtain feedback that relates to a lesson, e.g. a survey or an opinion poll, and is typically located on a **Lessons Page**. As it is not an assessment, it will not be graded.



The screenshot shows a Moodle module page with the following navigation bar:

- Welcome to Economics!
- Meet Your Lecturer
- Module Outline
- Lessons
- Resources
- Assessments
- Discussion Forum
- +

The "Lessons" button is highlighted in orange. Below the navigation bar, there is a sub-navigation bar:

- Lessons
- Unit 1
- Unit 2
- Week 1
- +

The "Unit 1" link is highlighted in orange. A sub-section titled "Unit 1" is expanded, showing the following content:

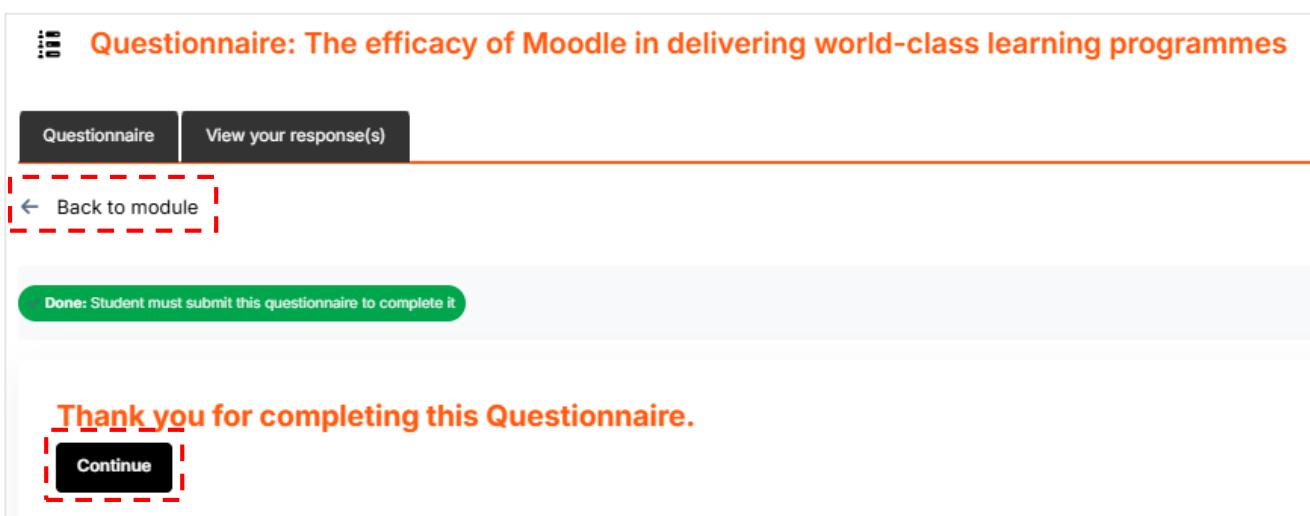
Lesson: Introduction to Moodle

Opened: Monday, 20 October 2025, 2:05 PM

This unit will provide an overview of how Moodle works and what you can do to enhance the learning experience.

Questionnaire: The efficacy of Moodle in delivering world-class learning programmes

1. On the relevant page, click the **Questionnaire Title** – a screen will appear, click **Answer the questions**.
2. The questions may vary in type – answer as instructed and click **Submit questionnaire**.
3. A confirmation screen will appear – if you want to view your entries, click **Continue**.



The screenshot shows a questionnaire confirmation page with the following content:

Questionnaire: The efficacy of Moodle in delivering world-class learning programmes

Questionnaire | View your response(s)

← Back to module

Done: Student must submit this questionnaire to complete it

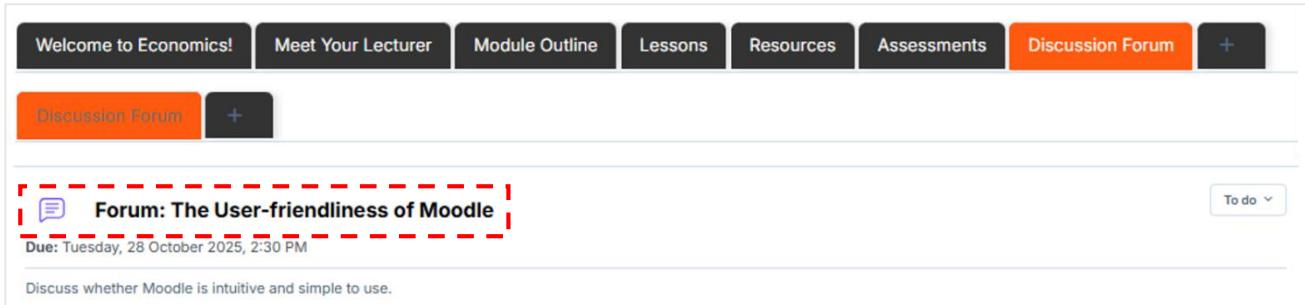
Thank you for completing this Questionnaire.

Continue

4. Click the **Back to module** link to return to the module page.

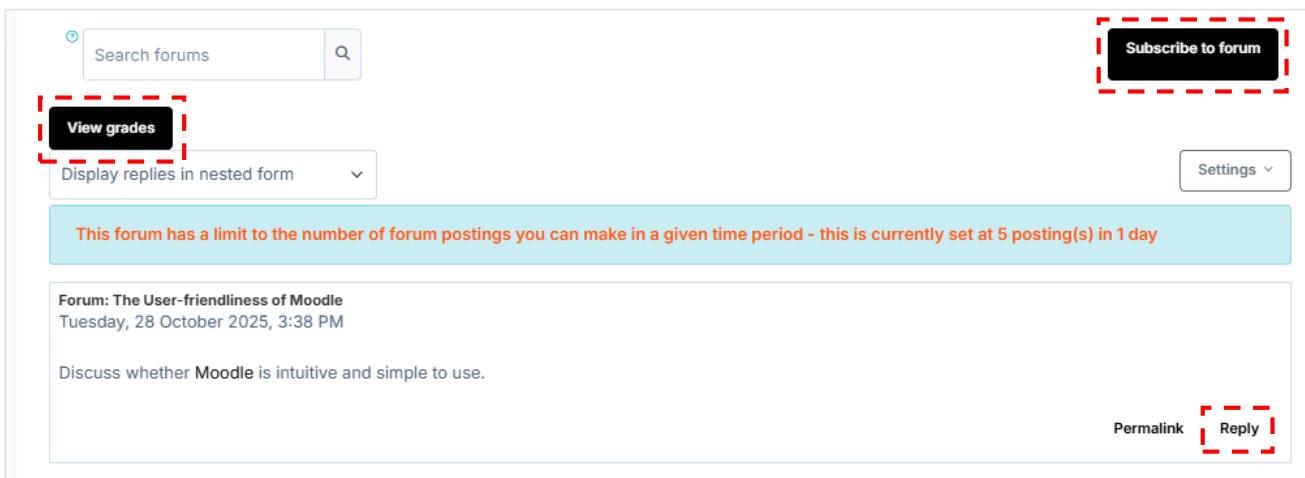
## 7. Participate in a Discussion Forum

A forum may or may not be gradeable and is typically located on the **Discussion Forum Page**.



The screenshot shows the Moodle navigation bar with the 'Discussion Forum' tab selected. Below the navigation bar, a sub-navigation bar includes 'Discussion Forum' and a '+' button. A forum titled 'Forum: The User-friendliness of Moodle' is displayed, with a red dashed box highlighting the title. The forum has a due date of 'Tuesday, 28 October 2025, 2:30 PM' and a text area for discussion.

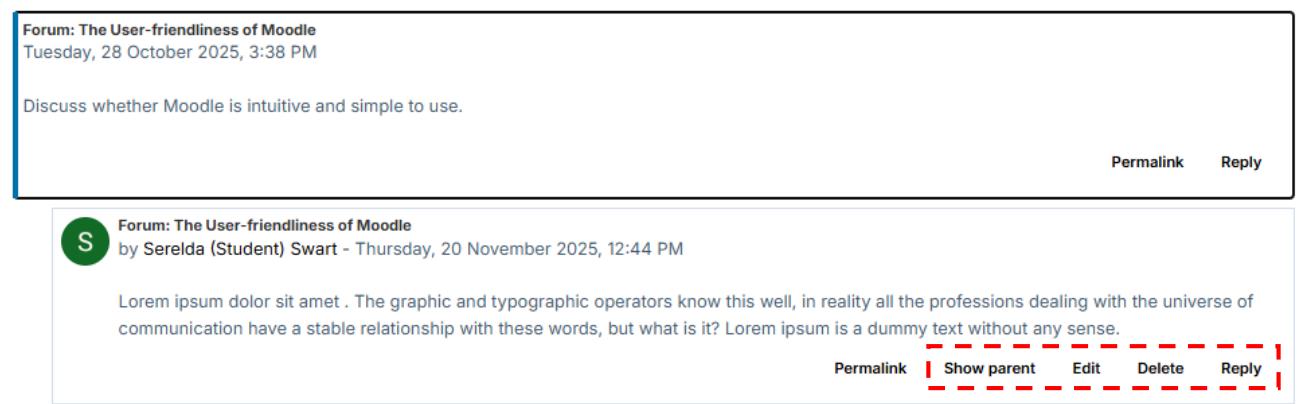
1. Click the **Forum Title** on the relevant page.
2. On the forum details screen, do the following in the order shown:



The screenshot shows the 'Forum: The User-friendliness of Moodle' details page. It includes a search bar, a 'View grades' button (highlighted with a red dashed box), a 'Subscribe to forum' button (highlighted with a red dashed box), a 'Display replies in nested form' dropdown, a 'Settings' button, and a note about posting limits. The forum title, date, and discussion text are also visible.

- Join the forum by clicking **Subscribe to forum**.
- Confirm whether or not the forum is graded by clicking **View grades**.
- Post your comment by clicking **Reply**.

3. After posting, a screen will appear that allows you to do one of the following:

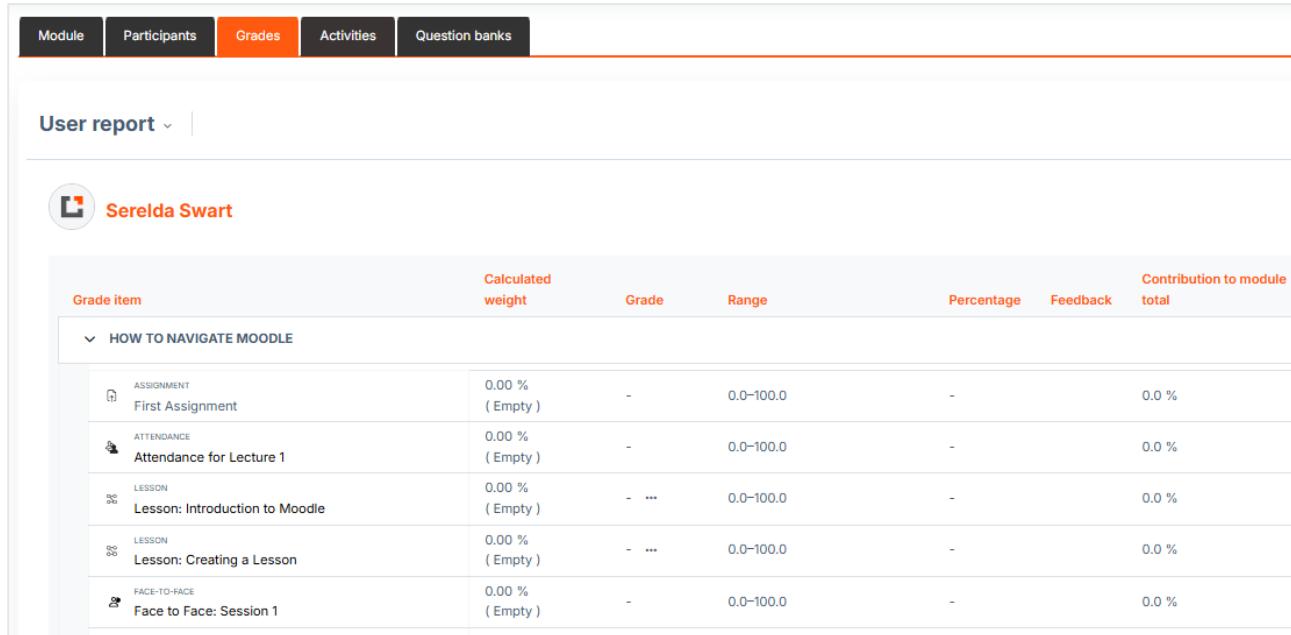


The screenshot shows a post from 'Serelda (Student)' with the text 'Discuss whether Moodle is intuitive and simple to use.' It includes a 'Permalink' and 'Reply' button. Below the post, a user comment is shown with a red dashed box highlighting the 'Reply' button.

- Should you want to view the discussion topic again, click **Show parent**.
- Should you wish to edit your comment and/or add an attachment, click **Edit**.
- You can also reply to your comment by clicking **Reply** and/or **Delete** it.

## 8. View Grades and Comments/Feedback

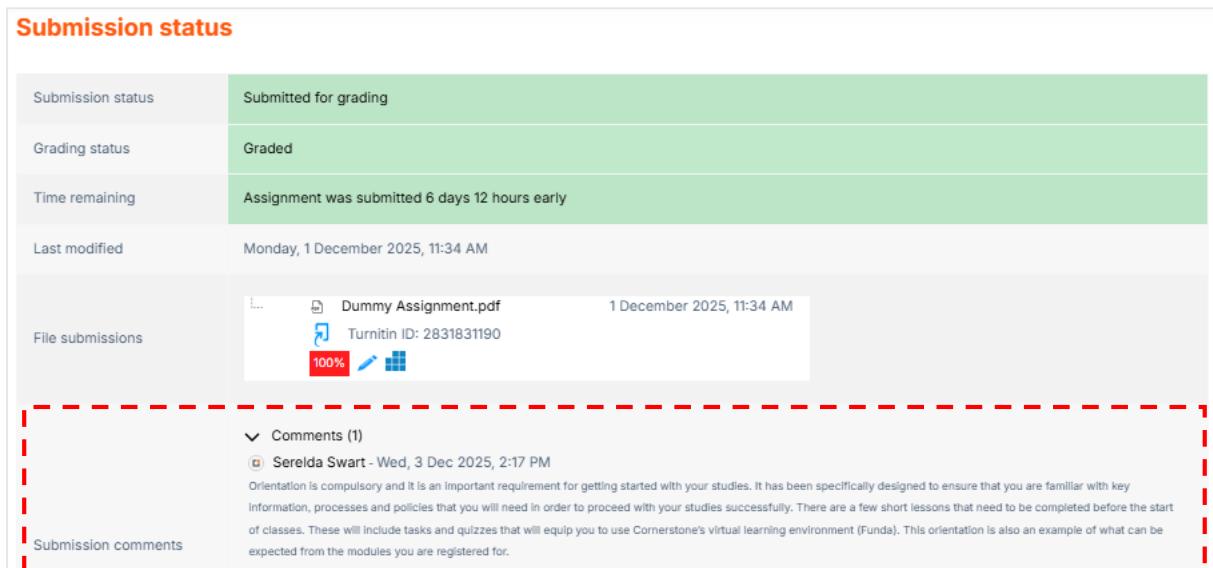
1. To search for a **grade**, click the **Grades tab** – a list of all gradeable activities will appear:



Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to module total
ASSIGNMENT First Assignment	0.00 % ( Empty )	-	0.0–100.0	-	-	0.0 %
ATTENDANCE Attendance for Lecture 1	0.00 % ( Empty )	-	0.0–100.0	-	-	0.0 %
LESSON Lesson: Introduction to Moodle	0.00 % ( Empty )	- ***	0.0–100.0	-	-	0.0 %
LESSON Lesson: Creating a Lesson	0.00 % ( Empty )	- ***	0.0–100.0	-	-	0.0 %
FACE-TO-FACE Face to Face: Session 1	0.00 % ( Empty )	-	0.0–100.0	-	-	0.0 %

2. To access the **lecturer's feedback/comments**, click the **Assessment/Assignment** in question – on the **Submission Status** page, feedback/comments can be seen in two sections:

- At the bottom of the **Submission Status** section:



Submission status	Submitted for grading
Grading status	Graded
Time remaining	Assignment was submitted 6 days 12 hours early
Last modified	Monday, 1 December 2025, 11:34 AM
File submissions	<p>... Dummy Assignment.pdf 1 December 2025, 11:34 AM</p> <p>Turnitin ID: 2831831190</p> <p>100% </p>

Comments (1)

 Serelda Swart - Wed, 3 Dec 2025, 2:17 PM

Orientation is compulsory and it is an important requirement for getting started with your studies. It has been specifically designed to ensure that you are familiar with key information, processes and policies that you will need in order to proceed with your studies successfully. There are a few short lessons that need to be completed before the start of classes. These will include tasks and quizzes that will equip you to use Cornerstone's virtual learning environment (Funda). This orientation is also an example of what can be expected from the modules you are registered for.

- In the **Feedback** section:

**Feedback**

Grade 41.6 / 100.0

Graded on Wednesday, 3 December 2025, 2:20 PM

Graded by  Serelda Swart

**Feedback comments**

Orientation is compulsory and it is an important requirement for getting started with your studies. It has been specifically designed to ensure that you are familiar with key information, processes and policies that you will need in order to proceed with your studies successfully. There are a few short lessons that need to be completed before the start of classes. These will include tasks and quizzes that will equip you to use Cornerstone's virtual learning environment (Fundia). This orientation is also an example of what can be expected from the modules you are registered for.

**Annotate PDF**

 Serelda (Student) Swart\_41\_0.pdf 3 December 2025, 2:20 PM

[View annotated PDF...](#)

☞ To see remarks and annotations made by the lecturer on your assignment, click the **Assignment** attached in the **Annotate PDF** field. It will download to your computer.

## 9. Attend Virtual Lectures (Khuluma)

1. To access a lecture scheduled on a specific date, go to the relevant page (our lectures appear on the **Lectures** page and can also be accessed on the **Menu Bar**).

**Module** **Participants** **Grades** **Activities**

**Welcome** **Meet Your Lecturer** **Module Outline** **Resources** **Lessons** **Lectures** **Assessments**

 **Lectures**

**WEEK 1 TUTORIAL**

Opened: Wednesday, 12 November 2025, 1:22 PM

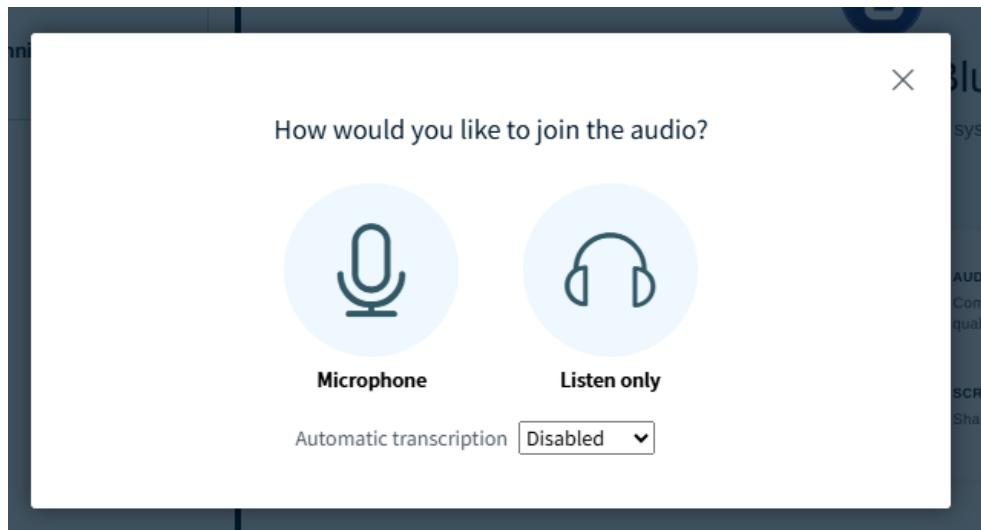
2. Inside the lecture room, click the **Join Session** button.

**WEEK 1 TUTORIAL**

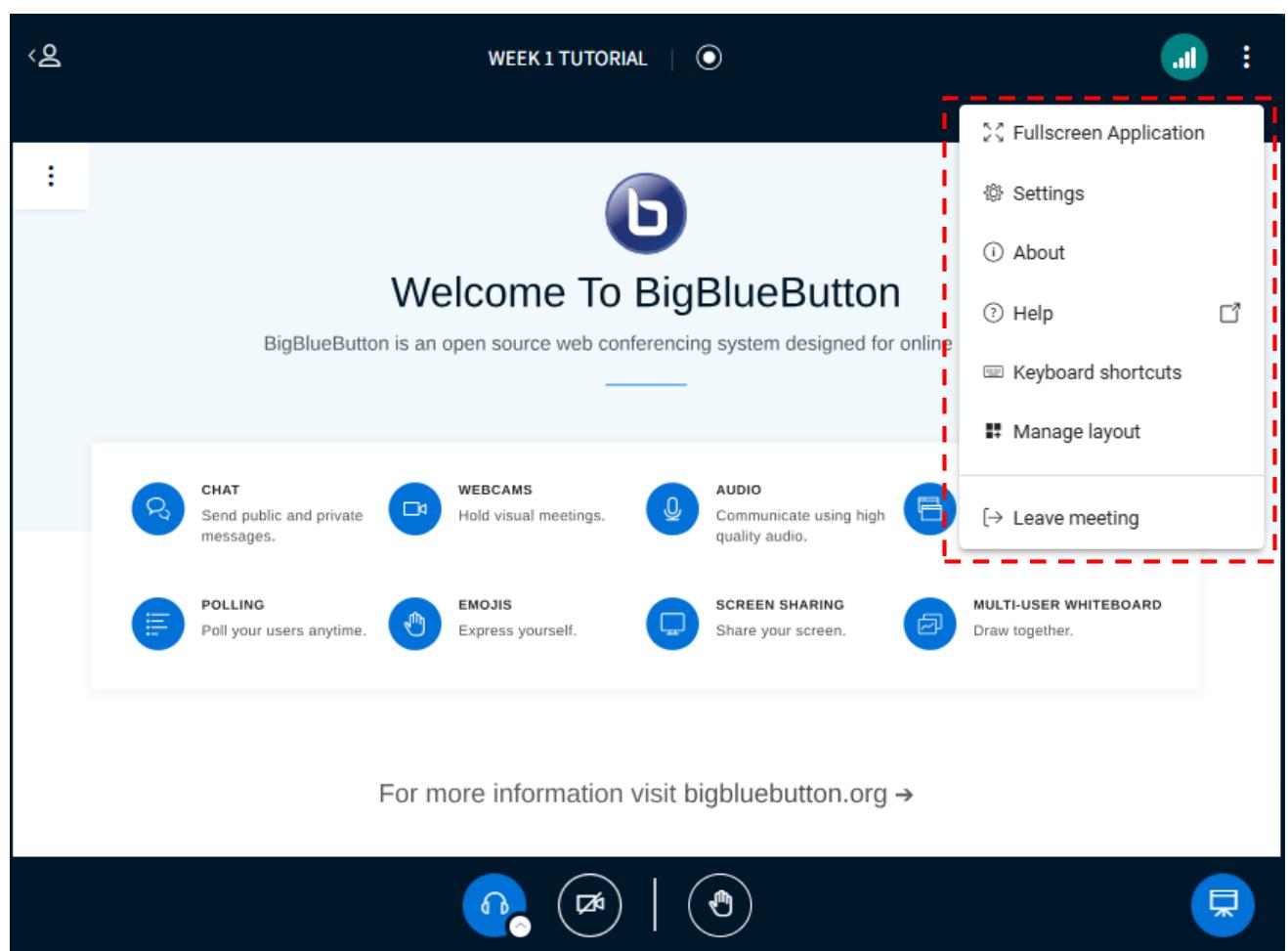
This room is ready. You can join the session now.

**Join session**

3. Khuluma will open and prompt you to join the session via audio only or audio and microphone:



4. In the top right corner of your screen are the following **basic functions**:



- **Fullscreen Application:** Enlarge the presentation window

- **Manage Layout:** Choose how you want the screen to display
- **Leave Meeting:** Exit Khuluma

5. To access the recording after the lecture, return to the **Lecture Room** – in the **Playback Column** you will see the name of the recording (“Presentation”); click the recording to watch.

**WEEK 1 TUTORIAL**

This room is ready. You can join the session now.

[Join session](#)

**Recordings**

First	Previous	Next	Last	Page	1	Go	Rows	10	▼		
Playback				Name	WEEK 1 TUTORIAL		Description		Preview	Date	Duration
Presentation										Monday, November 17, 2025	0
First	Previous	Next	Last	Page	1	Go	Rows	10	▼		

☞ If the lecture had an end date/time, the Join Session button will no longer appear. If however the lecturer wants to re-use the room at a later stage and schedule another session, the button will remain active and an announcement of the next session appear on your calendar.