



# STUDENT GUIDE

## MOODLE 101

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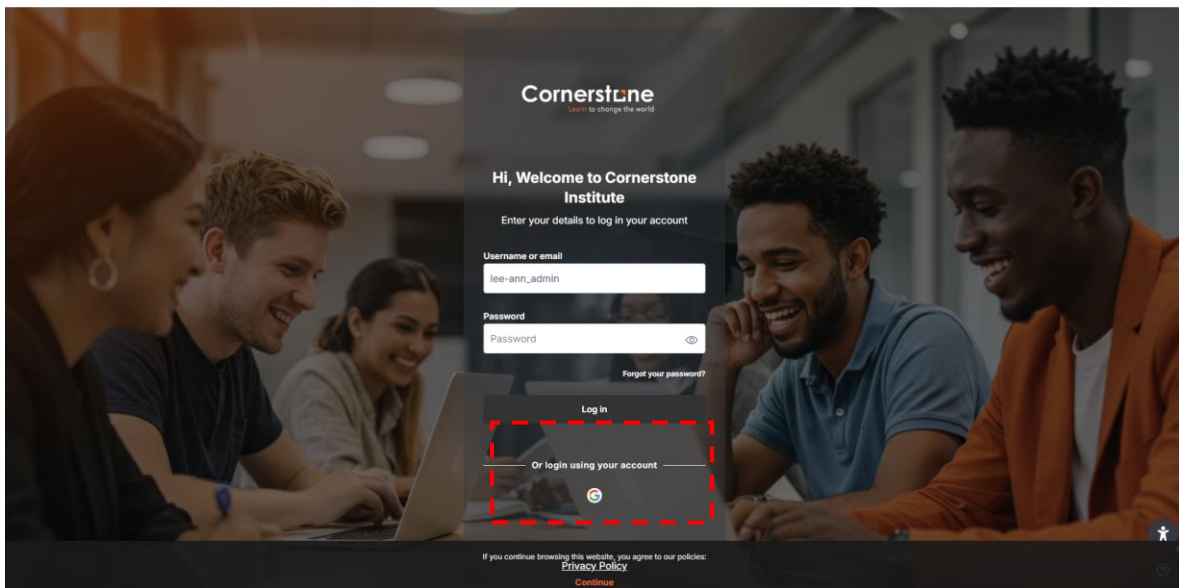
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## 1. Introduction

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.:



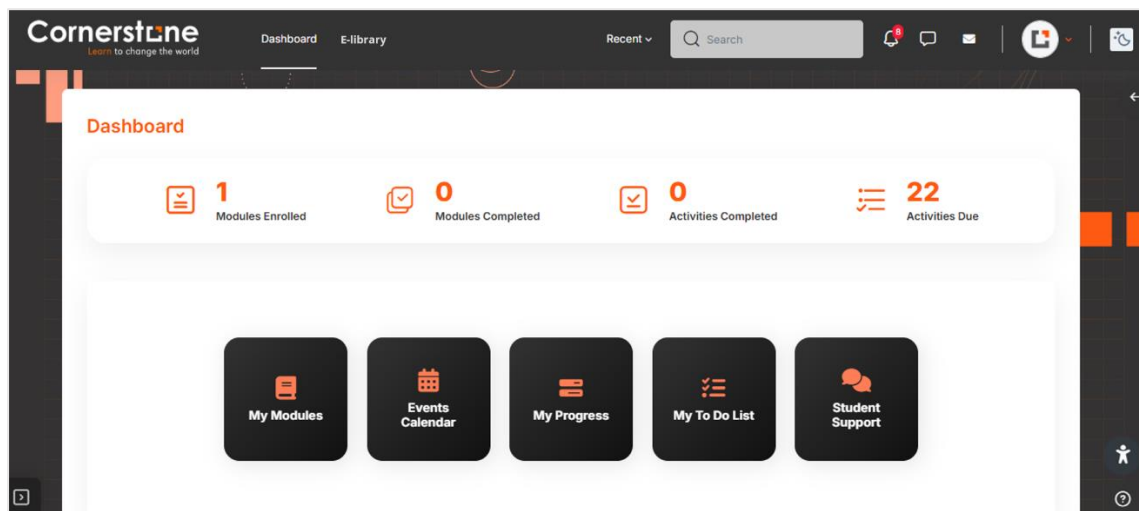
## 2. Navigate the Dashboard



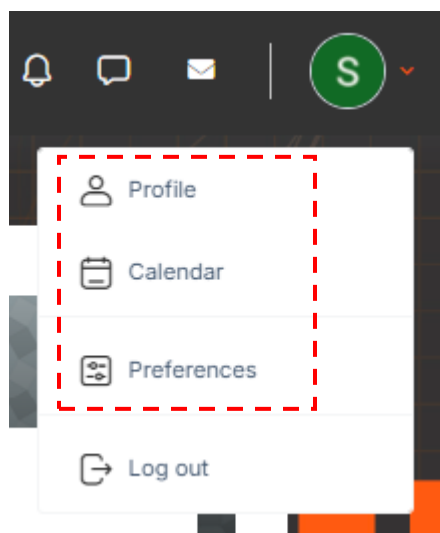
1. **Login:** Log-in by clicking the Google icon (this will enter your Cornerstone email and password associated with your Google account).

👉 Do not enter your email and password to login – **always login with your Google Single Sign On.**

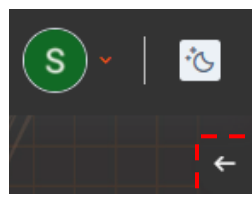
2. **Dashboard and Navigation:** Your dashboard will display the modules you're registered for along with other key tools.



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



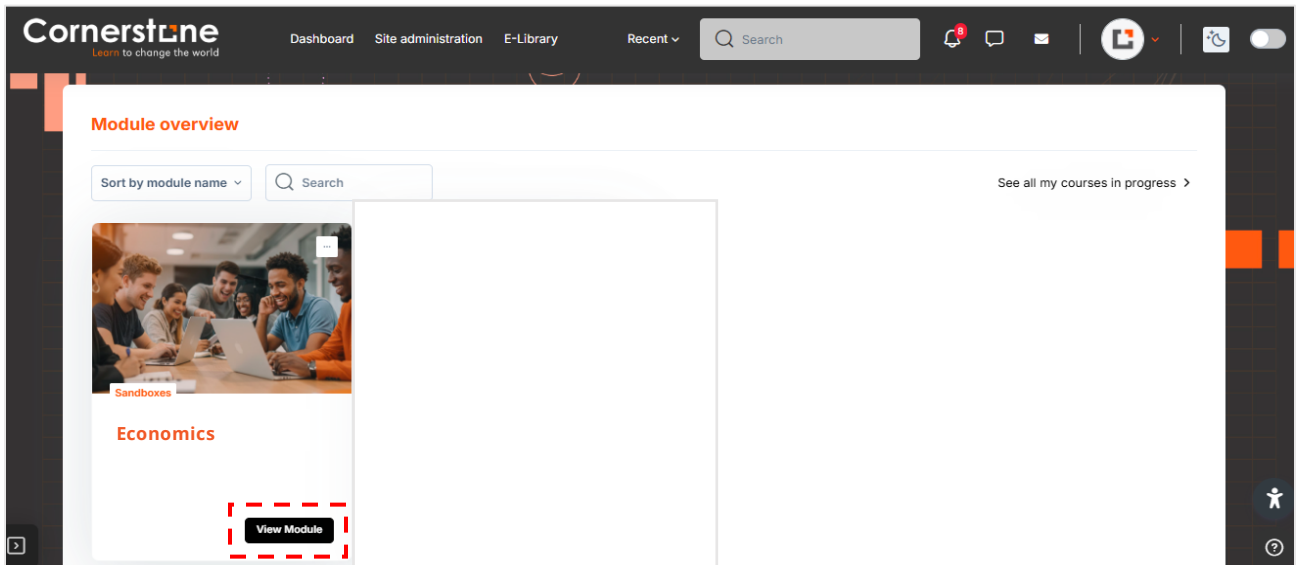
- **Profile:** Edit your personal information
  - **Calendar:** View activities scheduled for the week/month
  - **Preferences:** Access your learner account, roles, badges, repositories and blogs
4. **The sidebar:** Click on the **expand arrow** to the right of your screen to open the **sidebar** - there you will see recently opened pages/items.



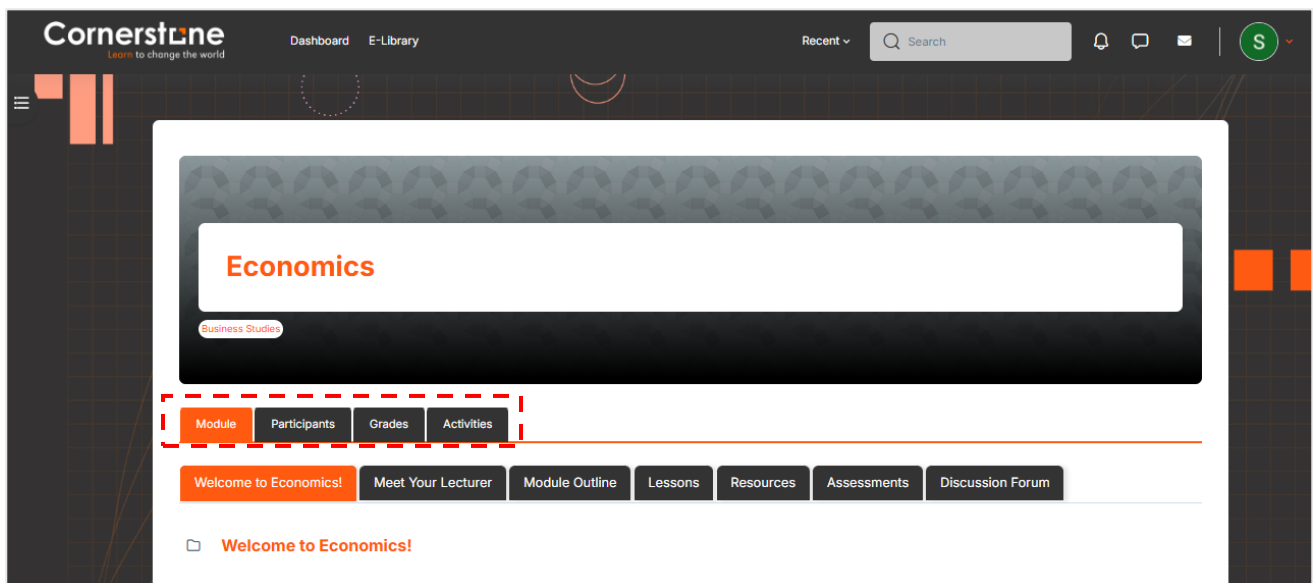
5. To go to a module, click **My Modules** on the dashboard.

### 3. Navigate the Module Pages

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



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



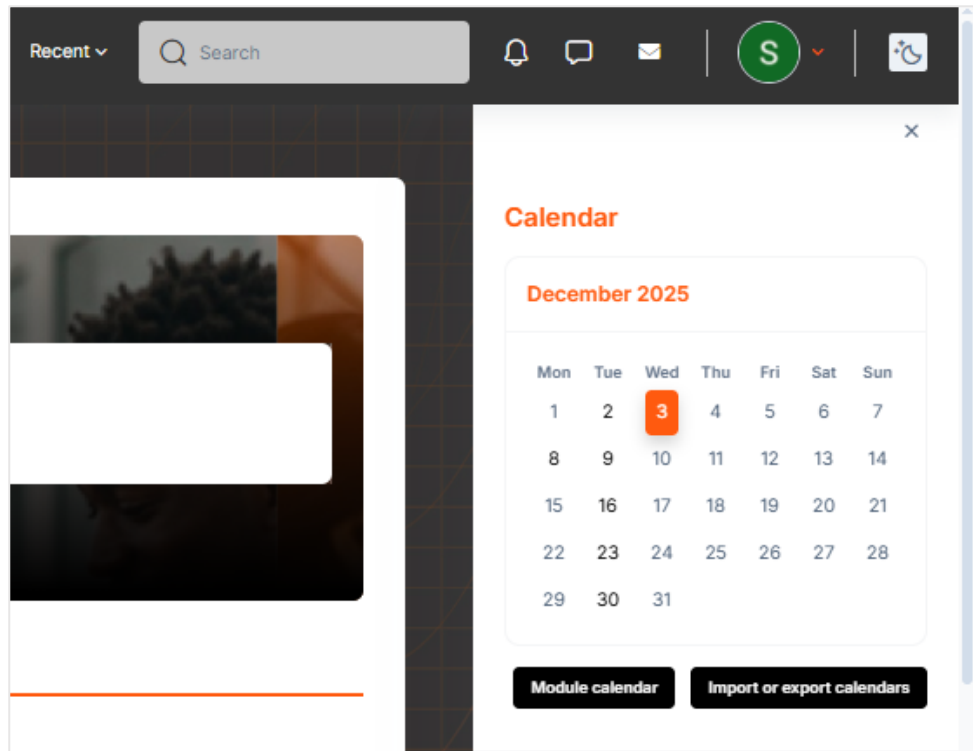
**2.1 Module:** This tab contains all the content in that module which is typically displayed on the following pages:

- ❑ 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

Match
Any
Select

+ Add condition

1 participants found

First name
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

|                          | First name / Last name ↑  | Roles   | Groups    |
|--------------------------|---------------------------|---------|-----------|
| <input type="checkbox"/> | —                         | —       | —         |
| <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     |
|--|-------------------|-------|-----------|
| ▾ HOW TO NAVIGATE MOODLE   |                   |       |           |
| <div>ATTENDANCE</div> <div>Attendance for Lecture 1</div>                      | -                 | -     | 0.0-100.0 |
| <div>LESSON</div> <div>Lesson: Introduction to Moodle</div>                    | -                 | - *** | 0.0-100.0 |
| <div>FACE-TO-FACE</div> <div>Face to Face: Session 1</div>                     | -                 | -     | 0.0-100.0 |
| <div>FORUM</div> <div>Forum: The User-friendliness of Moodle whole forum</div> | -                 | -     | 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

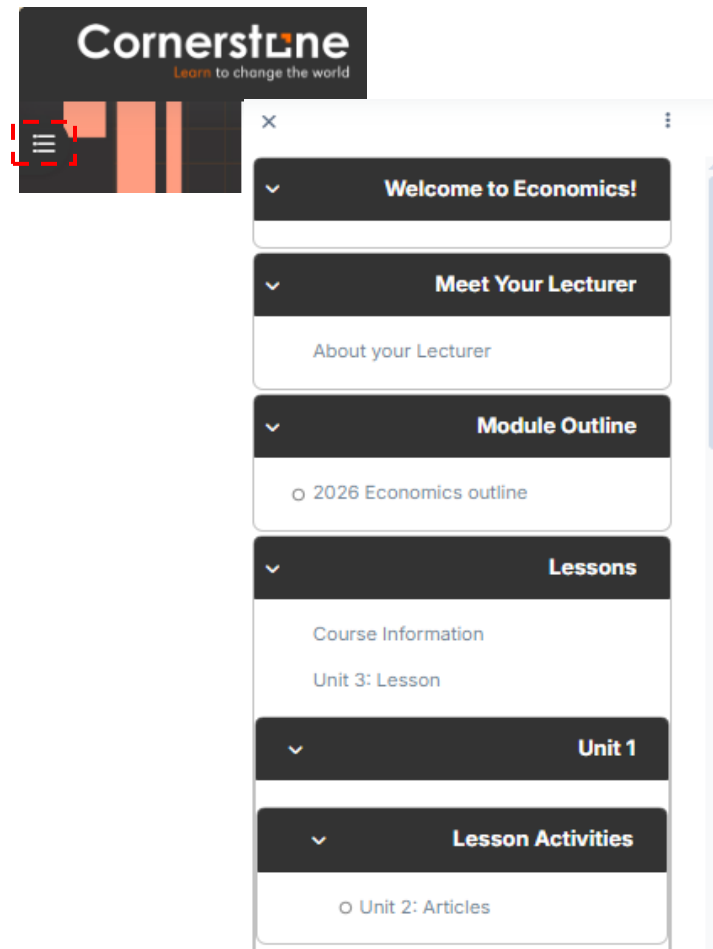
>

 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**.



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

Assessments

Formative Assessments

ECON5120 Formative Assignment

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

- 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

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua.

Add submission

- 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.

I disagree I agree

4. Click **Back to module** at the top left of the screen and click the **Assignment Title** again – you can now **Add submission**.

👉 **NB!** Please ***save your document as a PDF*** as currently, Moodle does not accept other file types.

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

Files Add... [Icons]

DOC

Assignment ...

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

**Save changes** **Cancel**

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.

| Submission status   |   |
|---------------------|---|
| 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    | <div> <div> Assignment D.TII AI Detector.docx 3 December 2025, 1:28 PM </div> <div> Turnitin ID: 2834237016 </div> <div> 100% </div> </div> |
| 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.
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.

feedback studio Serelda (Student) Swart Assignment E\_Graded.docx

Submitted to Cornerstone Institute

Student Paper

Because submitted papers remain the intellectual property of their authors, instructors, and respective institutions, we are unable to show you the content of this paper at this time. If you would still like to view this paper, your instructor may be able to request permission to view the paper from the instructor to whom the paper was originally submitted.

**OVERVIEW OF GLOBAL WARMING**

Your overview provides a solid and comprehensive summary of climate change mitigation and adaptation strategies. Here's a refined version that maintains all your key points while improving clarity, structure, and flow. I've grouped it for easier reading and professional tone—ideal for academic or advocacy use:

Mitigation Strategies: Reducing Emissions

The core of halting climate change lies in drastically cutting greenhouse gas (GHG) emissions to achieve net-zero as swiftly as possible.

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.

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

Assessments

Quiz: The Purpose of Turnitin
To do

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

- 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.

Welcome to Economics!Meet Your LecturerModule OutlineLessonsResourcesAssessmentsDiscussion Forum+

LessonsUnit 1Unit 2Week 1+

Unit 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lesson: Introduction to Moodle

To do ▾

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

To do ▾

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**.

13

**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**.

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

Discussion Forum +

**Forum: The User-friendliness of Moodle**

Due: Tuesday, 28 October 2025, 2:30 PM

Discuss whether Moodle is intuitive and simple to use.

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

Search forums

View grades

Subscribe to forum

Display replies in nested form

Settings

This forum has a limit to the number of forum postings you can make in a given time period - this is currently set at 5 posting(s) in 1 day

**Forum: The User-friendliness of Moodle**  
Tuesday, 28 October 2025, 3:38 PM

Discuss whether Moodle is intuitive and simple to use.

Permalink Reply

- 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:

**Forum: The User-friendliness of Moodle**  
Tuesday, 28 October 2025, 3:38 PM

Discuss whether Moodle is intuitive and simple to use.

Permalink   Reply

**S** **Forum: The User-friendliness of Moodle**  
by Serelda (Student) Swart - Thursday, 20 November 2025, 12:44 PM

Lorem ipsum dolor sit amet . The graphic and typographic operators know this well, in reality all the professions dealing with the universe of communication have a stable relationship with these words, but what is it? Lorem ipsum is a dummy text without any sense.

Permalink   **Show parent**   Edit   Delete   Reply


- 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:

Module   Participants   **Grades**   Activities   Question banks

User report ▾

 **Serelda Swart**

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

|                     |  |
|---------------------|--|
| 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    | <div>Dummy Assignment.pdf 1 December 2025, 11:34 AM<br/>Turnitin ID: 2831831190<br/>100%</div>   |
| Submission comments | <div><b>Comments (1)</b><br/><b>Serelda Swart - Wed, 3 Dec 2025, 2:17 PM</b><br/>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.</div> |

- 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 (Funda). 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

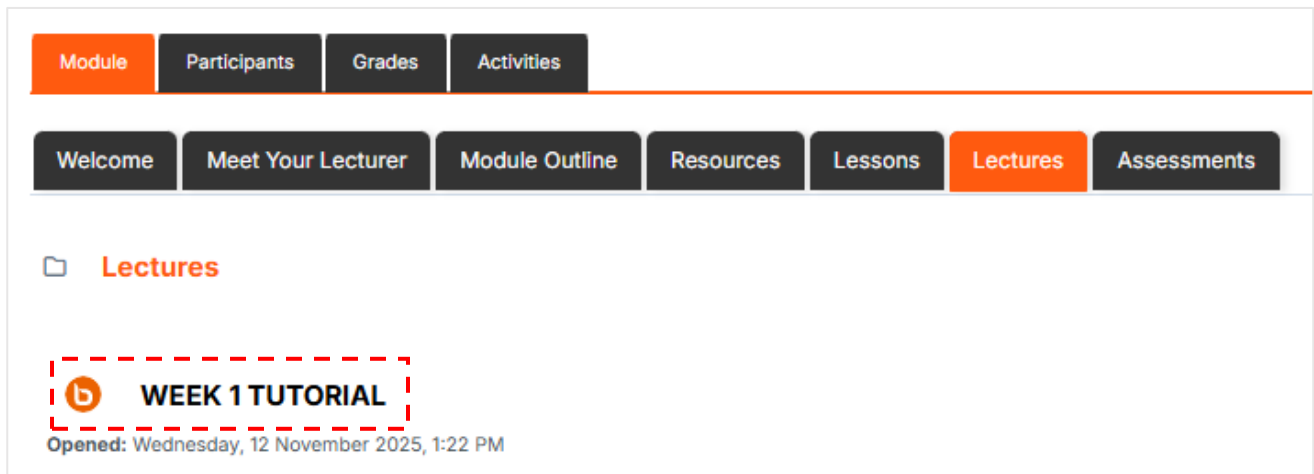
View annotated PDF...

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)

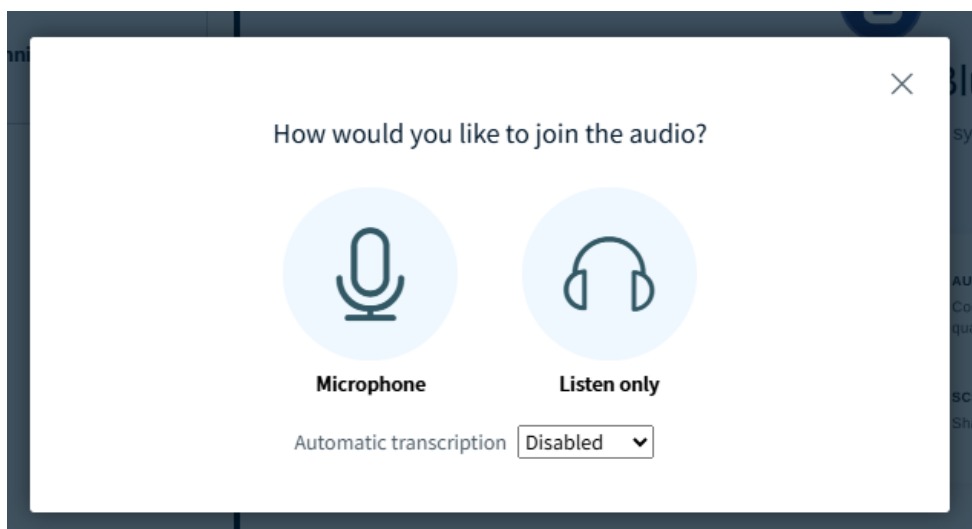
1. To access a lecture scheduled on a specific date, go the relevant page (our lectures appear on the **Lectures** page and can also be accessed on the **Menu Bar**).



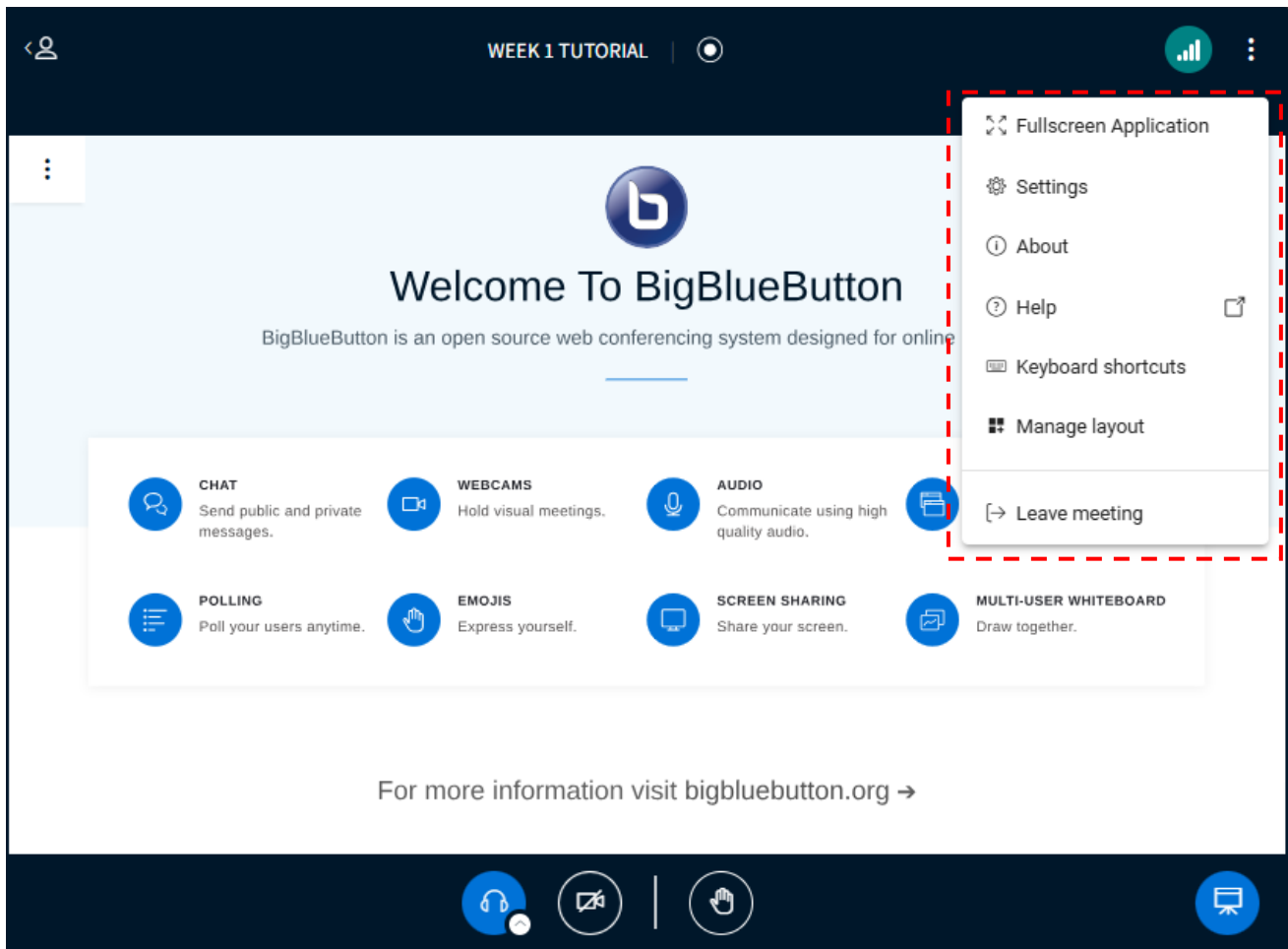
2. Inside the lecture room, click the **Join Session** button.



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            | Description | Preview | Date                      | Duration |
|--------------|-----------------|-------------|---------|---------------------------|----------|
| Presentation | WEEK 1 TUTORIAL |             |         | 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.