



STUDENT GUIDE

MOODLE 101

Table of Contents

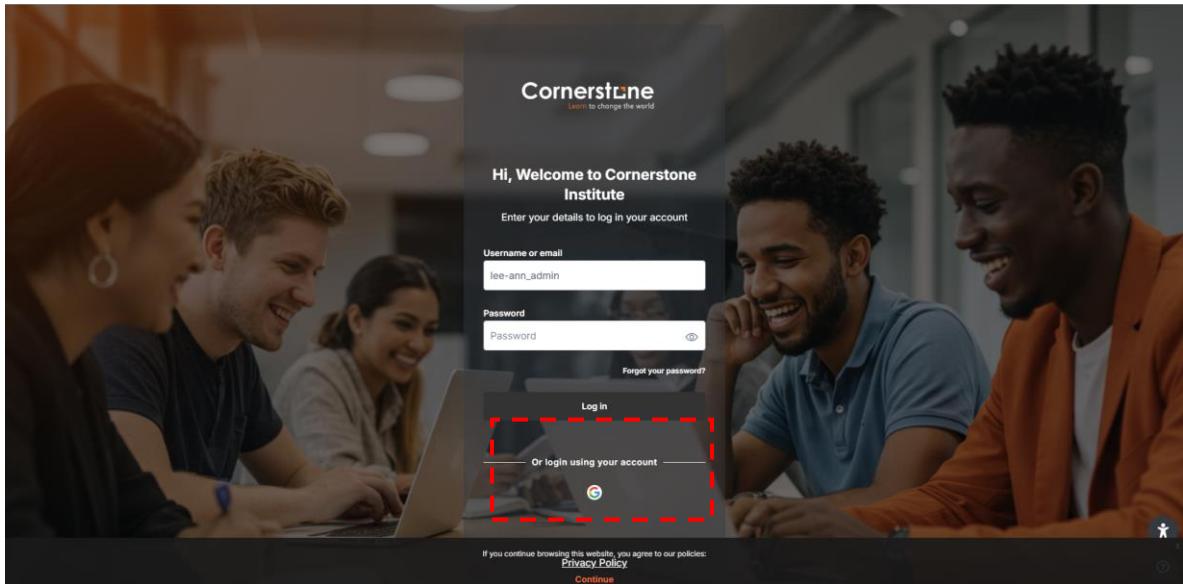
1. Introduction.....	3
2. Navigate the Dashboard	3
3. Navigate the Module Pages	5
4. Submit an Assignment.....	8
5. Conduct a Quiz.....	12
6. Complete a Questionnaire.....	13
7. Participate in a Discussion Forum.....	14
8. View Grades and Comments/Feedback.....	15
9. Attend Virtual Lectures (Khuluma).....	17

1. Introduction

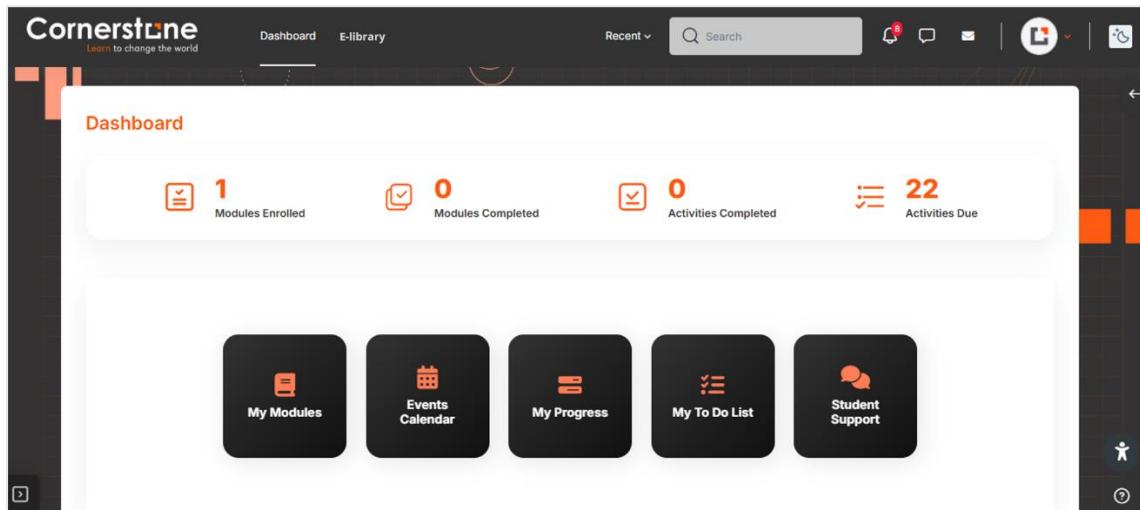
This **Moodle Guide** explains the most-used pages and functions of **Cornerstone's Learning Management System**. The guide is structured in accordance with the end-to-end process involved in navigating a module site and performing basic functions, i.e.:



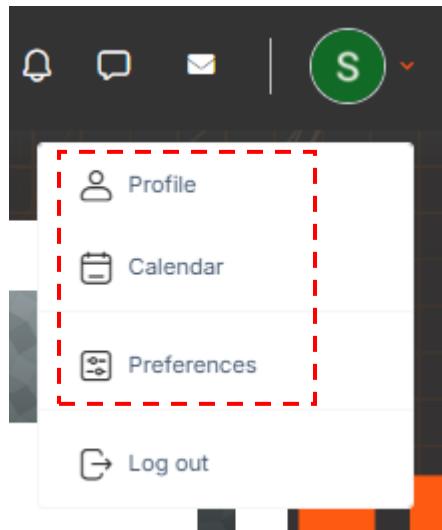
2. Navigate the Dashboard



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.

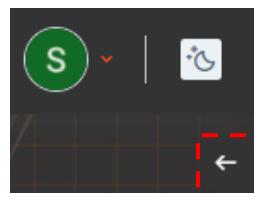


3. **Your Profile:** Your learner profile in the top right-hand corner contains useful quick links for your convenience.



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

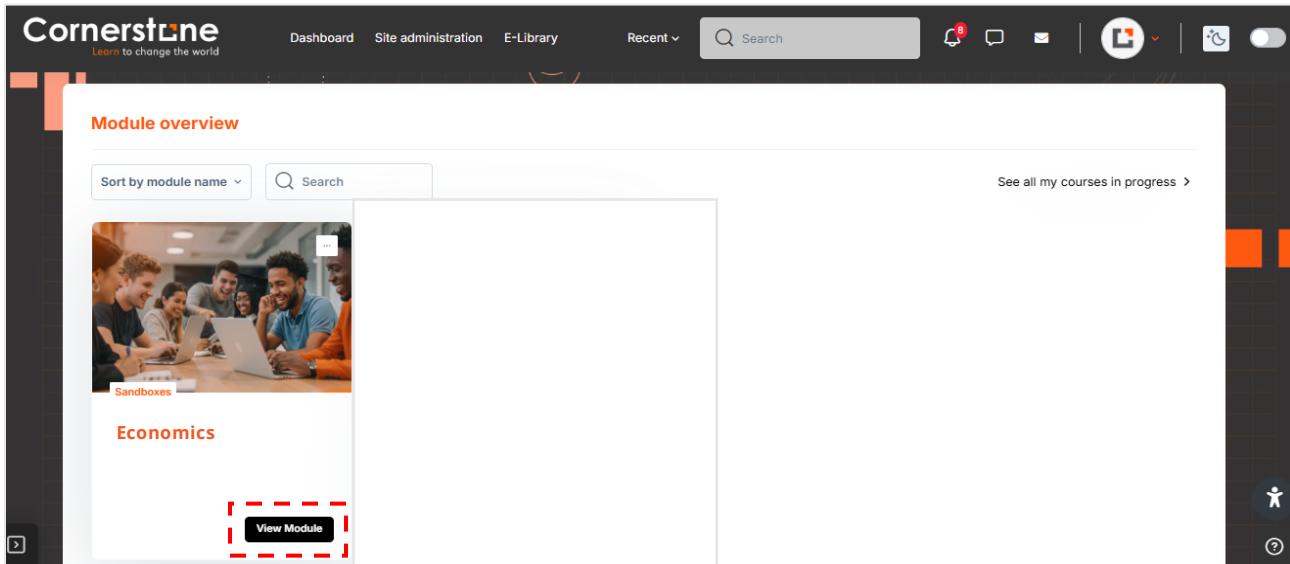
4. **The sidebar:** Click on the **expand arrow** to the right of your screen to open the **sidebar** - there you will see recently opened pages/items.



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

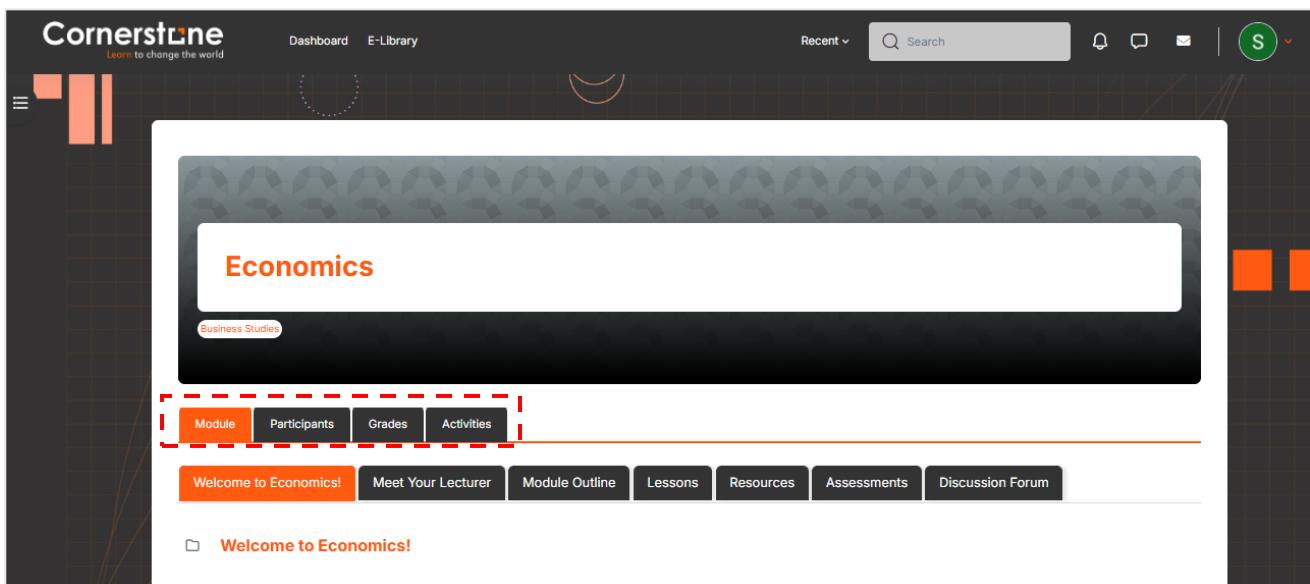
3. Navigate the Module Pages

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



The screenshot shows the Cornerstone LMS dashboard with a dark theme. At the top, there are navigation links for 'Dashboard', 'Site administration', 'E-Library', 'Recent', and a search bar. Below the header, a 'Module overview' section is displayed. A module card for 'Economics' is selected, showing a thumbnail of students working together and the word 'Sandbox' below it. A red dashed box highlights the 'View Module' button at the bottom of the card. To the right, there is a sidebar with a user profile icon and a link to 'See all my courses in progress'.

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 tabs for 'Module', 'Participants', 'Grades', and 'Activities'. The 'Module' tab is highlighted with an orange background. Below the navigation, there is a main content area with a heading 'Economics' and a sub-section 'Business Studies'. A red dashed box highlights the 'Welcome to Economics!' page content, which includes a link to 'Welcome to Economics!'.

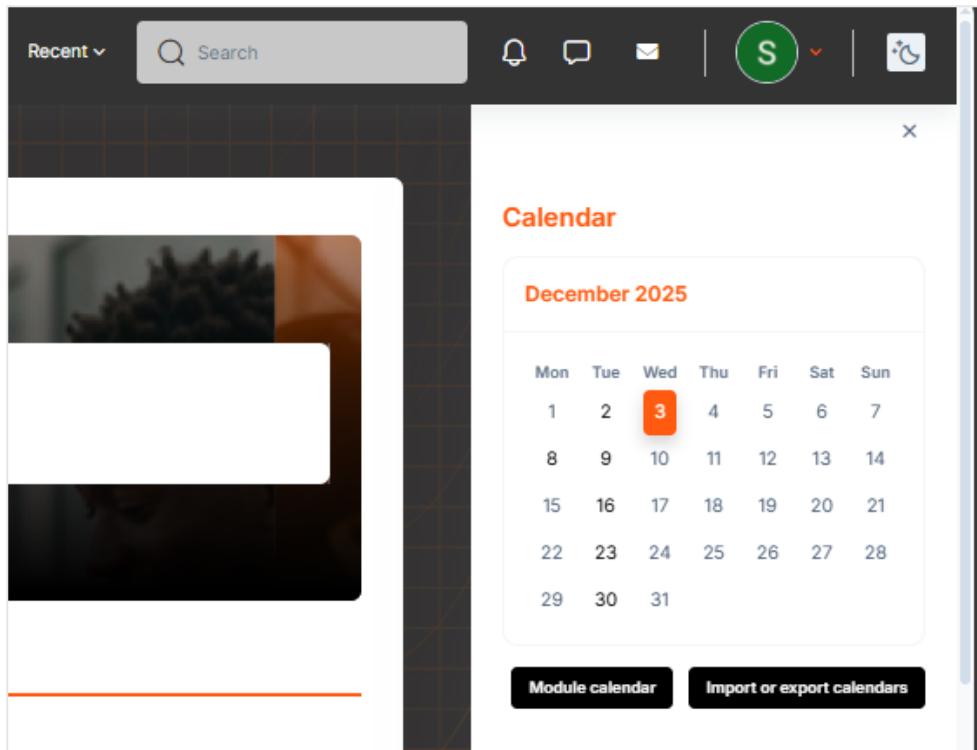
2.1 Module: This tab contains all the content in that module which is typically displayed on the following pages:

- 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;"> Match Any ▼ Select ▼ </div> <div style="margin-top: 10px;"> + Add condition </div> </div>									
<p>1 participants found</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">First name</td> <td style="width: 90%;"> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 3px; margin-right: 10px;" type="text"/> 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 </td> </tr> <tr> <td style="width: 10%;">Last name</td> <td colspan="3"> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 3px; margin-right: 10px;" type="text"/> 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 </td> </tr> </table>				First name	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 3px; margin-right: 10px;" type="text"/> 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	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 3px; margin-right: 10px;" type="text"/> 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	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 3px; margin-right: 10px;" type="text"/> 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	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; border-radius: 3px; margin-right: 10px;" type="text"/> 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								

| | S Serelda (Student) Swart | Roles — | 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			
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			

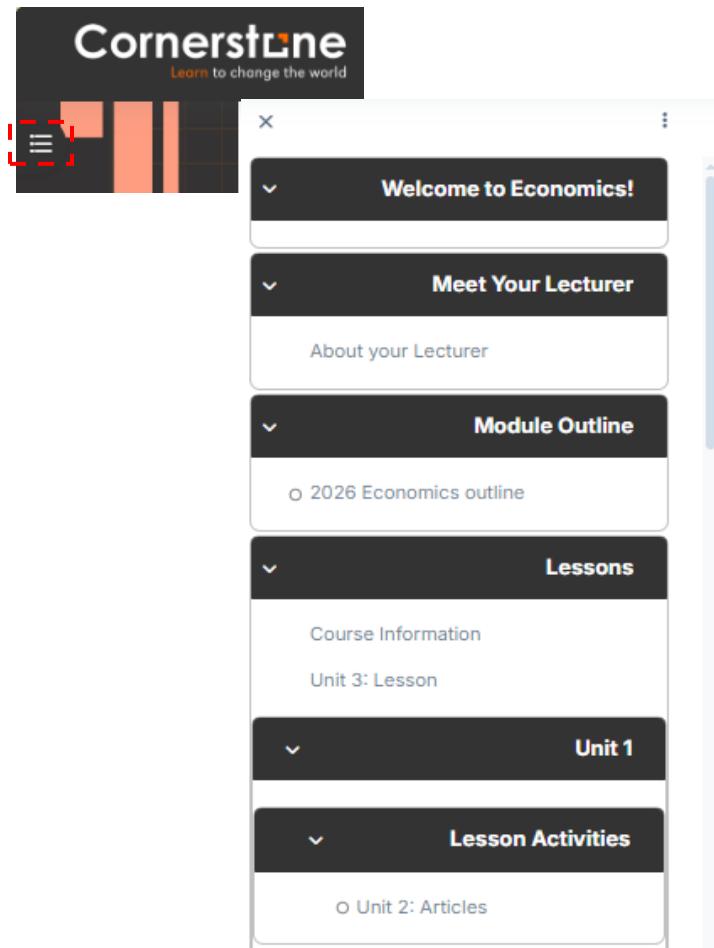
2.4 Activities: All activities in the module (e.g. Lessons, Quizzes, Lectures) will be listed on this page whilst also appearing on the relevant page (i.e. a Quiz will also appear on the Assessments page, a Forum on the Discussion Forum page, etc.).

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

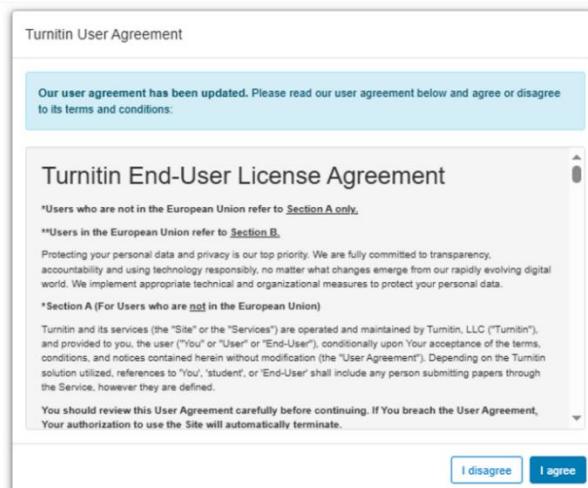
Due: Tuesday, 25 November 2025, 12:00 AM

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

Add submission

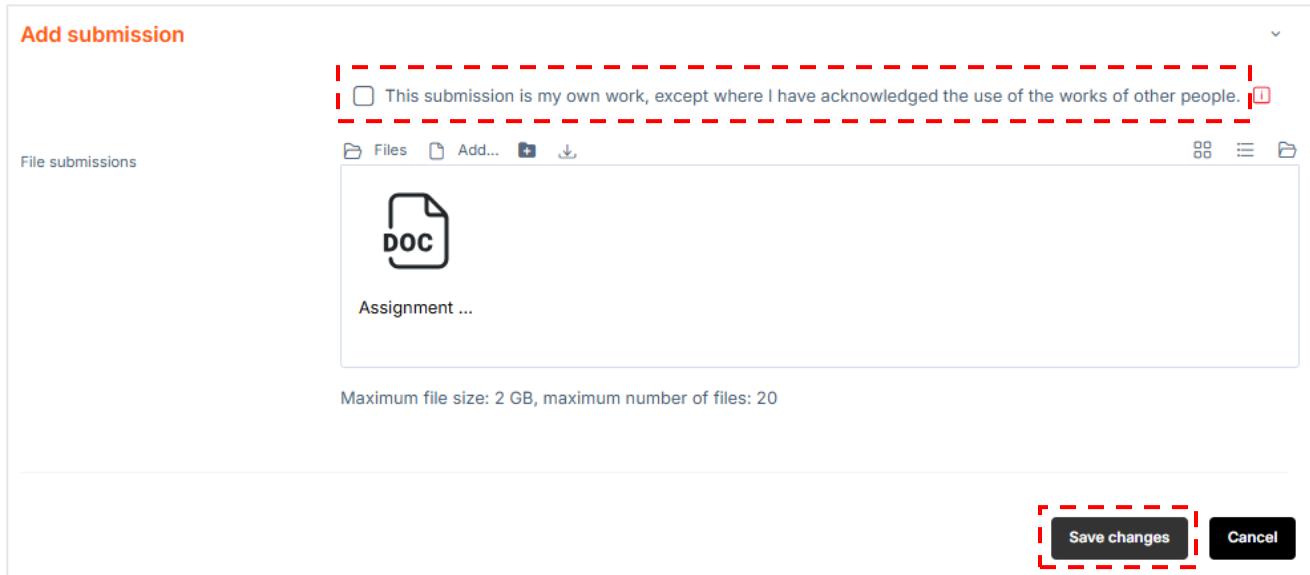
3. On the screen that appears you will be prompted to accept Turnitin's user agreement – click the **blue link** and in the pop-up window, click **I agree**. Close the window.

 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.



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

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	
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.

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

	All Sources	X
Submitted to Cornersto...	100%	Match 1 of 1
Chandrabhan Verma, S...	3%	
www.fastercapital.com	3%	
Khan Amanullah. "Cha...	2%	
Submitted to Charles C...	2%	
kashmirreader.com	2%	
www.bseindia.com	2%	

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

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

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.

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

Lessons Unit 1 Unit 2 Week 1 +

Unit 1

Unit 1

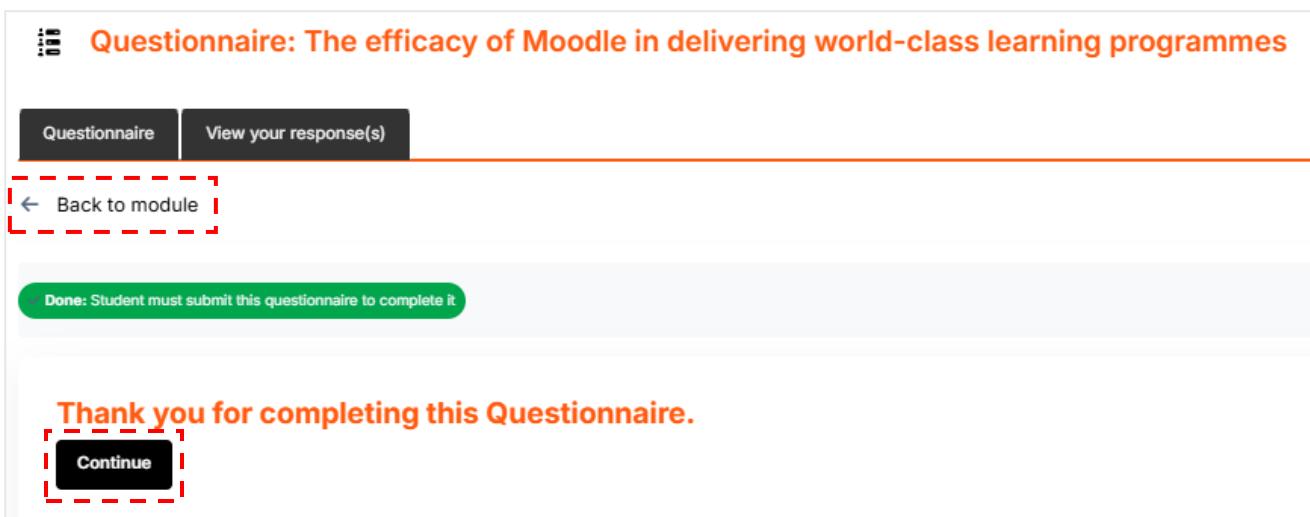
Lesson: Introduction to Moodle

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**.



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

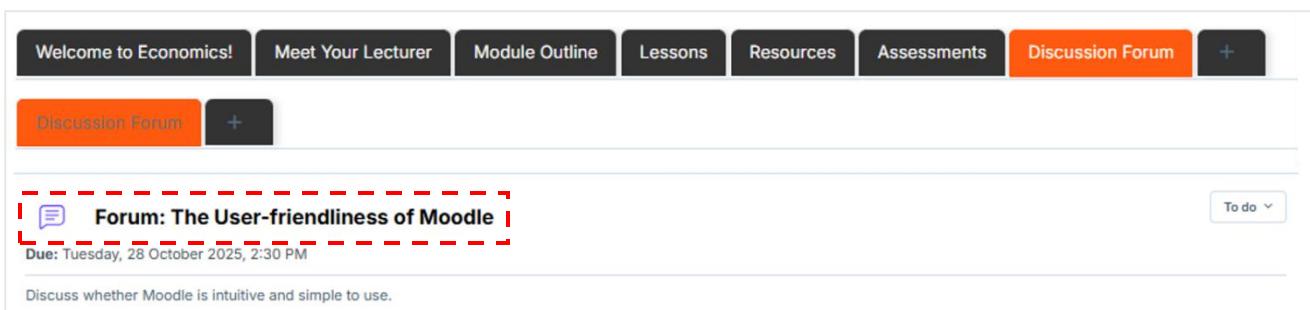
Thank you for completing this Questionnaire.

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 +

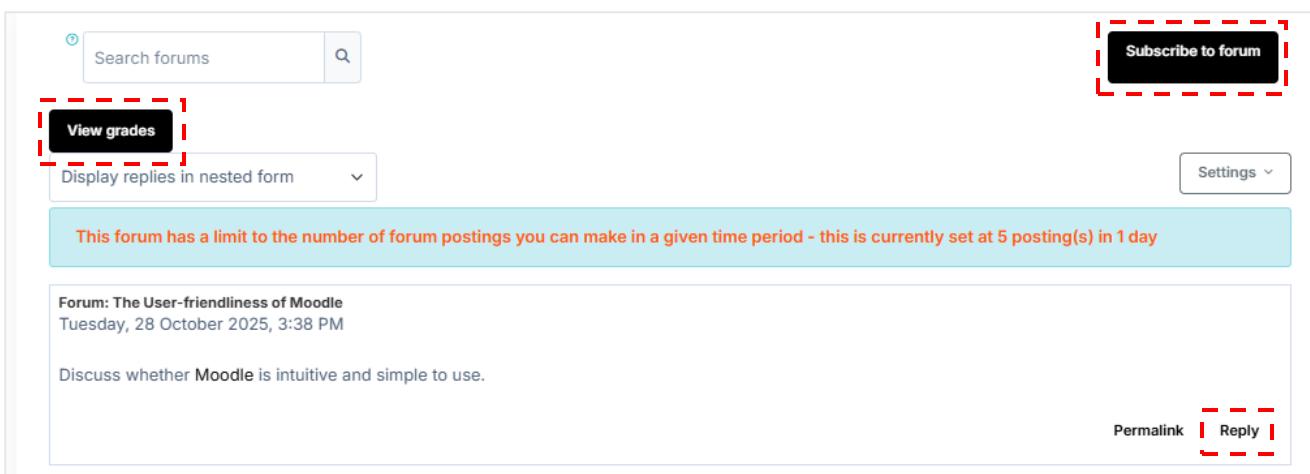
Forum: The User-friendliness of Moodle

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

To do

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

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

Forum 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? Forum 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 ▾

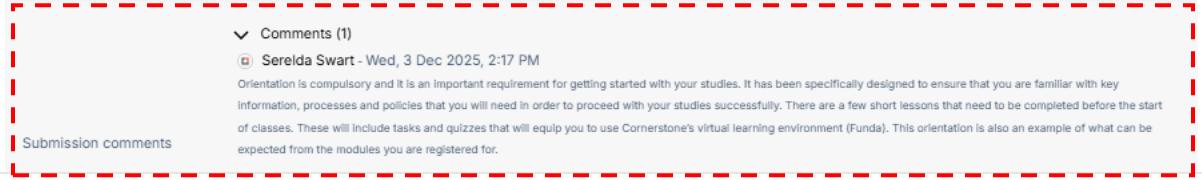
 Serelda Swart

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to module total
▼ HOW TO NAVIGATE MOODLE						
ASSIGNMENT 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:

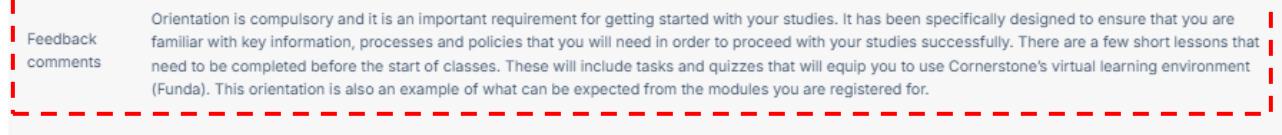
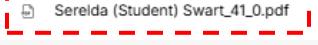
- At the bottom of the **Submission Status** section:

Submission status

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	 Dummy Assignment.pdf Turnitin ID: 2831831190 100% 
Submission comments	 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 (Fundia). This orientation is also an example of what can be expected from the modules you are registered for.

- In the **Feedback** section:

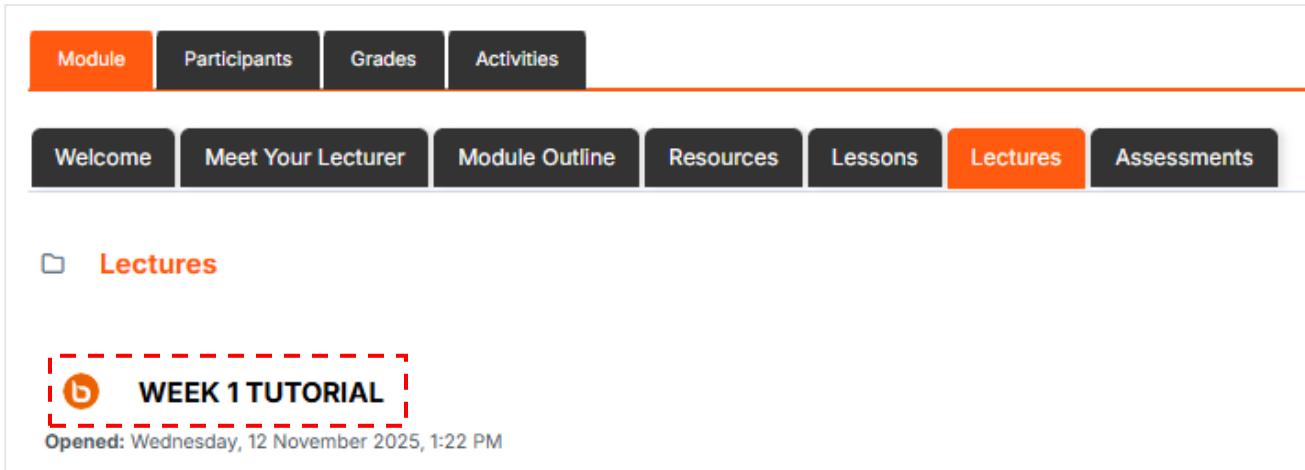
Feedback

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.

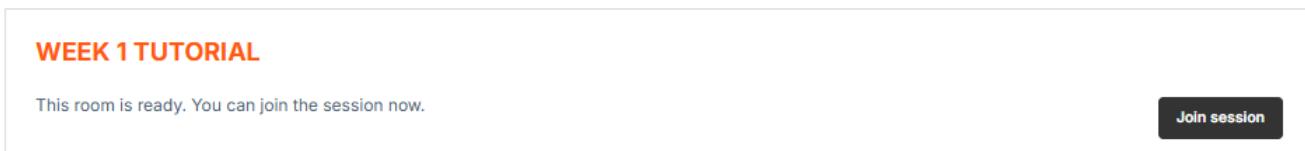
9. Attend Virtual Lectures (Khuluma)

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**).



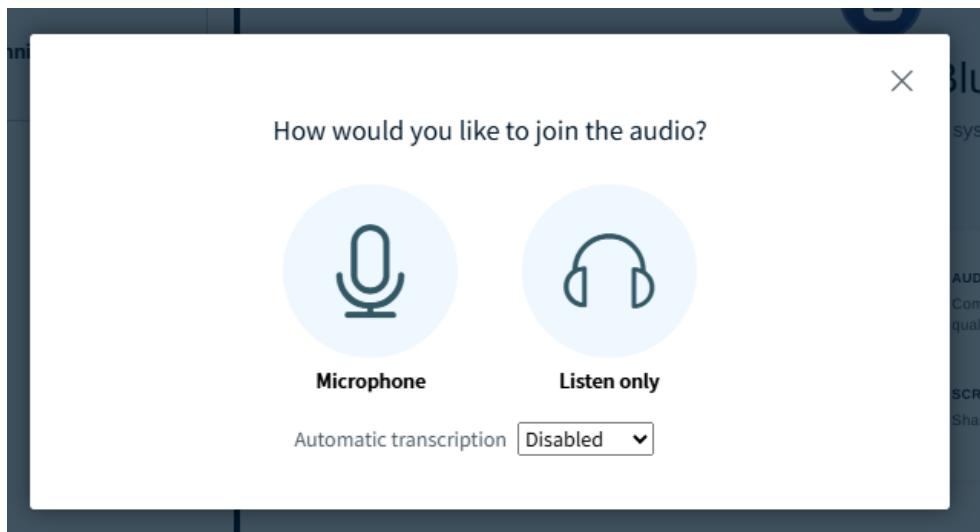
The screenshot shows the Khuluma platform interface. At the top, there is a navigation bar with tabs: Module (highlighted in orange), Participants, Grades, and Activities. Below this is a secondary navigation bar with tabs: Welcome, Meet Your Lecturer, Module Outline, Resources, Lessons, Lectures (highlighted in orange), and Assessments. Under the Lectures tab, there is a folder icon followed by the text 'Lectures'. Below this, a box is highlighted with a dashed red border. Inside the box, there is a blue circular icon with a white letter 'b', followed by the text 'WEEK 1 TUTORIAL'. At the bottom of this box, the text 'Opened: Wednesday, 12 November 2025, 1:22 PM' is visible.

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

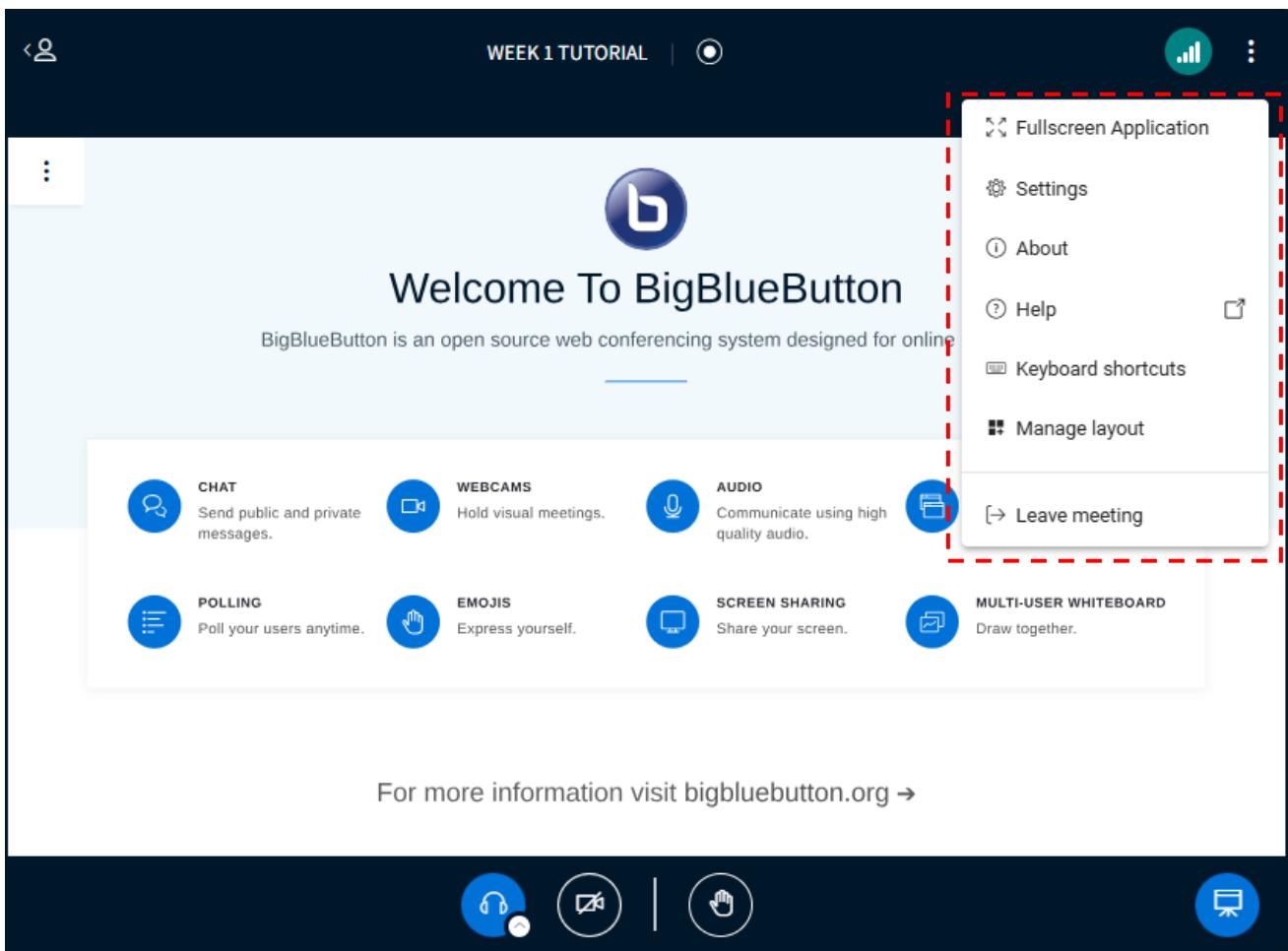


The screenshot shows the 'WEEK 1 TUTORIAL' lecture room. At the top, the title 'WEEK 1 TUTORIAL' is displayed in orange. Below the title, the text 'This room is ready. You can join the session now.' is shown. In the top right corner, there is a black button labeled 'Join session'. The background of the room shows a dark blue gradient.

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.

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		

Join session

- ☞ 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.