STUDENT GUIDE

MOODLE 101

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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.:

| Navigate your Dashboard	→	Navigate Module Pages	→	Conduct Assessments Activities	→	Participate in Forums	→	View Grades and Feedback	→	Attend Virtual Lectures

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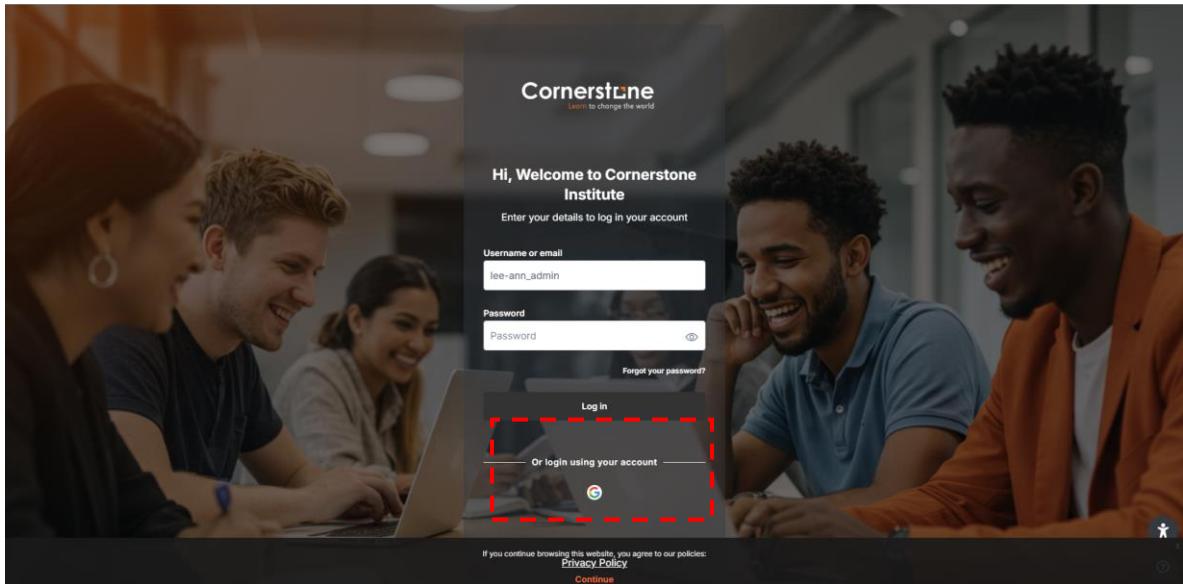
1. **Login**: Log-in by clicking the Google icon (this will enter your Cornerstone email and password associated with your Google account).

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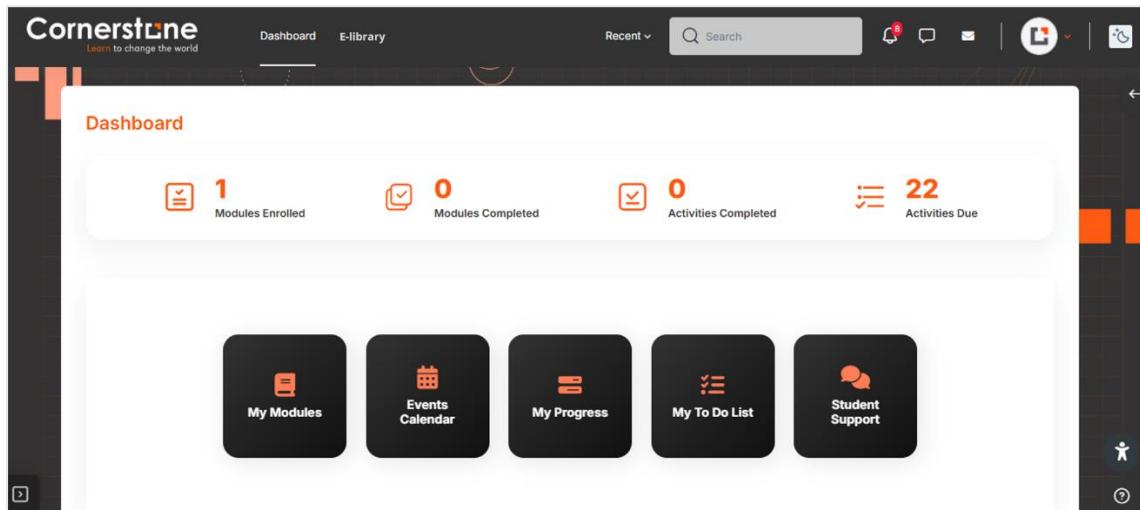
3. **Your Profile**: Your learner profile in the top right-hand corner contains useful quick links for your convenience.
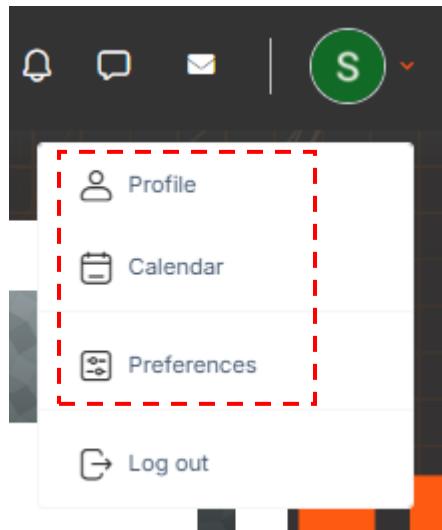

- **Profile:** Edit your personal information
- **Calendar:** View activities scheduled for the week/month
- **Preferences:** Access your learner account, roles, badges, repositories and blogs

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.
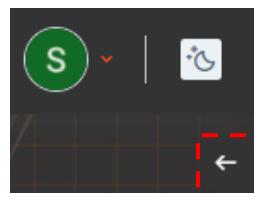

5. To go to a module, click **My Modules** on the dashboard.

3. Navigate the Module Pages

6. Click the **View Module** button of the module you want to access.
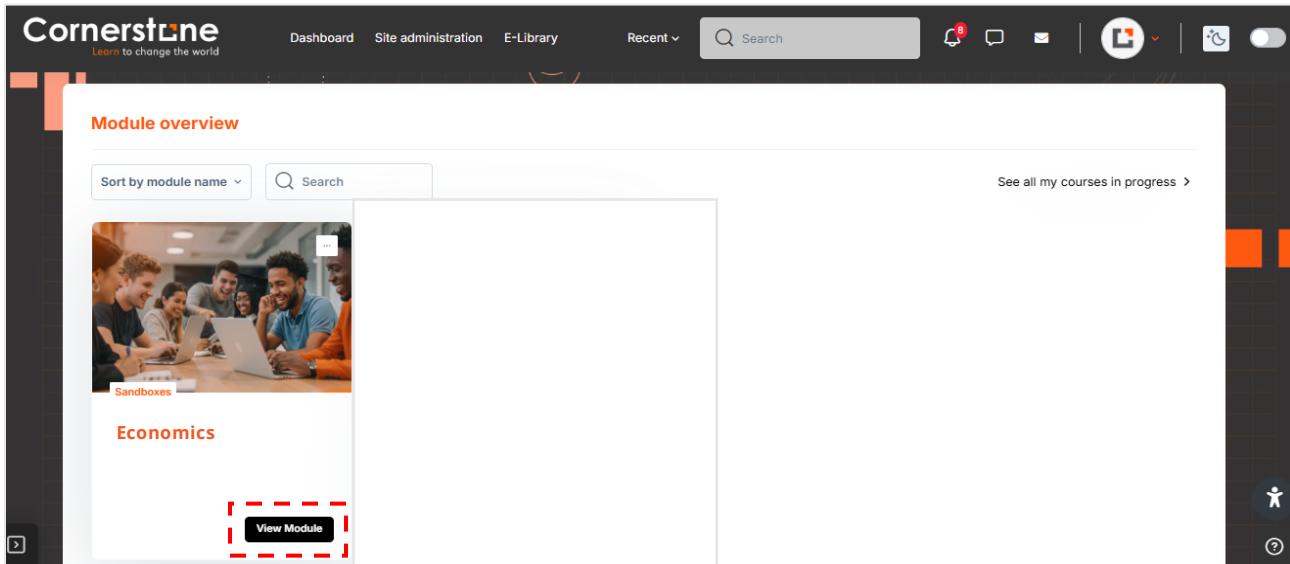
7. On the module site, **four tabs** appear **at the top** – each tab contains one or more **pages**.
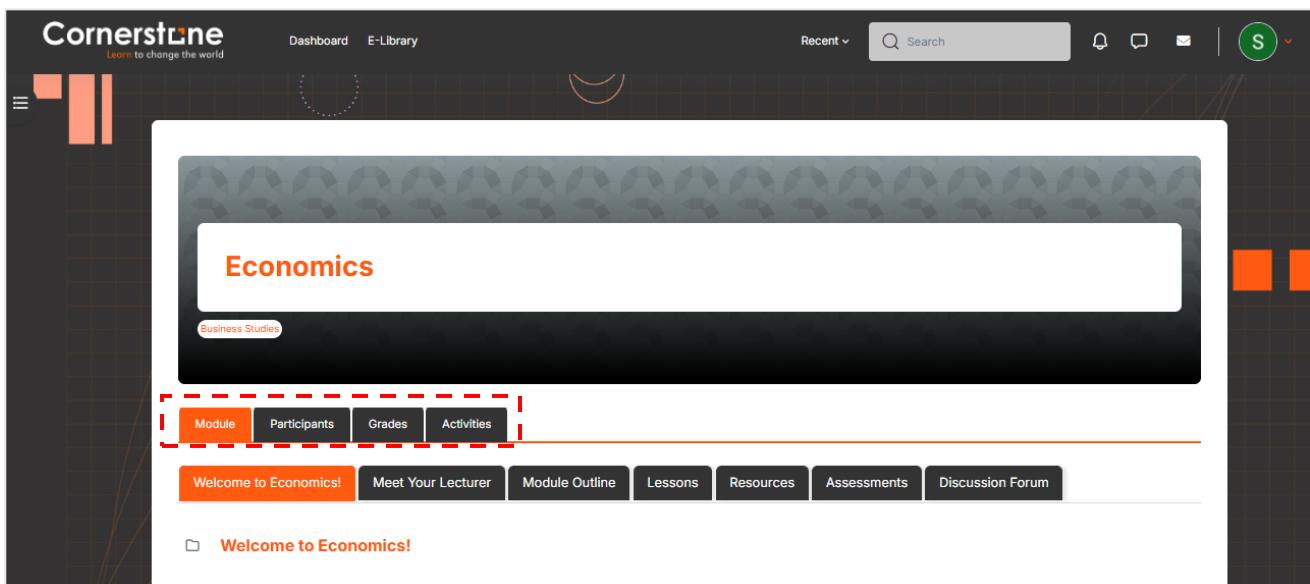

    2.1 Module: This tab contains all the content in that module which is typically displayed on the following pages:

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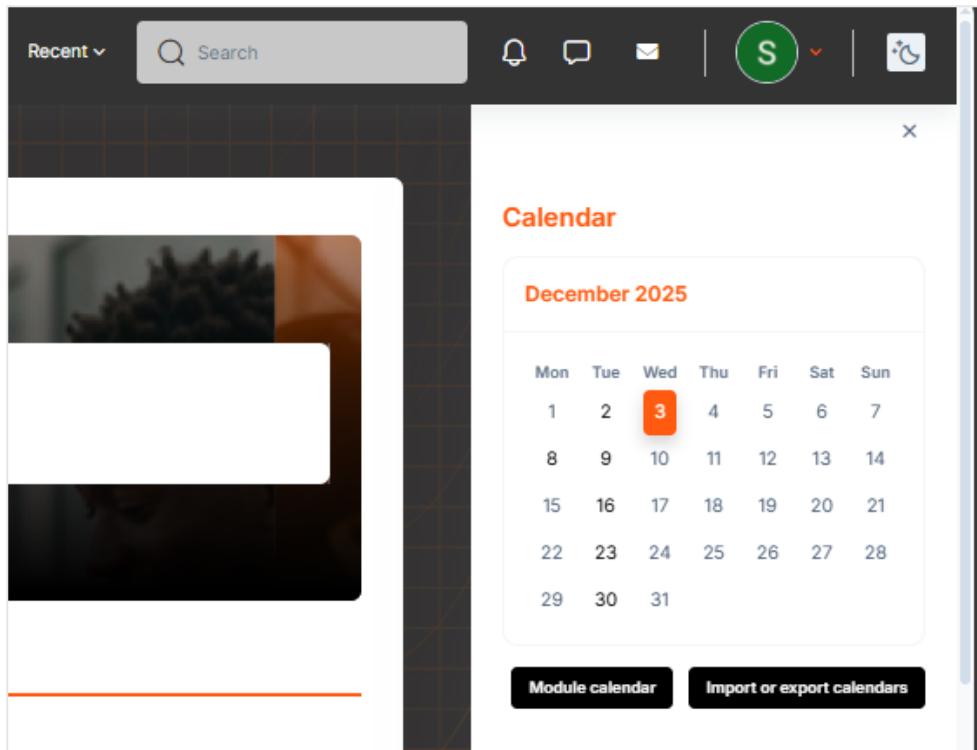
2.2 Participants: All students registered for this module will be listed here.

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:
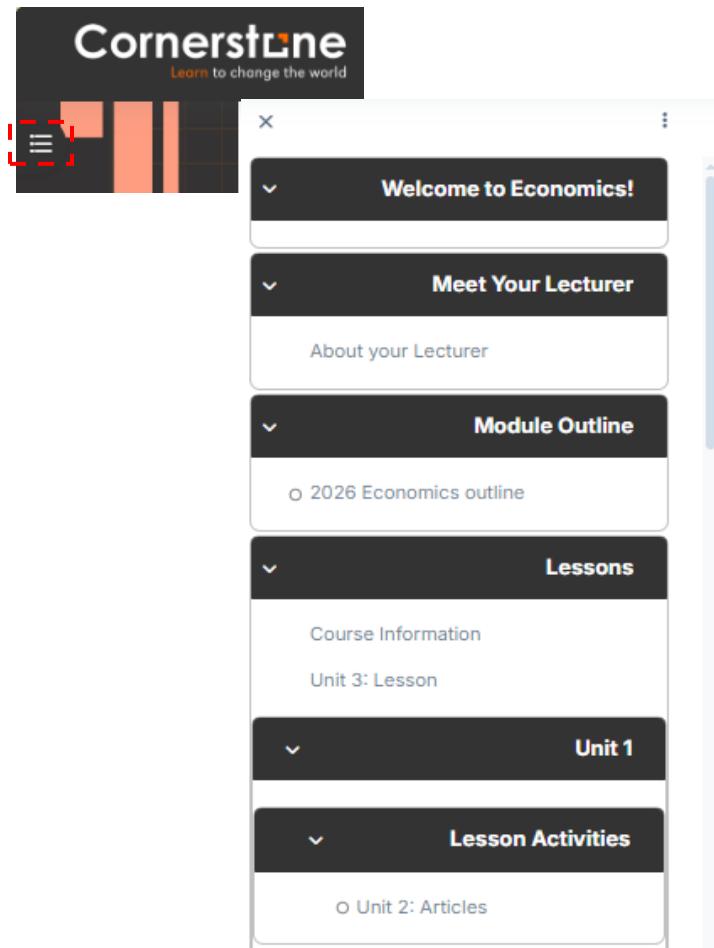
4. Submit an Assignment

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**.

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

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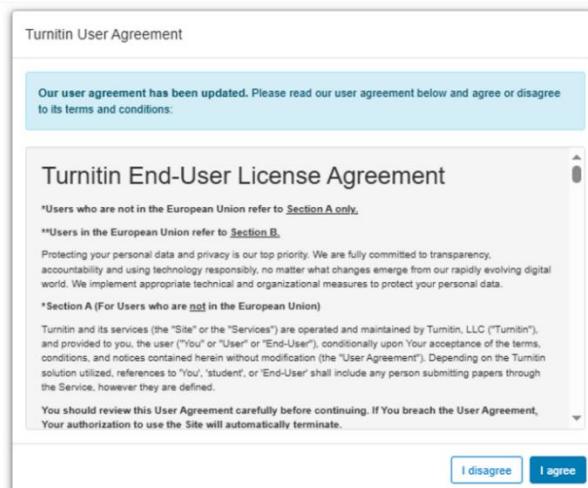
4. Click **Back to module** at the top left of the screen and click the **Assignment Title** again – you can now **Add submission**.

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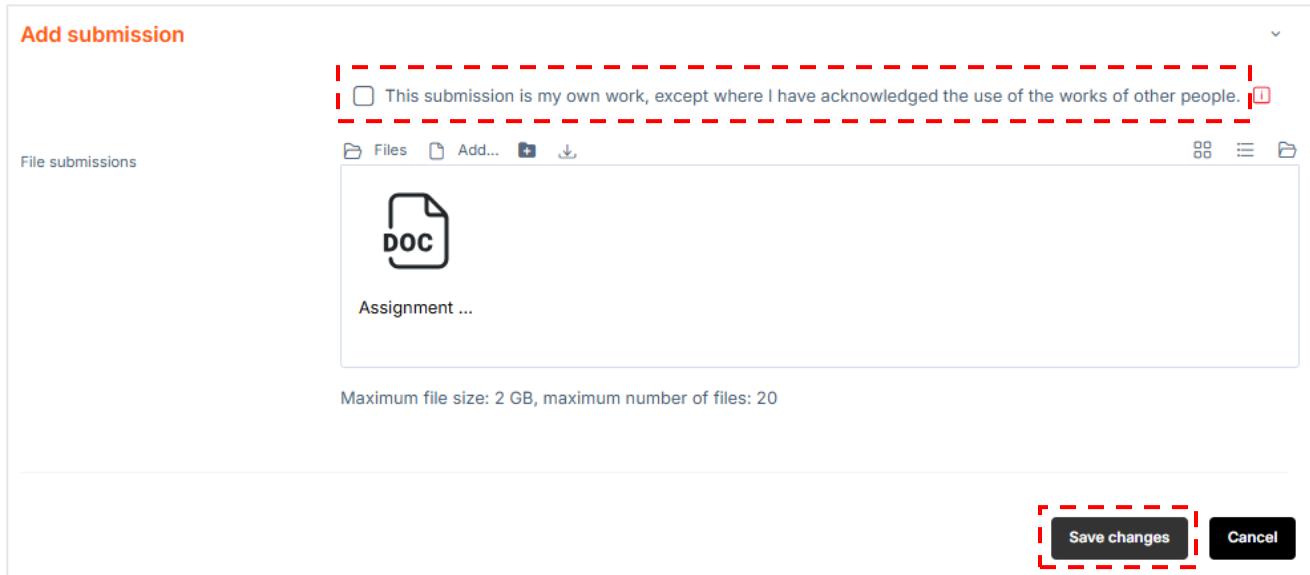
6. You will receive a **confirmation message**.

    - 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	📄 _Assignment D_TII AI Detector.docx 3 December 2025, 1:28 PM 🔗 Turnitin ID: 2834237016 **100%** ▦
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.

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.

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

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.

1. On the relevant page, click the **Questionnaire Title** – a screen will appear, click **Anwer 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**.
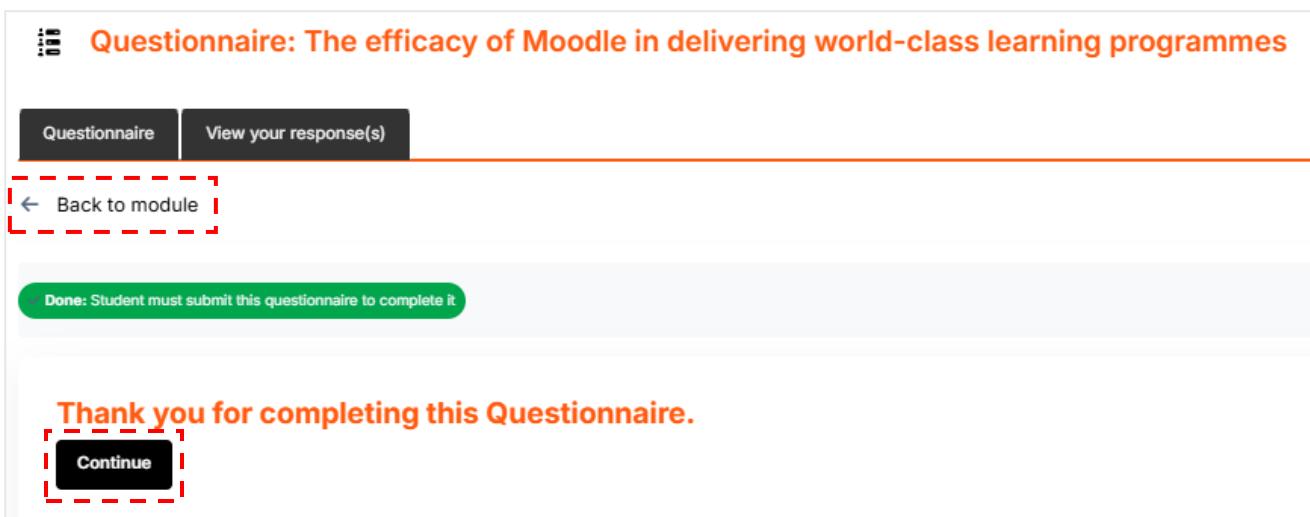
4. Click the **Back to module** link to return to the module page.

7. Participate in a Discussion Forum

A forum may or may not be gradeable and is typically located on the **Discussion Forum Page**.
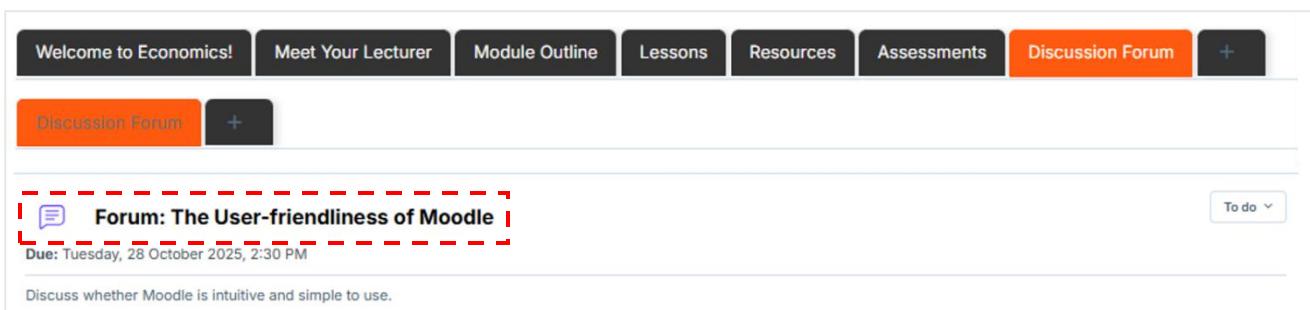
1. Click the **Forum Title** on the relevant page.

2. On the forum details screen, do the following in the order shown:
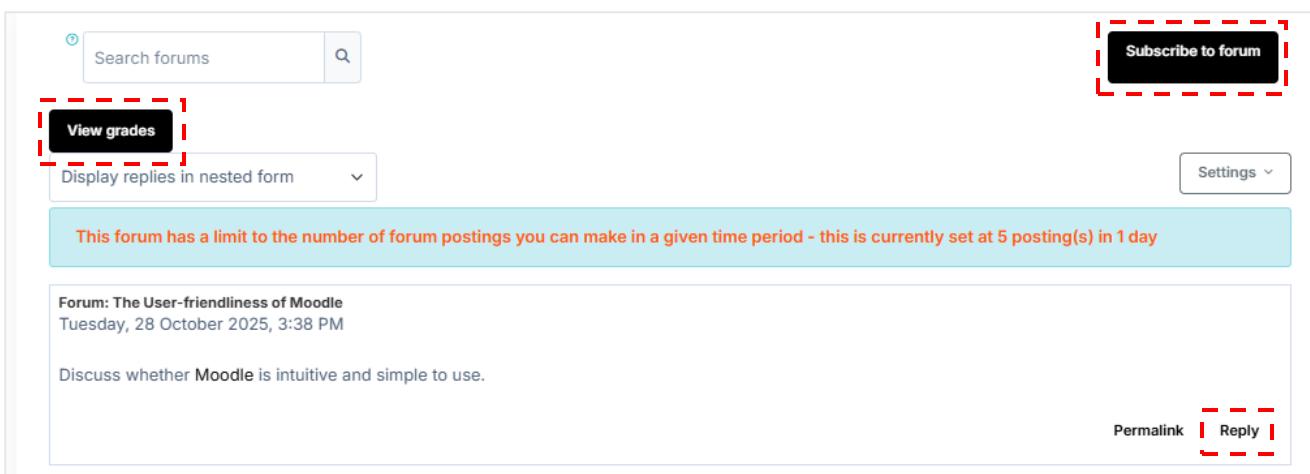
- Join the forum by clicking **Subscribe to forum**.

- 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:

- 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:

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:

- In the **Feedback** section:

☞ 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.
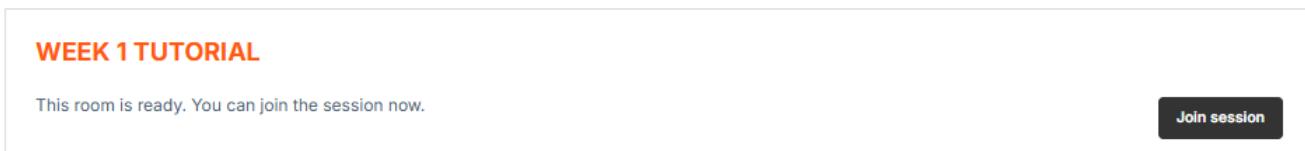
3. Khuluma will open and prompt you to join the session via audio only or audio and microphone:
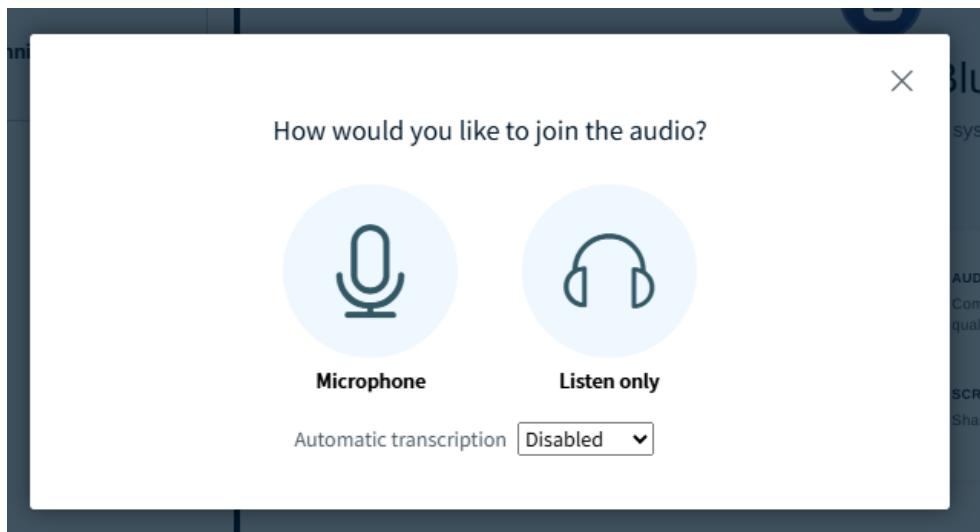
4. In the top right corner of your screen are the following **basic functions**:
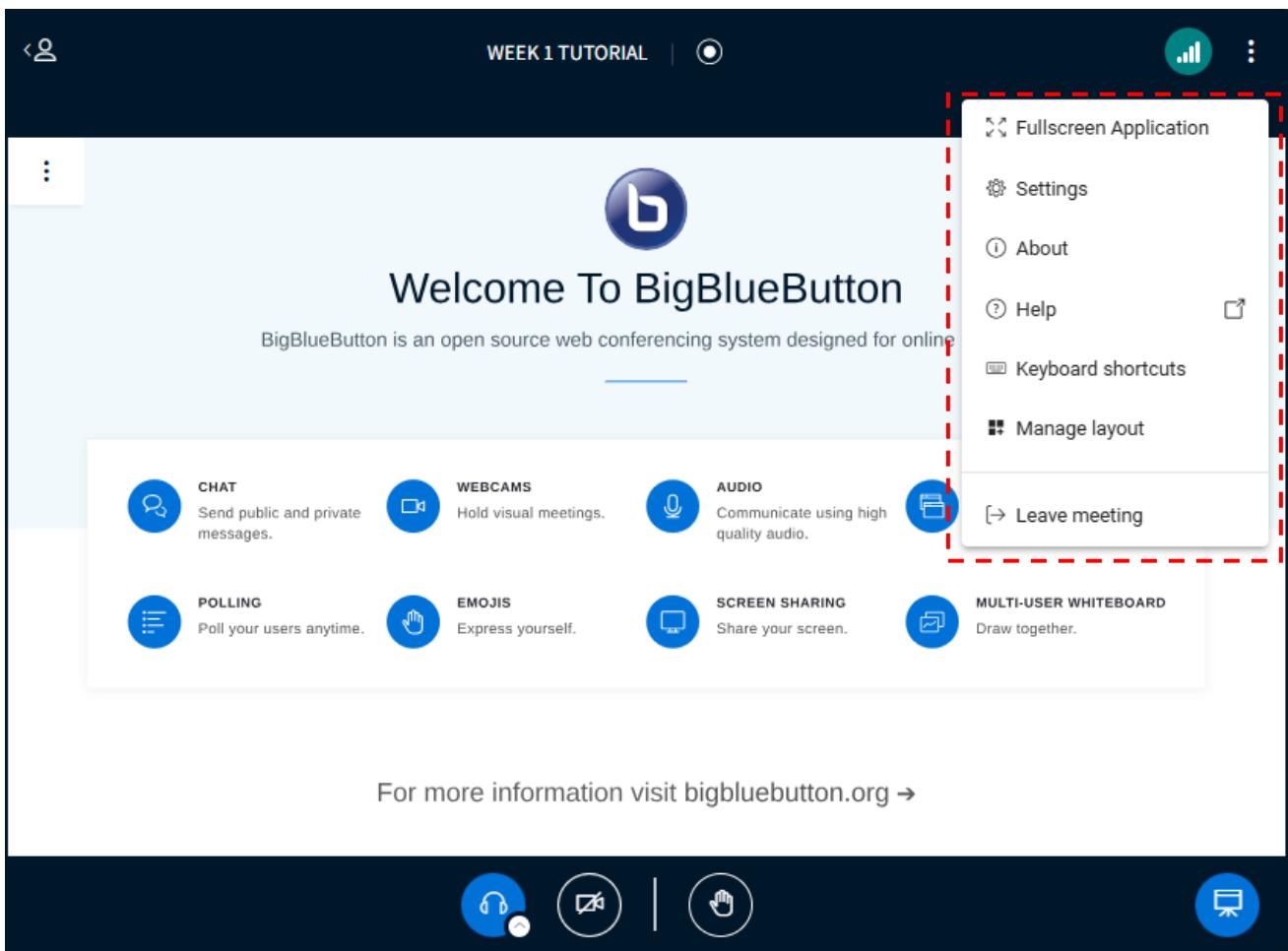
- **Fullscreen Application**: Enlarge the presentation window

- **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.

☞ 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.