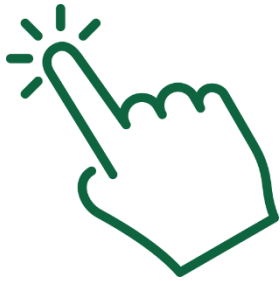


MANCOSA SMOWL User Guide



MANCOSA
Member of
HONORIS UNITED UNIVERSITIES

Step 1: Click the button below to access **MANCOSA Connect**.



Step 2: Login using your credentials.

Username: Your Username

Password Format: abcdefg#3

And click the **Log in** button.

A screenshot of the MANCOSA Connect login interface. The page has a dark green header with the text "MANCOSA Connect". Below the header, there are two input fields: "Username" and "Password". To the right of these fields, there is a link "Forgotten your username or password?". Below the input fields, there is a checkbox labeled "Remember username". At the bottom, there is a dark green button labeled "Log in". A blue arrow points from the text "And click the Log in button." to the "Log in" button. The entire login form is set against a light gray background with a dark green border.

Step 3: Click on the Module.

The screenshot shows the MANCOSA dashboard. At the top, there is a green header bar with the MANCOSA logo and a 'My Modules' dropdown menu. The dropdown menu is open, showing two options: 'Dashboard' and 'Accounting and Financial Management Jan21 Y1 S2'. A blue arrow points from the text 'Step 3: Click on the Module.' to the second option. Below the header, there is a user profile section with a profile picture, a name, and a 'Message' button. Below this, there is a row of eight icons representing different services: Tutorial Videos, Freshdesk, MyMancosa, MyCalendar, Institutional Rules, Library, Password, Academic Services, and Student Notices. At the bottom, there is a green footer bar containing support information, login details, and contact information.

MANCOSA My Modules ▾

Dashboard

Accounting and Financial Management Jan21 Y1 S2

Message

Tutorial Videos Freshdesk MyMancosa MyCalendar Institutional Rules Library Password Academic Services Student Notices

Supported by GP InfoTech
You are logged in as Sandile Mbuli (Log out)
[Home](#)

Mancosa
<https://mancosa.freshdesk.com/support/tickets/new>
studentservices@mancosa.co.za
+27 873512833

Step 4: Click the Assessment Icon.


MANCOSA My Modules ▾

Accounting and Financial Management Jan21 Y1 S2

Dashboard / My courses / Accounting and Financial Management Jan21 Y1 S2

Post-marking Moderators Report

*



Module Information

Library Resources





Programme Handbook


Welcome to Accounting and Financial Management

This Postgraduate Diploma is a semester-long module and comprises a number of study units per Learning Journey.

Module Co-ordinator: **Mr Ismail Sader**

This module comprises of 2 Formative Assessments and 1 Online Summative Assessment.

| Learning Journey | Ask the Lecturer | Webinar | Assessment |
|--|---|--|--|
|  |  |  |  |



Step 5: Click on the **OSA Practice Activity** button to access the activity.

The screenshot displays the MANCOSA Module Assessment Zone interface. At the top, a banner features the text "We believe in Africa's Future, Cultural Agility, Mobile Mindset" and the MANCOSA logo. Below the banner, a breadcrumb trail reads: "Dashboard / Courses / Student Practice OSA / Student Practice OSA Jul23 S1 / Assessment / Module Assessment Zone". A blue arrow points from the "OSA Practice Activity" button in the "1. Assessments Submission" section to the "Module Assessment Zone" text in the breadcrumb trail. The interface includes navigation links for "Previous: Assignment 2/Short Question" and "Next: Assessment Tutorial" with a settings icon. The "OSA Practice Activity" button is highlighted in a light blue bar.

BOOK
Module Assessment Zone

Dashboard / Courses / Student Practice OSA / Student Practice OSA Jul23 S1 / Assessment / Module Assessment Zone

← Previous: Assignment 2/Short Question

Next: Assessment Tutorial ▶ ⚙️

1. Assessments Submission

OSA Practice Activity

← Previous: Assignment 2/Short Question

Next: Assessment Tutorial ▶

Step 6: Read and follow the instructions and click the **Next** button.



1 Before starting 2 Mail and image 3 Download CM 4 Complete and Status

1. Before starting

Please review the following guidelines to ensure that you complete the registration process correctly. You must follow these guidelines during the registration process and also when you take any exam or activity supervised by SMOWL.

Position


Position yourself correctly in front of the camera



← Previous image Next image →

Next

Step 7: Complete your SMOWL registration and follow instructions on how to capture a valid picture and click the **Next** button.



1 Before starting — 2 Mail and image — 3 Download CM — 4 Complete and Status

2. User data

2.1. Register in Smowl

Complete the fields to be able to register in Smowl

Sandile Mbuli

sandile.mbuli@mancosa.co.za

2.2. Take a selfie

Position yourself correctly in front of the webcam within the circle. It should be well lit and clearly visible.

When you are ready, click on the Capture button to take the photo.


☒ Accept the [terms and conditions](#)

Delete

Image is valid

Accept

Previous Next



1

Before starting

2

Mail and image

3

Download CM


4


Complete and Status


4. Download SMOWLCM

In order to ensure the validity of your online assessment, it is essential that you download the SMOWLCM application that allow: Smowltech to monitor your desktop activity. You will be able to uninstall the application once you finish your exam.


1) Download
Accept the terms and download the SMOWLCM app on your computer.


2) Install
Install the downloaded executable on your computer. If you uninstall it or take your exam on another computer, you will need to reinstall it.


3) Exam
Allow SMOWLCM to run on your exams. If it does not work correctly, the system will alert you and you should contact your institution or organization.


Windows 32 bits

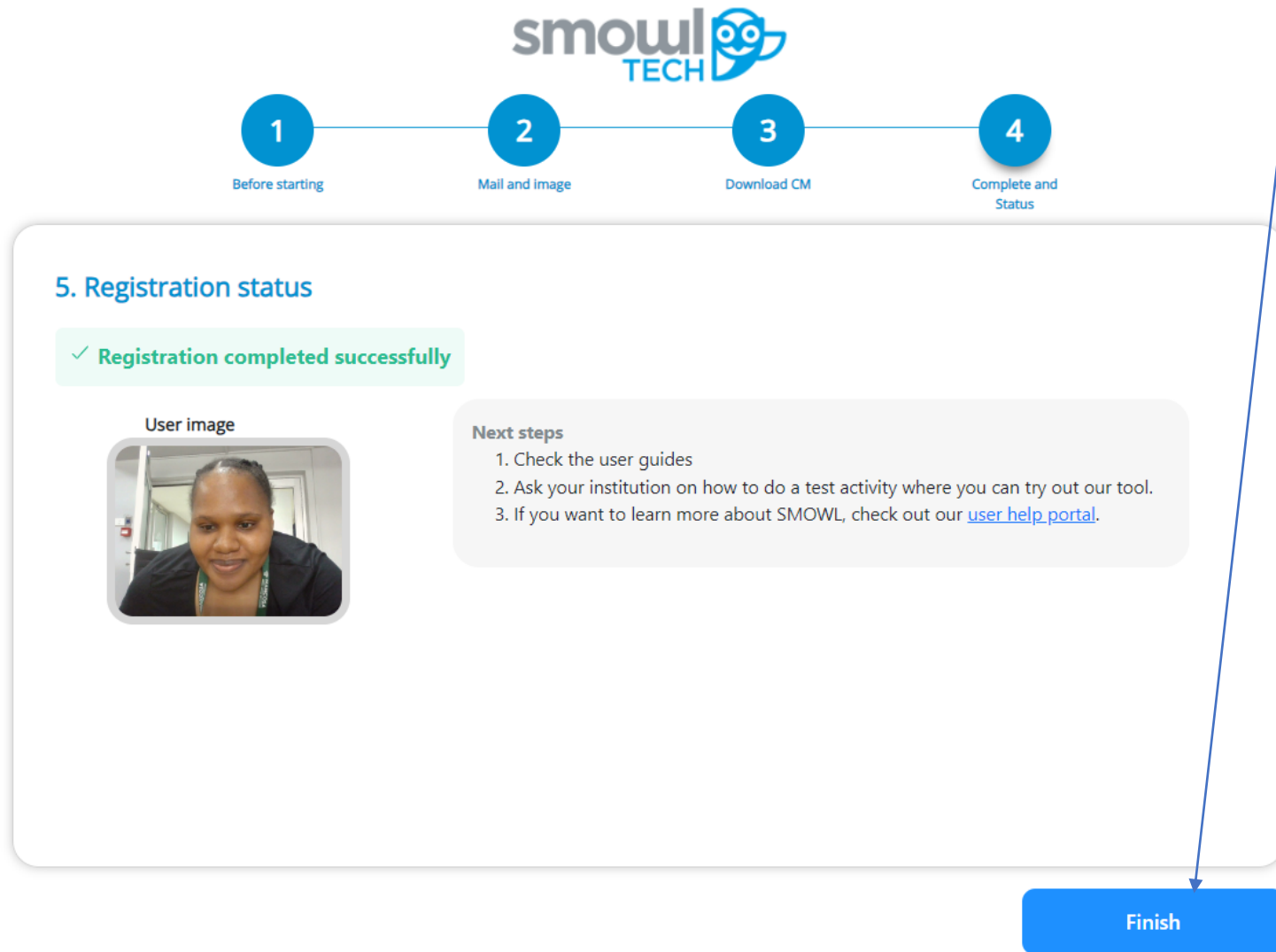
Previous

Next

Download the SMOWL app.

Please select the **Allow** button to provide permission for **SMOWL** to use your camera and microphone during the assessment. You will also be prompted to allow smowl.com/URL to connect and monitor CMS (Computer Monitoring Service).

Step 9: Once the registration is completed, check the User Guides and click **Finish**.



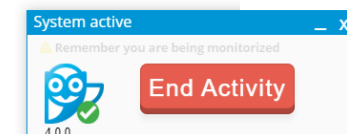
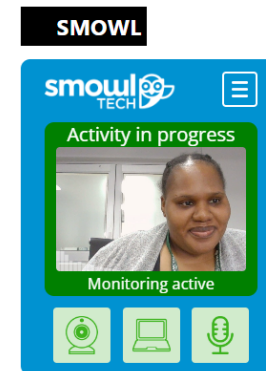
Step 10: Select the **Start Assessment** button to begin your assessment.

The screenshot shows the MANCOSA interface. At the top, there is a green header with 'MANCOSA' and 'My Modules'. Below this, a blue banner displays 'Accounting and Financial Management Jan21 V1 S2'. A breadcrumb trail reads 'Dashboard / My courses / Accounting and Financial Management'. The main content area shows a 'Submission status' section with two steps: '1 Questions' and '2 Assessment'. The 'Assessment' step is highlighted, and a 'Start Assessment' button is visible. Two permission prompts are overlaid on the screen, both from 'beta.mancosaconnect.ac.za'. The first prompt asks to 'Use your camera' with 'Allow' and 'Block' buttons. The second prompt asks to 'Use your microphone' with 'Allow' and 'Block' buttons. Arrows point from the 'Start Assessment' button to the first prompt and from the 'Allow' button to the second prompt.

Select the “Course Blocks” button on the top right-hand corner of the screen, on MANCOSAConnect to display the SMOWL Toggle screen, in order to see yourself in active monitoring mode.

Please select the **Allow** button to allow **SMOWL** to use your camera and microphone during the assessment. You will also be prompted to allow smowl.com/URL to connect and monitor CMS (Computer Monitoring Service).

Select the “Course Blocks” button on the top right-hand corner of the screen, on MANCOSAConnect to display the SMOWL Toggle screen, in order to see yourself in active monitoring mode.



Step 11: Complete the **Assessment** and click the **Submit** button.

The screenshot displays the MANCOSA online assessment interface. At the top, the header shows 'MANCOSA' and 'My Modules'. The main content area is titled 'Accounting and Financial Management Jan21 Y1 S2' and includes a breadcrumb trail: 'Dashboard / My courses / Accounting and Financial Management Jan21 Y1 S2 / OSA Final Mock Activity'. Below this, there is a 'Back' button and the text 'OSA Final Mock Activity'. A document icon indicates 'Mock OSA January 2023 Semester 1.pdf4 September 2023, 2:38 PM'. The 'Online Answer Booklet (Please type your answers below)' section features a rich text editor with various formatting tools. Below the editor, a form is provided for student details: PROGRAMME, MODULE, NAME, SURNAME, ID NUMBER, STUDENT NUMBER, and YEAR. A section for 'Graph or diagram submissions' includes a note: '(Please ensure you drag and drop your graph or diagram submissions only in the box below at the end of the OSA before clicking submit)'. A file upload area shows a 'Files' section with a Microsoft Word document icon and a file named 'SMOWL Moc...'. At the bottom left, there is a 'Submit' button. A red 'Countdown : 58h :7m' is displayed in the center. On the right side, a 'SMOWL' monitoring window shows 'Activity in progress' with a video feed of two students and icons for monitoring, chat, and microphone. A system message at the bottom right states 'System active' and 'Remember you are being monitored'.

You have successfully submitted your Assessment!

MANCOSA My Modules

Accounting and Financial Management Jan21 Y1 S2

Dashboard / My courses / Accounting and Financial Management Jan21 Y1 S2 / OSA Final Mock Activity

Back | OSA Final Mock Activity

Mock OSA January 2023 Semester 1.pdf4 September 2023, 2:35 PM

Submission status

| | |
|--|---|
| Attempt number | This is attempt 1 (3 attempts allowed). |
| Submission status | Submitted for grading |
| Grading status | Not marked |
| Due date | Friday, 29 September 2023, 11:59 PM |
| Time remaining | 2 days 10 hours |
| Last modified | Wednesday, 27 September 2023, 1:54 PM |
| Online Answer Booklet (Please type your answers below) | + (54 words) |

MANCOSA

Start typing below the table. Copy and paste features will not work in this template. Do not work of

File submissions

SMOWL Mock OSA Objectives .docx 27 September 2023, 1:54 PM

SMOWL

Activity in progress

Monitoring active

System active

Remember you are being monitorized

End Activity

System active

Remember you are being monitorized

End the activity

Confirm Cancel

Make sure to **End Activity** once done.