USER GUIDELINE
**On**
E-learning course on Ethics and Integrity in the Bhutanese Civil Service
Human Resource Division
MINISTRY OF AGRICULTURE AND FORESTS

Step I

Please log on to web address http://119.2.127.26/moodle. Click on login button and you will be asked to log in your username and password as shown below. While your username created is your Employee Identity Number, the password created by the administrator shall be shared through alternative means. The **Password provided by the administrator must be changed immediately to treat it more confidential. But you have to remember at all times as you will require time and again for different course in the next phase.**
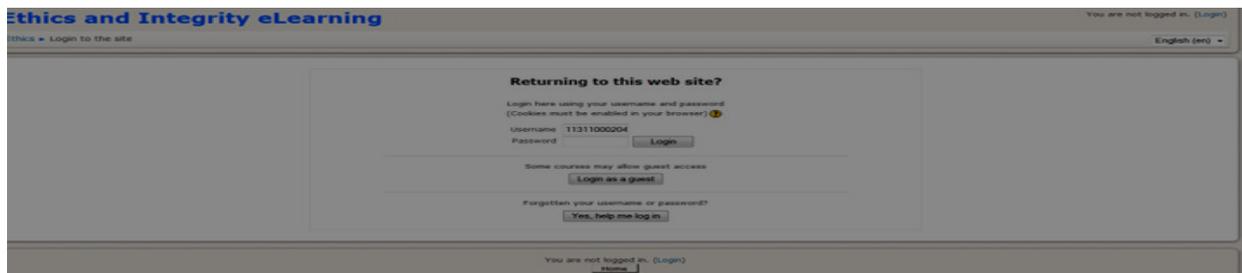
Step II

When you enter your username and password, you will be logged in as, for instance HRD1MoAF-Ganga Pradhan. Here, Ganga Pradhan belongs to HRD group number 1. HRD (Group Number) MoAF is HRD's group identity being designed by the administrator and it will be distinct from office to office. The idea of keeping this group identity is that by looking at group identity, you, your colleagues and the administrator can make out which group you belong to and this is especially useful while doing group assignment. Your colleagues will also know which group they belong to by logging in. This way, every user can identify their respective groups and come together for group discussion. Members are randomly grouped within same office, each comprises of at least 10 members. Some groups may comprise less than 10 members based on staff strength. Every group must have one member appointed as a group coordinator to coordinate and facilitate group assignment.

In case you have difficulty logging in or needs clarification, you may contact facilitator at an address given in the last page of this manual.

Before you move on to the number of assignments, make sure that your profile information is up-to-date especially your email address, name spelling etc. and if it is not, click on profile button on the left hand side of the web page to update as shown below. As said earlier, you

must change the password provided by the administrator to avoid others logging in on your behalf. But one thing that should not be changed in the profile unless you are on transfer is your group identity (reasons mentioned above). However, you can change your group number if you want to shift from one group to another within same office. Always do this in consultation with your group coordinator. The reason is if you change your group of your own, it may result in variations of group strength, meaning your new group may constitute more members than your earlier group after change or it may even affects the entire group formation. To elaborate further, if Ganga Pradhan's group HRD1MoAF changes from Group no. 1 to Group no. 3, her next group will be HRD3MoAF. The group change is only a change in number. But if you change your group this way, say MoAF3HRD or HRD-MoAF3, then you change the group format and consequently the group identity, and as a result you and your administrator will not be able to track which group you actually belong to.

For those joining new office on transfer, group identity change is must and the change must match the group identity of her new office. If HRD Ganga Pradhan joins FRMD-DoFPS on transfer and FRMD places her to group 1, her group will now be FRMD1DoFPS. FRMD (Group Number) DoFPS is their group identity designed by the administrator.

Step III

In this step, click on the button 'Ethics and Integrity in the Bhutanese Civil Service' on the top page, in order to appear the following course structure which you will be required to take on step by step individually as well as in group.

- Pre-course survey
- Pre-test
- Actual Course on Ethics and Integrity which covers the following three modules
  Ethics and Moral
  Corruption
  Anti-Corruption

- Final Test
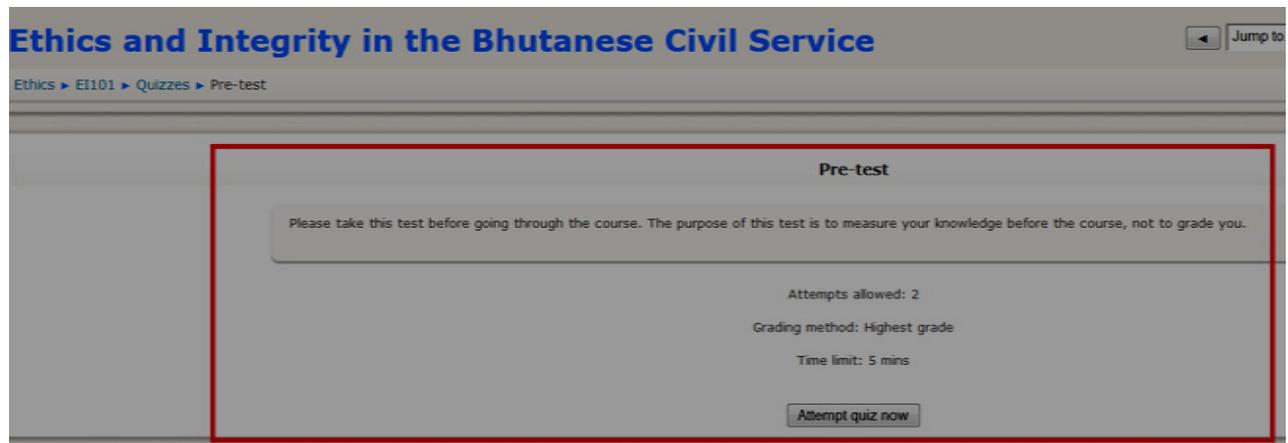- Group Assignment
- Post course Survey

Step IV

In this step, you must follow step by step direction to carry out your individual assignment. Your individual assignment shall be the pre-course survey, which must be done before attempting pre-test, the pre-test before final test and final test after you have gone through the actual course on ethics and integrity. The reason why you are required to do pre-course survey is to get to know yourselves and your administrator in matters related to ethics and integrity. The pre-test is to measure your knowledge before the course and final test is to measure your knowledge how much you have acquired by going through the course. You can also view in your grade for the test.

 In order to attempt the test, click on the test button as shown below. Please note that for pre-test and final test, you have time limit of five minutes. You have also limits to number of attempts you can make. For pre-test you have two but for final test, you will have only one attempt allowed. Most importantly, while making test attempts, whether or not you submit your answers, once you click to attempt you must complete it within the time limits or else, your test will be considered attempted. The system is designed in such ways in order to avoid discussions within colleagues and to achieve the very purpose of this program as mentioned in the introductory part.

There shall be system generated direction for any steps to lead you what should be done and followed before you move on to the next assignment Therefore, follow step-wise directions prior to moving on to next steps.

In order to go through the actual course, Click on the course button 'Ethics and Integrity in the Bhutanese Civil Service' as shown below. The navigation panel will direct you how to proceed further in to the course's three modules, 'Ethics and Integrity', 'Corruption' and 'Anti-Corruption'. Each module contains numbers of pages and topics to read and navigation panel will help you to go to the next page until the end of one course module. Once you complete one module, you can proceed with the next module by clicking on the continue button. You can go through the course modules as much as you can, provided that you meet the set deadline given to you to complete the final test. The deadline for the **final test for this phase is 20th June 2014**.
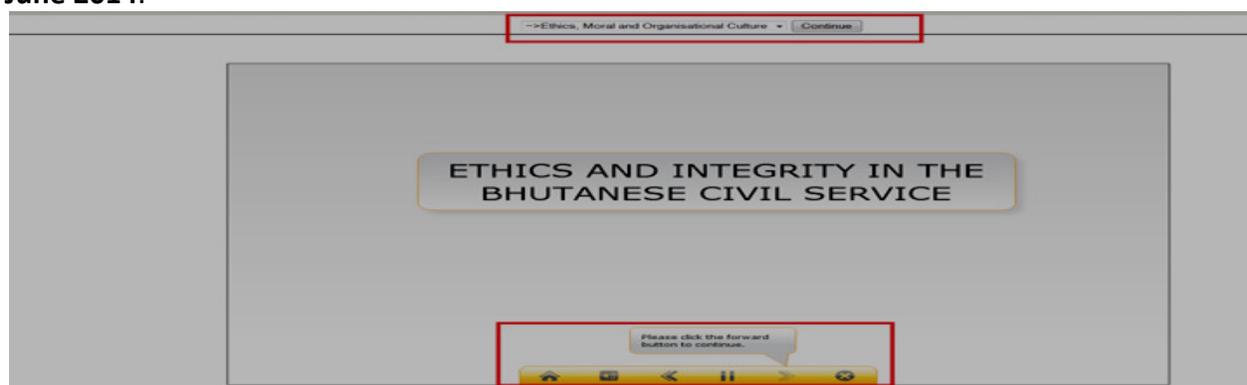
Step V

Since you have already completed the pre-course survey, pre-test and final test by going through the course in the step IV, your only assignment now remains is the group assignment and post-course survey. When you click on 'Group Assignment' button, Microsoft word will appear containing number of case studies. Here, your group members have to come together and discuss at least one of the case studies as your group assignment. Your group coordinator, who can be any one from the members, must coordinate and find suitable time so that every member can participate in the discussion. Your group answers to the specific questions in the

case study can be submitted by a group coordinator or by any group member in the 'Submit your group assignment here' button and then submitting through clicking on 'Edit my submission' button as shown below. While submitting your group answers through the edit box, you must reflect your case study number and then your group answers. There will be no correct or wrong answers to the case study. However, your group answers submitted can be viewed and reviewed by the group of indentified experts and they will provide you their comments through your email provided. If your group is not satisfied with their comments, your group still has the option to argue with the experts through your email and this way, a two-way discussion is made possible. This is why your email address and other profile details must be updated as suggested in the first page of this manual.
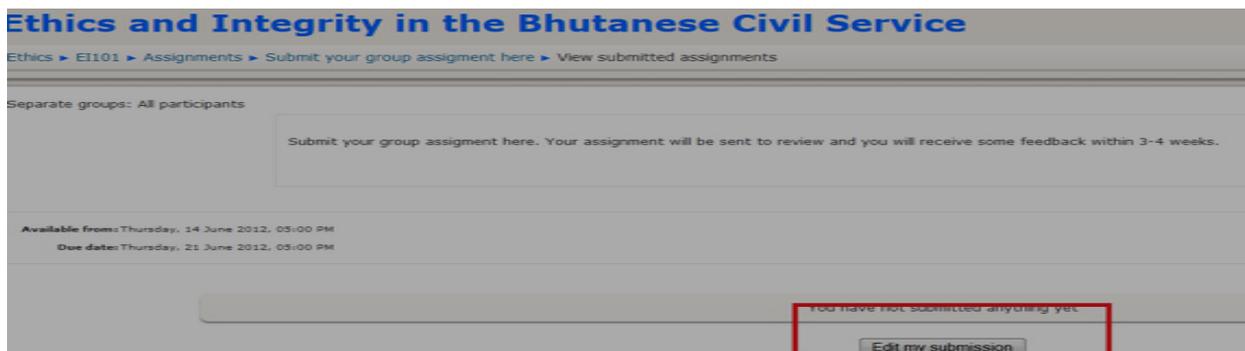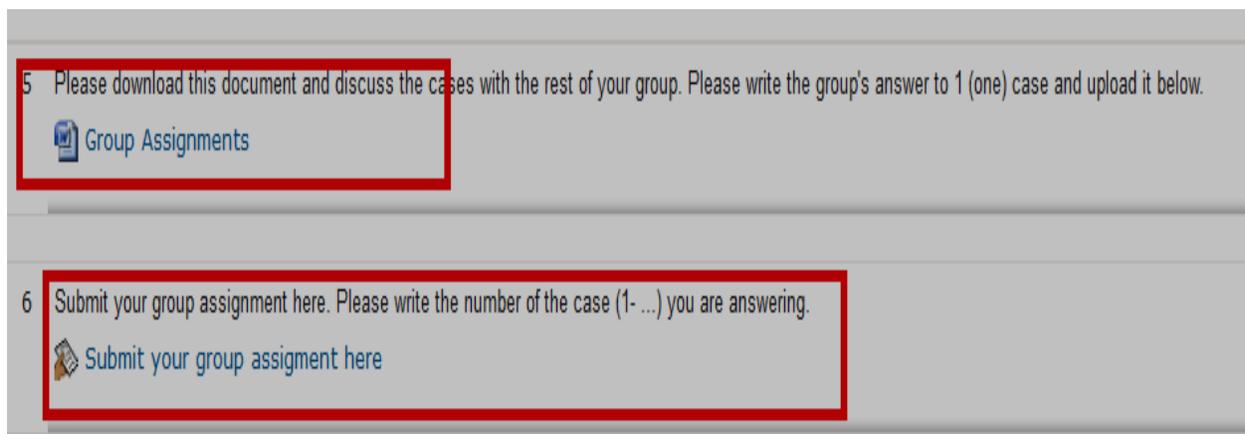
Step VI

Now you have completed your group assignment. In this step, you will be completing you final assignment, the post-course survey. The reason why you are required to answer the post-course survey is to comparatively analyze pre and post course survey so that you and your administrator will get an idea where you were before and where you now lend after the course.

1 ❓ Pre-course survey- Answers to this survey are anonymous.

2 Please take this test before going through the course. The purpose of this test is to measure your knowledge before the course, not to grade you.
☑ Pre-test

3

📦 Please click here to start the course 'Ethics and Integrity in the Bhutanese Civil Service'

4 Please do not take this test before you have gone through the whole course. You only have 1 attempt.
☑ Final test

5 Please download this document and discuss the cases with the rest of your group. Please write the group's answer to 1 (one) case and upload it below.
📄 Group Assignments

6 Submit your group assignment here. Please write the number of the case (1- ...) you are answering.
📭 Submit your group assigment here

7 ❓ Take this survey 3 months after you have taken the course - Answers to this survey are anonymous.

Prepared by: Pema Wangda, HRD, MoAF

Contact Details:

In case you need clarification or encounters any problems when you log in, you may contact Pema Wangda, HRO, HRD-MoAF at email address pemawangdu@moaf.gov.bt or 16932035/02-335647