



Ethics & Integrity e-Learning User Manual

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National Land Commission Secretariat

Kawangjansa

Thimphu

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Background information

The programme 'Ethics & Integrity in the Bhutanese public sector' aims at improving civil servant's awareness on the public sector's values and thereby improving the ethical performance of the public sector.

The main output of the programme is an education programme comprising surveys, tests and a course on the above mentioned issues.

The educational programme is delivered in the form of electronic learning (eLearning). The elements of the educational programme are uploaded on a platform - Learning Management System (LMS).

Structure of the e-Learning Course

The complete course consists of four parts:

- Part (i) **Pre-test**
- Part (ii) **three Modules (the main course)**
- Part (iii) followed by a **Final test &**
- Part (iv) the **Group assignment**

Time limit

The employees will have to undergo the first three parts of the course individually in which the **average time** to complete is **2.5 hours** if the course is taken at one go.

NOTE: For **Pre-test** and **Final test**, users are allocated 5 minutes to complete the questionnaires.

After completing the course the members of same Group has to carry out the fourth part, **Group assignment**, in which the members of the group has to discuss on a case chosen by the Group and submit/upload their collective views for review or comments by identified facilitator for that Group.

Since Group assignment may take some more time especially, while coordinating mutually agreeable date and time for discussion amongst the Group members, the maximum timeframe for the complete course should not take more than **a week**.

NOTE: Once an employee receives his/her dates with login details, he/she should start and complete the individual component of the course at any time within the allocated timeframe, even during weekends. For the Group assignment, members have to mutually fix time for discussion and upload their collective views within the allocated timeframe. Both individual and Group assignment have to be completed within the allocated timeframe.

Group assignment

Once the assignments are uploaded by the group, it will be reviewed by the respective facilitator and he/she will provide his/her own opinion on the issue reflected in the assignment and then both views will be recorded for further assessment/analysis by ACC/RCSC. **The group assignment is to stimulate discussion and not to ‘evaluate’ performance. The facilitators only give a feedback.**

The groups have to choose one case study from case bank and their views will have to be uploaded for review and comments by respective facilitators.

NOTE: The course materials cannot be downloaded. It is an online course and the trainees have to login with specific login details assigned by the respective focal person of that same agency.

Why groups are formed in the organization?

Groups are formed for two reasons:

- a) Employees are grouped basically to spur discussion, share views and find common ground of solution to the allocated case studies and ultimately to build a team at the end of the day.
- b) Employees are asked to answer **two surveys**, one before and one after three months after taking the course. Responses to these surveys are anonymized at individual level, but the results are pooled for each group, so that progress and the impact can be measured at group level by confronting the results of the two surveys. Hence, groups are formed.

Which group do you belong to??? And when is your time???

Groups of max 10 persons have been identified within the Secretariat and Divisions for group assignment. See **Annexure I & II** to see which group you belong to and the allocated time frame for you and your group. If you are unable to find your name, immediately call or visit the focal person mentioned at the end.

Minimum score that one has to obtain in order to pass the test

The grading and certification structure is under construction and once it is ready, the agencies will be informed for further notification to the employees.

Incentive for successfully completing this course

The Royal Civil Service Commission is going to put in **“Regulatory Framework”** within the Bhutan Civil Service Rules that will link this course to the career progression of all civil servants. Once an individual has successfully completed this course, he/she will be provided with a merit certificate that is valid till the present content does not go through major change/up gradation. After which one has to retake the upgraded version of the course.

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Benefit for the individual/organization

All the Civil Servants governed by BCSR are encouraged to take this online test on Ethics and Integrity to build an awakened citizenry that upholds ethics, integrity, honesty, justice and rule of law towards promoting a clean civil service and corrupt free society.

Once individual undergo the course he/she will be better informed on:

- i. Ethical, Moral values and organizational culture,
- ii. Corrupt behaviors and
- iii. Anti-corruption measures.

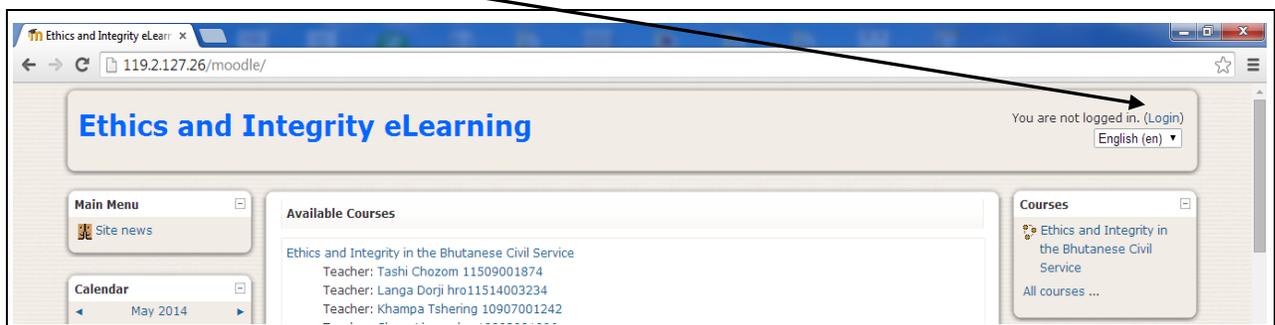
In particular, it will help to discharge ones duty with utmost loyalty and dedication to TSA WA SUM.

Steps for e-learning course

1. Open your Internet browser.
2. Type URL in the address bar: <http://119.2.127.26/moodle/> or <http://ethics.rim.edu.bt/moodle> and hit enter from the keyboard.



3. Click on the **Login** located at the right hand top.



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After clicking Login button, you will be able to view the following window asking for **Username & Password**.

- For login, use your **CID number** as **Username** and **Ethics@2014** as **Password** and click **Login** button.

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

Login

Some courses may allow guest access

Login as a guest

Forgotten your username or password?

Yes, help me log in

NOTE: After login, users are required to change their password for security measure as password is common for all users.

How to change password

- Click **Ethics and Integrity in the Bhutanese Civil Service**

Ethics and Integrity eLearning

Main Menu

Site news

Calendar

May 2014

My courses

Ethics and Integrity in the Bhutanese Civil Service

Teacher: Tshering Tashi 10101003761FP

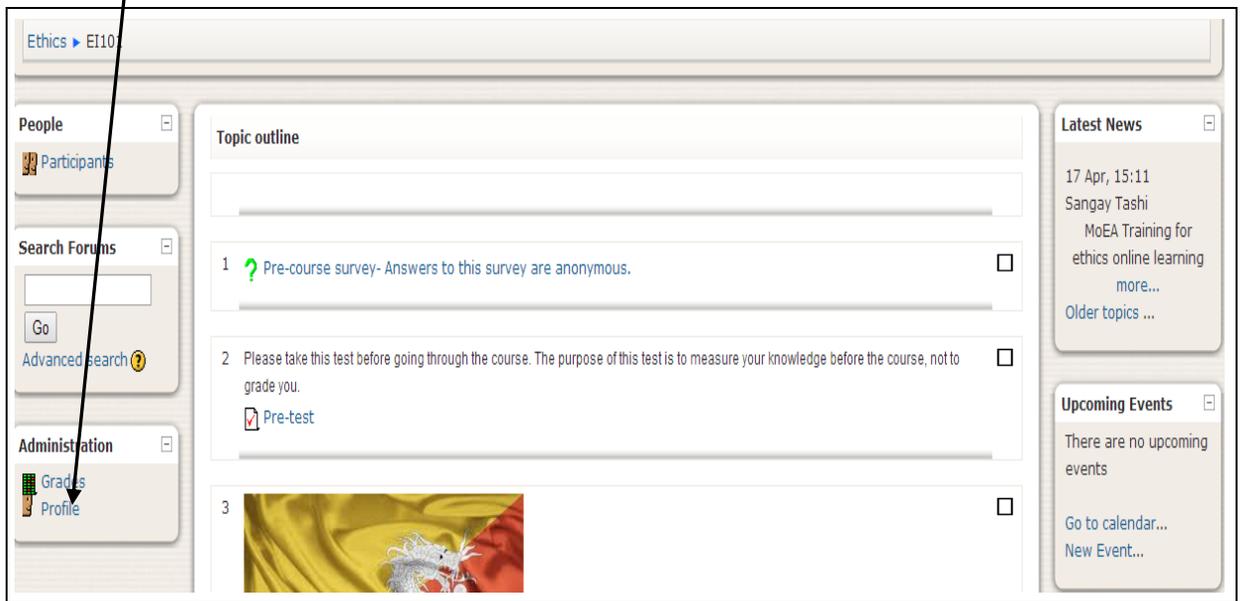
Teacher: Ugyen Tenzin 10102002461

Teacher: Sonam Tshering 10202000320

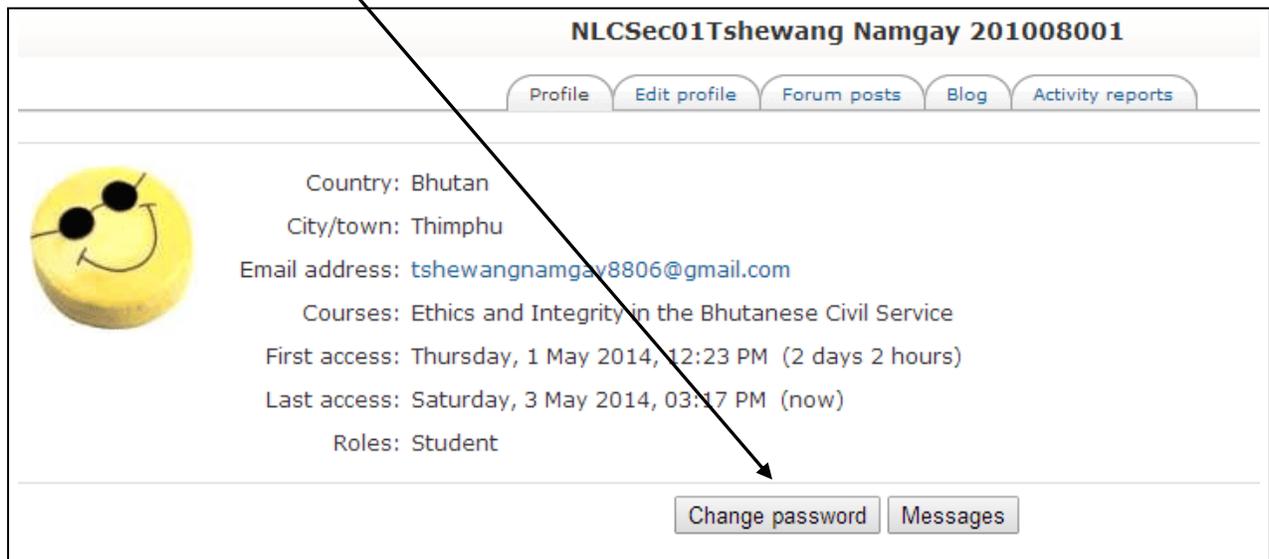
Teacher: Tashi Dawa 10202000762

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6. Click **Profile** in administration menu located at left hand side of the page



7. Click the **Change password** button to proceed further.



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8. Enter your **Current Password** i.e **Ethics@2014** and **New password** and click **Save changes**.

Change password

Username 10101001855

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Current Password*

New password*

New password (again)*

There are required fields in this form marked*.

NOTE: Do not forget your new password. You will require it in the future.

How to Edit User's Profile

In this section you can upload your picture and correct wrong information like Employee ID number and email address.

- i. Click on **Edit Profile** Tab as shown in the picture.

NLCSec01Tshewang Namgay 201008001

Profile Edit profile Forum posts Blog Activity reports



Country: Bhutan
City/town: Thimphu
Email address: tshewangnamgay8806@gmail.com
Courses: Ethics and Integrity in the Bhutanese Civil Service
First access: Thursday, 1 May 2014, 12:23 PM (2 days 2 hours)
Last access: Saturday, 3 May 2014, 03:17 PM (now)
Roles: Student

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ii. Correct your profile and click **Update profile**.

The screenshot shows the 'Edit profile' page with the following fields and annotations:

- General** section:
 - First name*: NLCSec01Tshewang Namgay
 - Surname*: 201008001 (An arrow points to this field with the text: "Surname is your Employee ID No. You can correct it if it is wrong.")
 - Email address*: tshewangnamgay8806@gmail.com
 - Email display: Allow only other course members to see my email address
 - Email activated: This email address is enabled
 - City/town*: Thimphu
 - Select a country*: Bhutan
 - Timezone: Server's local time
 - Preferred language: English (en)
 - Description: (Rich text editor with toolbar)
- Picture of** section:
 - Current picture: None
 - Delete:
 - New picture (Max size: 128MB): No file chosen (An arrow points to this button with the text: "You can upload your picture here.")
 - Picture description: (Text input field)
- Interests** section:
 - List of interests: (Text area)
- Optional** section:
 - Update profile button

At the bottom right, there is a note: "There are required fields in this form marked*."

How to take up course

9. After completing the above procedures. Click **EI101** as shown in the picture.



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10. Then go through the **Topic Outline** and click activity 1 to 5 to take up the course.

NOTE: For **Pre-test** and **Final test**, users are allocated 5 minutes to complete the questionnaires.

Topic outline

- 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 assignment here](#)
- 7  Take this survey 3 months after you have taken the course - Answers to this survey are anonymous.
- 8 FAQs for ethics and integrity course
 [FAQs](#)

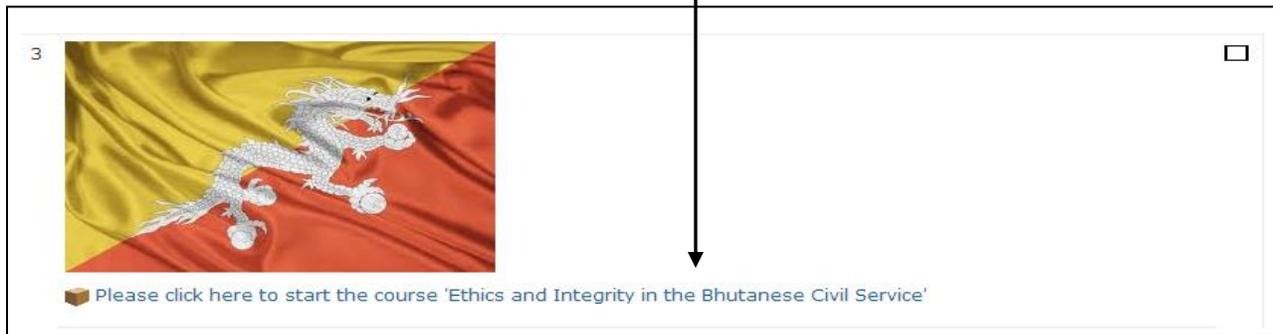
NOTE: Be sure to yourself that you have undergone & completed Pre-survey and Pre-test mentioned in activity 1 & 2 before going to activity 3 (main course)

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Activity 3: Main Course

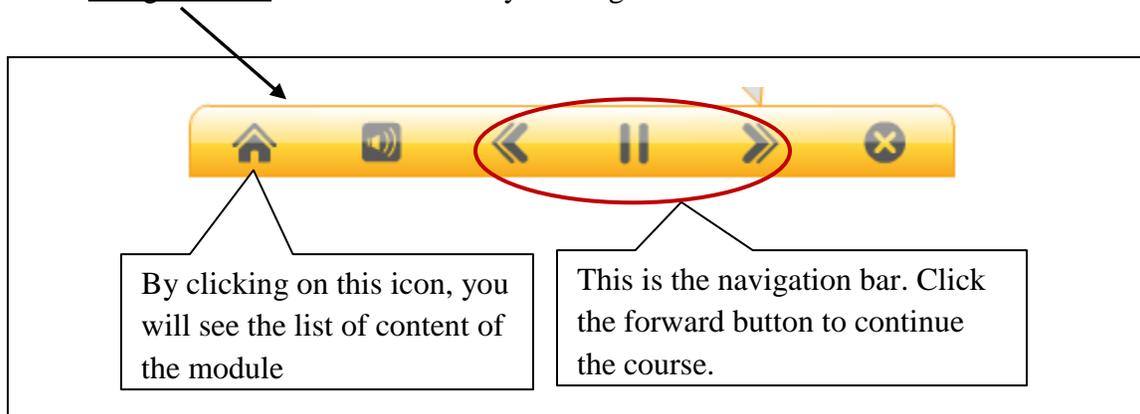
REQUIREMENT: To start the main course, latest flash player has to be installed in your computer.

Start the main course by clicking on the link given below the national flag.



How to navigate through the course

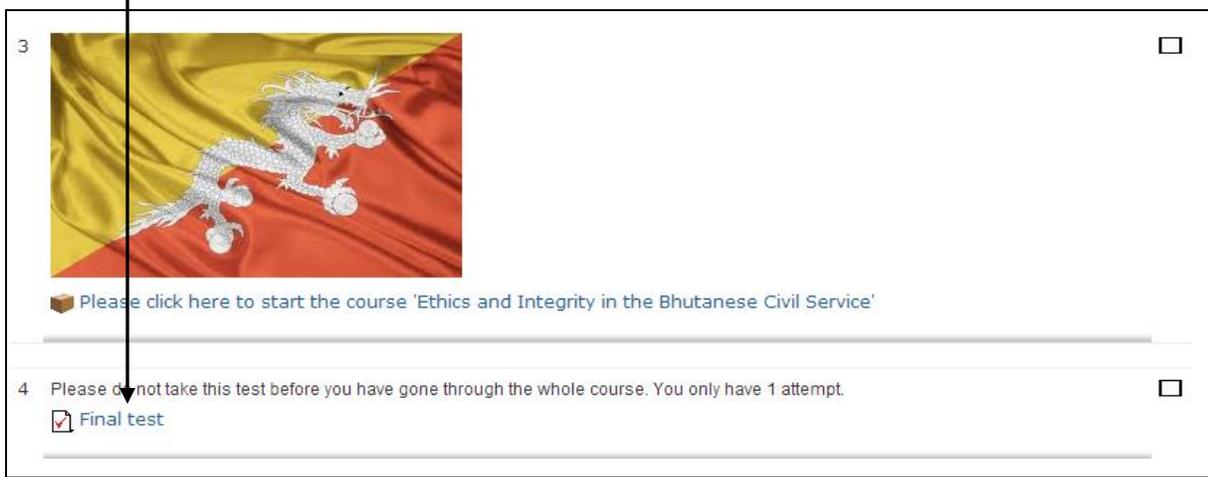
This is the navigation bar. You can find it by moving the mouse at the bottom of the screen.



Activity 4: Final Test

NOTE: You are advised to go through the whole course before attempting final test, because the grade will be counted and you only have one attempt. Do not attempt until and unless you are confident.

Click **Final test** to begin the test.



How to do group assignment

Ideally, the group members have to sit in groups to discuss and respond a group assignment. However, group members can also do the same through email, phone and other electronic means.

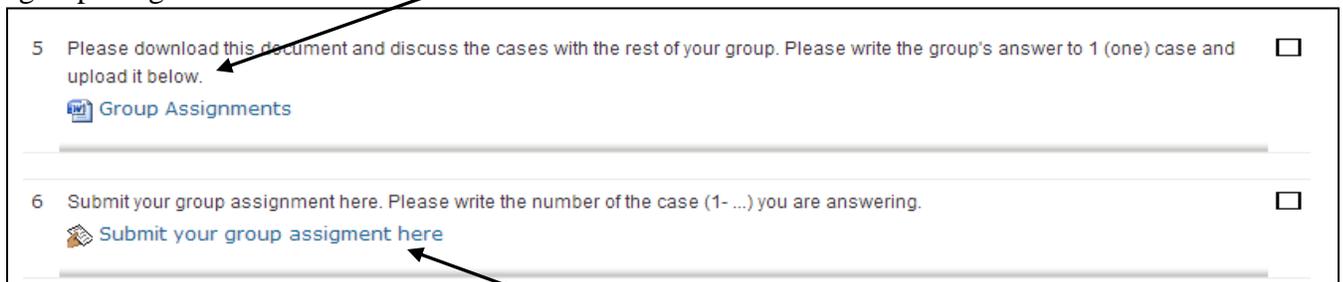
Group members have to appoint Group Leader who will act as a Facilitator.

Roles of Group Leader:

- ✓ Finalize the assignment topic by discussing amongst the group members
- ✓ Collect members' views and comments on the chosen topic
- ✓ Compile and share the final version among members
- ✓ Upload/submit assignment online.

Group Assignment consists of number of cases, but groups have to choose one case study from case bank.

Go to activity 5 and click on **Group Assignments**. The user will be able to download and read the group assignment.



How to submit group assignment

To submit the group assignment, go to activity 6 and click **Submit your group assignment here** as shown above.

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After clicking, it will take you to the next page and click on the button **Edit my Submission**.

Submit your group assignment here. Your assignment will be sent to review and you will receive some feedback within 3-4 weeks.

June 2012, 05:00 PM
June 2012, 05:00 PM

You have not submitted anything yet

[Edit my submission](#)

Copy and paste your assignment in the given box and click on the **Save Changes** button.

Submission* ?

Trebuchet 3 (12 pt) Lang B I U S x₂ x² | ↺ ↻

Write the No. of Case your group has chosen. (For eg. Case No. 8)

Paste the contents here

Path: body

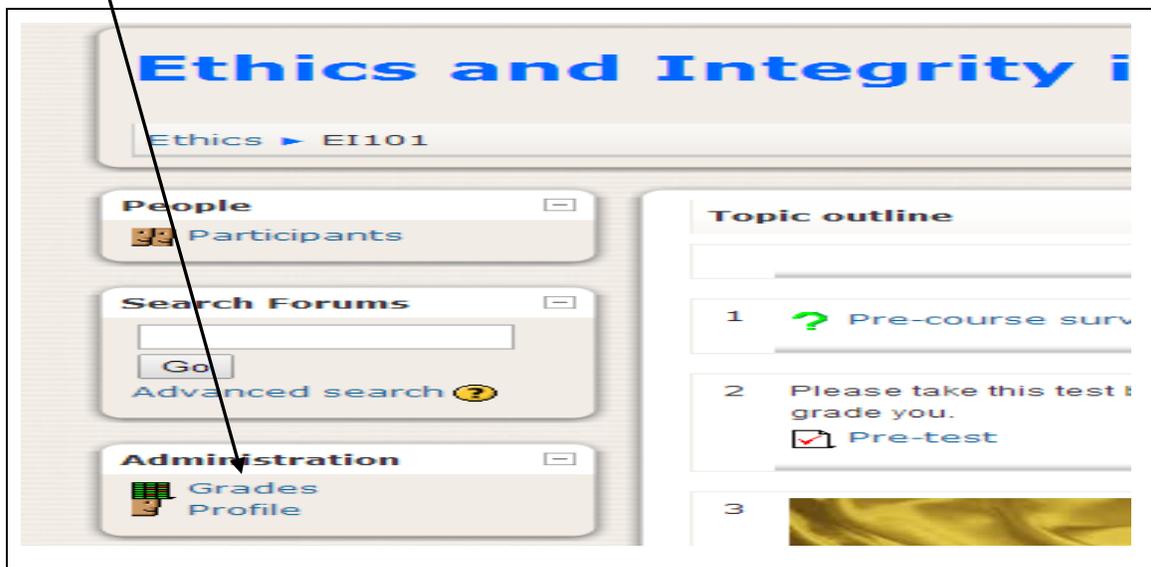
Format ? HTML format

[Save changes](#) [Cancel](#)

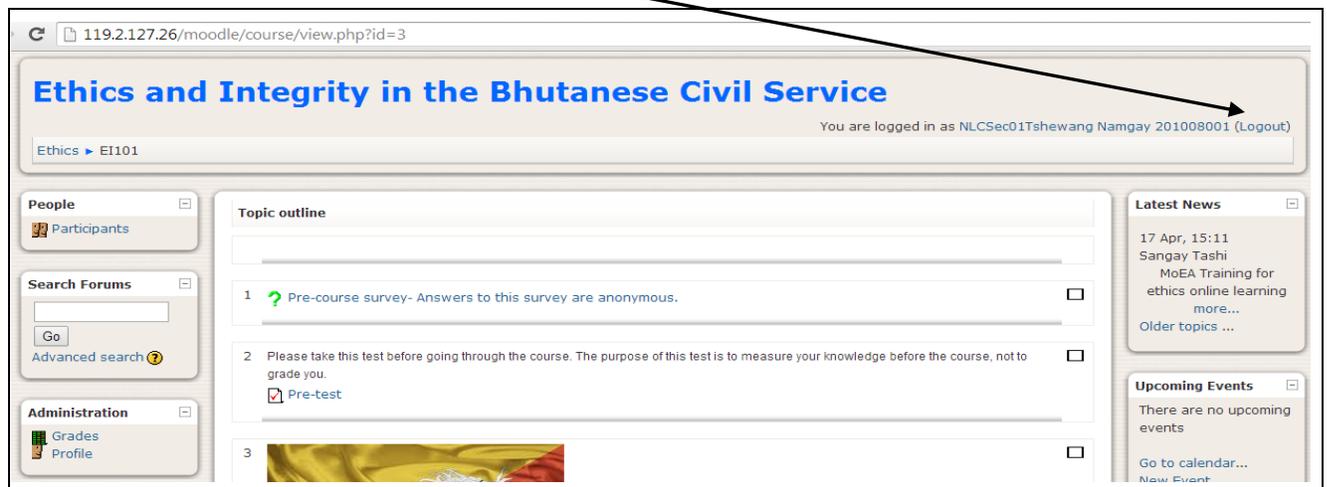
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How to view your result/grade

Select **Grades** from administration menu located at the left hand side of the page.



Finally exit from the page by clicking **Logout** located at the right hand top.



Kindly **NOTE** that this is not the end. You have to answer the next survey after 3 months.

For any enquiries or problems, please do not hesitate to call the Focal Person, Mr. Tshering Tashi, Assistant HR Officer of National Land Commission Secretariat, at 00975-02339229 or 00975-17908535. You may also communicate via email at nolatashi@gmail.com

References

- **Focal Person's Manual on Ethics & Integrity Management**, *Anti-Corruption Commission, Royal Institute of Management & Royal Civil Service Commission.*
- *Tshering, K & Tenzin S. (2014). Ethics & Integrity e-Learning User Manual, Ministry of Health.*
- **Civil Service Act of Bhutan 2010.**
- **Bhutan Civil Service Rules & Regulations (BCSR) 2012.**