Sindh Public Procurement Regulatory Authority

Government of Sindh

USER MANUAL

For

Massive Open Online Course (MOOC)

On

Public Procurement

Prepared By:

Mr. Muhammad Ayub Ali Khan, Deputy Director (A&F)

Mr. Imran Razzak, Deputy Director (Reforms)

Mr. Imran Akhlaque, Assistant Director (IT)

Table of Contents:

What is Massive Open Online Course (MOOC)?

Massive Open Online Courses or MOOCs are online courses that allow participants free access and unrestricted participation to any course of their choice. Besides the conventional modes of teaching such as lectures, videos and reading material; MOOCs also provide a platform for interactive forums.

How to register for the Course?

To register for the course user have to follow following steps:

- Go to the following link: http://mooc.pprasindh.gov.pk
- Click on "Sign Up" button on the right top of the screen that is show on the below image.
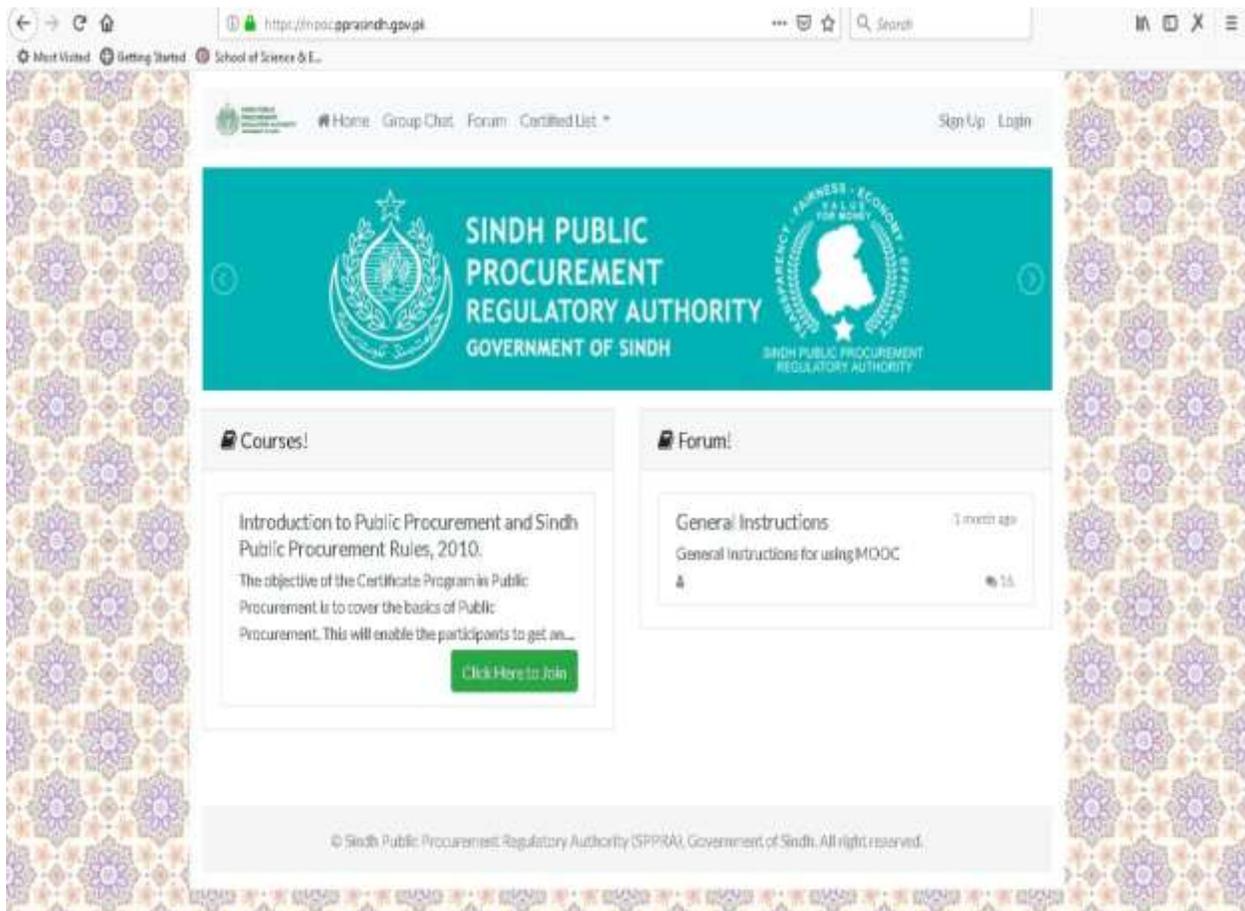
- After click on "Sign Up" button a registration form is open
- User have to enter the details in the required fields. See the below form.

- First Name: Users enter his/her First name.
- Middle Name: Users enter his/her Middle name.
- Last Name: Users enter his/her Last name.
- Email Address: Users enter his/her email address.
- Contact Number: Users enter his/her contact Number.
- Date of Birth: Users enter his/her date of birth.
- Home Address: Users enter his/her Home Address.
- Country: Usersselect his/her Country Name that is shown in drop down list.
- State: Users enter his/her state name (Where Applicable)
- City: Users enter his/her city name (Where Applicable)
- Department / Organization: Users enter his/her department name.
- Designation: Users enter his/her designation.
- BPS: Users enter his/her Basic Pay Scale in which he / she is working (where applicable)
- Cadre/ Service/ Group: Users enter his/her Cadre/ Service/ Group name
- Qualification: Users enter his/her qualification.
- Total years of Experience: Users enter his/her total years of experience.

- Total Years of Procurement Experience: Users enter his/her total years of procurement related experience.
- Password: Users enter his/her password.
- Confirm Password: Users enter his/her password for confirmation.
- Gender: Users enter his/her gender.
- Click on the Sign Up Button.
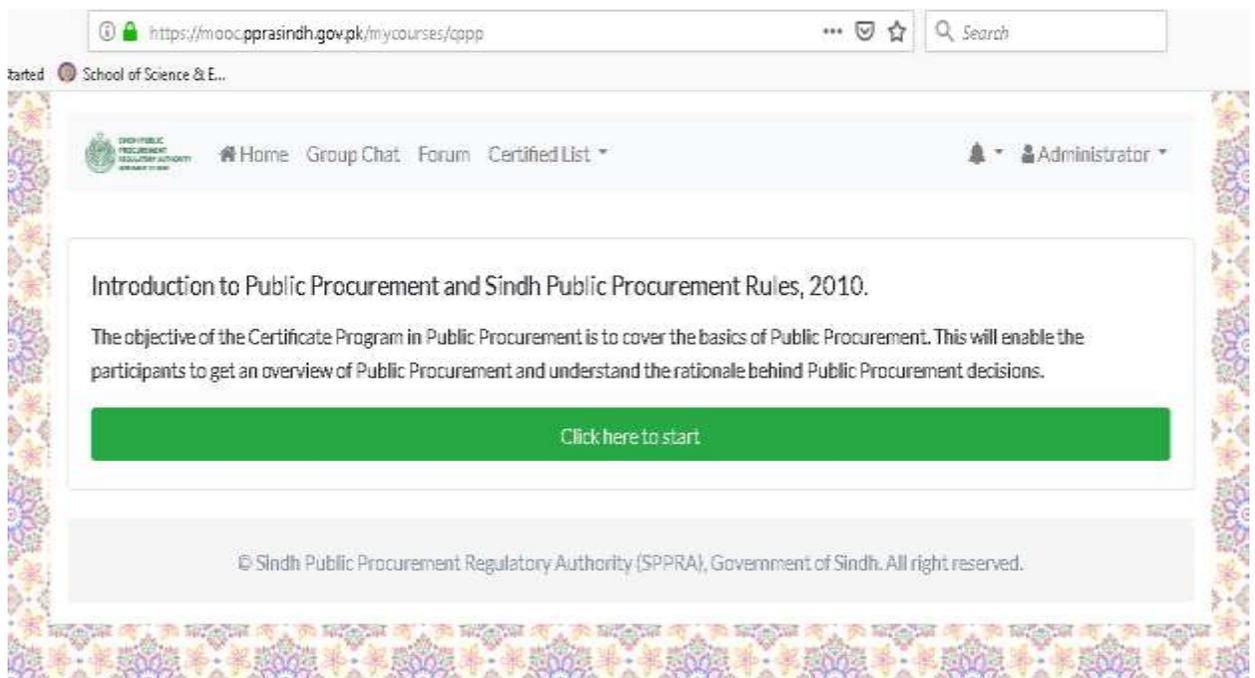
How to enroll for the course?

- After Click on the "Sign Up"button provided at the end of form, Users automatically reached his/her account when he/she registered account 1st time. See the below image.
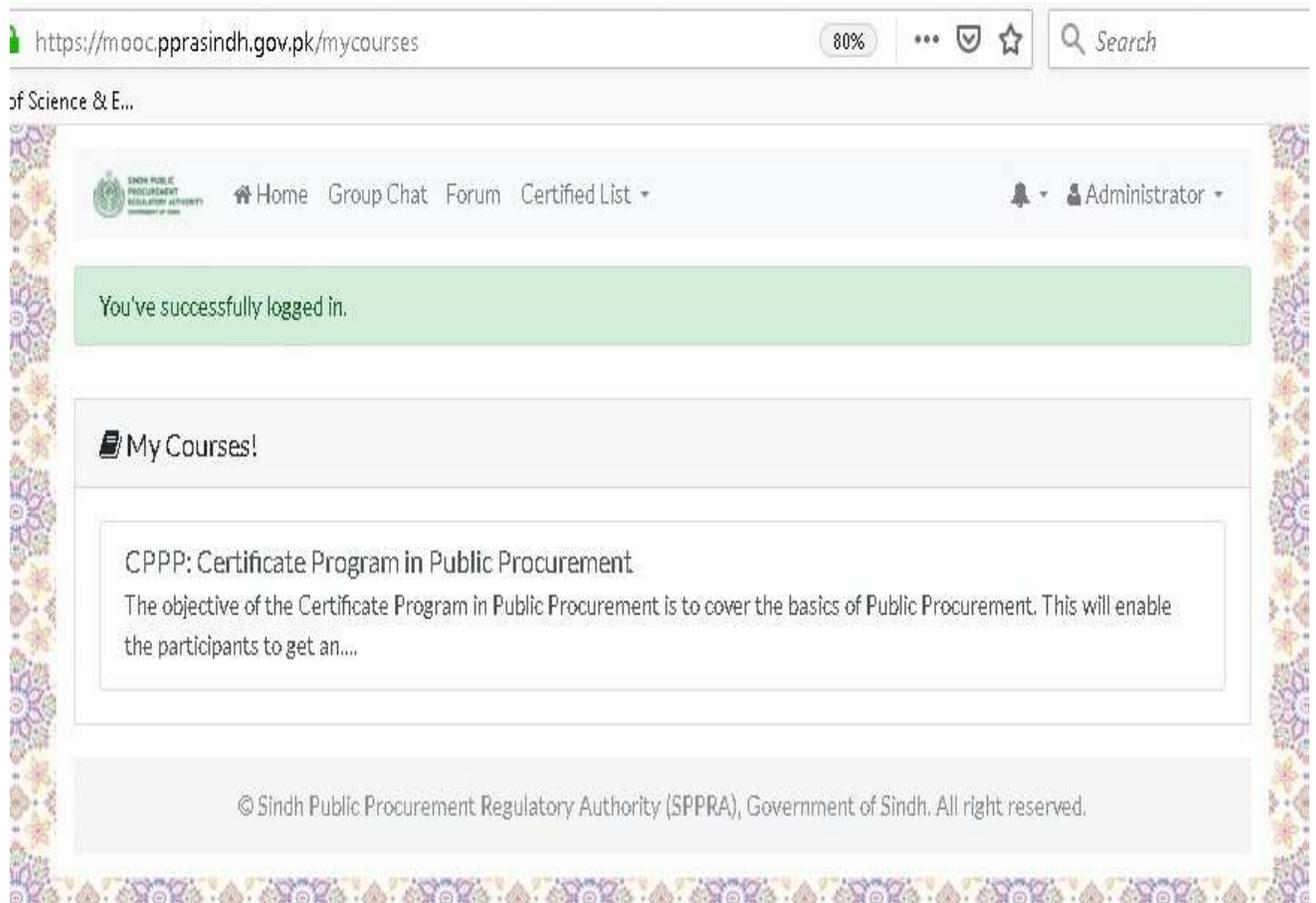
- Click CPPP: Certificate Program in Public Procurement. Following message box will appear;
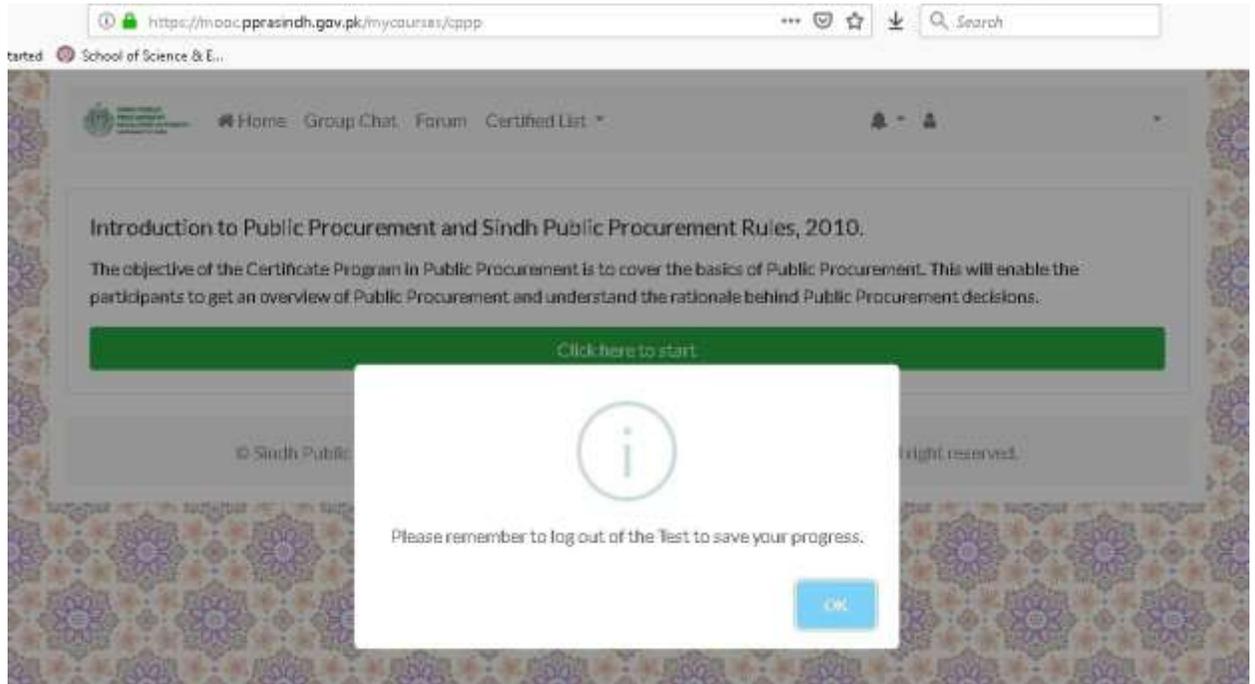
- Press "Ok" to continue the course. Following window will appear:

- Press "Click here to start"to proceed to the course. Following new pop-up will appear in which videos, materials, examples, activities will start. Users cannot skip / fast forward any slide, video etc unless read / listen completely. However, option for "Previous Slide" is available. Upon completion of chapter a "Green color check sign" will activate.
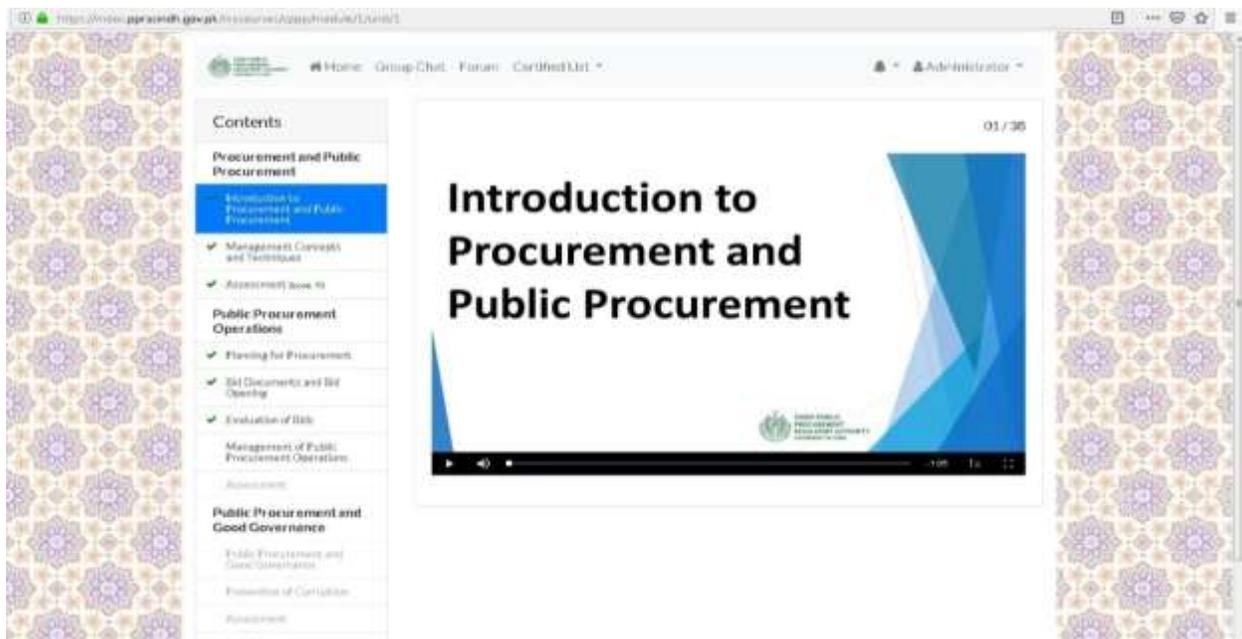
Course ContentsDetails

The Course contents comprises following three modules;

i.   Procurement & Public Procurement;
ii.   Public Procurement Operations;
iii.   Public Procurement & Good Governance.

Module 1:Procurement & Public Procurement comprising two chapters;

i.   Introduction to Procurement & Public Procurement 38 slides;
ii.   Management Concepts & Techniques 45 slides.

Module 2: Procurement & Public Procurement comprising four chapters;

i.   Planning for Procurement comprising 29 slides;
ii.   Bid Documents & Bid opening comprising 36 slides;
iii.   Evaluation of bids 29 slides;
iv.   Management of Public Procurement Operations 38 slides.

Module 3: Public Procurement & Good Governance comprising two chapters;

i.   Public Procurement & Good Governance 29 slides;
ii.   Prevention of Corruption 37 slides.

Activities:

- Different activities as follows will appear during the course. Users will have to perform the activity and select answer(s) from MCQs to continue the slides. Correct answer will appear in

green border and wrong answer will appear in red border. Activities during the course does not have any weightage forthe assessment.
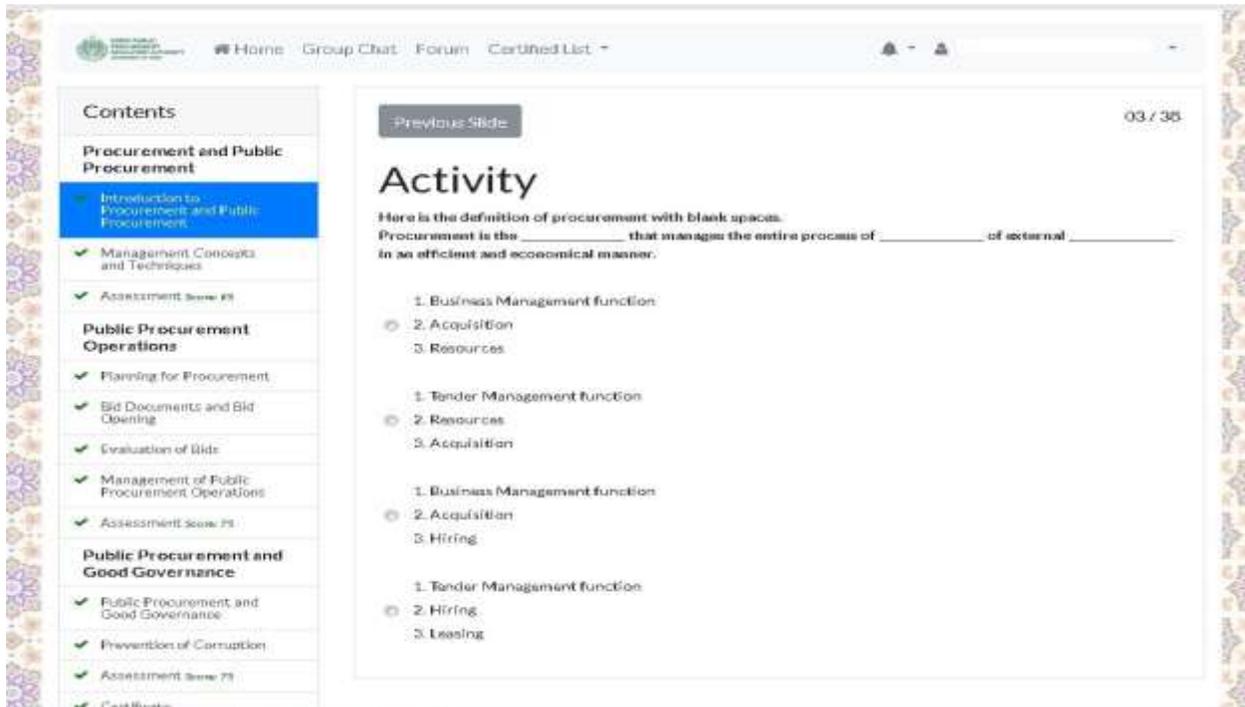

Assessment Test

- Upon successfully reading / listening of all chapters of a module, the Users shall attempt an assessment test by clicking on "Assessment" button provided in left pan. Following is image of assessment test screen showing instruction to the Users;
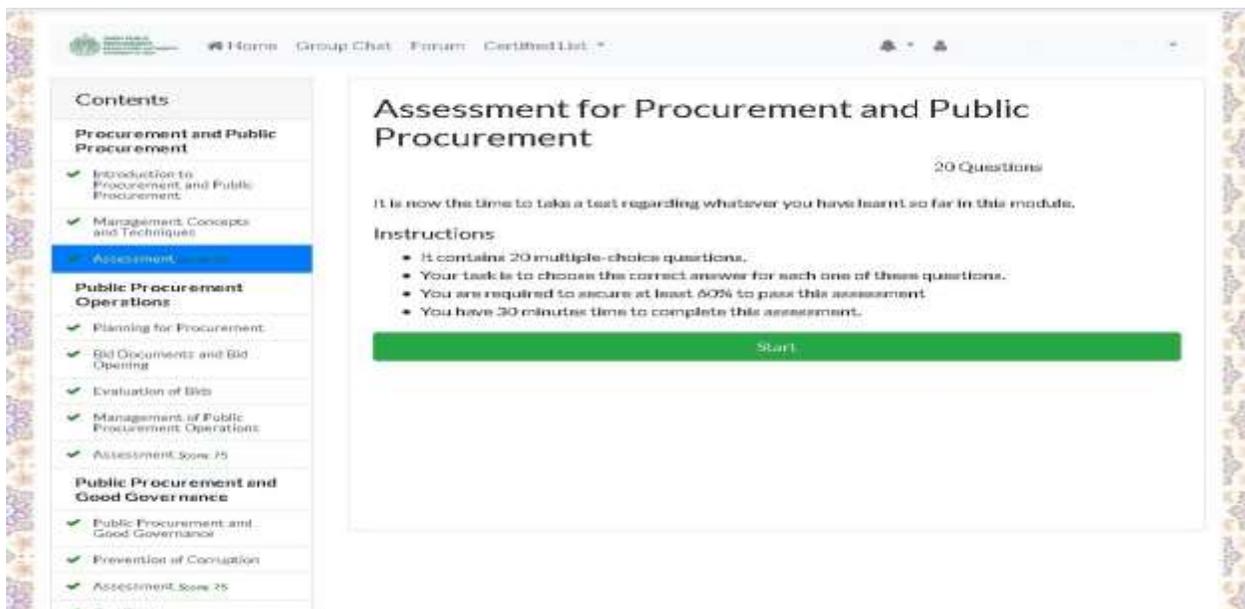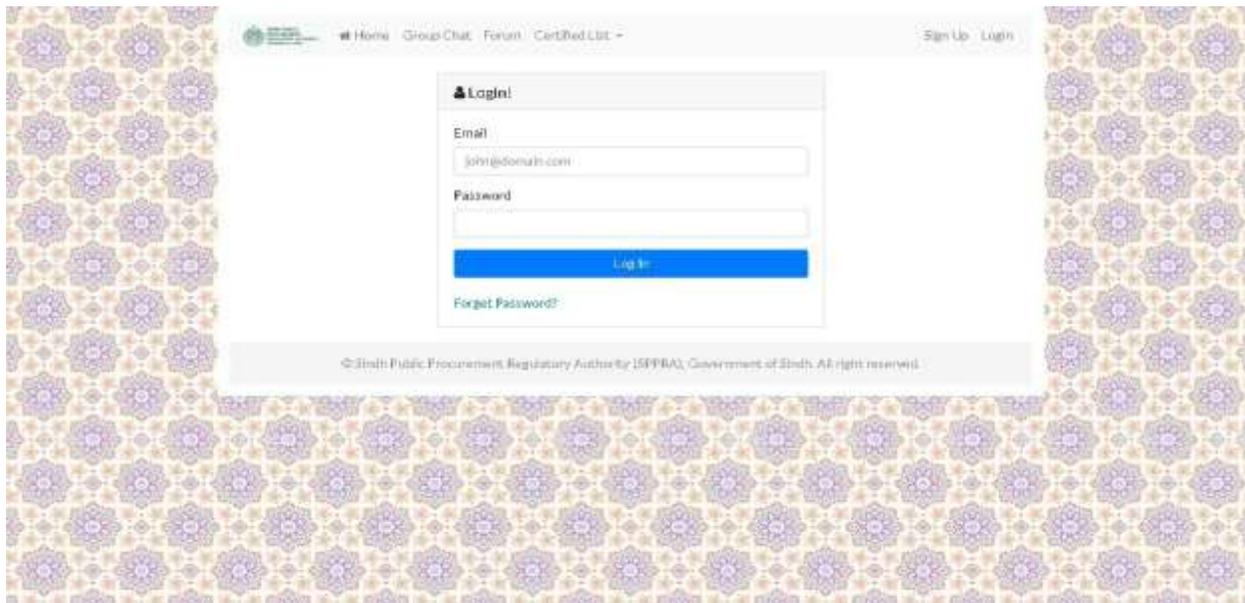

- Click "Start" for assessment test. Count down Timer shall start. Users must click "Next" button at the bottom of each question to proceed to the next question.
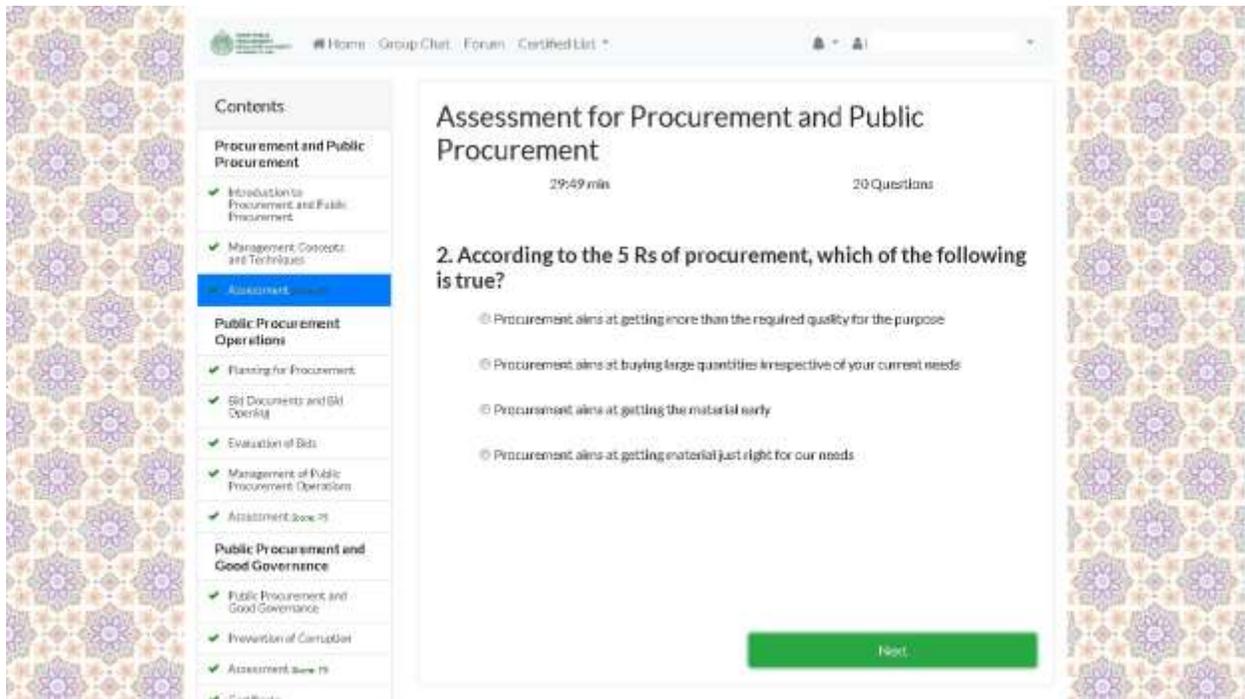
How to login if already registered?

- Go to the following link: http://mooc.pprasindh.gov.pk
- Click on "Login" button on the right top of the screen as show in the below image.

- Enter Email address and Password.
- Press "Log in" Button to start the course from where you left.

### What will do if one can forget the password?

- Go to the following link: http://mooc.pprasindh.gov.pk
- Click on "Login" button on the top right side of the screen as shownin below image.
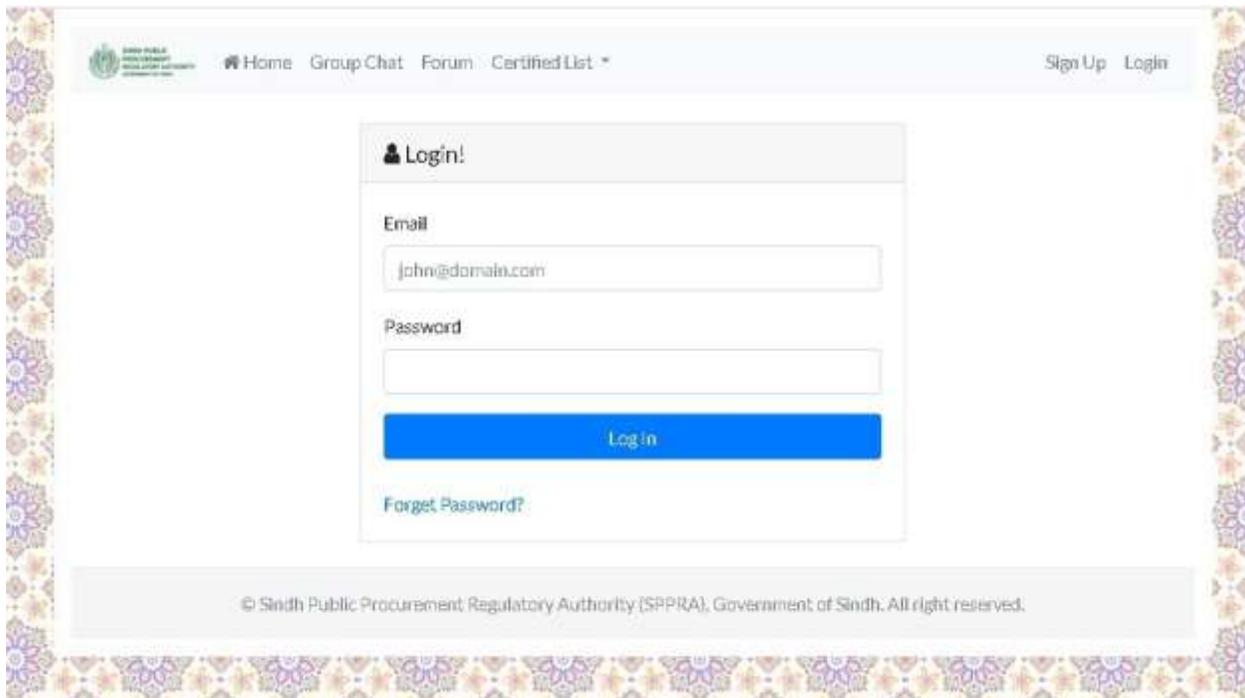
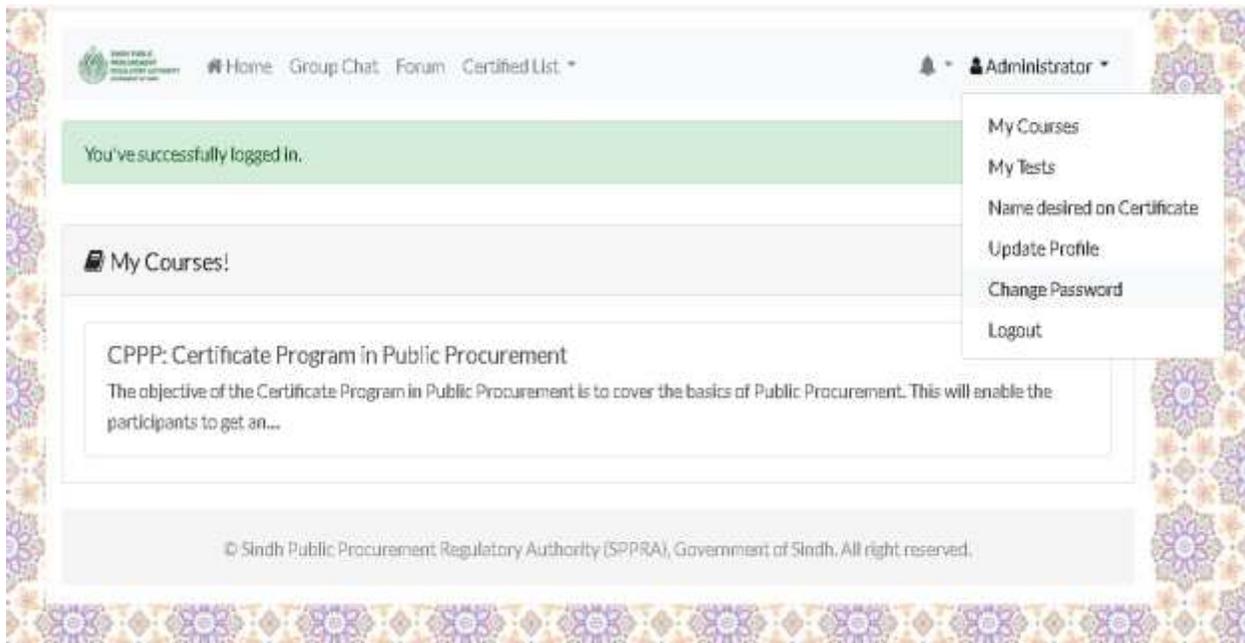- Click on "Forget Password" button on the bottom of the screen. Following screen will appear;
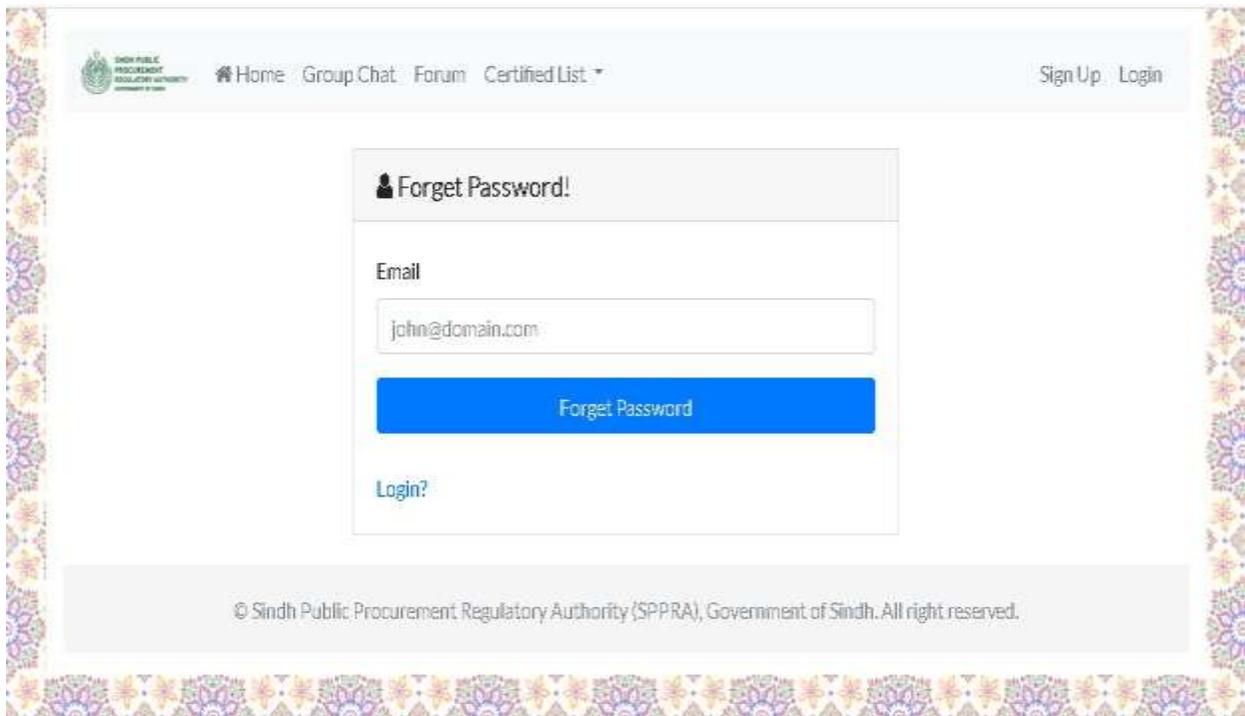
- Enter email address and press Forget Password button. Following message will appear and password will be sent to your registered email address.
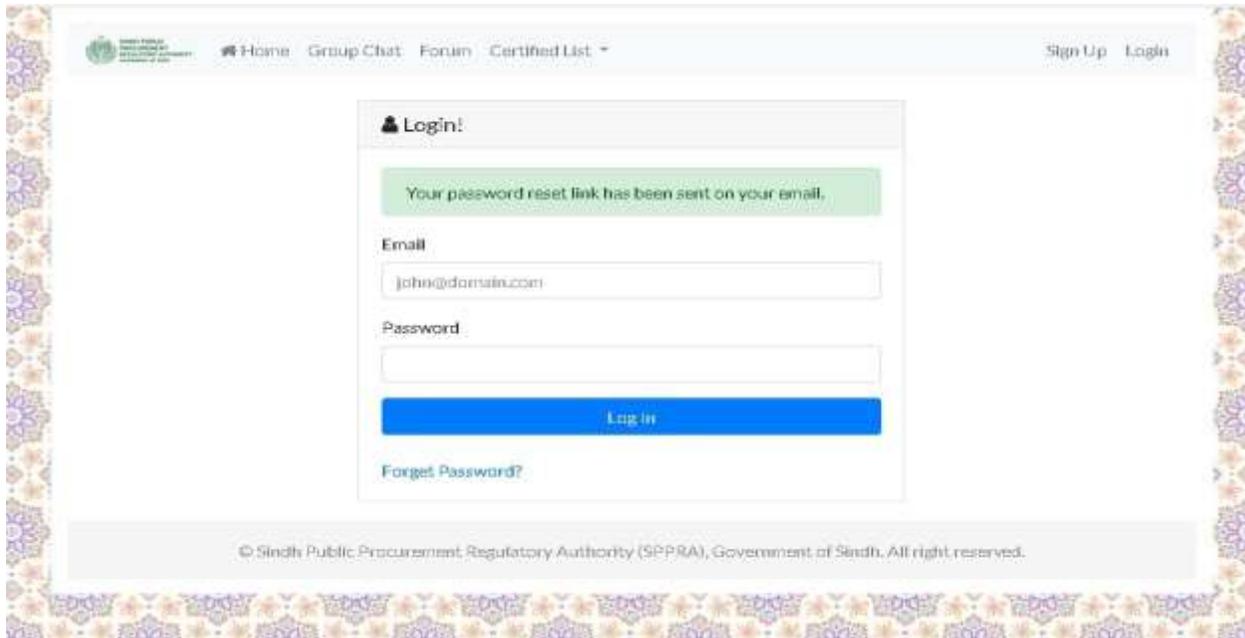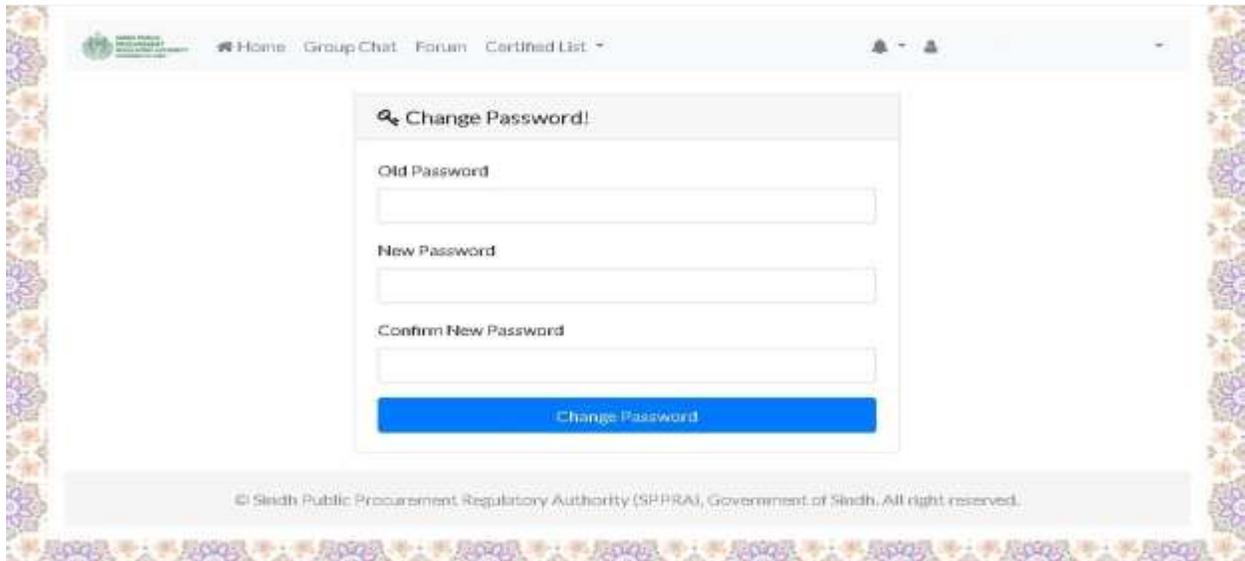

How to change password?

- Login for MOOC.
- Click on user name shown on top right corner of the screen.
- Following drop downmenu will appear;

- Select "Change Password". Following screen will appear;

- Enter old Password.
- Enter new Password.
- Confirm new Password.

How do I get MOOC certificate?

- Upon successful completion of all three modules and qualifying the assessment test following message box will appear which read as follows;

> *"Congratulations you have successfully completed Online Procurement Certification. Your certificate will be dispatched to you at your given postal address within a week"*
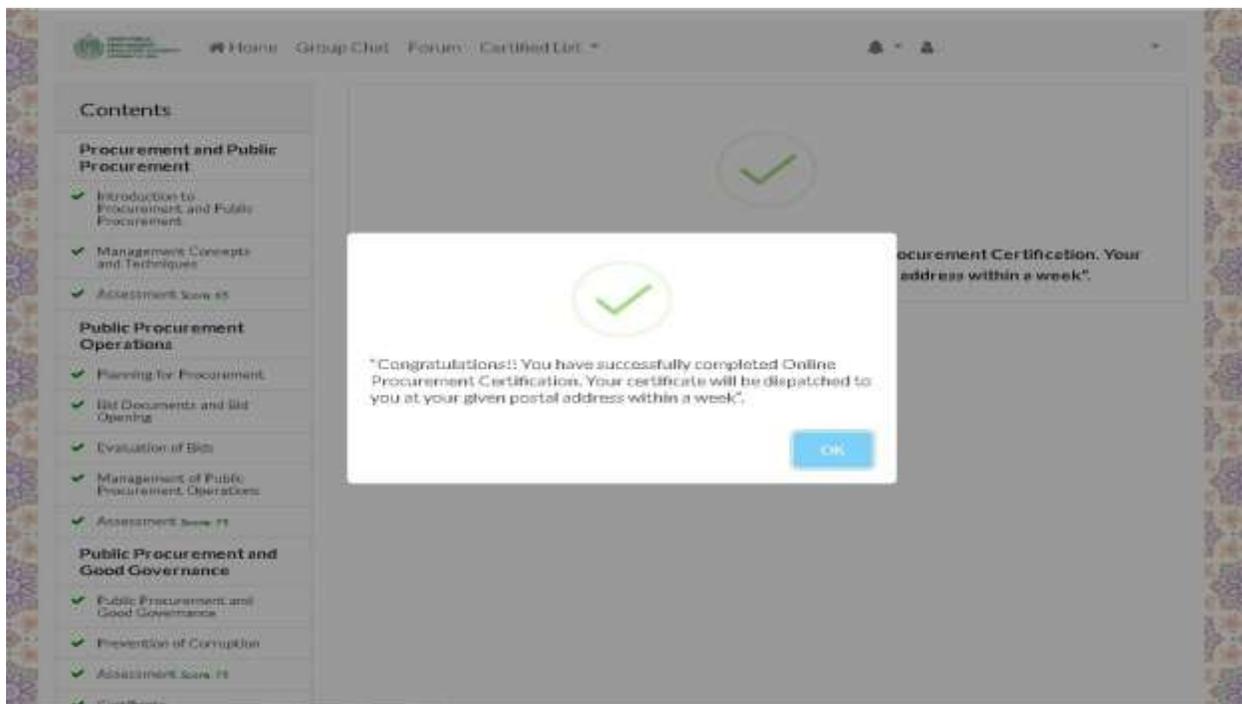
How to check MOOC certified list?

- Click on "Certified List" provided in the header of website and select "MOOC list" from drop down menu as shown below;
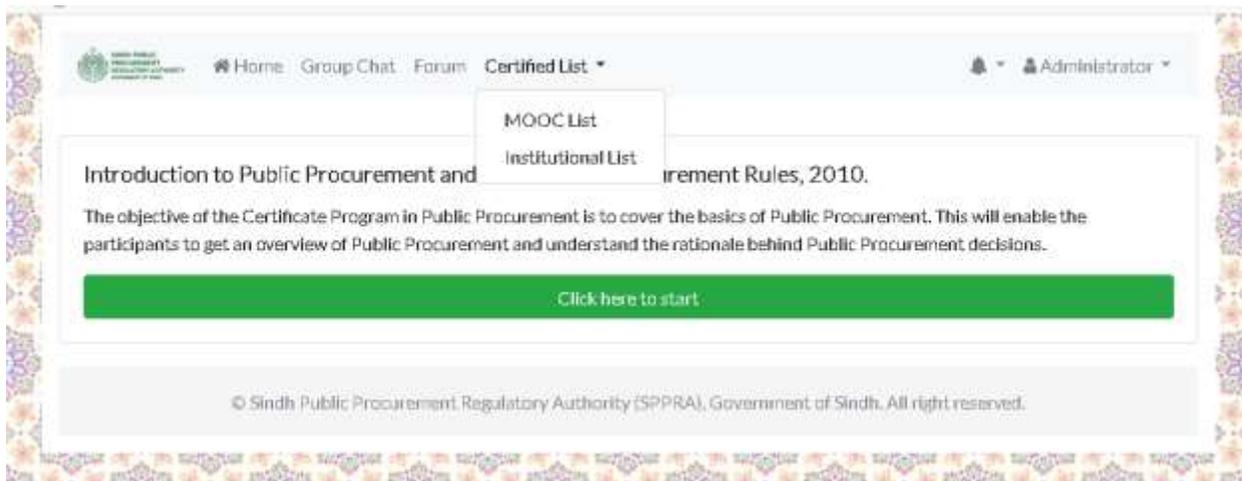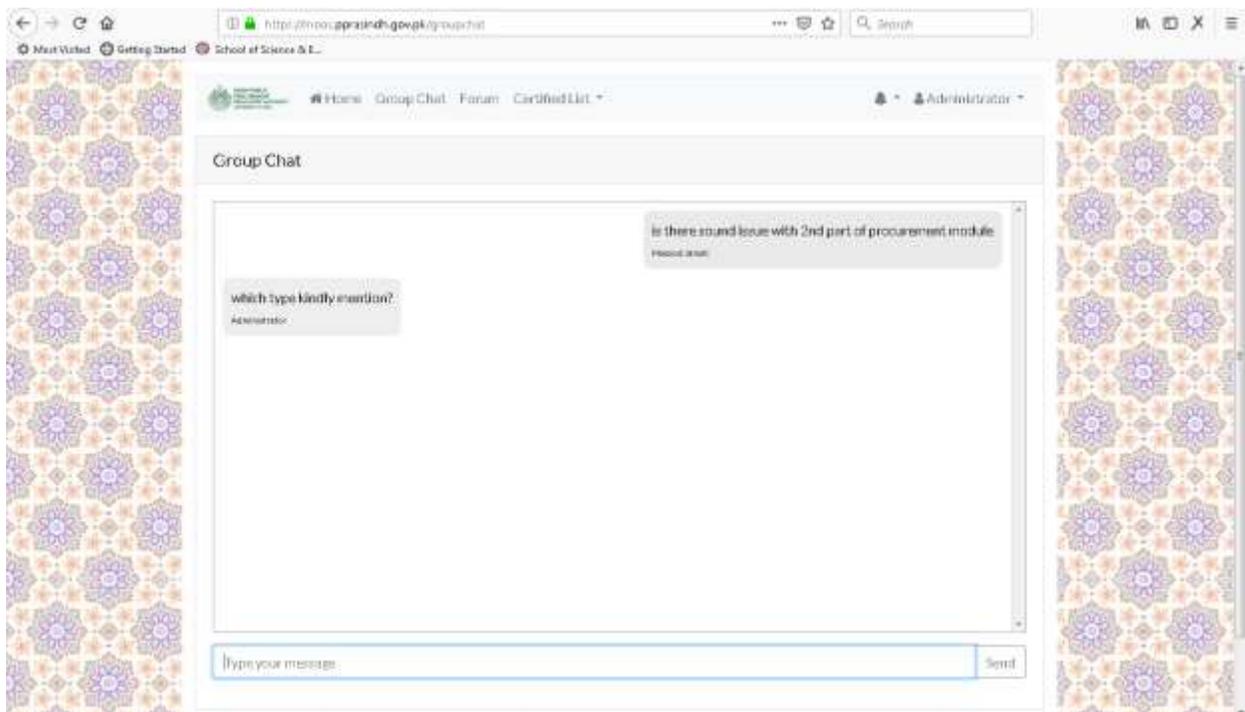

What is Forum on MOOC?

- It is a forum where users can comments on different threads initiated by SPPRA.

What is Group Chat on MOOC?

- Group chat is an option provided in the course to chat with other users.

How to Update Profile?

- Update Profileisan option provided to the users to Update Personal information.

.

How to Log out?

- Click on user name shown on top right corner of the screen.
- Following drop down menu will appear;

- Select Log Out button.

System Specification

- Windows XP/7/8/10 or Compatible
- Browser Chrome / Firefox/ Opera/ IE11 or Compatible
- Android / IOS or Compatible