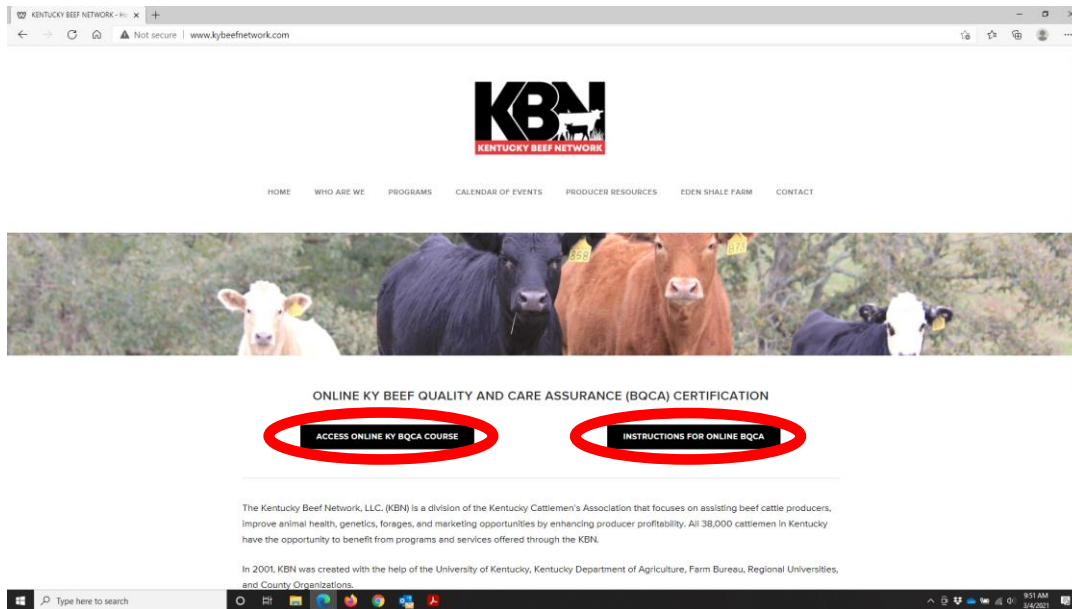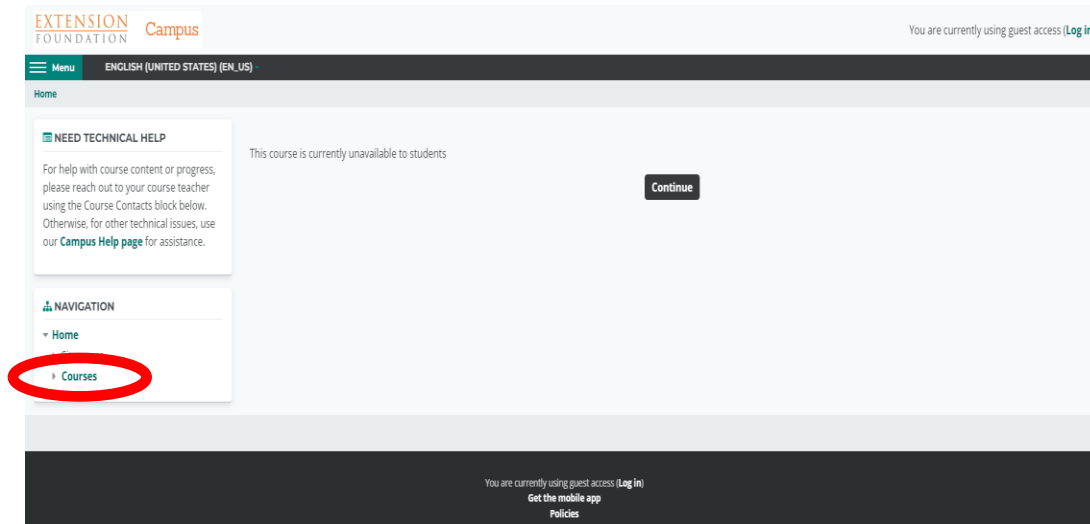# Instructions for Enrolling the KY BQCA Course in the Online Learning Environment

These instructions will walk you through the process of creating an account, enrolling in the training and accessing the material. The BQCA trainings are in a Learning Management System that allows us to track completion and provide that information to agents for completion of your BQCA certification.

1. To access the KY BQCA course, go to
2. Click on the **"Access Online KY BQCA Course"** button as shown below.

3. Click the **"Courses"** button

4. Go to the search bar and search **"KY BQCA"**

5. Click **"Purchase/Enroll"**

6. Click **"Checkout"**

7. If you are a new user, click the "**CREATE NEW ACCOUNT**" button.

8. On this page you will create your account by choosing a username and password and entering contact information. **Note: If you have already created an account on this Extension Catalog website in the past (e.g. CAIP training videos), you can simply log in and complete the purchasing process.**

9. After completing this information, click on the "**CREATE ACCOUNT**" button at the bottom of the page. A screen will appear that has your invoice details and contact information. (If you are sent to the home page where you started. Repeat steps 2-5.) After checking the box for the **Terms and Conditions of this sale**, click the "**PROCEED**" button at the lower left of screen.

Checkout

Product	Quantity	Price ($)	Amount ($)
Kentucky Beef Quality Care Assurance Program - BQCAP	1	10.00	10.00

Sub-Total: $10.00
Tax: $0.00
Total: $10.00

Invoice Details:

First name:* Jane

Last name:* Doe

Company Name:

Address 1:* 123 KY Beef Rd

Address (Line 2):

City:* Lexington

State / County / Region:* Kentucky

Zip / Post Code:* 40502

Country:* UNITED STATES

Email address:* jane.doe@outlook.com

Your phone number:

● Pay by Paypal & Credit card

☐ Will you be assigning this license to an account other than yours?

☐ I agree to the Terms and Conditions of this sale.*

All fields with an * are required.

CANCEL PROCEED

10. You will be redirected to PayPal, as payment is processed through PayPal. If you have a PayPal account, you can sign in to proceed with payment. If you do not have a PayPal account, select the "**Pay with Debit or Credit Card**" button. Then enter your payment information. If you do not wish to create a PayPal account click **"Continue as Guest"** to complete the payment.

🔒 paypal.com/webscr&cmd=_express-checkout&token=EC-2NA42730L5546224F&useraction=commit

First name   Last name

Street address

Apt., ste., bldg. (optional)

City

State

ZIP code

☑ Shipping same as billing address

Contact Information

Phone type Mobile   Phone number +1

Email kbnintern@kycattle.org

Save your info and create a PayPal account

By creating an account, you confirm that you are at least 18 years old and agree to the following terms. You've read and agree to the E-Sign Disclosure and Consent to receive all communications electronically. You've also read and agree to the User Agreement and Privacy Statement. You will stay logged in for faster checkout.

Create Account & Pay Now

Continue as Guest

Cancel and return to merchant

11. Once payment is processed, you will be redirected to a page, thanking you for your order. To access the BQCA course, click "**Click here to access your training now**"
    - You will receive two email confirmations – one from PayPal and one from extension.org. The link to access your BQCA training is also located in your extension.org confirmation email

12. The BQCA course will appear on the screen under "Course Overview." Click **"Kentucky Beef Quality Care Assurance Program**" as seen below to begin training. If you need to access the BQCA training later, it will be located under the "**My Courses**" tab at the top of your screen on campus.extension.org.

13. **Every enrollee must complete Module A – BQCA Overview. Then you must complete 2 of the remaining modules (Any Modules B-F).**

14. Click on the Module A Overview and watch the video, then on the bottom right, click "**BQCA Overview-Module A Assessment**" and click "**Attempt Quiz Now**". Once you have answered the questions for Module A, click the "**Finish Attempt**" button in the bottom right-hand corner. You will be redirected to a "Summary of attempt" page, where you can look over your answers. If you would like to change an answer for this module, click "**Return to attempt**". If you are satisfied with these answers, click "**Submit all and finish**" at the bottom of the page.

Velvet Barnett

CONFIGURABLE REPORTS

My Certificates
My Simple Certificates
========
========

📕 **Kentucky Quality Assurance Progam Manual** 2.3MB PDF document

Module A - BQCA Overview 2023

▣ **BQCA Overview - Module A 2023**

☑ **BQCA Overview - 2023 Module A Assessment**
To do: Receive a grade

✨ Notification of Completion - Module A - BQCA Overview 2023

Restricted Not available unless: The activity **BQCA Overview - 2023 Module A Assessment** is complete and passed

Module B - Genetics and Handling
Restricted Not available unless: You achieve a required score in **BQCA Overview - 2023 Module A Assessment**

Module C - Proper Equipment and Additional Cattle Handling
Restricted Not available unless: You achieve a required score in **BQCA Overview - 2023 Module A Assessment**

Module D - Veterinary Diagnostics Lab

15. Once your answers for Module A are submitted, you can review your answers and view your results (a passing grade is 85% or higher on each assessment taken). Click "**finish review**" on bottom right to return to summary page. To retake the test, click "**Re-attempt quiz**". You have multiple attempts for each module test.

16. Once you have passed your quiz make sure to click the **"Notification of Completion"** button then go on to hit the **"Get Certificate"** button after every module to fully complete the module. Failure to do so will make you unable to achieve overall completion of the module.

Summary of your previous attempts

Attempt	State	Grade / 100.00	Review
1	Finished Submitted Tuesday, June 20, 2023, 1:33 PM	100.00	**Review**

Highest grade: 100.00 / 100.00.

Re-attempt quiz

◀ **Genetics and Handling - Module B**   Jump to... ⬍   **Notification of Completion - Module B - Genetics and Handling ▶**

Congratulations!

IMPORTANT: Please read the text below.

You have completed this module.

You **must** generate a "**Notification of Completion**" in order to receive credit for this Module. The Learning Management System controls the wording on the button below that reads "**Get Certificat**e". Please note that this is **NOT** your BQCA certificate. The BQCA certificate will be issued by the Kentucky Beef Network after you have successfully completed the requirements for certification. Simply click on the "**Get Certificate**" button to generate a pdf file of your "**Notification of Completion**". A separate window will open. You can simply close that window to proceed to other Modules.

You need to complete two additional modules to get your BQCA Certification.

Thank you!

Click the button below to open your certificate in a new browser window.

Get Certificate

◄ BQCA Overview - 2023 Module A Assessment   Jump to...   ⬍   Genetics and Handling - Module B ►

17. Once you have completed Module A, you can use the "**jump to**" menu box to select the next module.

BQCA Overview - 2023 Module A Assessment

To do: Receive a grade

Grading method: Highest grade

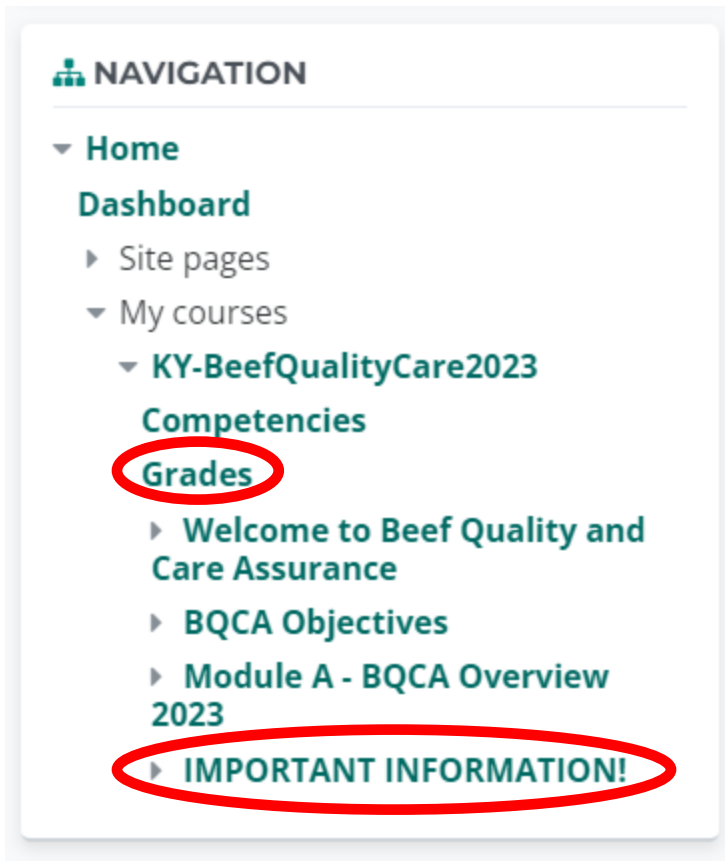Grade to pass: 85.00 out of 100.00

Attempt quiz now

◄ BQCA Overview - Module A 2023   Jump to...   ⬍

18. Once you have completed Module A and two of the remaining modules, you can check your grades on the assessment tests by clicking on "**Grades**". A passing grade is 85% or higher on each assessment taken.

19. After checking your grades, click on "**Important Information**" for final information on obtaining your BQCA card/number and farm gate sign.

20. Your training will be processed by the Kentucky Beef Network and your BQCA training card will be mailed to your county Extension office at the end of each month. If you should need your BQCA number sooner, please call KBN at 859-278-0899 or email at KBN@kycattle.org.

21. **If you wish to purchase a BQCA farm gate sign for an additional $5, please contact the Kentucky Beef Network at kbn@kycattle.org or 859-278-0899.**

22. **Final Note:** If you purchase the BQCA course and do not finish the required modules in the initial session, simply log in and access the course work by clicking on the "**My Courses**" link.