## 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

EXTENSION FOUNDATION Campus			You are currently using guest access (Log in)
ENGLISH (UNITED STATES) (E	n_US) -		
Home			
NEED TECHNICAL HELP	This source is surgestly uppusible to students		
For help with course content or progress, plesse reach out to your course teacher using the Course Contacts block below. Otherwise, for other technical issues, use our <b>Campus Help page</b> for assistance. <b>ANAVIGATION</b> <b>HAVIGATION</b> <b>Courses</b>	nins course is currently unertainable to students	Continue	
You are currently using guest access ( <b>Log in</b> ) Get the mobile app Policies			

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

EXTENSION FOUNDATION Campus	
Menu ENGLISH (UNITED STATES) (E	N_US) - MY COURSES -
Home / Courses	
A NAVIGATION	Search courses
- Home	
<ul> <li>Site pages</li> <li>My courses</li> </ul>	+ 4-H & Youth
<ul> <li>KY-BeefQualityCare2023</li> <li>Courses</li> </ul>	+ Agriculture & Animals
	Community & Economics
	Energy & Environment
	+ Home & Family
	Pest Management
	+ Professional Performance
	→ Yard & Garden

## 5. Click "Purchase/Enroll"



6. Click "Checkout"



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

EXTENSION FOUNDATION C	atalog Home About Coni	tact 🔒 Customer Login 🔒 Manager Login 🍞 1
Search SEARCH About Links: Overview	Home > Login	
FAQ Terms & Conditions Catalog Menu: Home My Courses View All Offerings Your Shopping Cart	Existing users Login If you have an existing account at campus.extension.org, login with that username and password. Username: Password:	Create an account If you are new to this site, or if you do not already have a login at campus.extension.org, create an account by clicking the button below.
About Extension: The Extension Foundation is a membership-based non-profit designed to be the engine fueling U.S. Cooperative Extension's advancement in making a more visible and measurable impact in support of education outreach from land-grant	LOGIN Forgotten your username or password?	

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.

Product	Quantit	ty Price (\$)	Amount (\$
Kentucky Beef Quality Care Assura BQCAP	nce Program - 1	10.00	10.0
		Sub-Total:	\$10.0
		Tax:	\$0.0
		Total:	\$10.0
Invoice Details:			
First name:*	Last name:*		
Jane	Doe		
Company Name:	Address 1:*		
	123 KY Beef Rd		
Address (Line 2):	City:*		
	Lexington		
State / County / Region:*	Zip / Post Code:*		
Kentucky 🗸	40502		
Country:*	Email address:*		
UNITED STATES	jane.doe@outlook.com		
Your phone number:	'		
Pay by Paypal & Credit card			
Will you be assigning this license to a	n account other than yours?		
I agree to the Terms and Conditions o	f this sale.*		

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-check	cout&token=EC-2NA42730L5546224F&u	seraction=commit
	First name	Last name	
Street address			
	Apt., ste., bldg. (op	otional)	
	City		
	State	~	
	ZIP code		
	<ul> <li>Shipping same</li> </ul>	as billing address	
	Contact Informatior	ı	
	Phone type V Mobile V	Phone number +1	
	Email kbnintern@kycatt	tle.org	
	Save your info	o and create a PayPal account	
	By creating an account, old and agree to the folk E-Sign Disclosure and C electronically. You've als and Privacy Statement.	you confirm that you are at least 18 years owing terms. You've read and agree to the Consent to receive all communications to read and agree to the User Agreement You will stay logged in for faster checkout.	
	Creat	e Account & Pay Now	
	с	ontinue as Guest	
	Canc	el 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.

EXTENSION FOUNDATION Campus		•
Menu ENGLISH (UNITED STATES)	(EN_US) - MY COURSES -	
Home / Dashboard		
AVVIGATION  Home  Dashboard  Site pages  My courses	The creators of this software would like your feedback.         Give feedback about this software C <sup>A</sup> Remind me later         It COURSE OVERVIEW	C PRIVATE FILES No files available Manage private file
› KY-BeefQualityCare2023	The second from view) -	You have no badges
	ericulture & Animals *** Kentucky Beef Quality Care 2023 0% complete	CALENDAR Sun Mon Tue 4 5 6 11 12 13
	RECENTLY ACCESSED COURSES	18 19 <b>20</b> 25 26 27
	No recent courses	MUPCOMING EVE There are no upcom Go to calendar
		TIMELINE

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

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Craig Wood	۲		
0		Certifications must be renewed every three years.	
		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.	
Becky Thompson	•		
		College of Agricul	lture,
		Food and Environ	iment
		announcements	
Darrh Bullock	•		
ø		BQCA Objectives	
		1. BQCA empowers beef producers through increased education to improve the safety, wholesomeness, quality and eating satisfaction of beef.	
Kevin Laurent	•	<ol><li>BQCA principles and practices result in a higher quality product that increases consumer confidence and acceptance of beef.</li></ol>	
		Work through the course blocks and complete the assessment at the end of the course to receive your certification.	
		Kentucky Quality Assurance Progam Manual 2 3MB PDF document	
Velvet Barnett	· · · ·	Module A - BOCA Overview 2023	
Ø		Module A - Dých Overview 2023	
		and BQCA Overview - Module A 2023	
	BLE REPORTS		
My Certificates		V BQCA OVERVIEW - 2023 MOQUIE A Assessment	
My Simple Certi	ficates		
		🖧 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	
		Net surile ble verleger Ver estring a service a service 2022 Martule & Assessment	Back to Top

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.

ENGLISH (UNITED STATES) (E	N_US) - MY COURSES -
Volvet Parnett	Kentucky Quality Assurance Progam Manual 2.3MB PDF document
	Module A - BQCA Overview 2023         BQCA Overview - Module A 2023
CONFIGURABLE REPORTS My Certificates My Simple Certificates	BQCA Overview - 2023 Module A Assessment To do: Receive a grade
	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

ENGLISH (UNITED STATES) (EN_	US) - MY COURSES -
	Kentucky Quality Assurance Progam Manual 2.3MB PDF document
Velvet Barnett •	Module A - BQCA Overview 2023
	BQCA Overview - Module A 2023
My Certificates My Simple Certificates	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 y	our previous attemp	ots				
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-at	tempt quiz			
<ul> <li>Genetics and Hand</li> </ul>	lling - Module B	Jump to		Notification o	of Completion - Module B - Genetics and Handling ►	)

Congratulations!		
IMPORTANT: Please read the text below.		
You have completed this module. You <b>must</b> generate a " <b>Notification of Completion</b> " in order to receive credit for this Module. The Learning Management System controls the wording on the button below that reads "Get		
Certificate". 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		
BOCA 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
<ul> <li>BQCA Overview - Module A 2023</li> </ul>	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 <u>KBN@kycattle.org</u>.
- 21. If you wish to purchase a BQCA farm gate sign for an additional \$5, please contact the Kentucky Beef Network at <u>kbn@kycattle.org</u> 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.