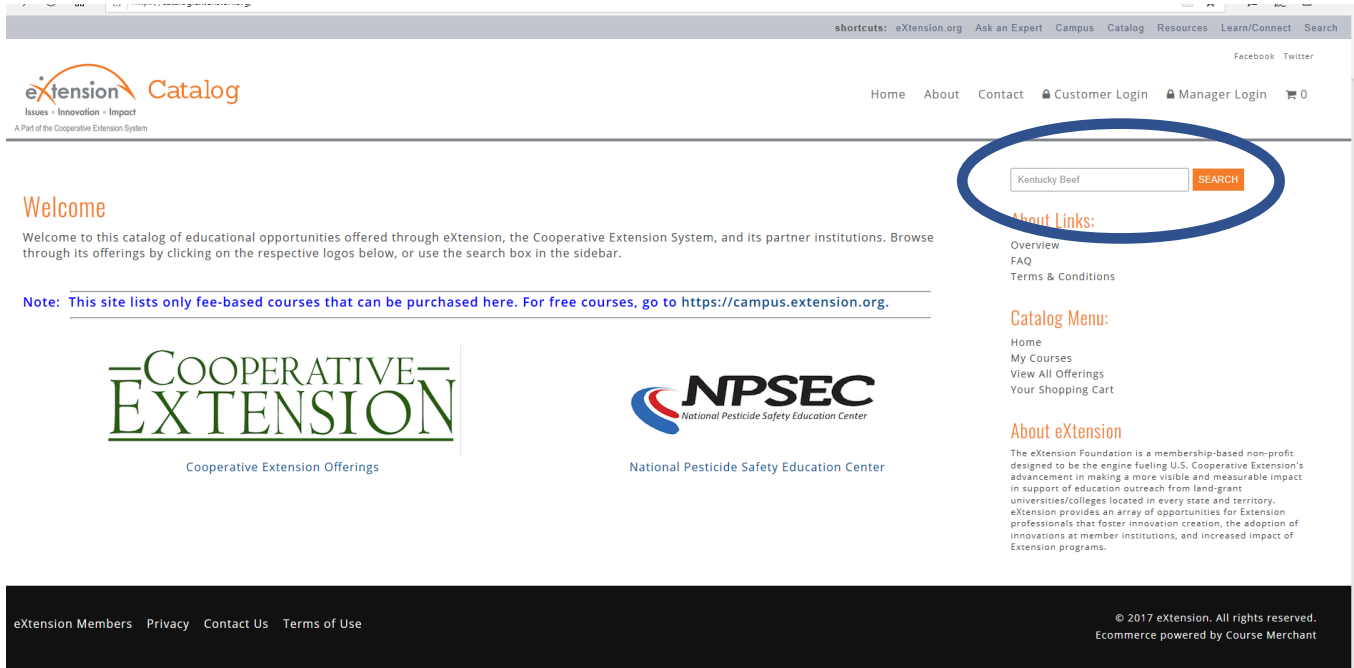


Instructions for Enrolling the KY BQCA Course in the Online Learning Environment

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 <http://catalog.extension.org>
2. On this page, in the Search Box type the words **Kentucky Beef**.



The screenshot shows the eXtension Catalog website. At the top, there is a navigation bar with links for shortcuts, eXtension.org, Ask an Expert, Campus, Catalog, Resources, Learn/Connect, and Search. Below this is the eXtension logo and the word 'Catalog'. A search bar is located in the top right corner, containing the text 'Kentucky Beef' and a 'SEARCH' button. The search bar and button are circled in blue. Below the search bar, there are sections for 'About Links' (Overview, FAQ, Terms & Conditions) and 'Catalog Menu' (Home, My Courses, View All Offerings, Your Shopping Cart). At the bottom of the page, there is a footer with links for eXtension Members, Privacy, Contact Us, and Terms of Use, and a copyright notice for 2017 eXtension.

3. The KY BQCA course title and price should appear as below.
4. Click on the “**BUY NOW**” button.

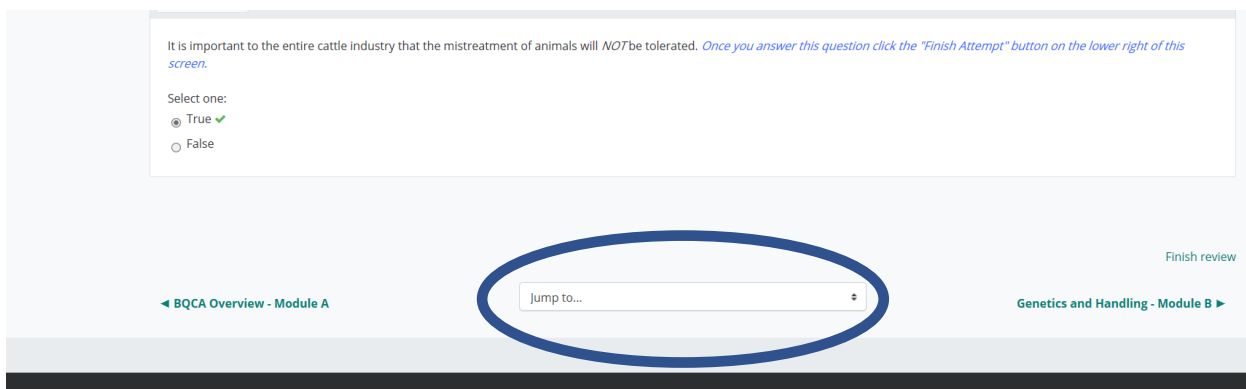
Search Catalog

Select	Offerings	Price	
<input type="checkbox"/>	Kentucky Beef Quality Care Assurance Program	\$5.00	Quantity: <input type="text" value="1"/> BUY NOW

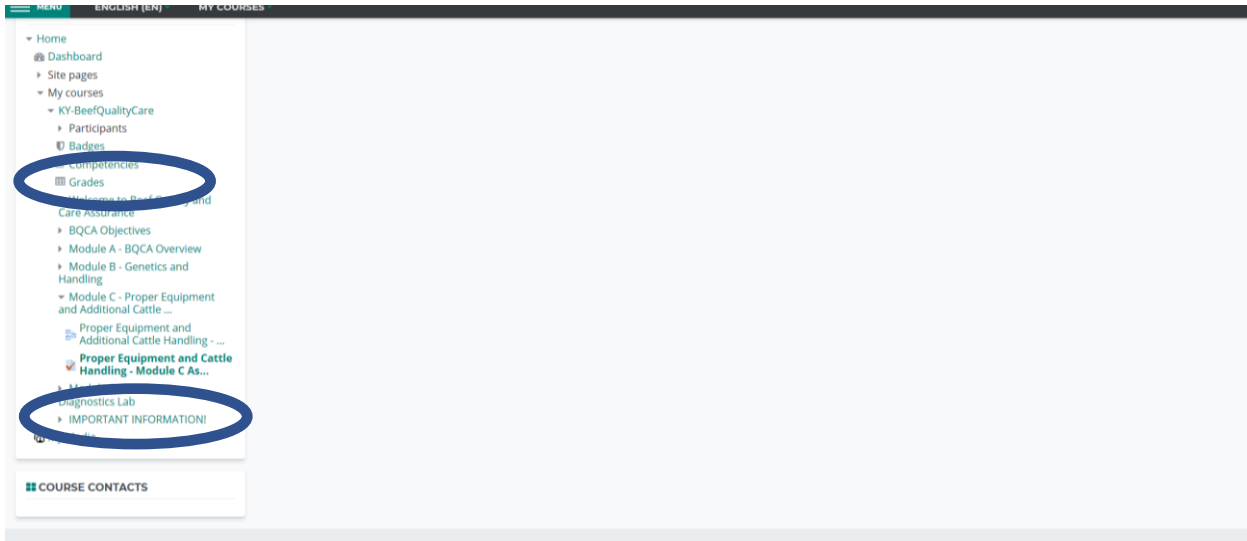
5. Next will be the shopping cart screen. Click the “**CHECKOUT**” button at lower right of the screen.
6. If you are a new user, click the “**CREATE NEW ACCOUNT**” button.
7. On this page you will create your account by choosing a username and password and entering contact information. **Note: If you 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.** 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.

8. 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 and select **“Pay Now.”**
9. 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
10. The BQCA training will now appear under **“Courses”** on campus.extension.org. Click on the course to begin. **Every enrollee must complete Module A – BQCA Overview. Then you must complete 2 of the remaining 3 modules.**
11. 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.
12. 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.
13. Once you have completed Module A, you can use the **“jump to”** menu box to select the next module.



14. 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.
15. After checking your grades, click on “**Important Information**” for final information on obtaining your BQCA card/number and farm gate sign.



16. 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.
17. **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.**
18. **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.

