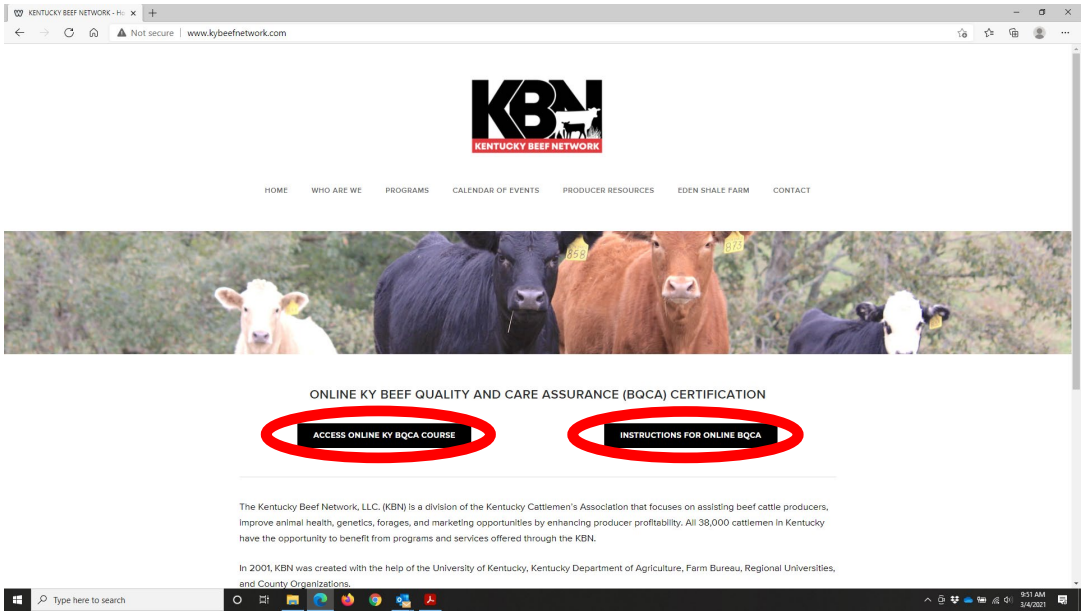
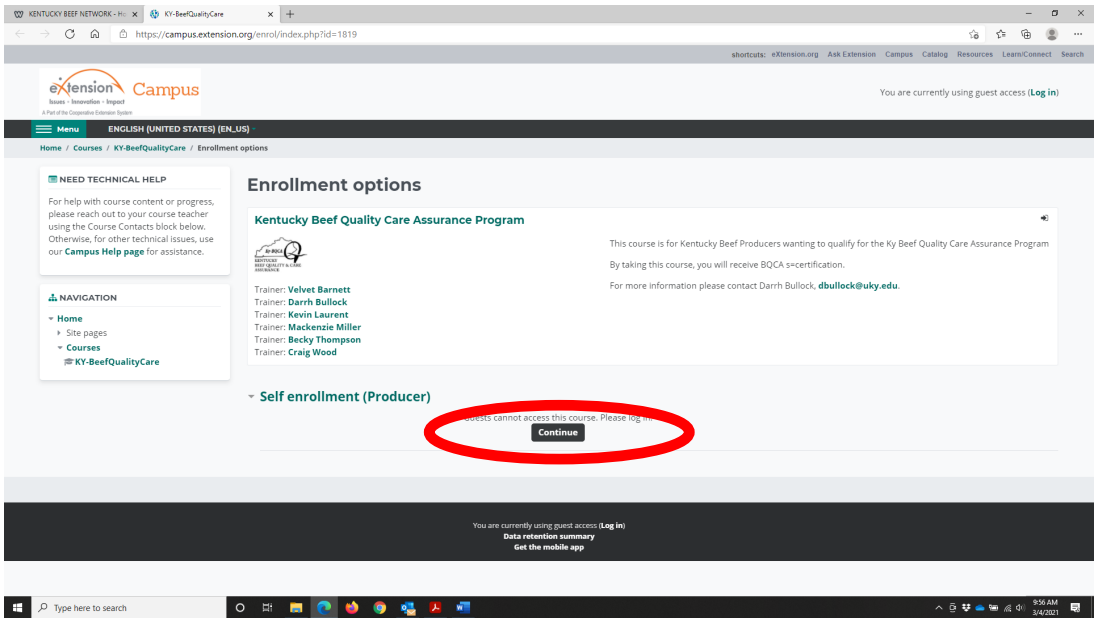
Instructions for Enrolling the KY BQCA Course in the Online Learning Environment

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.

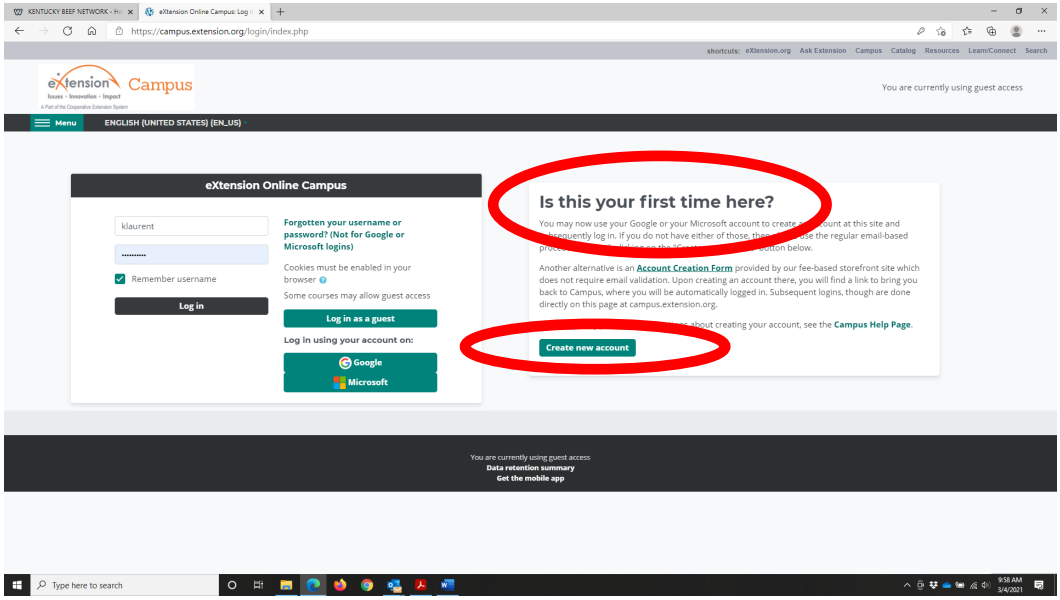
1. To access the KY BQCA course, go to www.kybeefnetwork.com
2. Click on the “Access Online BQCA Course” button as shown below.



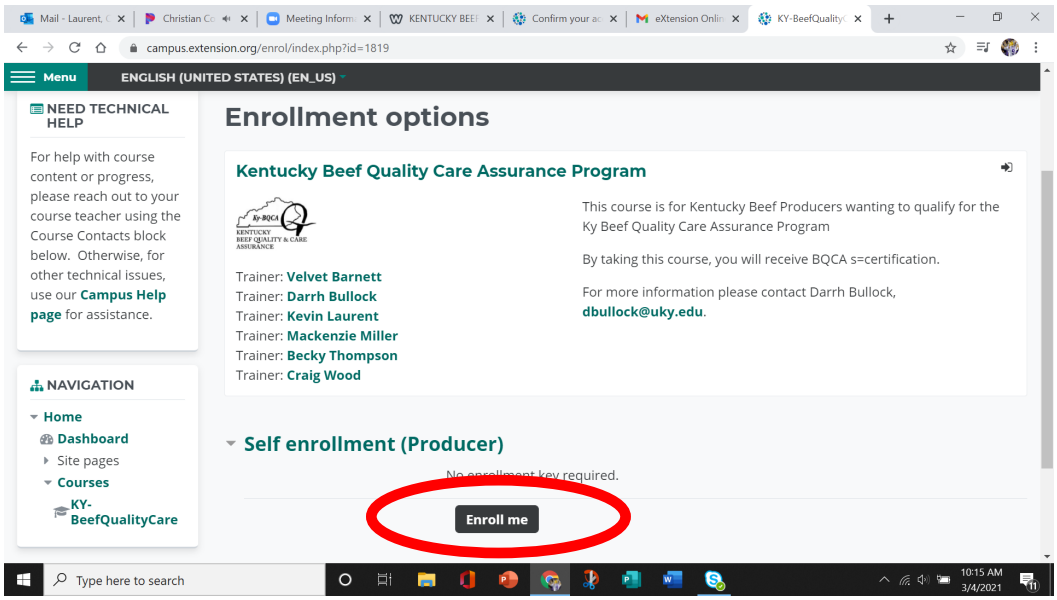
3. Now click on the “Continue” button.



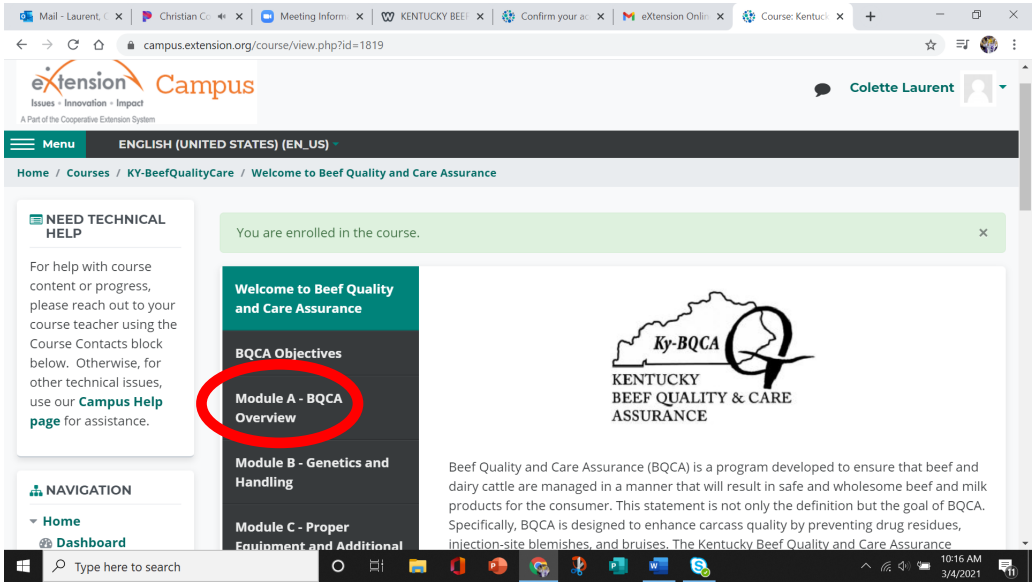
4. This will bring you to the log in screen below. If it is your first time at this website, you must create an account by assigning a username and password. Click on the “Create new account” button.

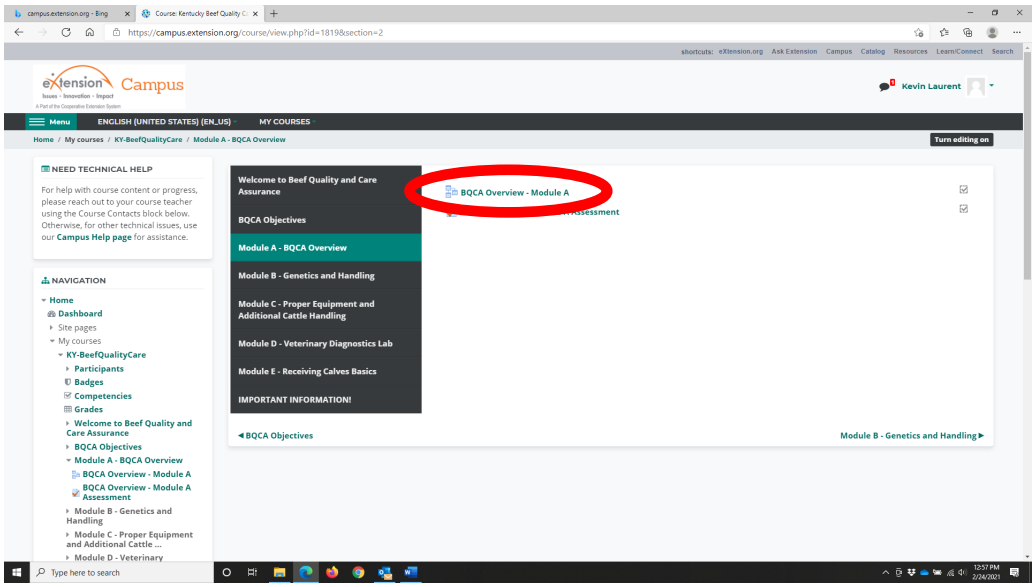


5. Once you complete the login process, you will arrive at the screen below. Click on the “Enroll me” button.



6. Click on “Module A – BQCA Overview” on this screen and again on the next screen to begin.



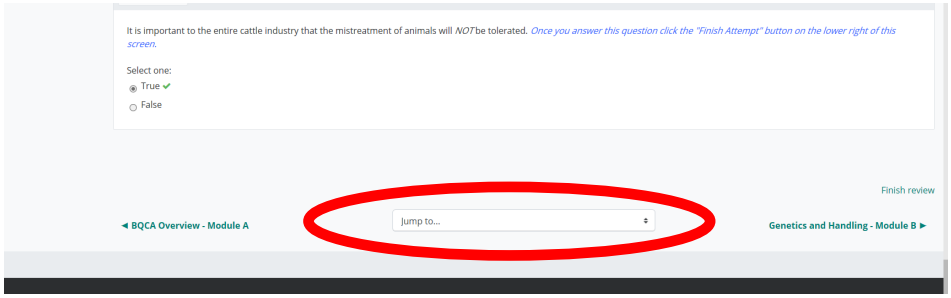


7. **Every enrollee must complete Module A – BQCA Overview. Then you must complete 2 more of the remaining 4 modules.**

8. 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.

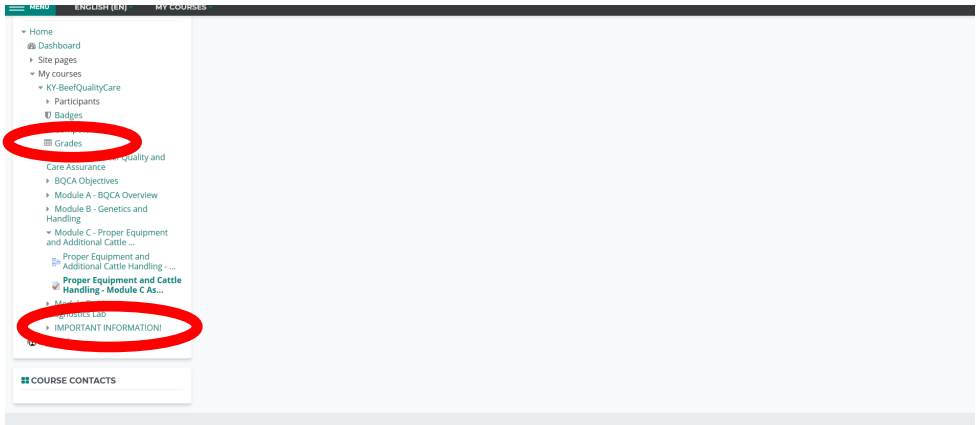
9. Once your answers for Module A are submitted, you can review your answers and view your results (a passing grade is 85% or higher on each assessment taken). Click "**finish review**" on bottom right to return to summary page. To retake the test, click "**Re-attempt quiz**". You have multiple attempts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

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



11. 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.

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



13. 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.

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