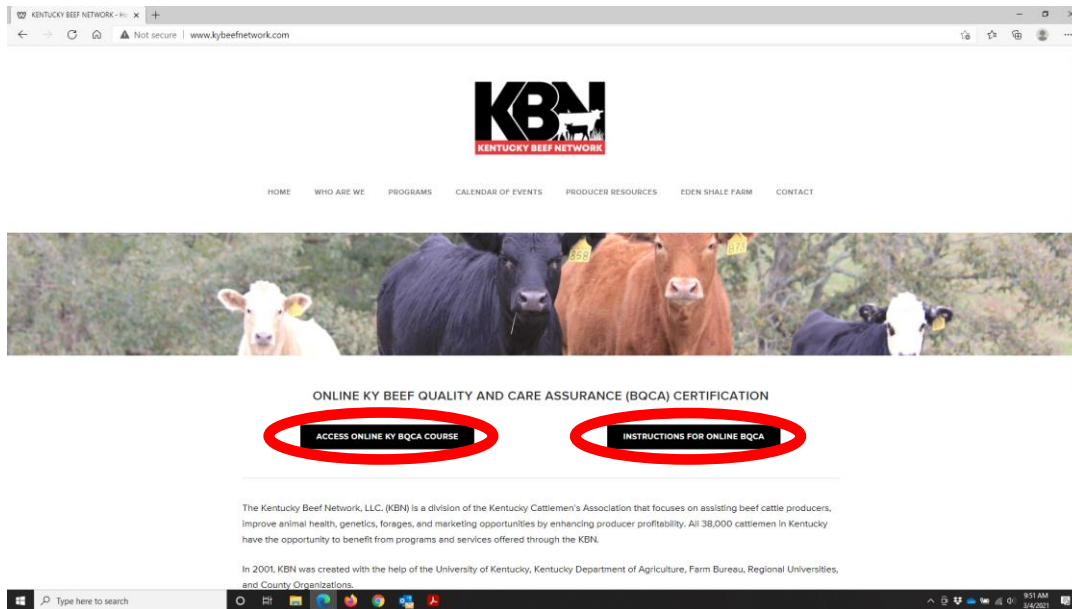


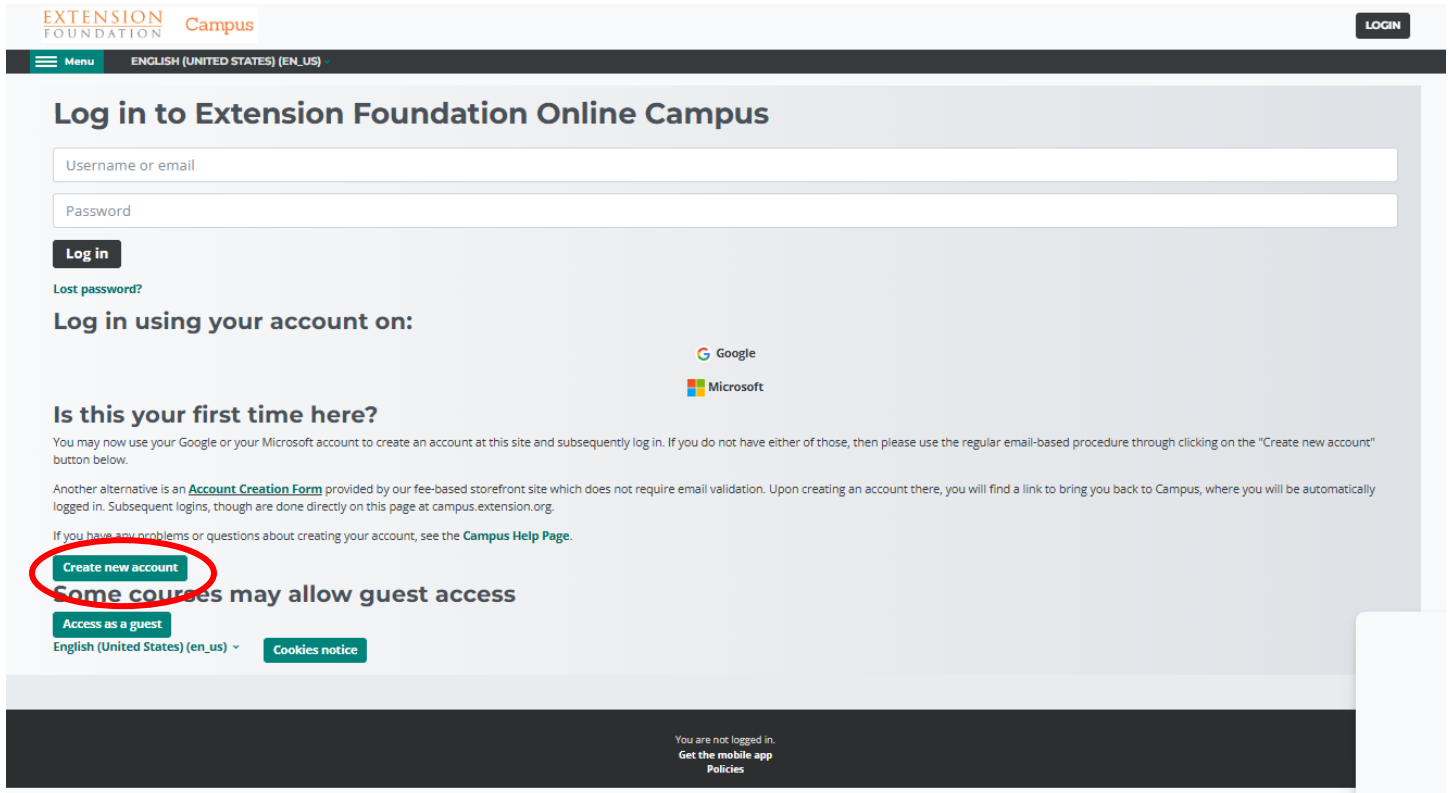
Instructions for Enrolling the KY BQCA Course in the Online Learning Environment

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.

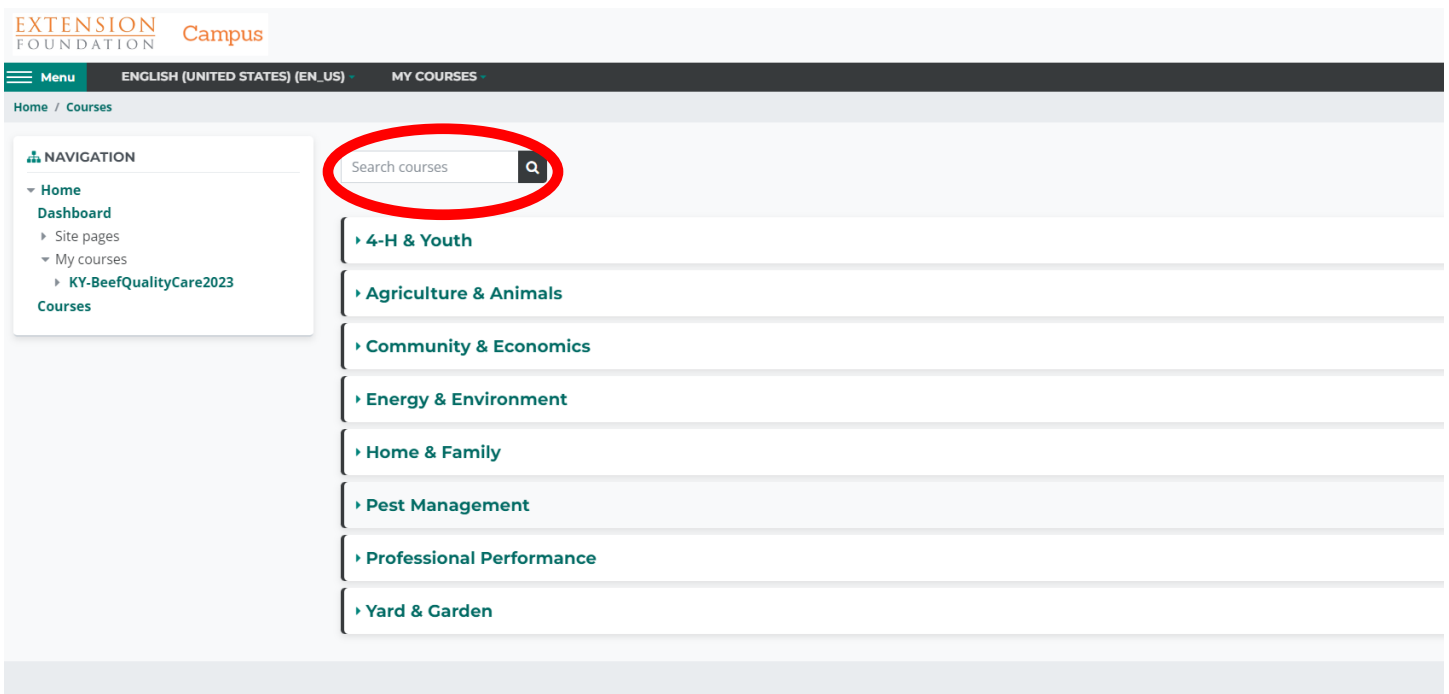
1. To access the KY BQCA course, go to
2. Click on the **“Access Online KY BQCA Course”** button as shown below.



3. 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.**
4. If you are a new user, click the “**CREATE NEW ACCOUNT**” button.
5. To access the BQCA course, click “**Click here to access your training now**”
 - **OR** The link to access your BQCA training is also located in your extension.org confirmation email



6. Go to the search bar and search “**KY BQCA**”



- 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.
- Click on KY-BQCA 2025

The screenshot shows the 'EXTENSION FOUNDATION Campus' search interface. The search bar contains 'Ky BQCA' and the results show 'Search results: 1' with 'KY-BQCA 2025' highlighted in a red circle. The course description states: 'This course is for Kentucky Beef Producers wanting to qualify for the Ky Beef Quality Care Assurance Program. By taking this course, you will receive BQCA certification. This course is free for the month of April! The fee for this course is \$10. To purchase and enroll in the course, click the following button. For more information please contact Darrah Bullock, dbullock@uky.edu. Teacher: Darrah Bullock, Kenneth Burdine, Lexi Fellows, Jake Harrod, Kevin Horn, Kevin Laurent, Becky Thompson, Craig Wood. Category: Agriculture & Animals.'

- Every enrollee must complete **Module A – BQCA Overview**. Then you must complete **2 of the remaining modules (Any Modules B-F)**.
- Click on the **Module A Overview** and watch the video, then on the bottom right, click “**BQCA Overview-Module A Assessment**”

The screenshot shows the course overview page for 'BQCA Overview - Module A 2025'. The page includes a navigation sidebar with 'My Courses' expanded to 'KYBeef25'. The main content area features logos for KBN and Martin-Gatton College of Agriculture, Food and Environment. It lists 'BQCA Objectives' and provides a link to the 'Kentucky Quality Assurance Program Manual'. The 'Module A - BQCA Overview 2025' section is expanded, showing 'BQCA Overview - Module A 2025' (circled in red) and 'BQCA Overview - 2025 Module A Assessment' with a 'To do: Receive a grade' indicator. A notification at the bottom states: 'Notification of Completion - Module A - BQCA Overview 2025. Not available unless: The activity BQCA Overview - 2025 Module A Assessment is complete and passed.'

10. On the next screen click **“Attempt Quiz Now”**. Once you have answered the questions for the Module 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.

The screenshot shows a course page for 'BQCA Objectives'. The left sidebar contains navigation options: Home, Dashboard, Site pages, My courses, KYBeef25, Participants, Badges, Competencies, Grades, and Module A - BQCA Overview 2025. The main content area shows 'BQCA Objectives' with two numbered points, a PDF document 'Kentucky Quality Assurance Program Manual', and a section for 'Module A - BQCA Overview 2025' which is circled in red. Below this are three activity cards: 'BQCA Overview - Module A', 'BQCA Overview - Module A 2025', and 'BQCA Overview - Module A Assessment'.

11.

The screenshot shows the same course page, but now with assessment results. The 'BQCA Overview - Module A Assessment' card is circled in red and shows 'Receive a grade' and 'Receive a pass grade' buttons. Below it, the 'BQCA Overview - 2024 Module A Assessment' card shows a 'Receive a grade' button. The 'Notification of Completion - Module A - BQCA Overview 2024' card shows a 'Complete the activity' button and a 'Restricted' status.

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 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 ▶](#)

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 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](#)

[◀ BQCA Overview - 2024 Module A Assessment](#)

Jump to...

[Genetics and Handling - Module B ▶](#)

14. Once you have completed Module A, you can use the **“jump to”** menu box to select the next module.

Grading method: Highest grade

Grade to pass: 85.00 out of 100.00

[Preview quiz now](#)

[◀ BQCA Overview - Module A 2024](#)

Jump to...

[BQCA Overview - 2024 Module A Assessment ▶](#)

15. 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.

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

NAVIGATION

▼ Home

Dashboard

- ▶ Site pages

▼ My courses

▼ KYBeef25

- ▶ Participants

Badges

Competencies

Grades

- ▶ Welcome to Beef Quality and Care Assurance
- ▶ BQCA Objectives
- ▶ Module A - BQCA Overview 2025
- ▶ Module B - Genetics and Handling
- ▶ Module C - Proper Equipment and Additional Cattle ...
- ▶ Module D - Veterinary Diagnostics Lab
- ▶ Module E - Receiving Calves Basics
- ▶ Module F - Preparing for Calving 1: Planning
- ▶ Module G - Preparing for Calving 2: Dystocia
- ▶ Module H: Sorting Tools, Hauling, Water and Minerals
- ▶ **IMPORTANT INFORMATION!**

17. 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.

18. **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.**

19. **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.