



Know how. Know now.

## Livestock Quality Assurance Moodle Course

The Livestock QA Team is proud to introduce a new online version available to Nebraska 4-Her's to complete their Livestock Quality Assurance Requirement. Livestock Quality Assurance is a self-directed course designed for youth ages 8-18. Participants will learn about good production practices and producing quality food products from taking this course.

The course has been divided into three levels, Junior (4-H Youth Ages 8-10), Intermediate (4-H Youth Ages 11-14), and Senior (4-H Youth Ages 15-18). Each year youth will be required to complete three modules within their age level. Youth are eligible to work ahead so that they will be done with Quality Assurance requirements until they reach the next age level.

### Requirements:

Internet access

Email address (Each 4-Her will need their own unique email address to register. See FAQ section for unique email suggestions.)

### How to Register:

1. Open your web browser to <http://campus.extension.org>
2. Click "Create an Account" (See Figure 1).
3. Complete the online form and click the "Create My New Account" button at the bottom of the page.
4. Check your email account for a confirmation email from **eXtension Moodle Help Desk**. If you do not see a confirmation email within 2 hours email [moodlehelp@extension.org](mailto:moodlehelp@extension.org) and ask for a manual confirmation.
5. Open the email and click on the link provided to confirm your account.
6. A web page will open indicating that "Your registration has been confirmed", under the "Setting" block, click the "My Profile Settings" link, select "Edit profile" from the additional options.
7. Scroll down to the "Optional" block. Even though there is no asterisk by these fields on the website and it's listed under the "Optional" block, **you are required to complete the fields marked with a star (See Figure 2)** to make sure that your work is reported to your county office.
  - a. In the ID number
    - i. Youth should type their county code. For example a youth from Saunders should type in "SND"
    - ii. Leaders should type their county code **plus** "Leader", see picture for example of an Otoe County leader.
    - iii. Staff should type in their county code **plus** "Staff".
  - b. In the Institution put "Nebraska"
  - c. In the Department field type your county (i.e Otoe)

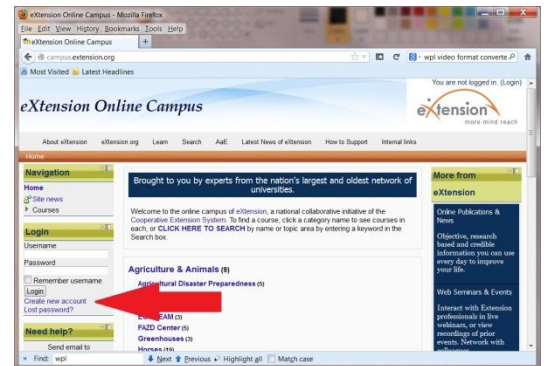


Figure 1: Create new account

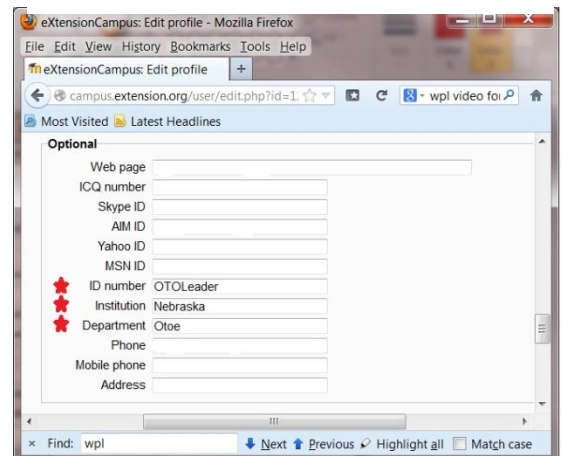


Figure 2: Edit Profile

Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

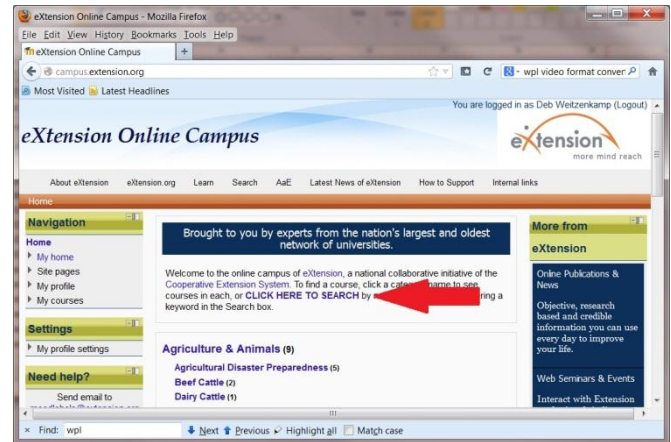


The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.



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8. Click the “Update Profile” button at the bottom of your screen.
9. Click “Home” (upper left corner) to return to the main page.
10. Near the top of your screen, click the “CLICK HERE TO SEARCH” button. (See Figure 3)
11. Type “livestock quality assurance” in the Search courses text box and then click the “Go” button.
12. Click the “Livestock Quality Assurance” course link in the left hand column to enroll in the course.
13. Enrollment key: “Nebraska”
14. Click “Yes” to confirm your enrollment.



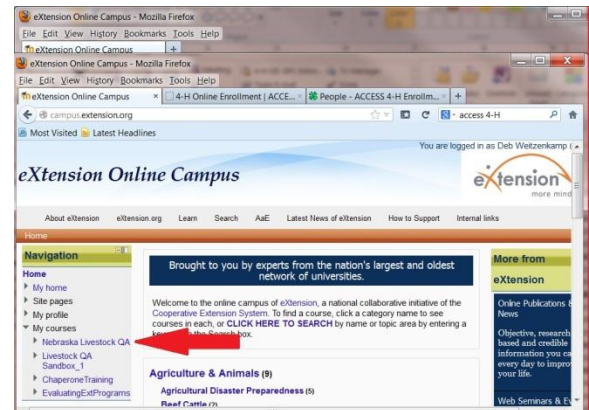
**Figure 3: Find the Livestock Quality Assurance Course to Enroll**

**I’m Registered, how do I find the Livestock Quality Assurance Course again after today:**

1. Open a web browser and go to <http://campus.extension.org>
2. Login in the upper left hand corner with your login and password.
3. Within the “Navigation” block, you can click “My courses” to find all eXtension courses for which you are registered.
4. If you are registered for other classes as well, click the “Livestock Quality Assurance” link located under “My Courses” at the bottom of the page. (See Figure 4)

**I’m Registered, but I can’t remember my login or password:**

1. In the “Login” block, click the “Lost password?” link. Complete the form.
2. If Step 1 did not resolve the issue, send an email to [moodlehelp@extension.org](mailto:moodlehelp@extension.org) asking them to reset your password.



**Figure 4: Find Livestock Quality Assurance Course after Enrolling**



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### FAQ:

Q – Will youth be able to use the same Quality Assurance login and password throughout their 4-H career?

A – Yes. It is also important for youth to retain this information, as county staff will not be able to retrieve this information for them. If you have lost your password, click the “Lost password?” within the “Login” block.

Q – I went through the materials for one of the modules listed within my age level, now what?

A – The quiz associated with these materials will be listed directly under the module title. Complete the quiz.

Q – What do I need to do to get credit for each module?

A – You will need to pass the associated quiz with a score of 80% or higher.

Q – I didn’t pass my quiz, now what?

A – You can decide whether you want to return to the materials and review them again, or select to try a different module instead.

Q – How do I receive credit for the modules I have passed?

A – Once you have passed a module quiz with an 80% or higher, you will be able to open the certificate associated with that module. Please print this certificate and present it to your local county extension office by June 15<sup>th</sup> of the year you would like to receive credit.

Q – I’m completing the course at a computer that doesn’t have a printer, what do I do?

A – The best option would be to open the Livestock Quality Assurance Moodle course at another computer, print the certificate, and take the certificate to your county extension office. However, if this option is not available to you, your county will receive a spreadsheet of all youth completing the Livestock Quality Assurance modules.

Q – How many modules must I complete this year?

A – You will need to complete at least three modules at your age level each year to officially complete your Quality Assurance requirement. Feel free to work ahead and turn in your completion certificates early!

Q – Who has to take 4-H Quality Assurance?

A – All youth showing in a livestock meat project must complete Livestock Quality Assurance (Beef, Sheep, Swine, Rabbit, Poultry, and Meat Goat) or a dairy project (Dairy Goats or Dairy Cattle).

Q – Who can I contact if I have questions about Livestock Quality Assurance?

A – You may contact Lindsay Chichester at [lichichester2@unl.edu](mailto:lichichester2@unl.edu) or Karna Dam at [kdam2@unl.edu](mailto:kdam2@unl.edu) or Deb Weitzenkamp at [deb.weitzenkamp@unl.edu](mailto:deb.weitzenkamp@unl.edu)

Q – I don’t have an email account.

A – You may register for a free email account from any of the following providers:

- Gmail <http://mail.google.com>
- Hotmail <http://www.hotmail.com>
- iCloud <http://www.icloud.com> (Apple/Mac users)

Q – I have multiple children and I don’t want to sign them up for an email account.

A – Many email accounts allow aliases. For instance, if you have a Hotmail account [myaccount@hotmail.com](mailto:myaccount@hotmail.com) and you have three children, you can list one child as [myaccount+1@hotmail.com](mailto:myaccount+1@hotmail.com) another as [myaccount+2@hotmail.com](mailto:myaccount+2@hotmail.com) or with their actual names [myaccount+lisa@hotmail.com](mailto:myaccount+lisa@hotmail.com). All four email addresses will confirm through the one primary account, in this case [myaccount@hotmail.com](mailto:myaccount@hotmail.com).

Q – I’m a 4-H Livestock Leader, can I register for the course?

A – Yes!!! We would greatly appreciate our livestock leaders registering for the course. Please review the section on the other side regarding editing your profile and use the word “Leader” in place of the county ID number (IE PAWLeader).



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