

Livestock Quality Assurance Moodle Course

As with last year, 4-H youth will complete their Livestock Quality Assurance Requirement online. 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 for First Time:

1. Open your web browser to <http://campus.extension.org>
2. Click “Create New 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 Campus Help Desk**.
 - a. If you do not see a confirmation email within 2 hours check your junk/spam folders first, then email campushelp@extension.org with your username and email address, and ask for a manual confirmation.
5. Open the email and click on the confirmation link provided to confirm your account.
6. A web page will open indicating that “Your registration has been confirmed”.
7. Click on “Courses”, then on the right hand side of the screen click in the grey “Administration” block click on “My profile settings”, and then select the “Edit Profile” from the additional options.
8. 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 (Figure 2)** to make sure that your work is reported to your county office.
 - a. In the ID number
 - i. Youth should type **CLF**
 - ii. Leaders should type **CLFLeader**
 - b. In the Institution type **Nebraska**
 - c. In the Department type **Colfax**
9. Click the “Update Profile” button at the bottom of your screen.
10. Click “Home” (upper left corner to return to the main page

Figure 1: Create new account

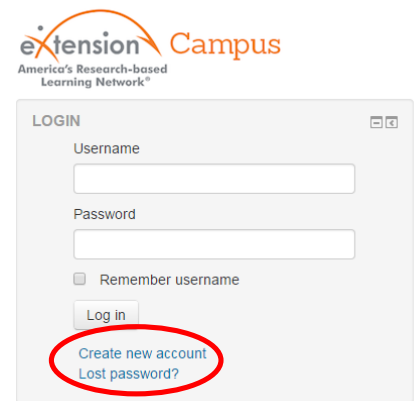
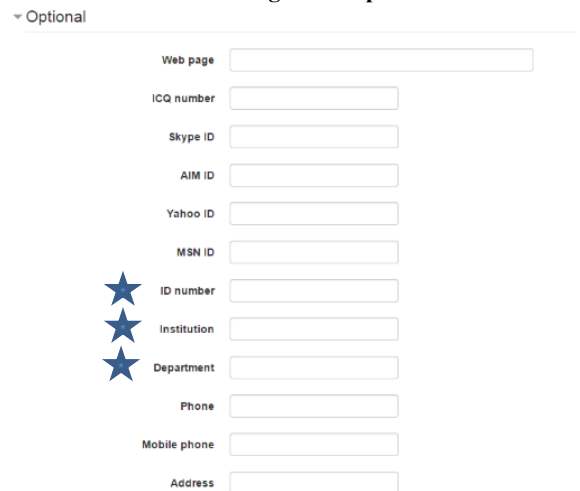


Figure 2: Optional Block Info



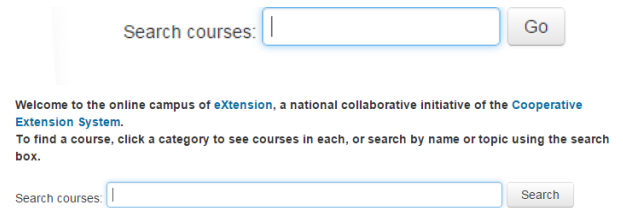
How to Logon for those that Registered Last Year:

1. Open your web browser and go to <http://campus.extension.org>
2. Login in the upper left hand corner with your login and password.
3. If you can't remember your login or password:
 - A. In the "Login" block, click the "Lost Password?" link. Complete the form.
 - B. If Step 1 did not resolve the issue, send an email to campushelp@extension.org asking them to reset your password.

How to Enroll In Livestock Quality Assurance Course:

1. In the upper right hand corner or middle of the screen , you will need to search for the "Livestock Quality Assurance" course (See Figure 3).
2. Click on "Livestock Quality Assurance"
3. Click "Enroll Me"
4. Scroll Down to "Course Payment".
5. Click "Course Payment Link" to pay your annual \$5.00 enrollment fee through UNL Marketplace.

Figure 3: Search



Instructions: Clicking on the section name will show / hide the section.

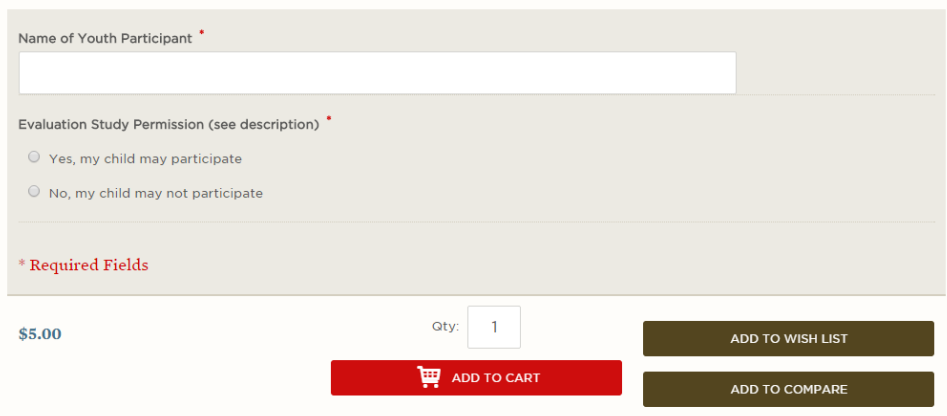
▼ Course Payment - Nebraska Residents Only

There is an annual \$5 fee for access to this course. Please have your parent or guardian use the link below to make your payment. Once payment has been made, follow the instructions in the confirmation email to have unlimited access to course materials from January 2nd through October 31st of this year.

[Course Payment Link](#)

 [Code Redemption Link](#)

6. On the UNL Marketplace website, scroll down and fill in the "Name of the Youth Participant" and select one of the options to participate in the Evaluation Study, then click "Add to Cart"
7. If you would like to pay for more than one child at a time, from the Shopping Cart screen, click on "Continue Shopping" and add additional names and then you can "Proceed to Checkout" once you have entered all of their names.
8. Once you have completed the payment through UNL Marketplace, watch for an email from UNL Marketplace with a redemption code.
9. Within the Livestock Quality Assurance course click "Code Redemption Link" and enter the redemption code provided to you in the confirmation email from UNL Marketplace.
10. You now are fully registered for the course and can complete your course requirements.



How do I Get Reimbursed by the Colfax County 4-H Council for the Livestock Quality Assurance Course Fee?:

1. The 4-H Council will reimburse all members who pay the \$5.00 fee for Livestock Quality Assurance Course.
2. The Extension office will receive a report of members who have participated in the Livestock Quality Assurance Course once you have completed a module. Checks from the 4-H Council will then be distributed to reimburse participants.

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

1. The quiz associated with these materials will be listed directly under the module title.
2. Complete the quiz, you will need a score of 80% or higher to pass.
3. Then go to the certificate associated with that section and either print it off or email it to yourself to have proof that you completed the training. You do not need to email or mail it to the Extension office this year as the report we receive from the State should list each child and the modules they completed, however it would be a good idea to have a copy available as proof in case something is missing on the report we get.

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.
5. There is an annual fee for participating in Livestock Quality Assurance. Therefore, you will need to go to the "Course Payment" area of the class, and complete the online instructions to pay the enrollment fee.

I'm Registered, and know how to login, but where can I find which modules I've already completed?

1. Open a web browser and go to <http://campus.extension.org>
2. Login with your username and password
3. On the navigation bar, click "Grades". A complete listing of all of your grades will be available so you can see which modules you have previously completed.

If you have questions:

Enrolling at eXtension
campushelp@extension.org

UNL Marketplace
Contact marketplace@unl.edu
Or Michael Riese at mriese3@unl.edu

Course Information
LQA Help Desk
1-855-308-8037 or lqa@unl.edu
Available Monday – Friday, 8 a.m. to 4:30 p.m.

Lindsay Chichester
402-624-8007 or lichichester2@unl.edu

Karna Dam
402-624-8006 or kdam2@unl.edu

Deb Weitzenkamp
402-873-3166 or deb.weitzenkamp@unl.edu

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 prior to attempting the quiz again, or select to try a different module instead.

Q – How many modules must I complete this year?

A – You will need to complete at least three unique modules at your age level each year to officially complete your Quality Assurance requirement. Feel free to work ahead and meet your requirements 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 – 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 and you have three children, you can list one child as myaccount+1@hotmail.com another as myaccount+2@hotmail.com or with their actual names myaccount+lisa@hotmail.com. All four email addresses will confirm through the one primary account, in this case myaccount@hotmail.com.

Q – Would the youth complete the same module next year?

A – No, each year they would complete 3 different modules, never repeating one

Q – Can junior 4-H members complete more than one of the parts of the animal modules?

A – Yes, they can complete two, and will have to choose one other module in addition to complete the required three modules.