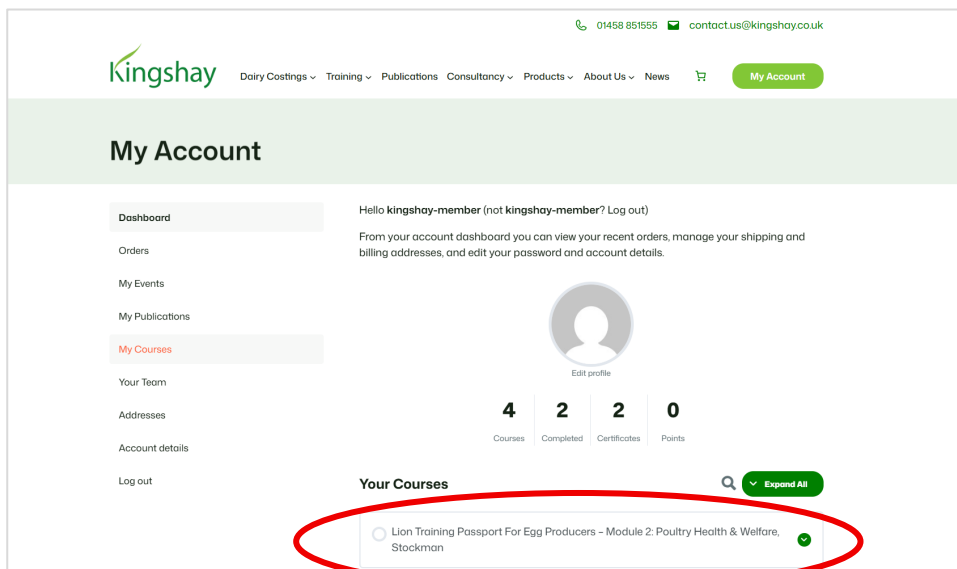
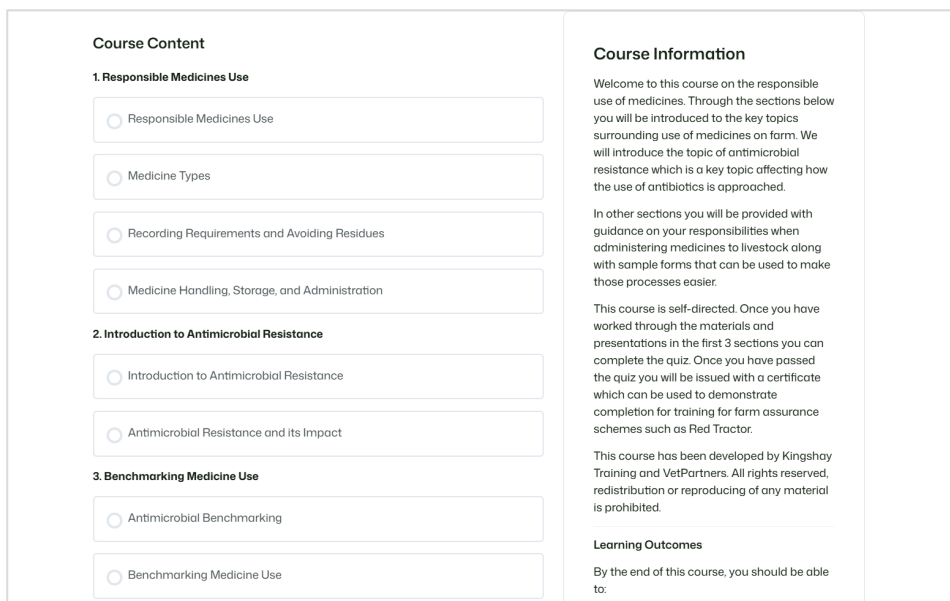


User Instructions

Step 1: Once you have purchased your course, it will be available to view in ‘Your Account’ – ‘My Courses’ (see example below):



Step 2: Click into your course to view the **Course Contents page**. Here you will be able to learn the course objectives and learning outcomes and view the lesson structure before starting the course.



Step 3: Begin the course by clicking into the first lesson topic, as shown below:

Course Content

1. Responsible Medicines Use

☒ Responsible Medicines Use

☐ Medicine Types

☐ Recording Requirements and Avoiding Residues

Step 4: You can then progress your way through the course. Please ensure you click **'Mark Complete'** button at the bottom of the lesson page, for each lesson - this will then reveal the **'Next Lesson'** button. Click **'Next Lesson'** to progress to the next lesson slide. See below:

You will not be able to complete the course if you are not submitting your progress.

The screenshot shows the Kingshay course interface. At the top, a progress bar indicates '0% COMPLETE 0/1 Steps'. The main content area is titled 'Responsible Medicines Use' and contains introductory text and a list of five main areas: Medicine types, Recording Requirements, Avoiding Residues, Medicine Storage, and Medicine Handling and Administration. A green button labeled 'Mark Complete' with a checkmark is circled in red at the bottom right. A 'Back to Course' link is also visible. The left sidebar shows the course structure with '1. Responsible Medicines Use' selected.

Make sure you click **'Mark Complete'** for each lesson. The progress bar along the top of the page will showcase your progress. If you do not click **'Mark Complete'**, your progress will not be saved.

Step 5: Once you have completed each lesson, you will be directed onto the Quiz. To successfully complete this course and receive your certificate, you must achieve a minimum score of **80%** on this quiz. If you do not achieve the required pass mark on your first attempt, don't worry. You can **retake the quiz as many times as needed** until you achieve a score of 80% or higher.

Step 6: Once you have completed your Quiz, and successfully achieved an **80% pass rate**, you will be shown a summary of your results. Please click the **'Continue'** button to be directed back to the course contents page.

The Responsible Use of Medicines Quiz

The Responsible Use of Medicines (Red Tractor Approved) > The Responsible Use of Medicines Quiz

In this section you can test your understanding of the material covered in the other sections of the course. Following completion of the below quiz you will be issued with a certificate for completion of the course.

To successfully complete this course and receive your certificate, you must achieve a minimum score of 80% on this quiz. If you do not achieve the required pass mark on your first attempt, don't worry. You can **retake the quiz as many times as needed** until you achieve a score of 80% or higher.

Results

18 of 18 Questions answered correctly

You have reached 18 of 18 point(s), (100%)

View Questions

Restart Quiz

Continue

Step 7: Once back on the course contents page, you will see your **'Download Certificate'** button in the **top right hand corner**. This may involve scrolling back to the top of the page to see this. An example of this is shown below:

The screenshot shows the Kingshay website interface. At the top, there's a navigation bar with the Kingshay logo and various links. Below the navigation bar, a green banner indicates 'You've earned a certificate!'. To the right of this banner, a green button labeled 'Download Certificate' is circled in red. Below the banner, there's a large image of a cow's head with a yellow tag. The course title 'The Responsible Use of Medicines (Red Tractor Approved)' is displayed, along with a 'CERTIFIED STANDARDS' logo. A progress bar shows '100% COMPLETE' with the last activity on July 16, 2025 at 10:4 pm. Below the progress bar, there's a 'Course Content' section with a list of topics: '1 Responsible Medicines Use', 'Responsible Medicines Use', and 'Medicine Types'. To the right of the course content, there's a 'Course Information' section with a welcome message and details about the course. At the bottom right, there's a small red circular icon.

Step 8: When you click the 'Download Certificate' button, it will open a PDF copy of your certificate in a new tab. We advise you **download a copy of your certificate to your device**, by clicking the **'Download'** button in the PDF viewer. See below:

The screenshot shows a PDF viewer interface. The address bar at the top displays a URL starting with 'https://www.kingshay.co.uk/'. The PDF content shows a certificate with the Kingshay logo and the text 'The Responsible Use of Medicines (Red Tractor Approved)'. In the top right corner of the PDF viewer, a button labeled 'Download this file' is circled in red. Other buttons visible include 'Share', 'Ask AI Assistant', 'See plans', and 'Sign in'.

Congratulations! You have successfully completed the course and saved your certificate.