

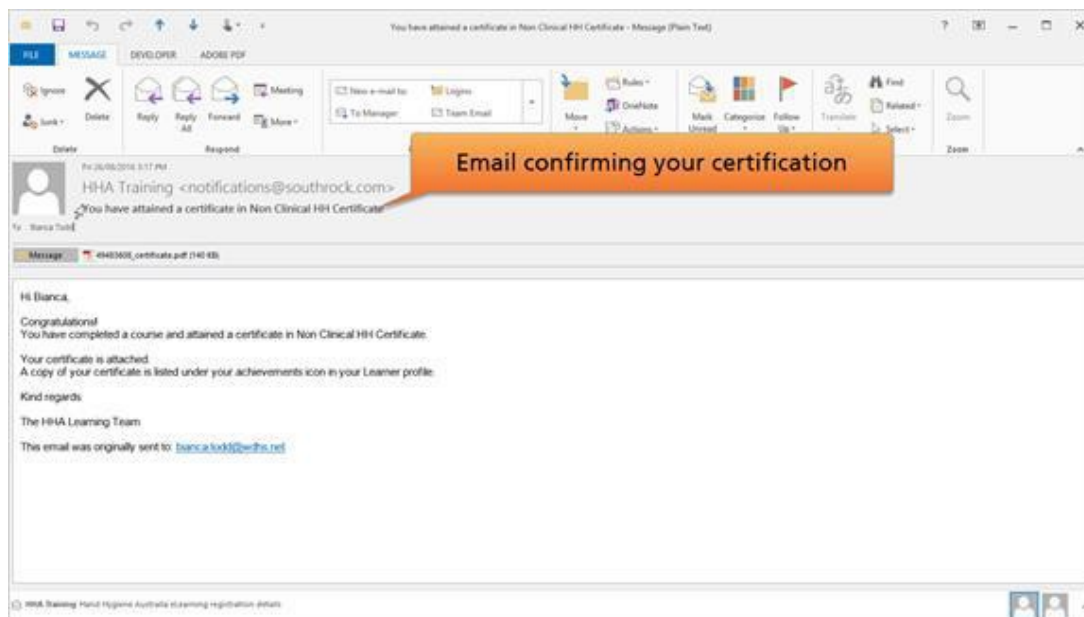
Uploading your BloodSafe Certificate of Completion into the BloodSafe on-line course in SOLLE16

When you have successfully completed all the Modules within the Blood Safe on-line course in SOLLE16, you will be emailed a Certificate of Completion from BloodSafe. You will need to up load your Certificate of Completion into the Blood Safe course, **before this course will tick you off as having completed it.**

Once you received via emailed your Certificate of Completion from BloodSafe, you need to save it onto your computer Desktop or into your computer network drive where you save your documents. Then you will then need to return to the BloodSafe Course in SOLLE16, so you can upload this saved Certificate of Completion.

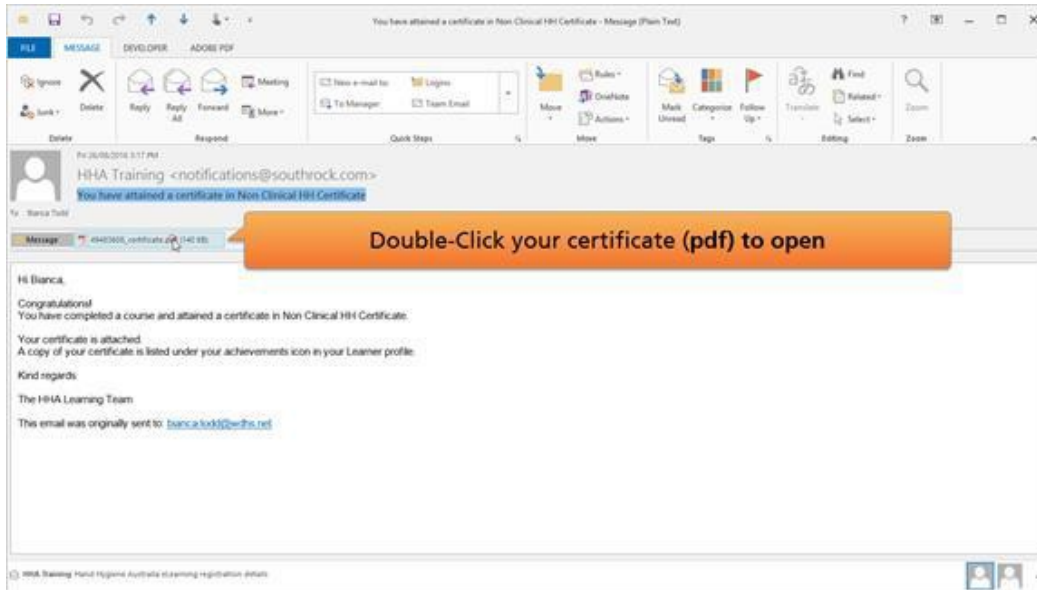
1 *Saving your certificate*

Open your email from BloodSafe

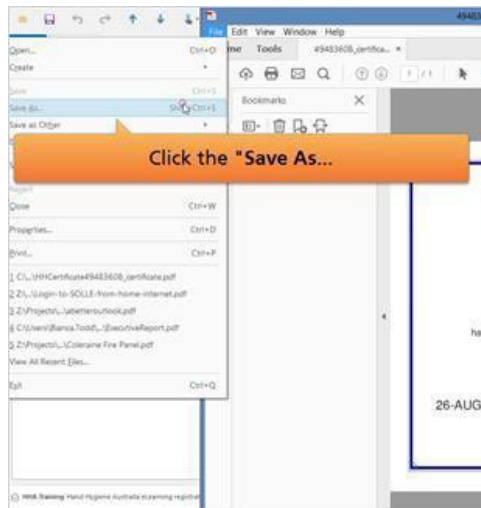


Upload your Blood Safe Certificate of Completion - Western District Health Service

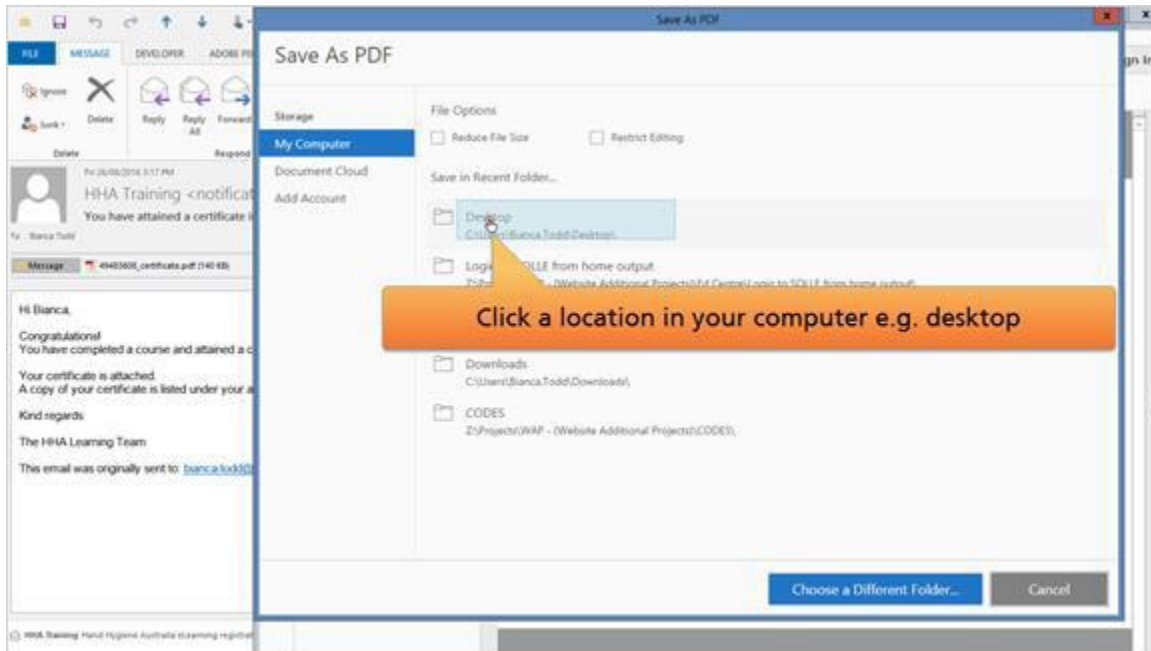
2 Double-click on the attached file containing the certificate to open it



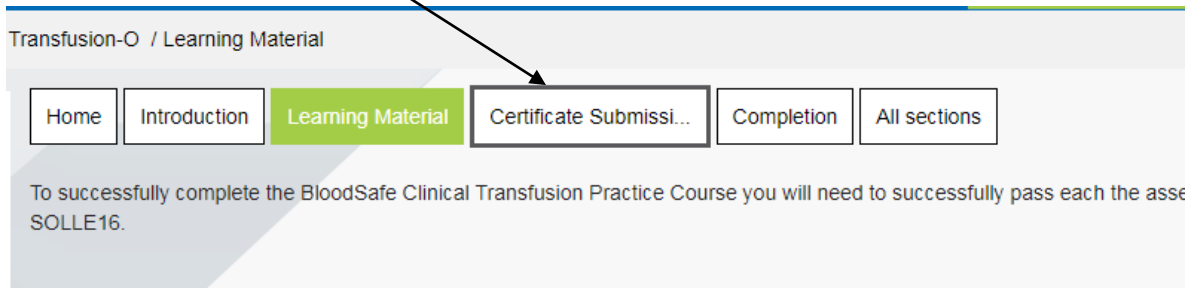
3 Click the File tab > Save As...



4 Find a location in your computer to store your certificate and save to that location



5 Now click on the Certificate Submission tap within the SOLLE16 BloodSafe course



Note:

If you have logged out of SOLLE16 and the on-line BloodSafe course while waiting to receive your Certificate of Completion via email, you will need to log back into your SOLLE16 profile and click on the BloodSafe course listing in your Mandatory Learning.

Mandatory Learning

Learning
WDHS - Advanced Care Planning (once off only)
WDHS - Aseptic Technique (On-Line) (3 yearly)
WDHS - Basic Life Support Theory (yearly)
WDHS - BloodSafe - Clinical Transfusion Practice (2 yearly)

Then click again on the course listing again as below.

WDHS - BloodSafe - Clinical Transfusion Practice (2 yearly)

You are required to complete this program under the following criteria:


- Member of audience 'WDHS - Acute Nurses (RN's)'

You are currently certified - you do not need to work on this certification until the recertification window opens. Progress made before the recertification window opens will likely be lost. window will open on 26 July 2020, 3:50 PM

Date assigned: 21 October 2016 Due date: 26 September 2020, 3:50 PM Progress:

Original certification path

WDHS - BloodSafe - Clinical Transfusion Practice
Any one course in this set must be completed.
Allow at least 1 day(s) to complete this set.

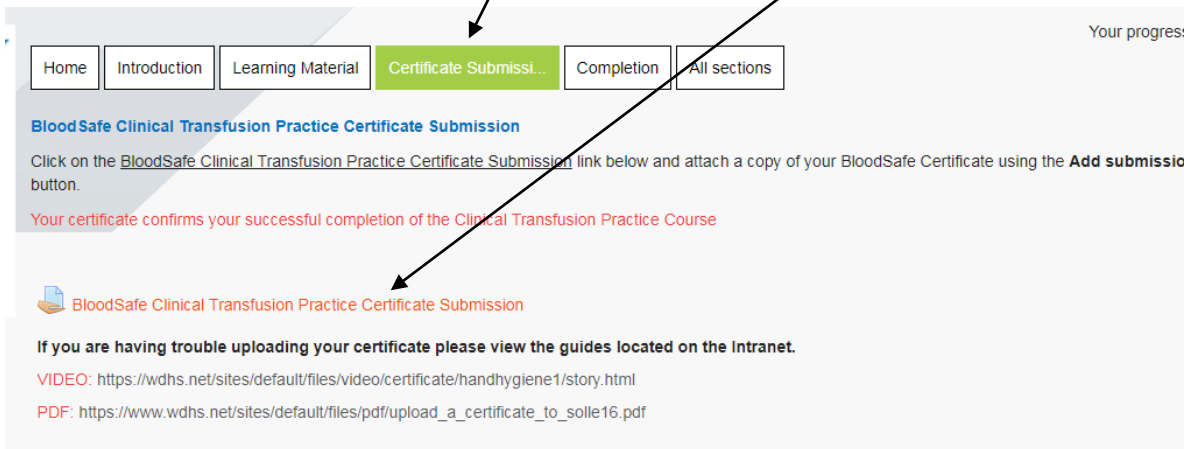
Course name	Actions
 WDHS - BloodSafe - Clinical Transfusion Practice (On-line) (all Acute RN's)	Launch course

Then select the **Certificate of Completion** tile



The image shows a course navigation interface for 'BloodSafe eLearning Australia - Clinical Transfusion Practice'. At the top is a banner image of a healthcare worker. Below the banner are several navigation tiles: 'Introduction', 'Learning Material', 'Certificate Submission', 'Thank You', and 'All sections'. The 'Certificate Submission' tile is highlighted with a red border and a yellow ribbon, and an arrow points to it from the text above.

When the screen below appears click on the **BloodSafe Clinical Transfusion Practice Certificate Submission** link or **Certificate Submission** tab




Home Introduction Learning Material **Certificate Submissi...** Completion All sections

Your progress:

BloodSafe Clinical Transfusion Practice Certificate Submission

Click on the [BloodSafe Clinical Transfusion Practice Certificate Submission](#) link below and attach a copy of your BloodSafe Certificate using the **Add submission** button.

Your certificate confirms your successful completion of the Clinical Transfusion Practice Course

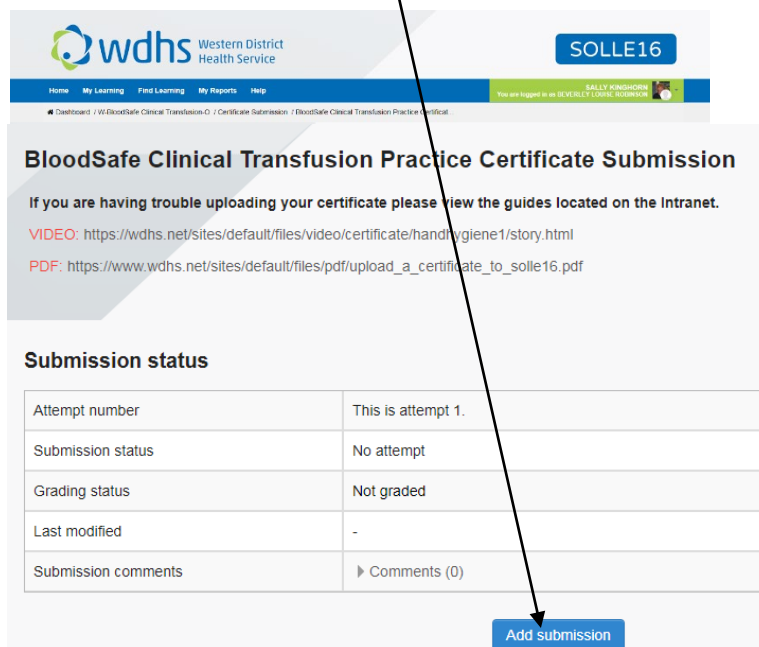
 [BloodSafe Clinical Transfusion Practice Certificate Submission](#)

If you are having trouble uploading your certificate please view the guides located on the Intranet.

VIDEO: <https://wdhs.net/sites/default/files/video/certificate/handhygiene1/story.html>

PDF: https://www.wdhs.net/sites/default/files/pdf/upload_a_certificate_to_solle16.pdf

6 Select **Add submission** button



wdhs Western District Health Service SOLLE16

Home My Learning Find Learning My Reports Help You are logged in as SALLY KINGSHORN

BloodSafe Clinical Transfusion Practice Certificate Submission

If you are having trouble uploading your certificate please view the guides located on the Intranet.

VIDEO: <https://wdhs.net/sites/default/files/video/certificate/handhygiene1/story.html>

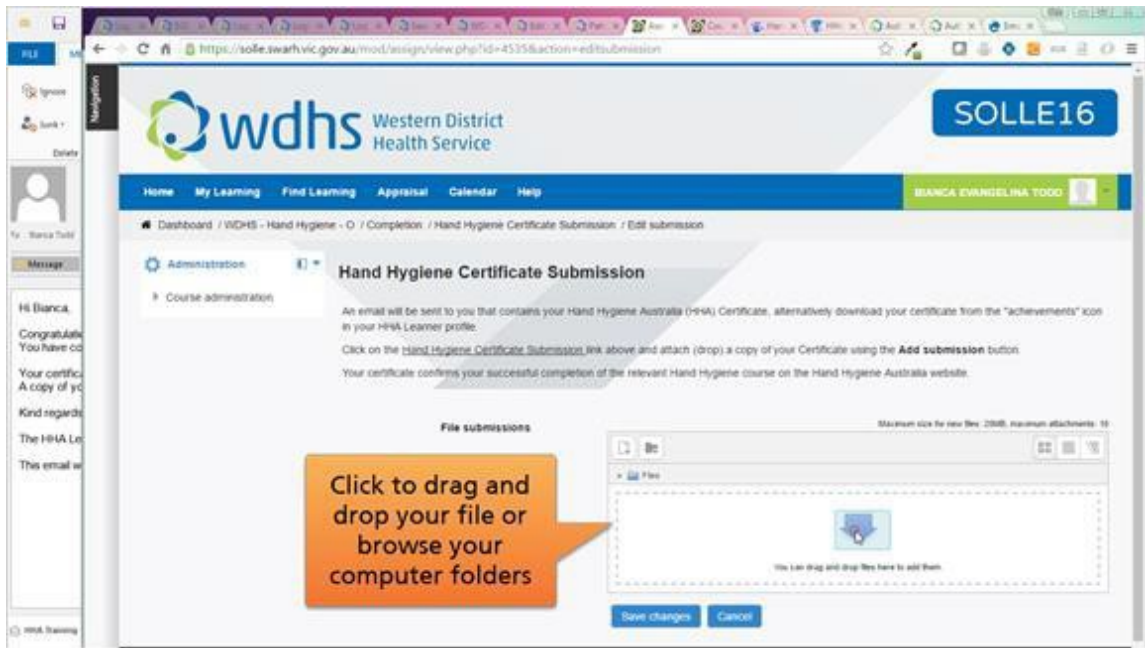
PDF: https://www.wdhs.net/sites/default/files/pdf/upload_a_certificate_to_solle16.pdf

Submission status

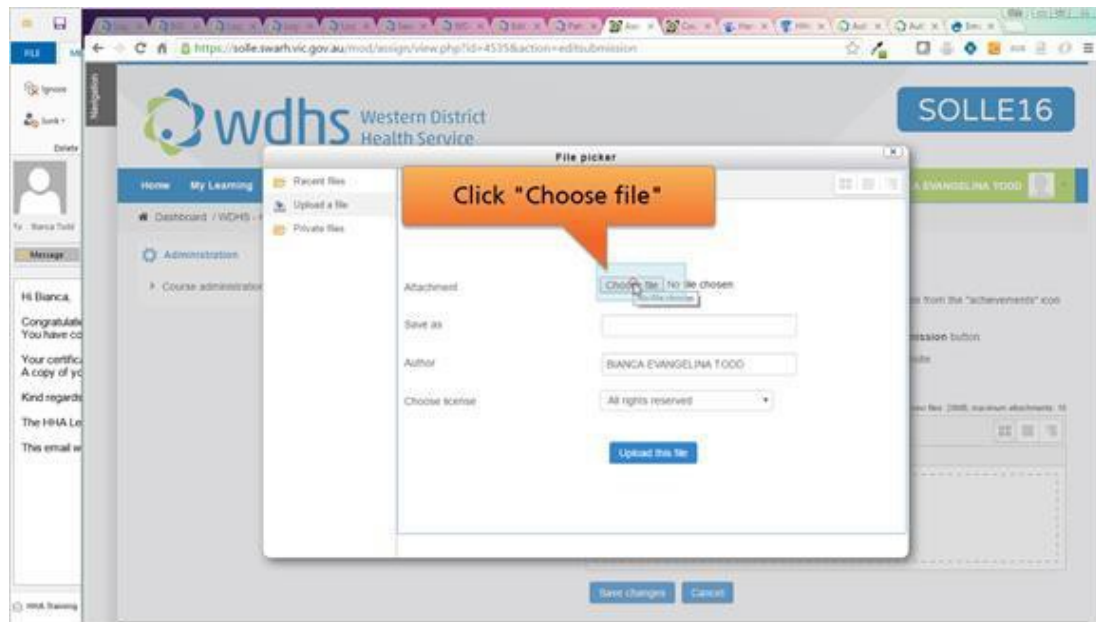
Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)

Add submission

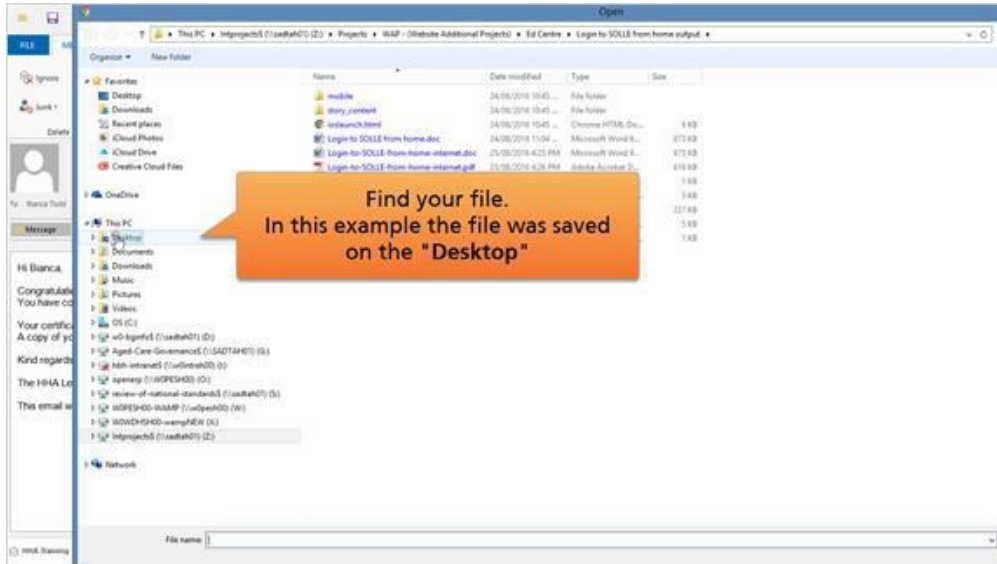
7 Click to browse your files to locate the certificate you just saved



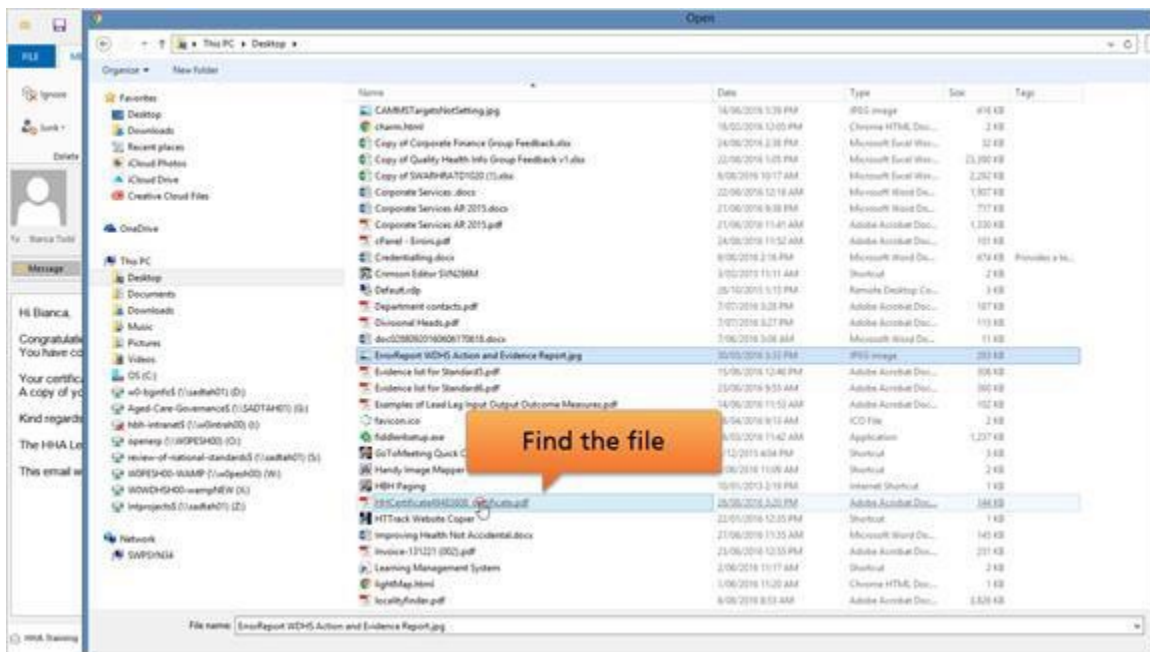
8 Click "Choose file"



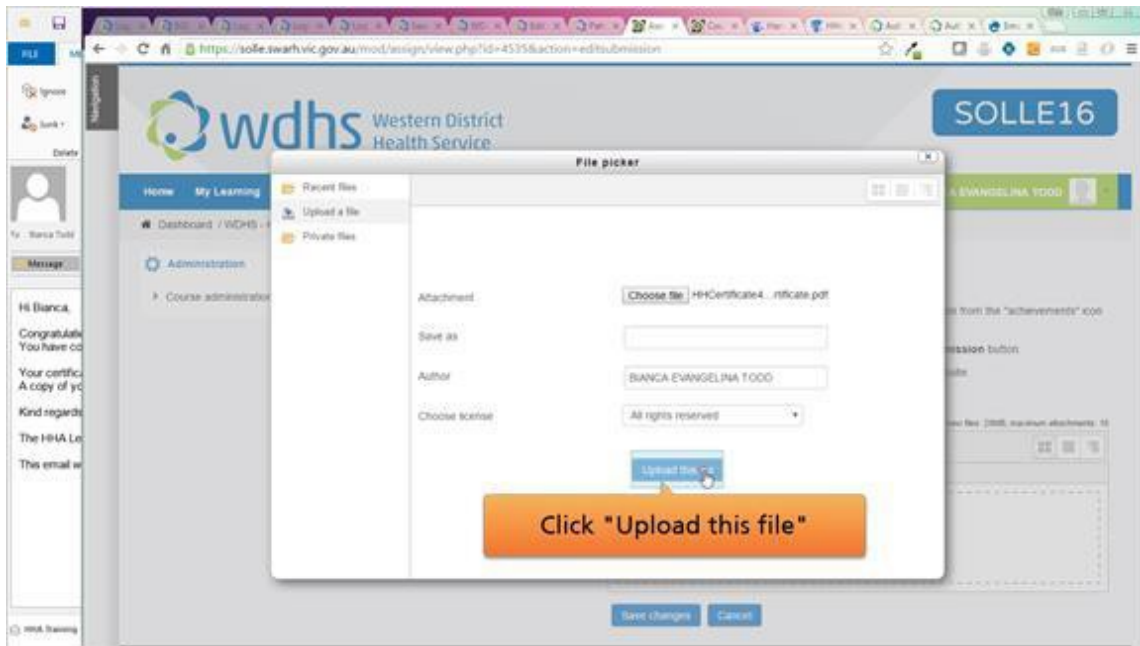
9 Find your file. Hint: where you saved it eg.desktop



10 Click on your certificate



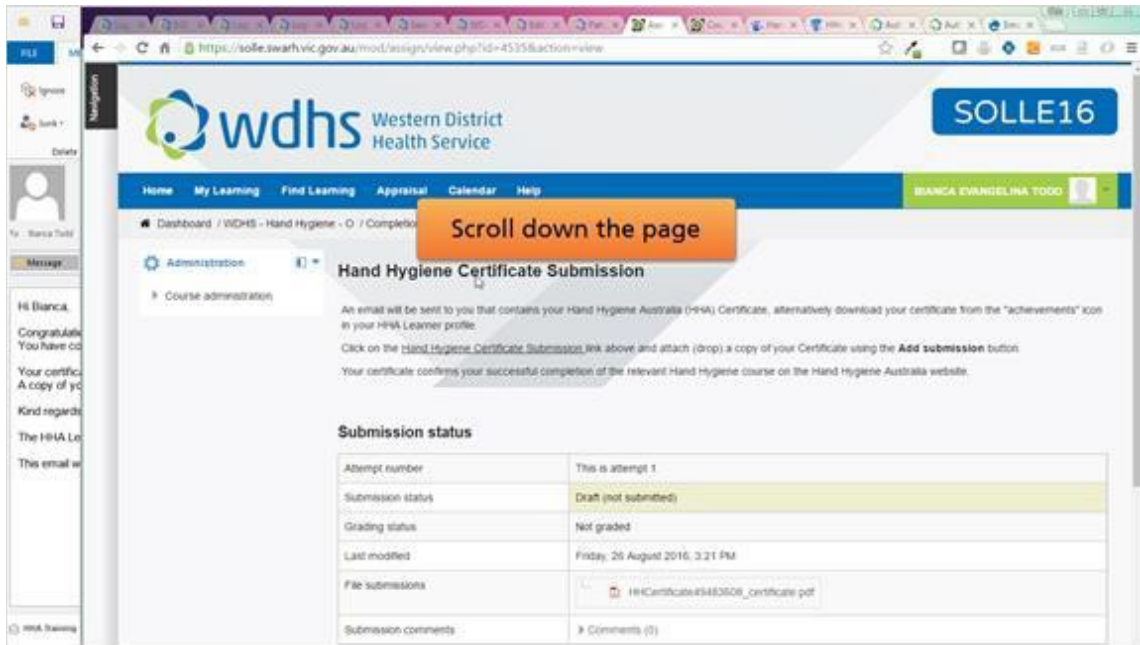
11 Click "Upload this file"



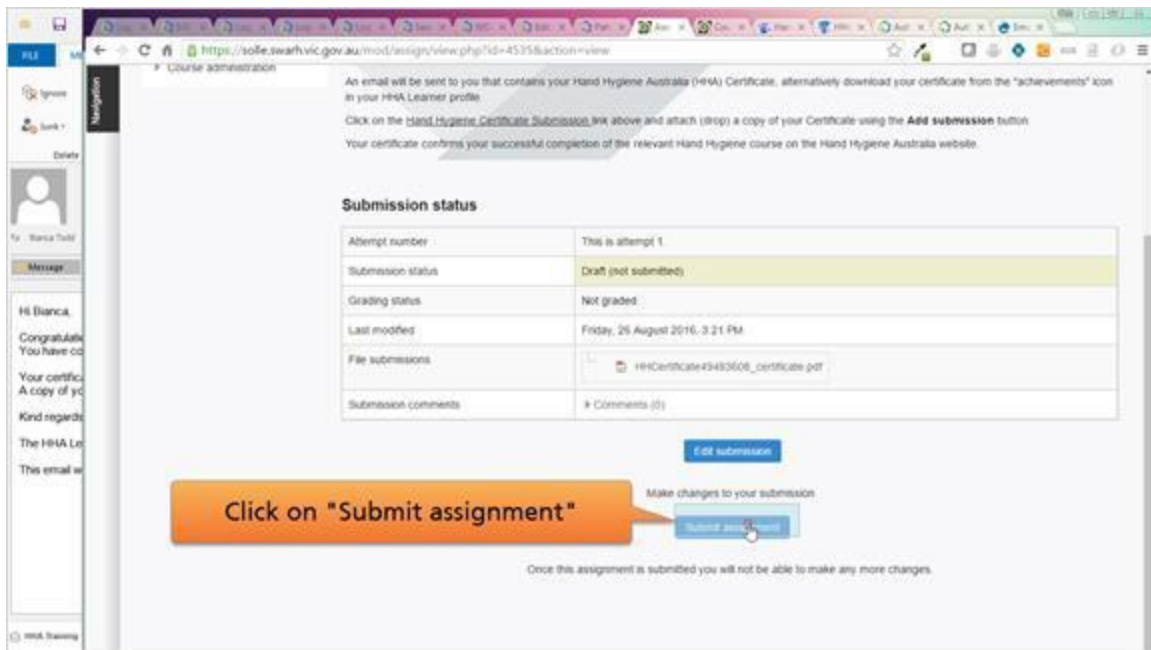
12 Click to save changes



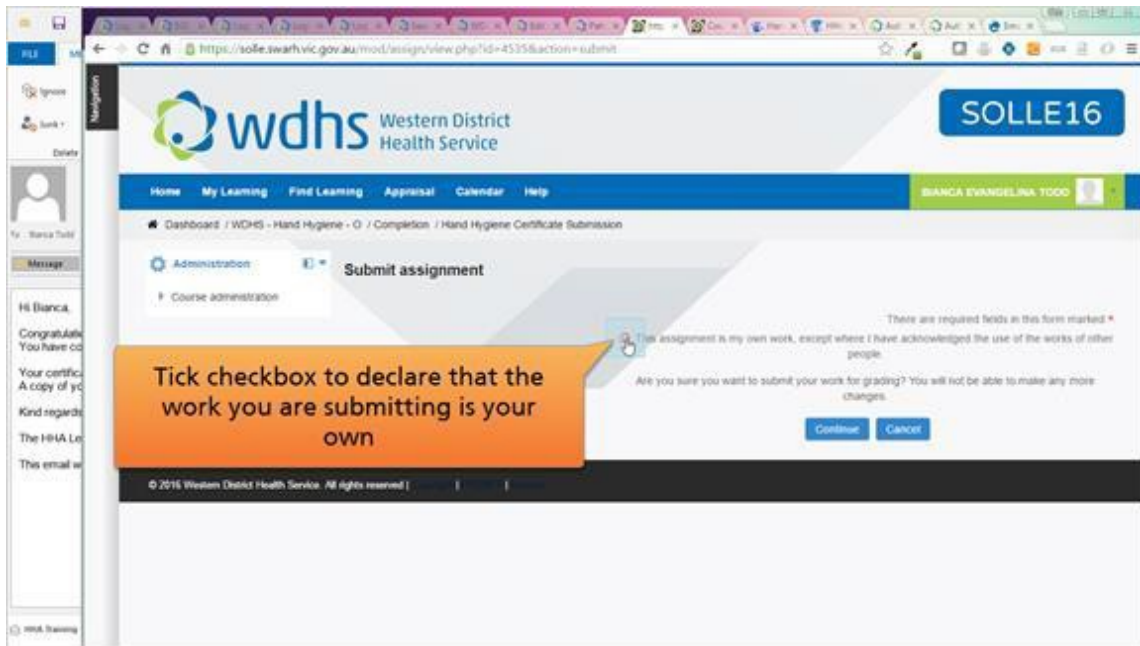
13 Scroll down the page



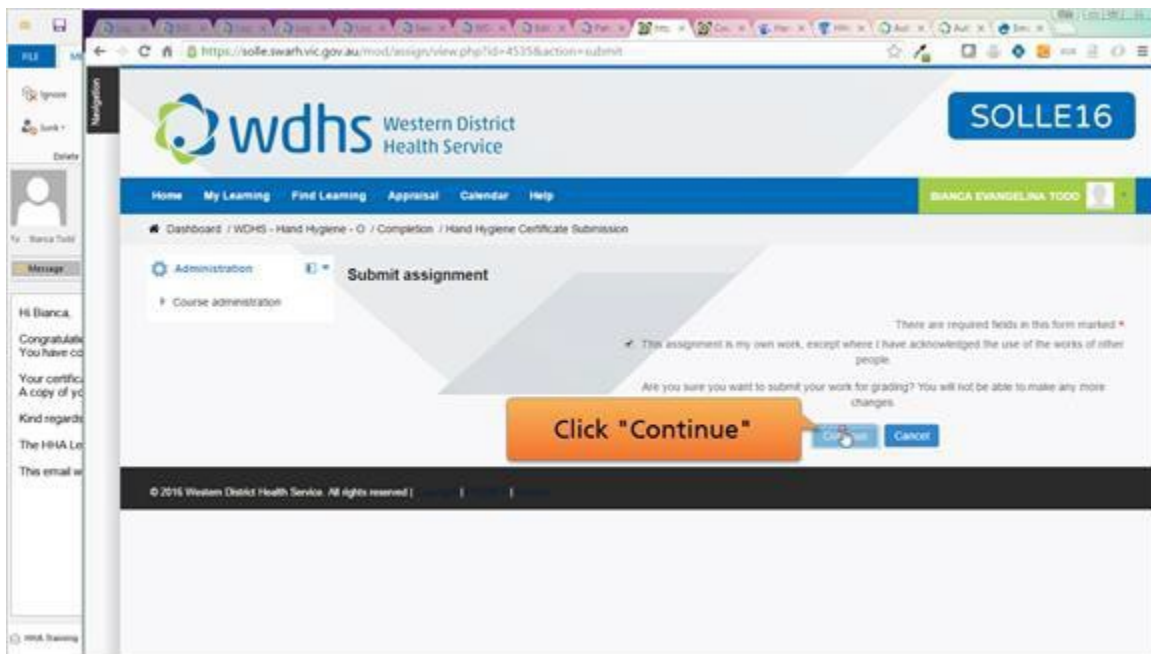
14 Click Submit Assignment



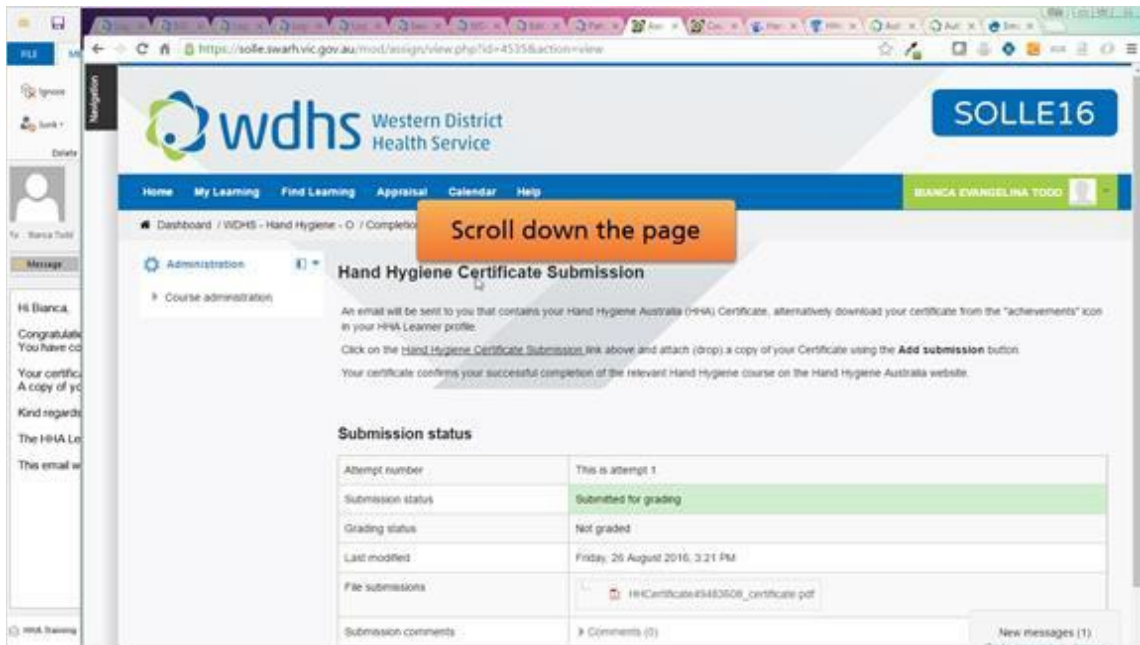
15 Click checkbox to declare the work is your own



16 Click Continue



17 Scroll down the page



The screenshot shows a Moodle course page for 'Hand Hygiene Certificate Submission'. The page title is 'Hand Hygiene Certificate Submission' and it is part of the 'Hand Hygiene' course. The submission status is 'Submitted for grading'. The submission was made on Friday, 26 August 2016, at 3:21 PM. The submission is a PDF file named 'HHCertificate#483608_certificate.pdf'. The submission status table is as follows:

Attempt number	This is attempt 1
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Friday, 26 August 2016, 3:21 PM
File submissions	HHCertificate#483608_certificate.pdf
Submission comments	Comments (0)

18 Your submission will be marked as completed.

Your submission will be checked by Learning and Development staff and marked completed.