

Upload a Certificate into SOLLE16 eg. Hand Hygiene, Food Safety

1 Notes re: Hand hygiene competency

[VIEW STEP-BY-STEP VIDEO](#)

Hand hygiene competency

To note:

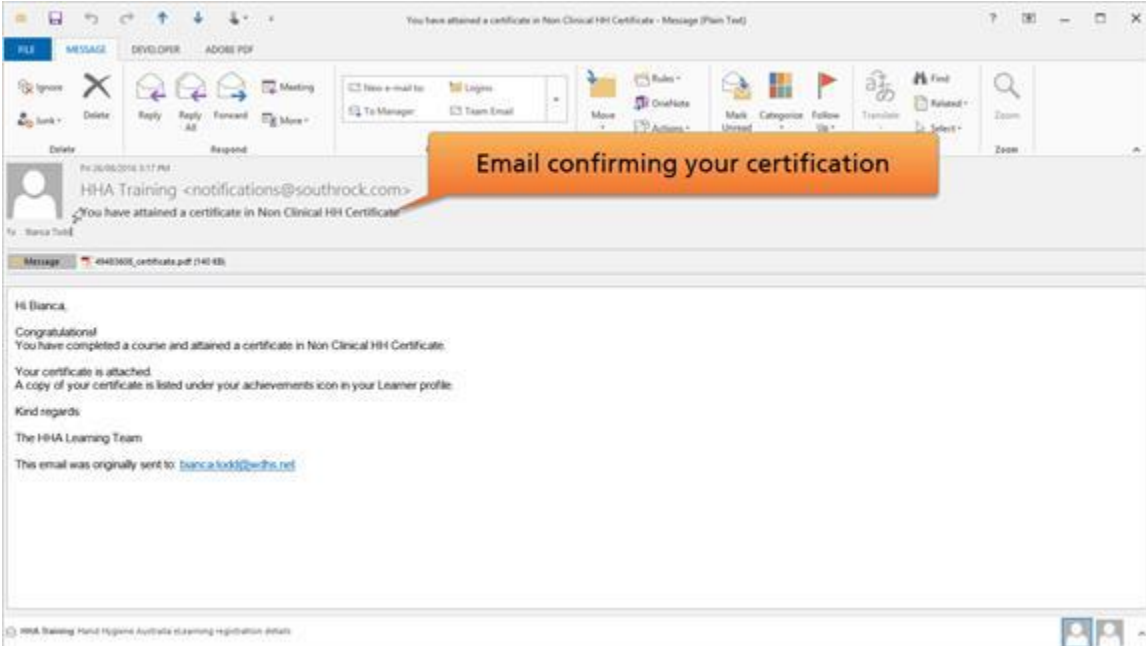
- You will be redirected to an external site to complete this course
- You will need to register with Hand Hygiene Australia
- Once you have reached 100% score you will be emailed a certificate.

SOLLE16

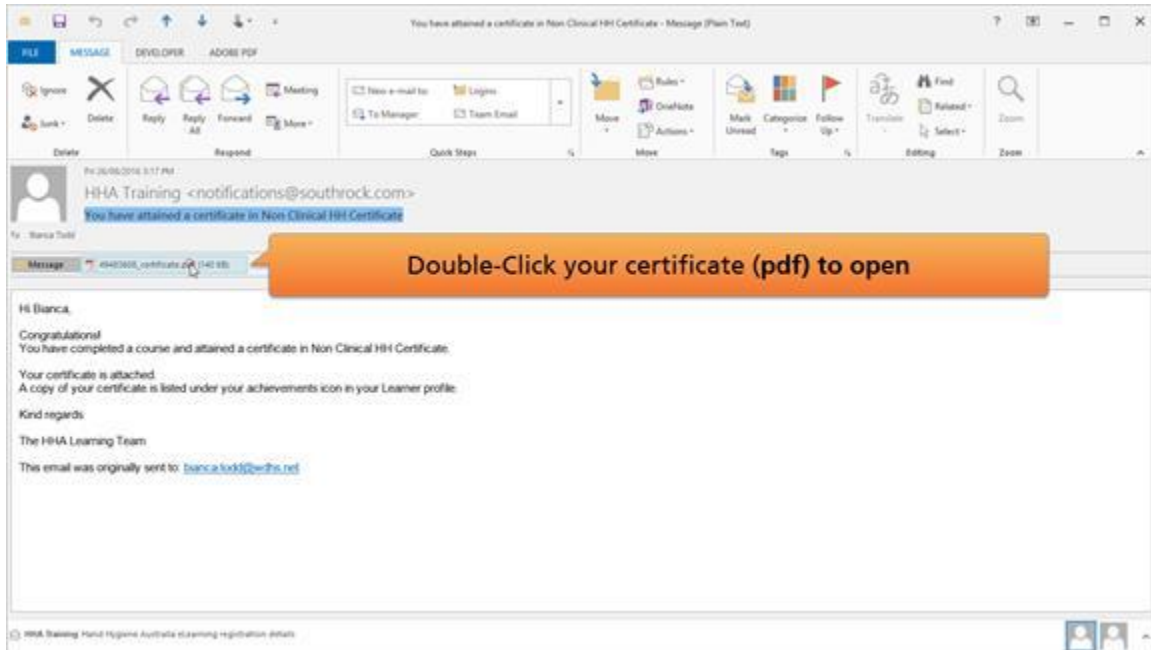
- Once you received this certificate you will need to save it to your desktop or network drive
- When you return back to SOLLE16 you will need to upload this saved certificate.

The instructions are outlined in this short step-by-step video

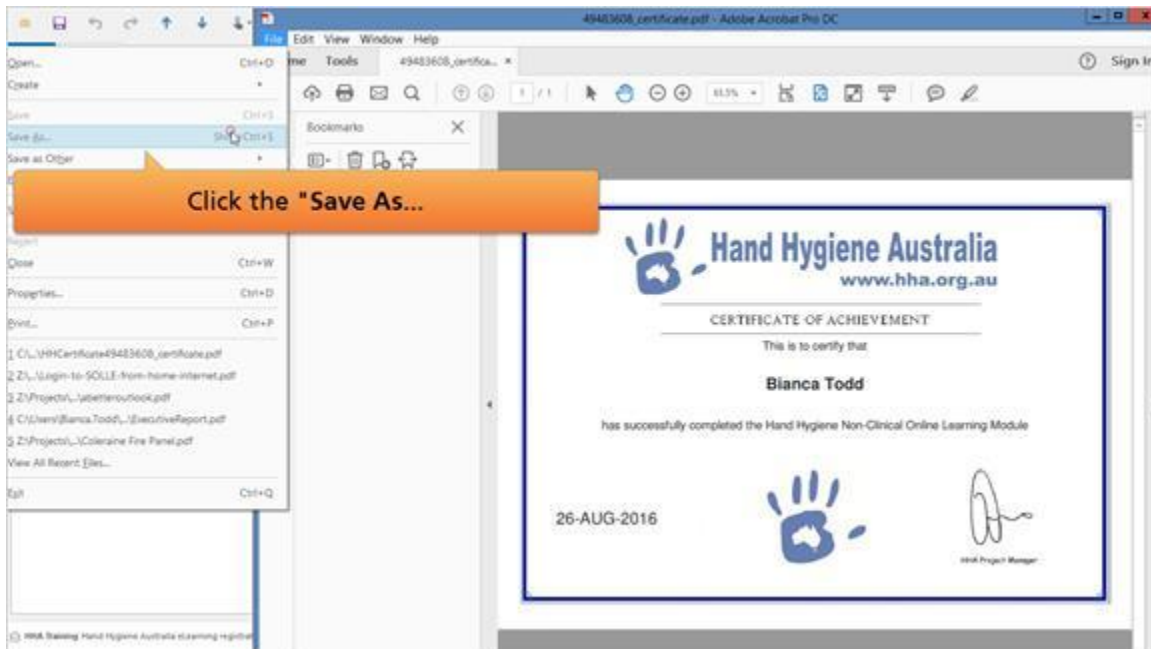
2 Saving your certificate



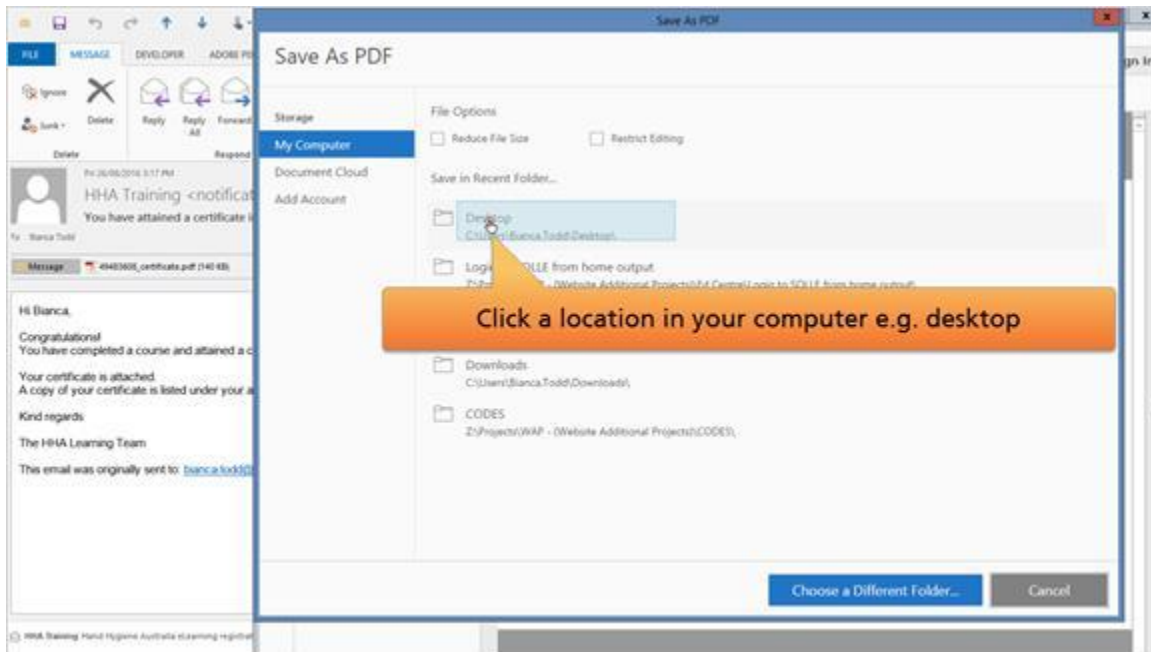
3 Double-Click the certificate to open



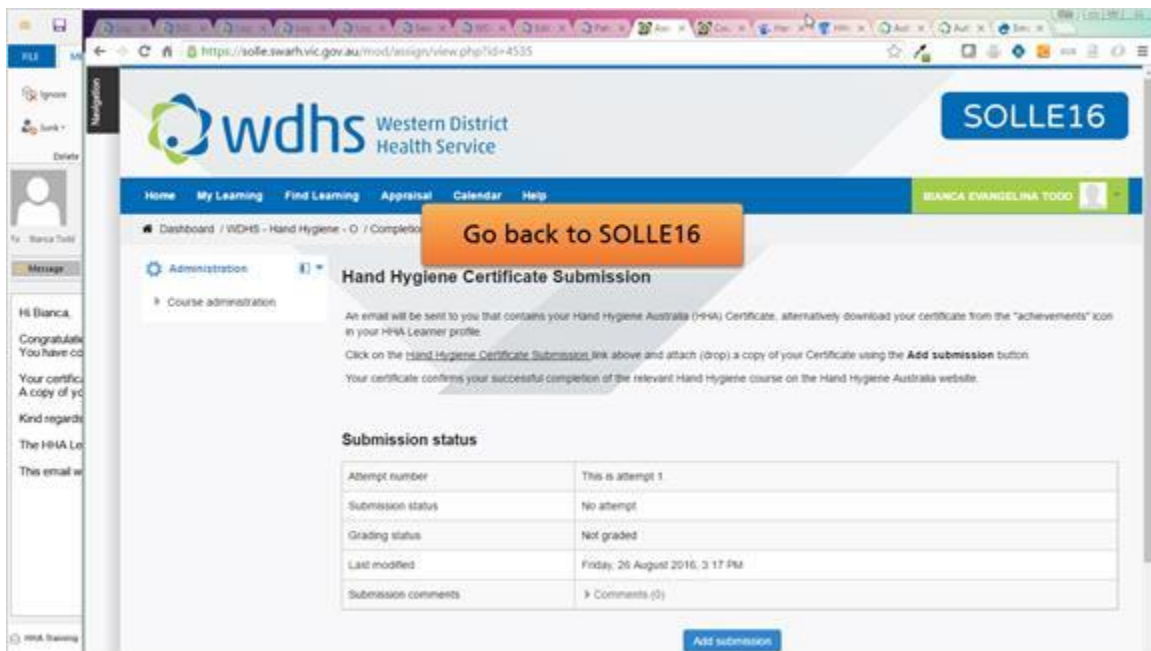
4 Click the File tab > Save As...



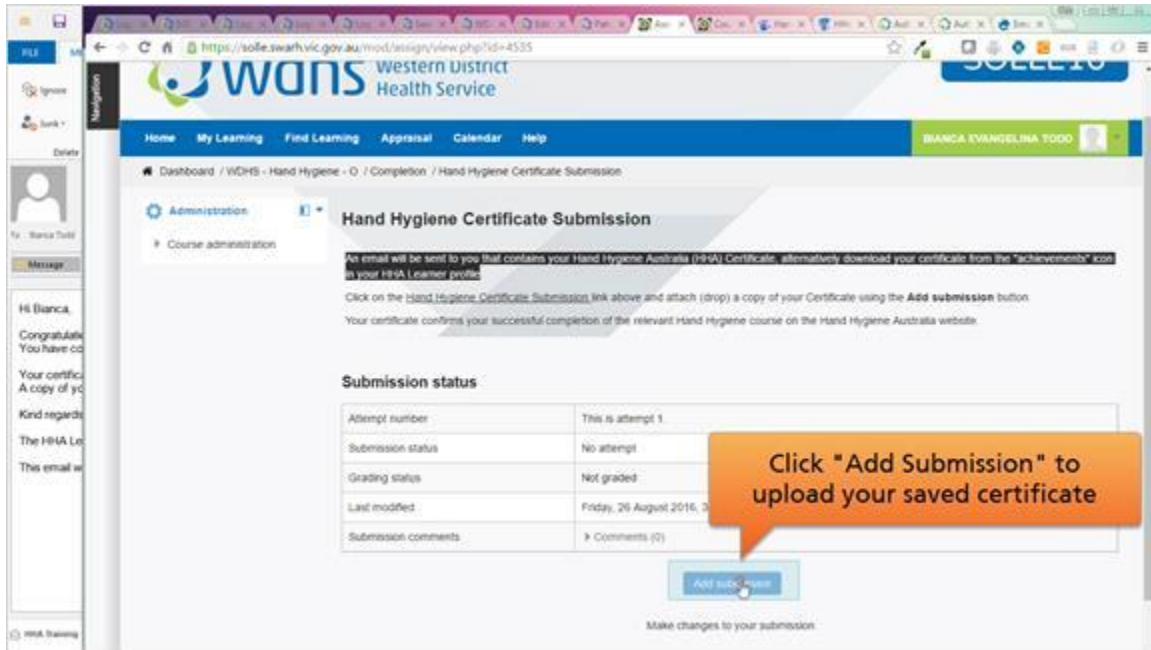
5 Find a location in your computer to store your certificate



6 Scroll the mouse wheel



7 Click Add Submission



Hand Hygiene Certificate Submission

An email will be sent to you that contains your Hand Hygiene Australia (HHA) Certificate, alternatively download your certificate from the "achievements" icon in your HHA Learner profile.

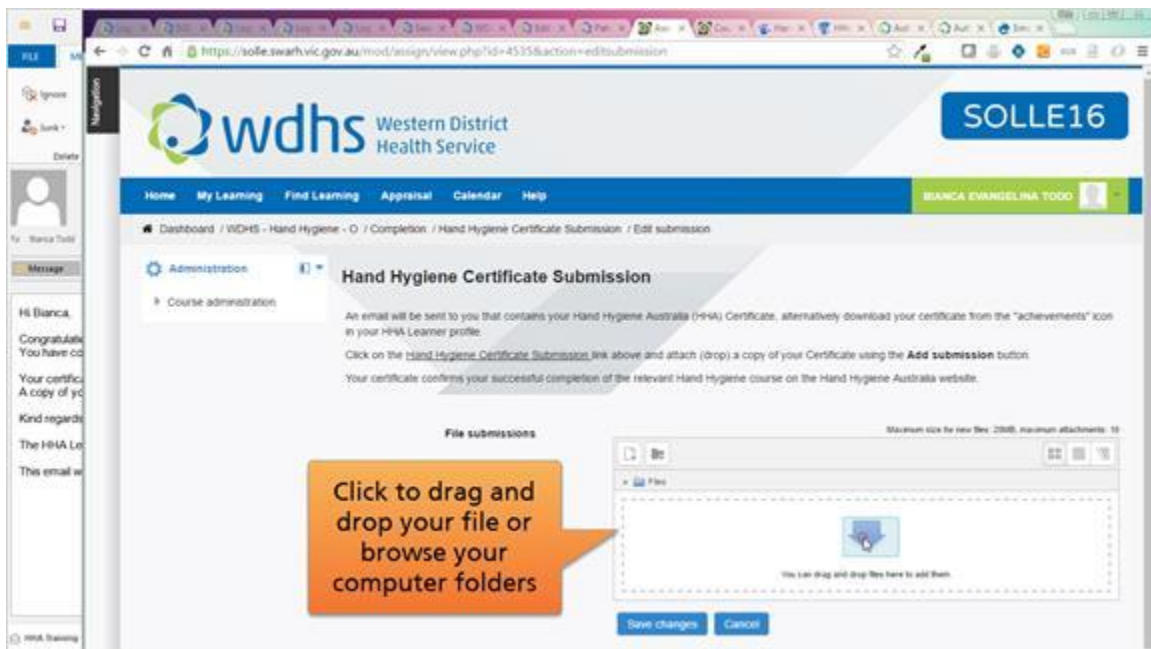
Click on the [Hand Hygiene Certificate Submission](#) link above and attach (drop) a copy of your Certificate using the **Add submission** button. Your certificate confirms your successful completion of the relevant Hand Hygiene course on the Hand Hygiene Australia website.

Submission status	
Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	Friday, 26 August 2016, 3:00 PM
Submission comments	Comments (0)

Add submission

Make changes to your submission

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



Hand Hygiene Certificate Submission

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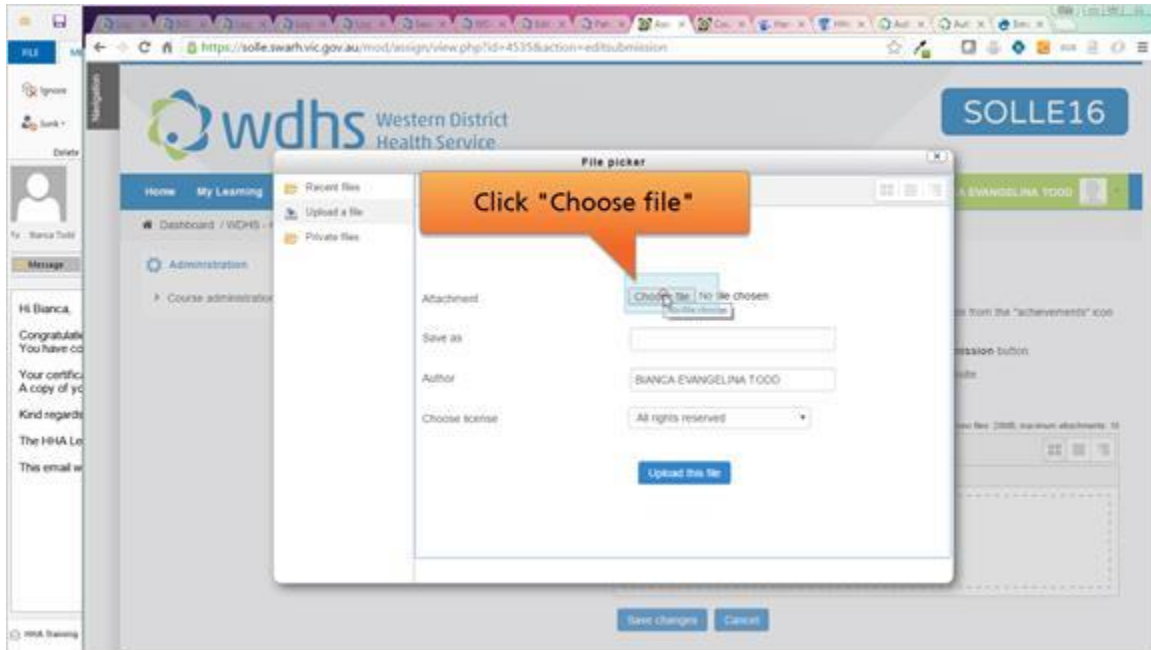
File submissions

Maximum size for your files: 20MB, maximum attachments: 10

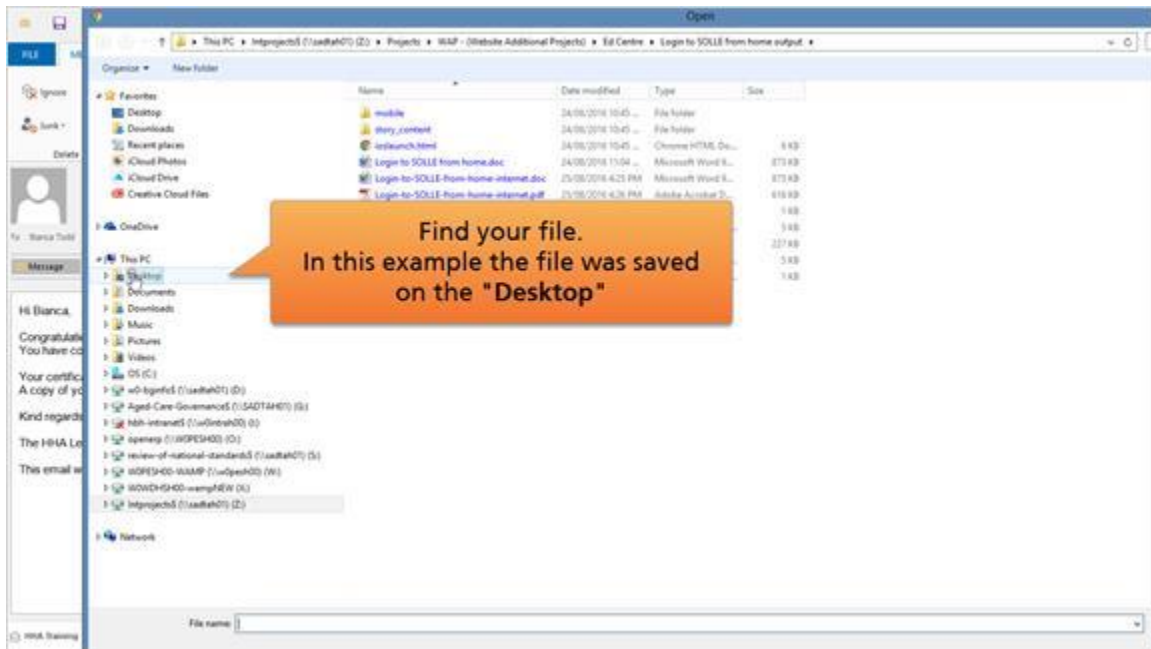
Click to drag and drop your file or browse your computer folders

Save changes **Cancel**

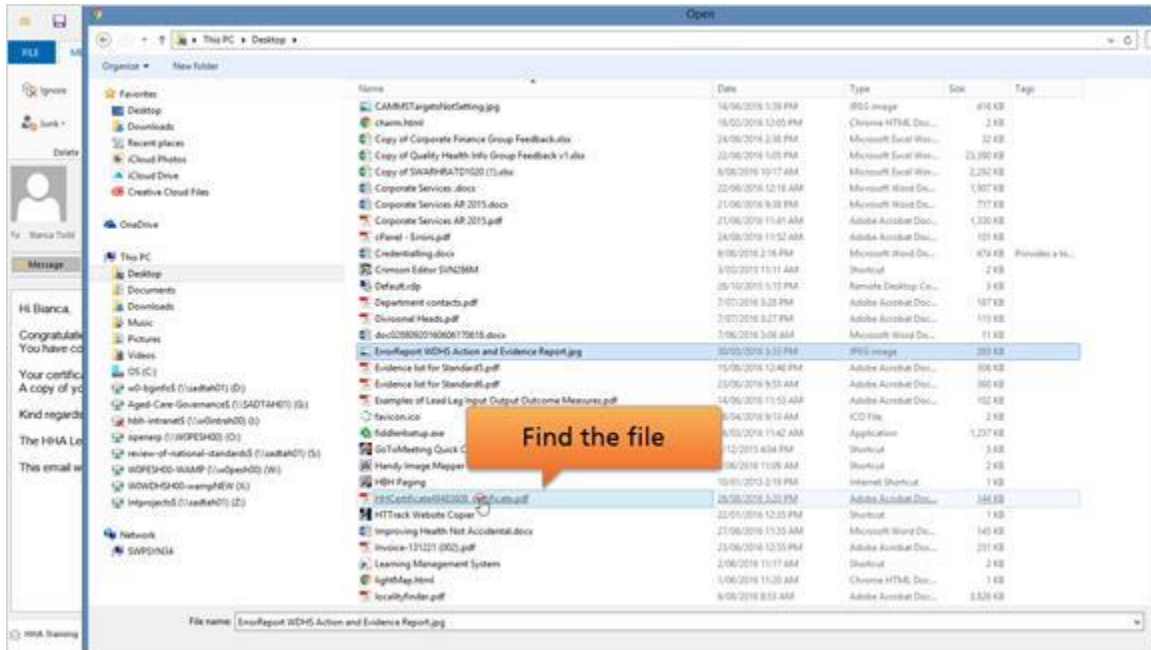
9 Click "Choose file"



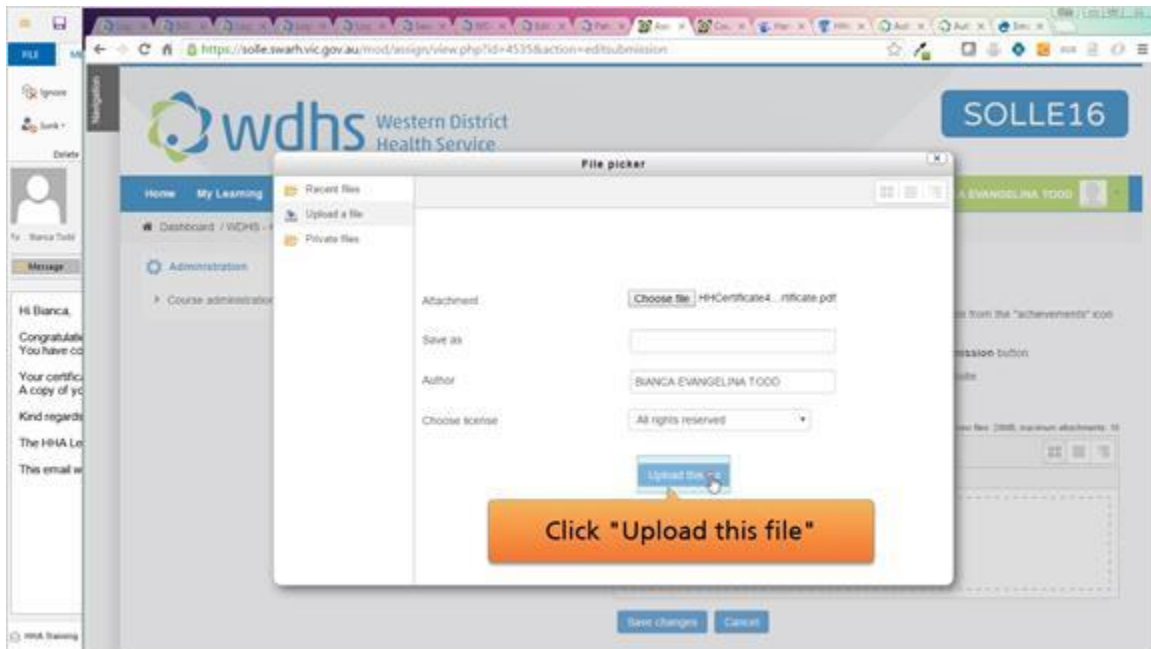
10 Find your file. Hint: where you saved it eg.desktop



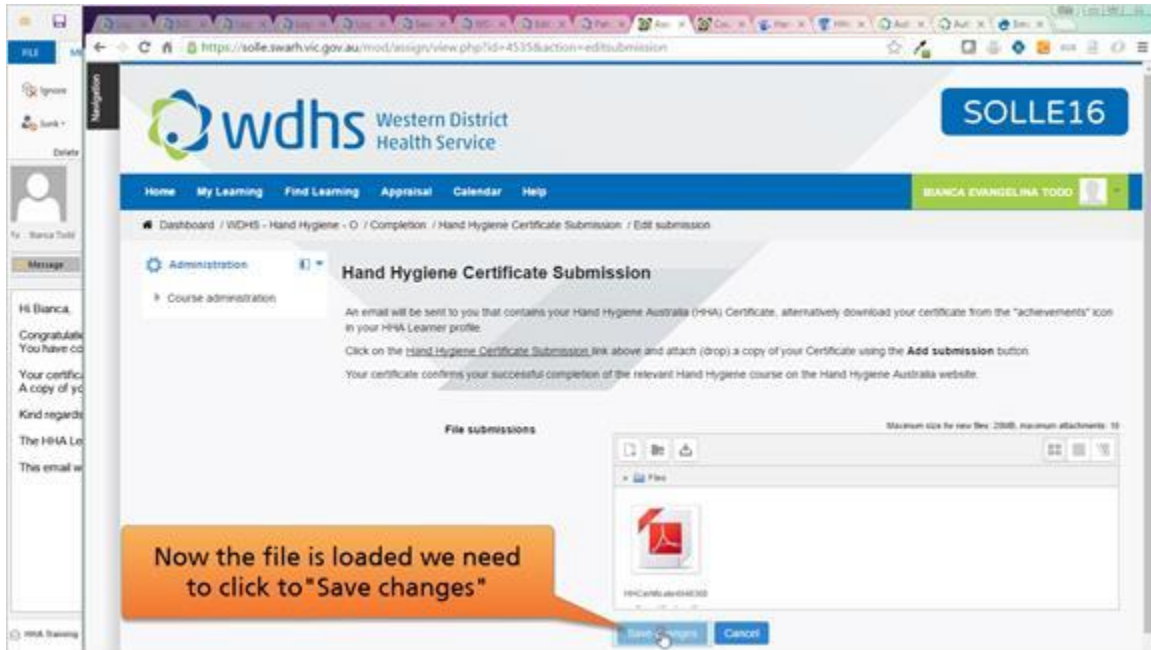
11 Click on your certificate



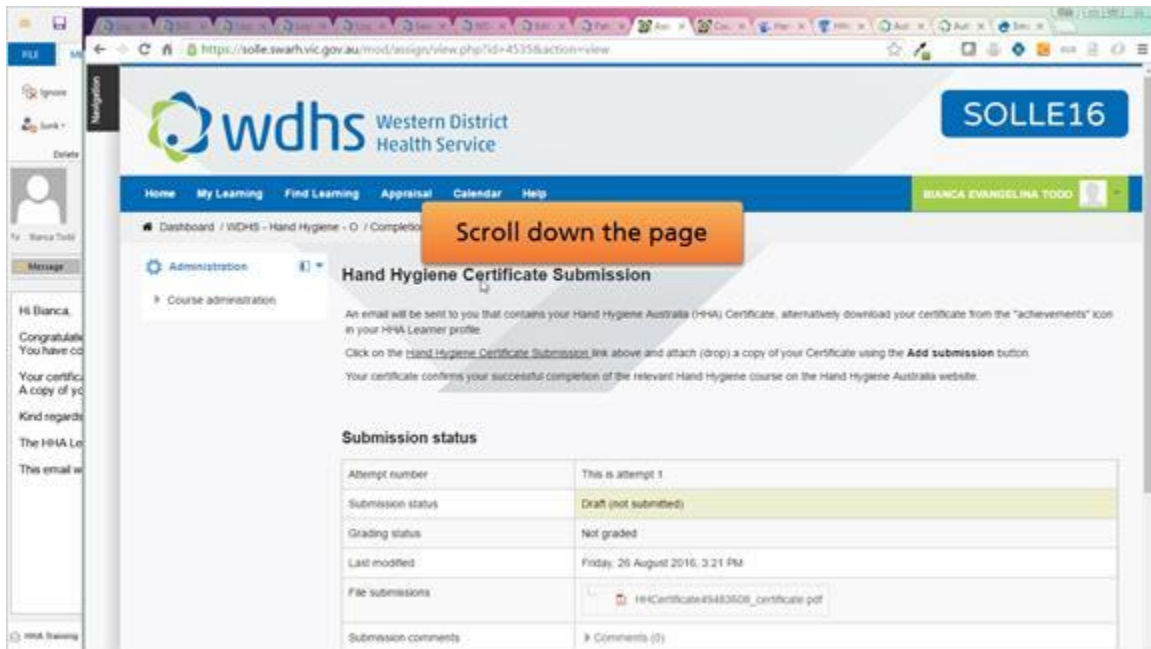
12 Click "Upload this file"



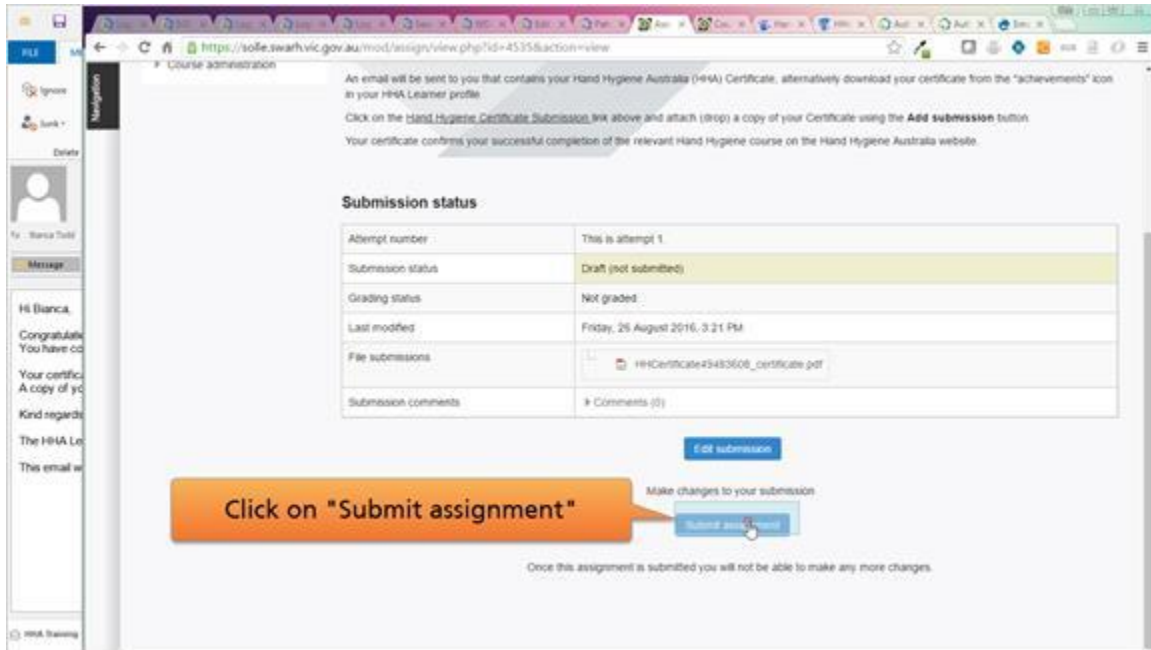
13 Click to save changes



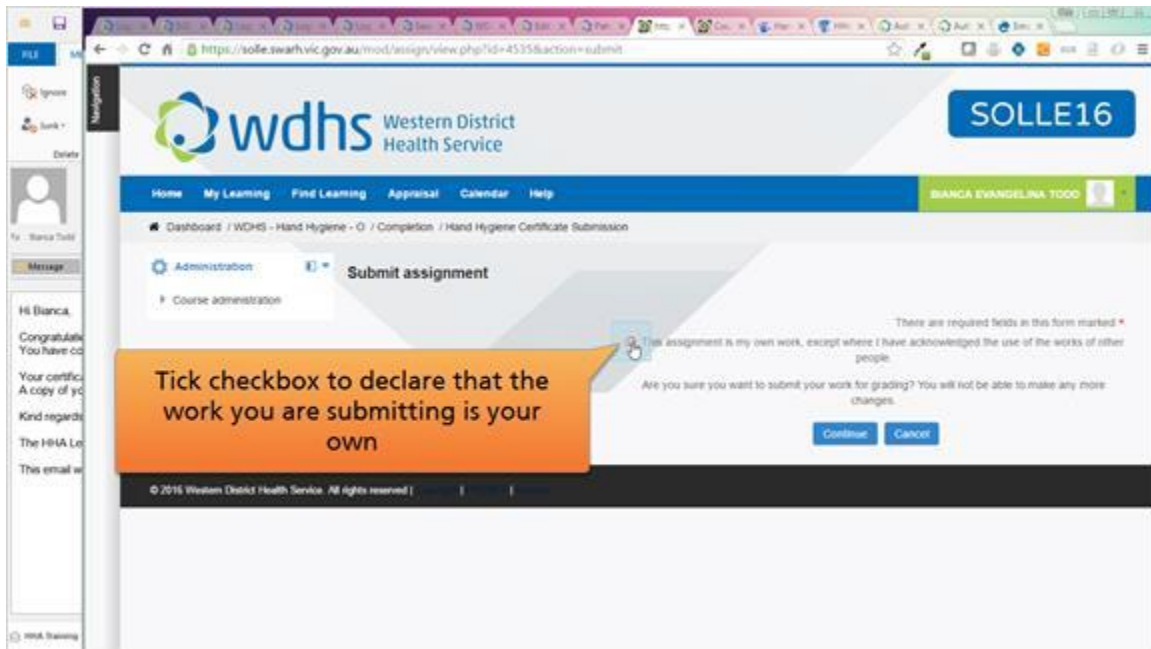
14 Scroll down the page



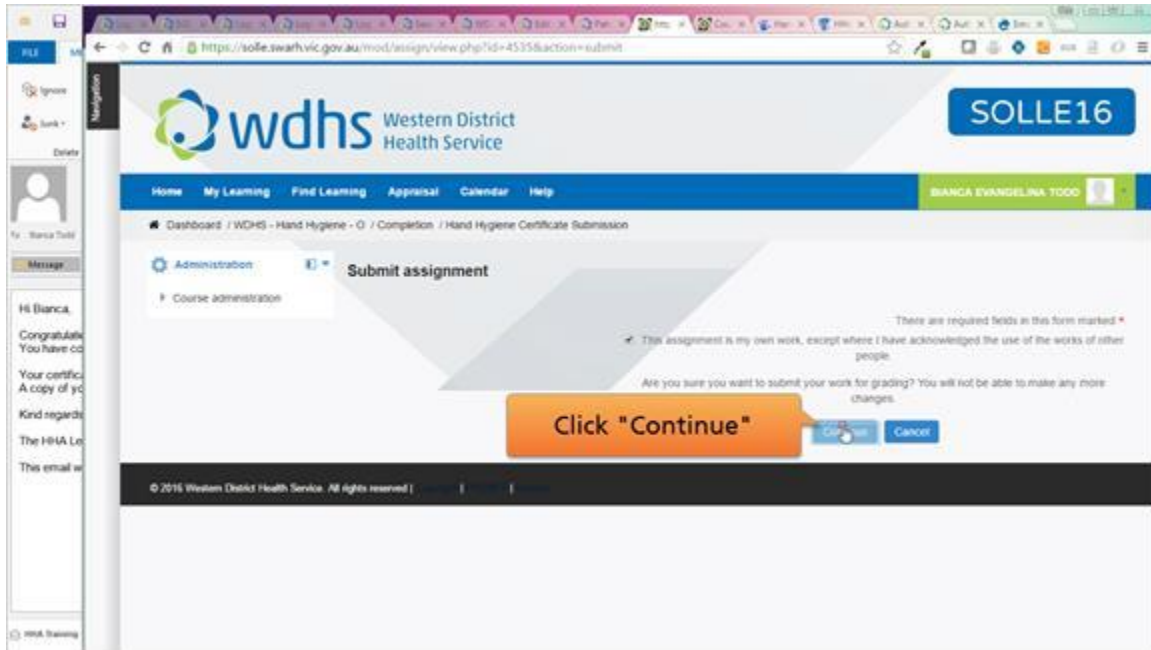
15 Click Submit Assignment



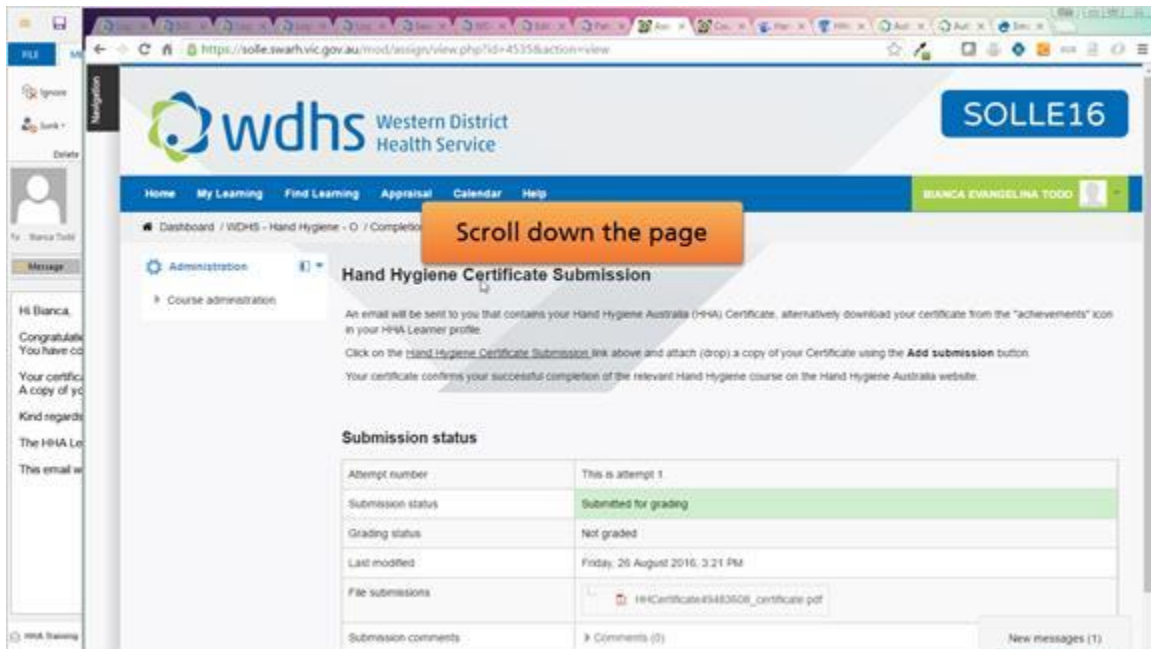
16 Click checkbox to declare the work is your own



17 Click Continue



18 Scroll down the page



19 Your submission will be marked as completed.

