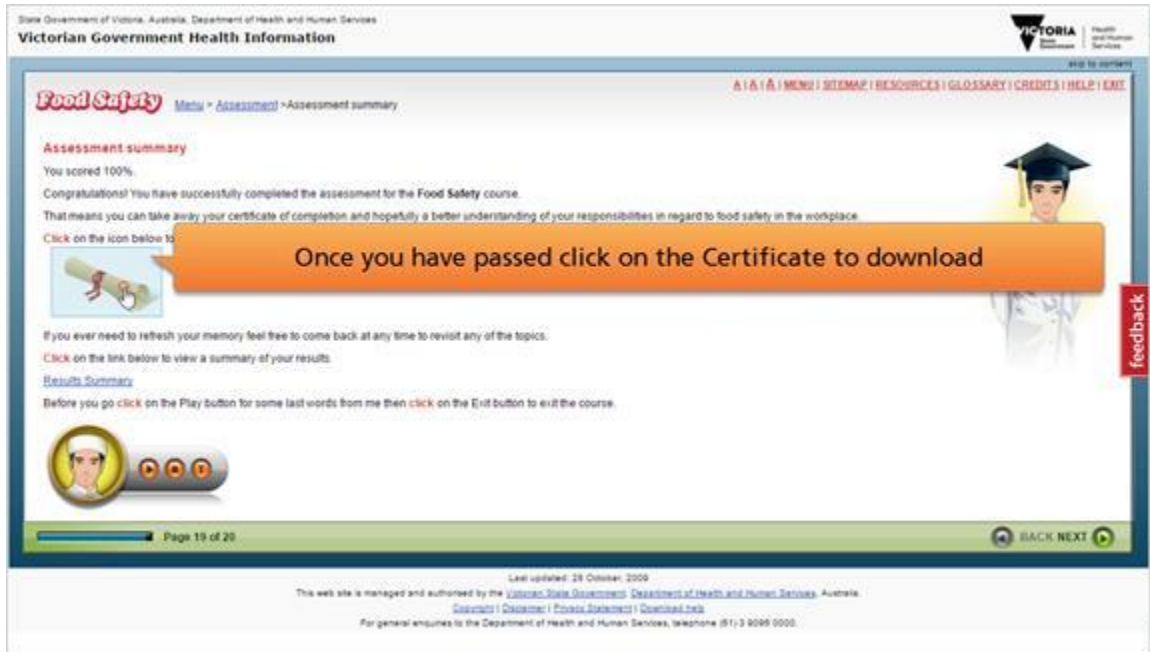
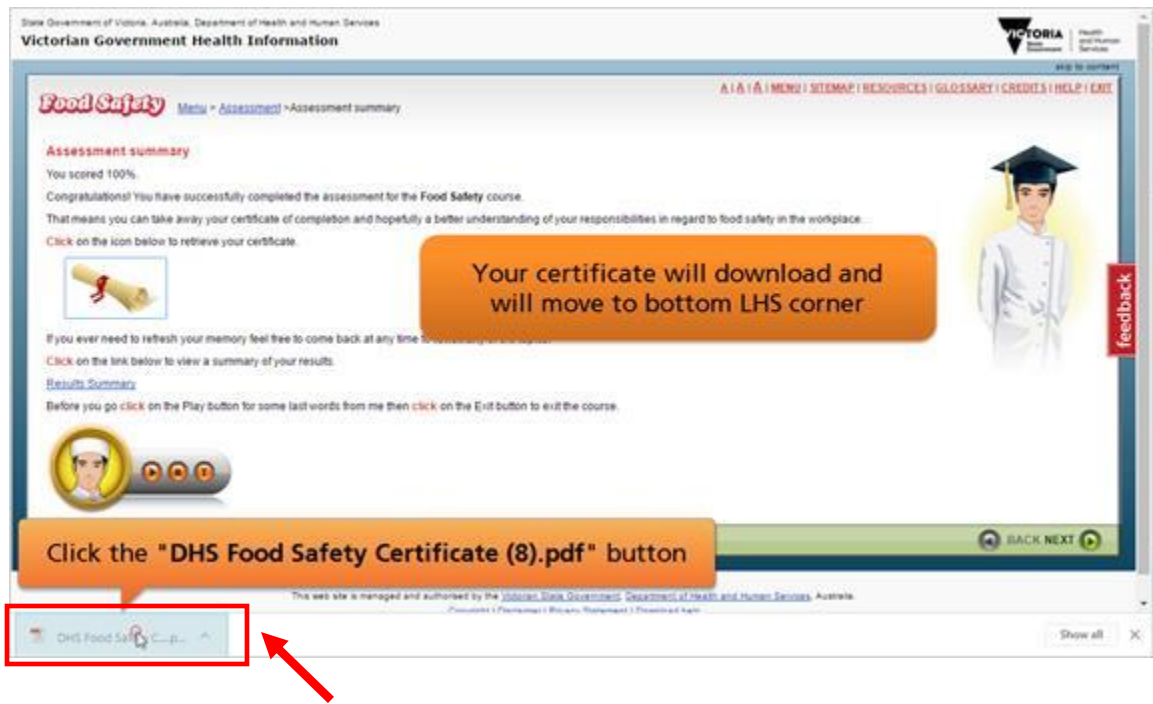


## Food Safety Certificate - Upload a Certificate into SOLLE16

1 Once you have passed the DHS module click on the Certificate to download



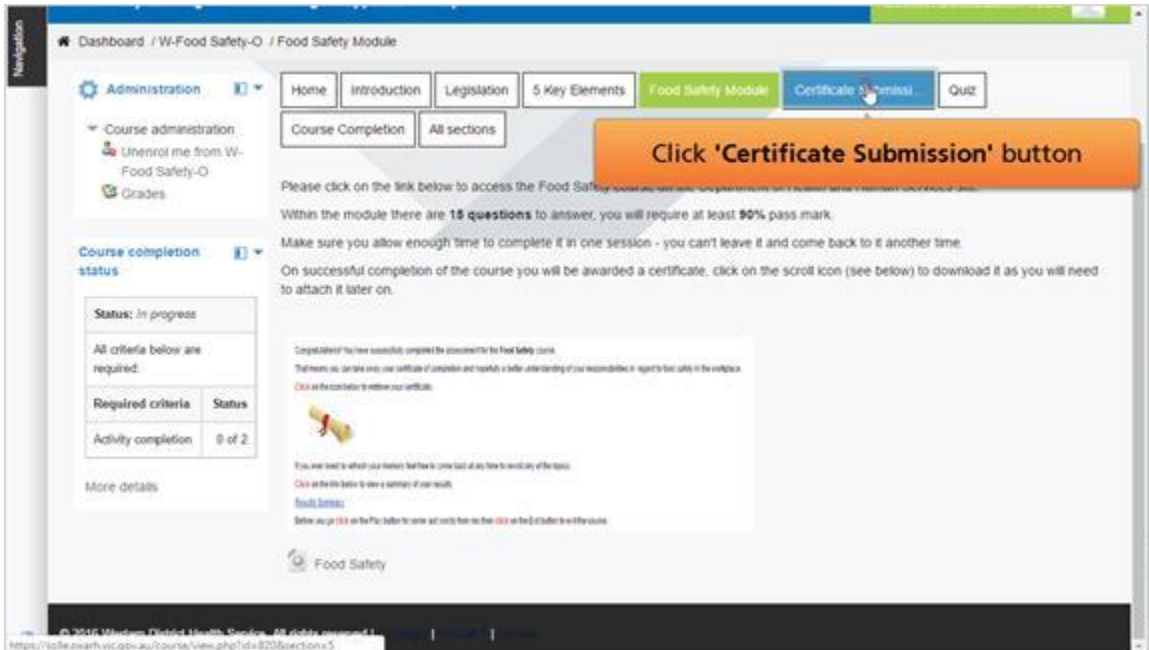
2 Click the DHS Food Safety Certificate.pdf file



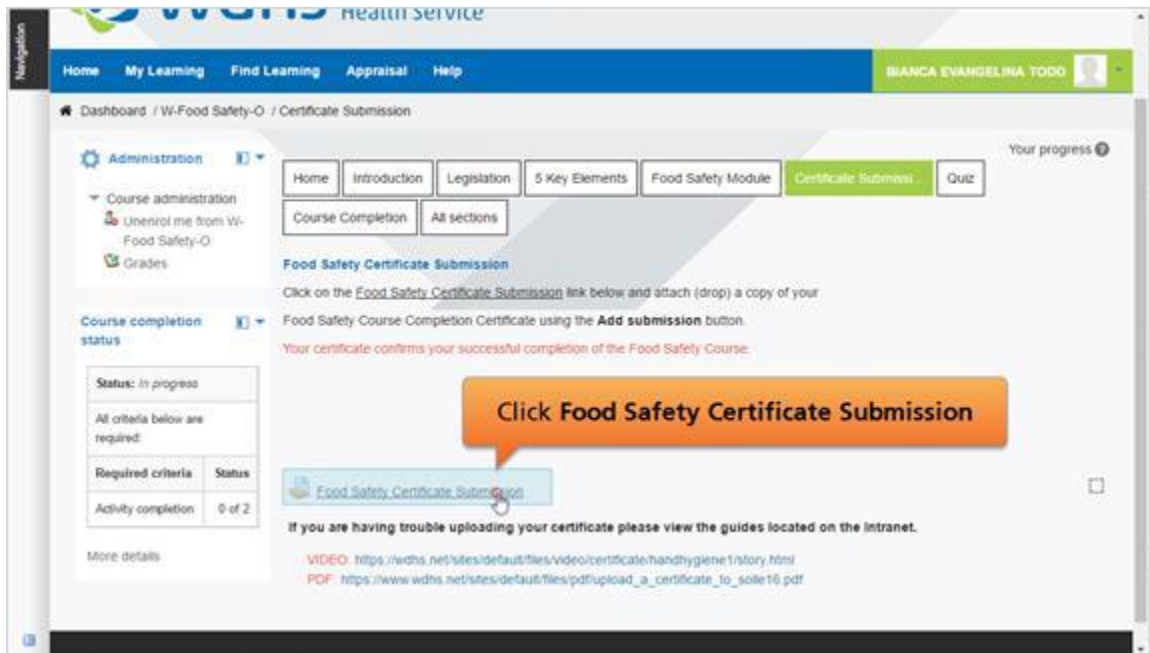
### 3 Certificate will open in your browser



### 4 Go back to SOLLE16 > Food Safety > Click Certificate submission



## 5 Click Food Safety Certificate Submission



Navigation: Home My Learning Find Learning Appraisal Help

BIANCA EVANGELINA TODD

Dashboard / W-Food Safety-O / Certificate Submission

Administration

- Course administration
  - Unenrol me from W-Food Safety-O
  - Grades

Course completion status

Status: In progress

All criteria below are required:

Required criteria	Status
Activity completion	0 of 2

More details

Home Introduction Legislation 5 Key Elements Food Safety Module **Certificate Submission** Quiz

Course Completion All sections

**Food Safety Certificate Submission**

Click on the [Food Safety Certificate Submission](#) link below and attach (drop) a copy of your Food Safety Course Completion Certificate using the **Add submission** button.

Your certificate confirms your successful completion of the Food Safety Course.

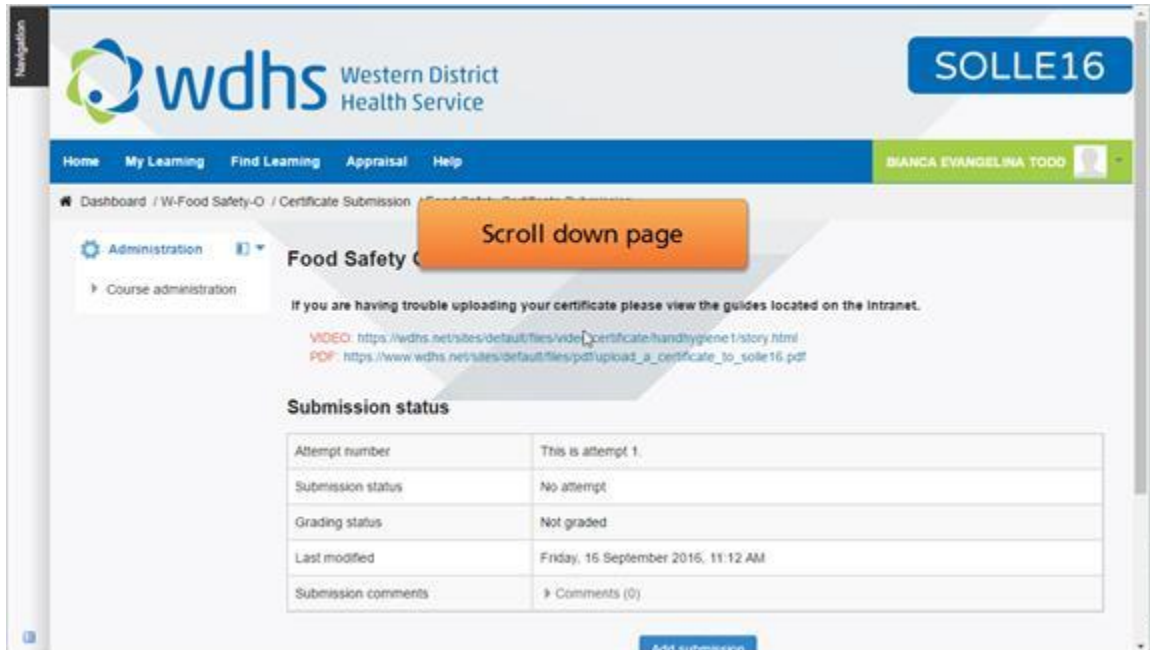
**Click Food Safety Certificate Submission**

[Food Safety 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](https://www.wdhs.net/sites/default/files/pdf/upload_a_certificate_to_solle16.pdf)

## 6 Scroll down page



Navigation: Home My Learning Find Learning Appraisal Help

SOLLE16

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Dashboard / W-Food Safety-O / Certificate Submission

Administration

- Course administration

**Food Safety Certificate Submission**

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

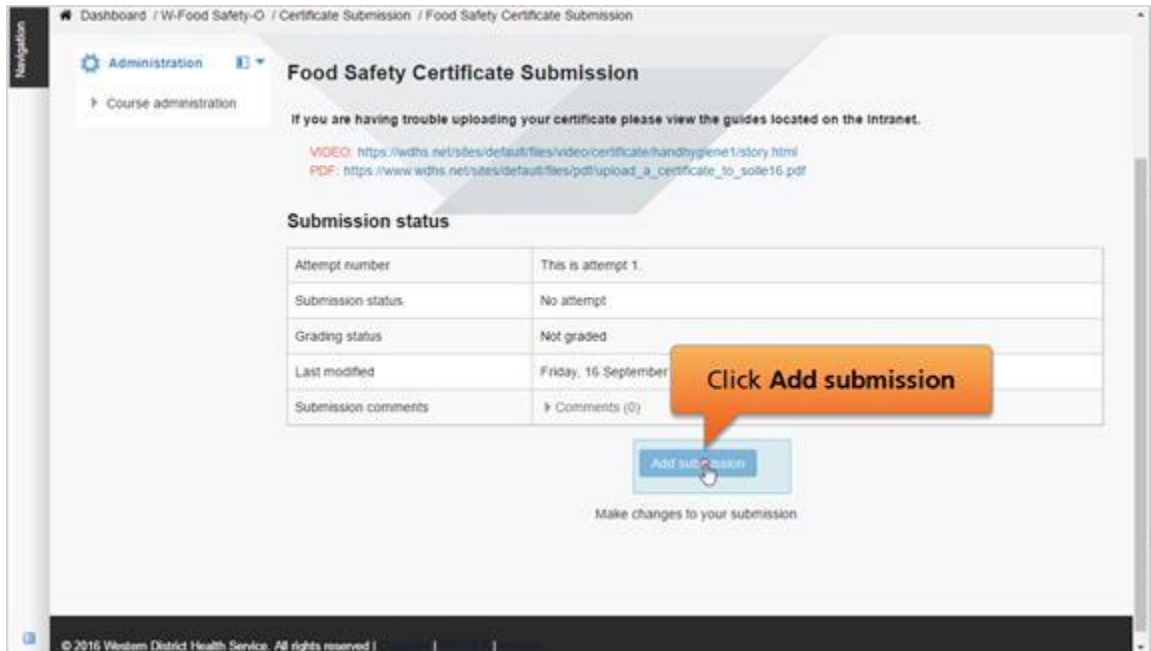
VIDEO: <https://wdhs.net/sites/default/files/video/certificate/handhygiene1/story.html>  
 PDF: [https://www.wdhs.net/sites/default/files/pdf/upload\\_a\\_certificate\\_to\\_solle16.pdf](https://www.wdhs.net/sites/default/files/pdf/upload_a_certificate_to_solle16.pdf)

**Submission status**

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	Friday, 15 September 2016, 11:12 AM
Submission comments	Comments (0)

**Add submission**

## 7 Click Add submission



Dashboard / W-Food Safety-O / Certificate Submission / Food Safety Certificate Submission

Administration Course administration

**Food Safety 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/handygene1/story.html>  
 PDF: [https://www.wdhs.net/sites/default/files/pdf/upload\\_a\\_certificate\\_to\\_solle16.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	Friday, 16 September
Submission comments	Comments (0)

**Click Add submission**

Add submission

Make changes to your submission

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## 8 Click Upload file



wdhs Western District Health Service

Home My Learning Find Learning Appraisal Help

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Dashboard / W-Food Safety-O / Certificate Submission / Food Safety Certificate Submission / Edit submission

Administration Course administration

**Food Safety 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/handygene1/story.html>  
 PDF: [https://www.wdhs.net/sites/default/files/pdf/upload\\_a\\_certificate\\_to\\_solle16.pdf](https://www.wdhs.net/sites/default/files/pdf/upload_a_certificate_to_solle16.pdf)

**File submissions** Maximum size for new files: 20MB, maximum attachments: 10

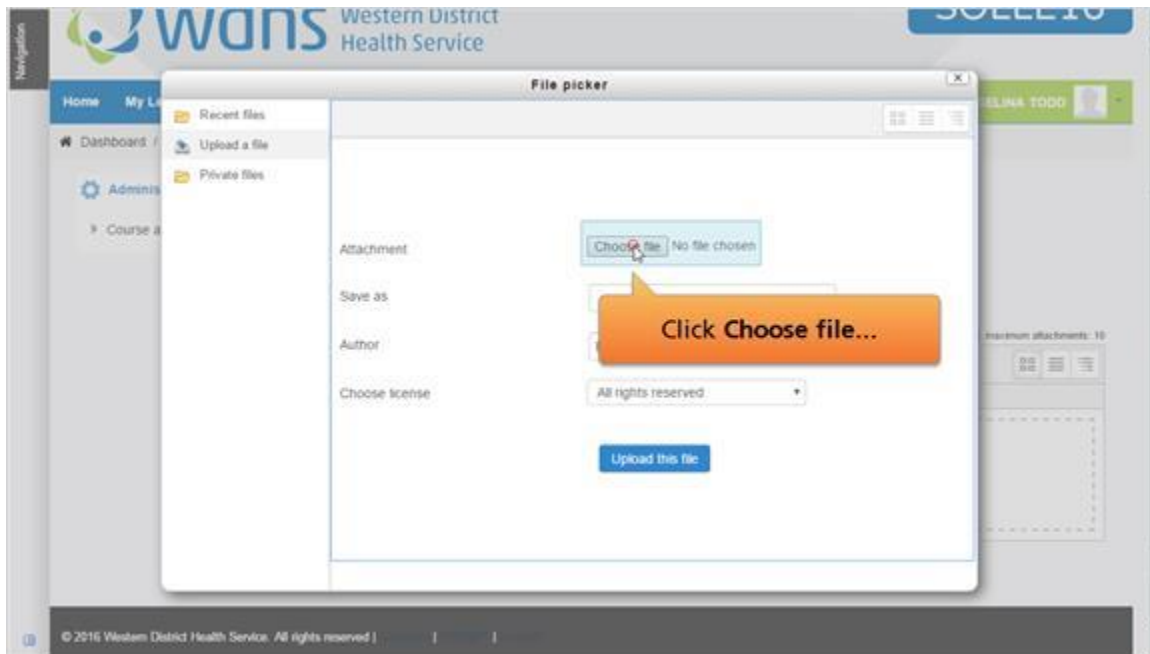
Click to Upload file

You can drag and drop files here to add them.

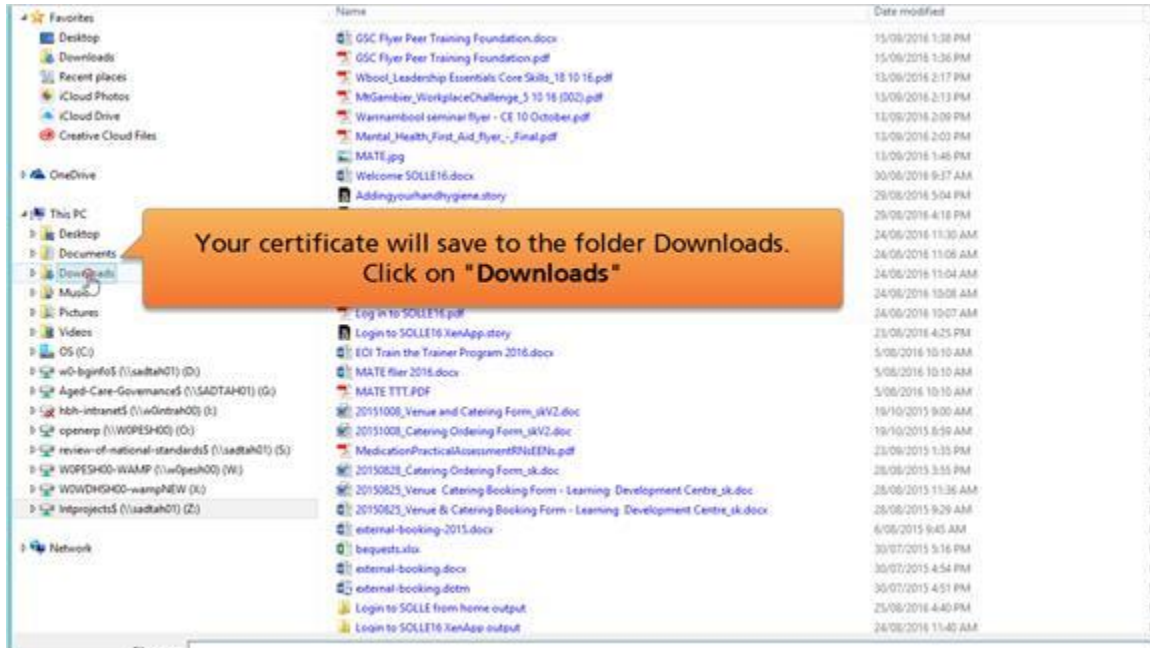
Save changes Cancel

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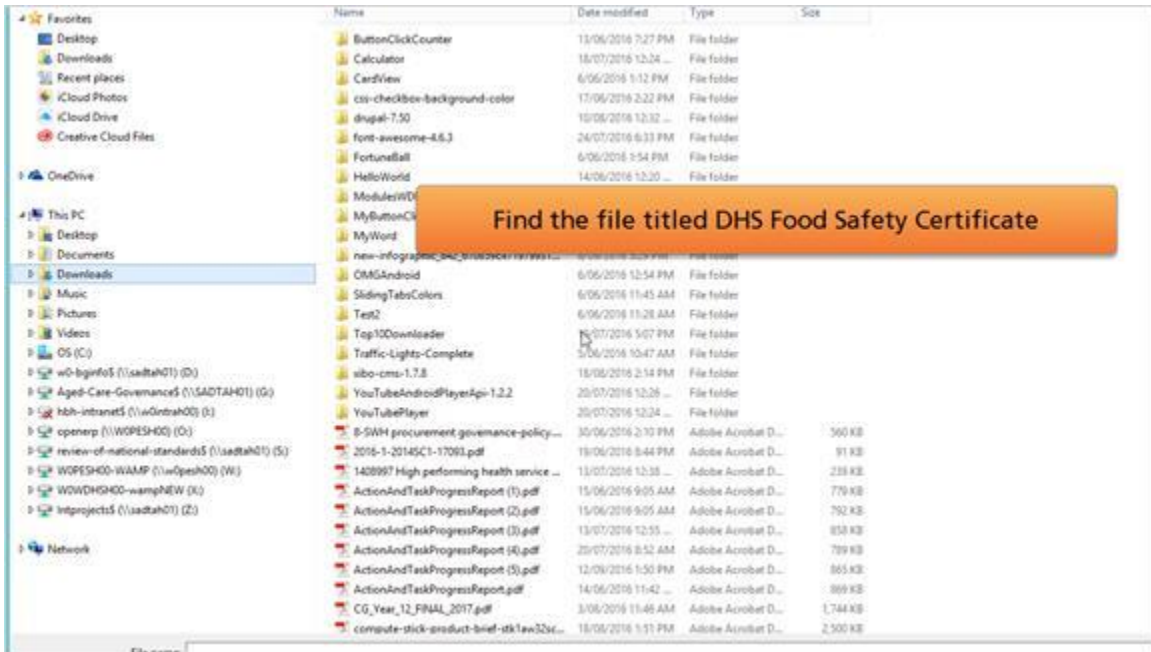
## 9 Click Choose file



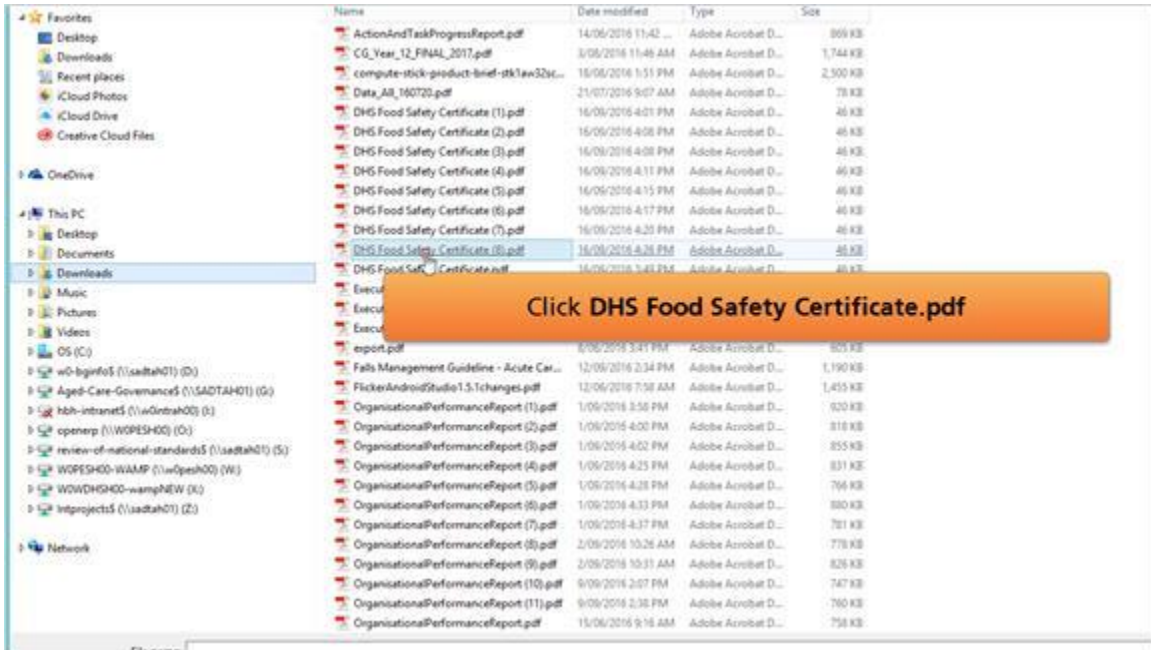
## 10 Click on "Downloads" folder



## 11 Find the file – DHS Food Safety Certificate.pdf



## 12 Click DHS Food Safety Certificate.pdf



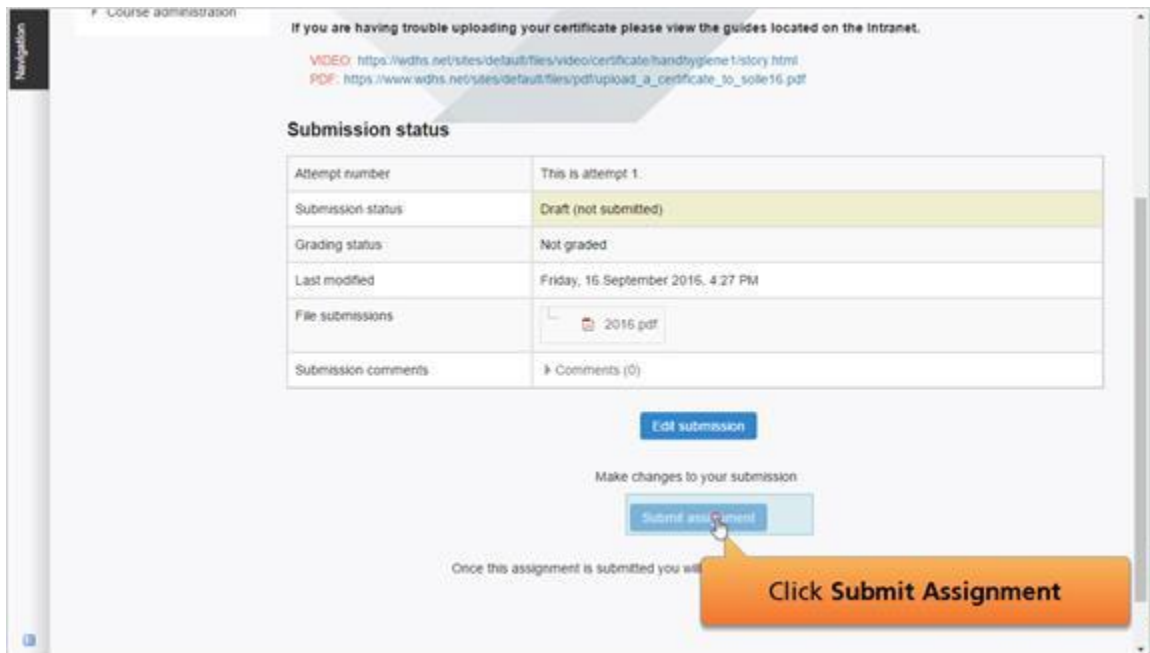
**13 Click Upload the file**



**14 Click "Save changes"**



### 15 Click "Submit Assignment"



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](https://www.wdhs.net/sites/default/files/pdf/upload_a_certificate_to_solle16.pdf)

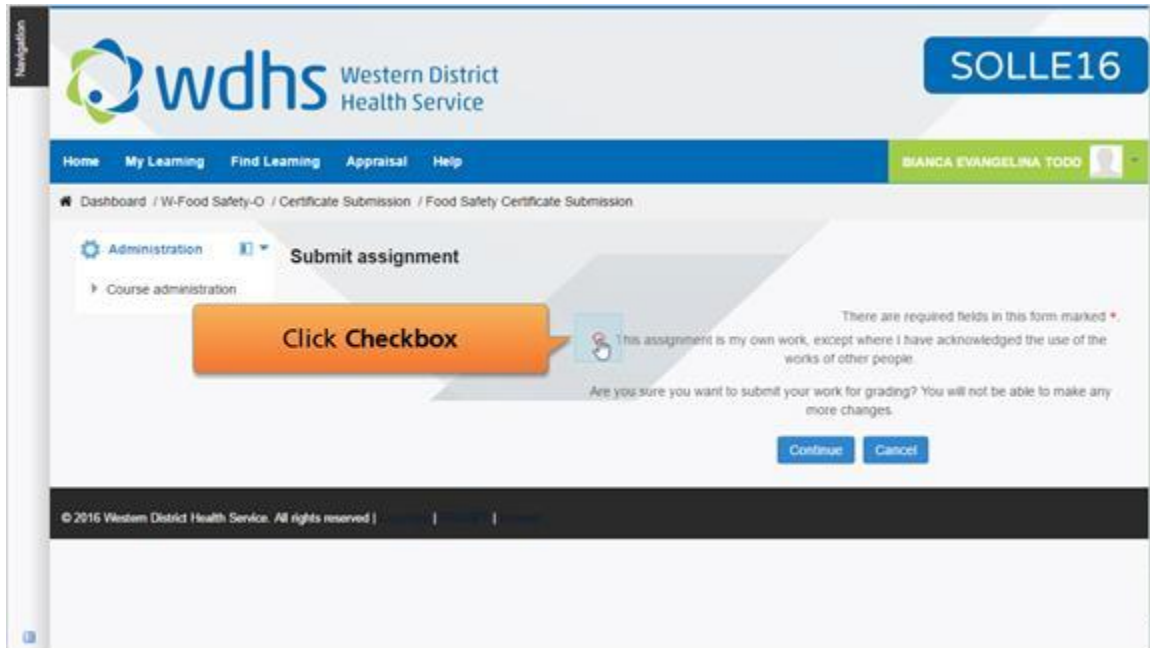
Submission status	
Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Friday, 16 September 2016, 4:27 PM
File submissions	2016.pdf
Submission comments	Comments (0)

[Edit submission](#)  
 Make changes to your submission  
[Submit assignment](#)

Once this assignment is submitted you will

**Click Submit Assignment**

### 16 Click checkbox



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SOLLE16

Home My Learning Find Learning Appraisal Help

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Dashboard / W-Food Safety-O / Certificate Submission / Food Safety Certificate Submission

Administration Submit assignment

Course administration

**Click Checkbox**

There are required fields in this form marked \*

This assignment is my own work, except where I have acknowledged the use of the works of other people.

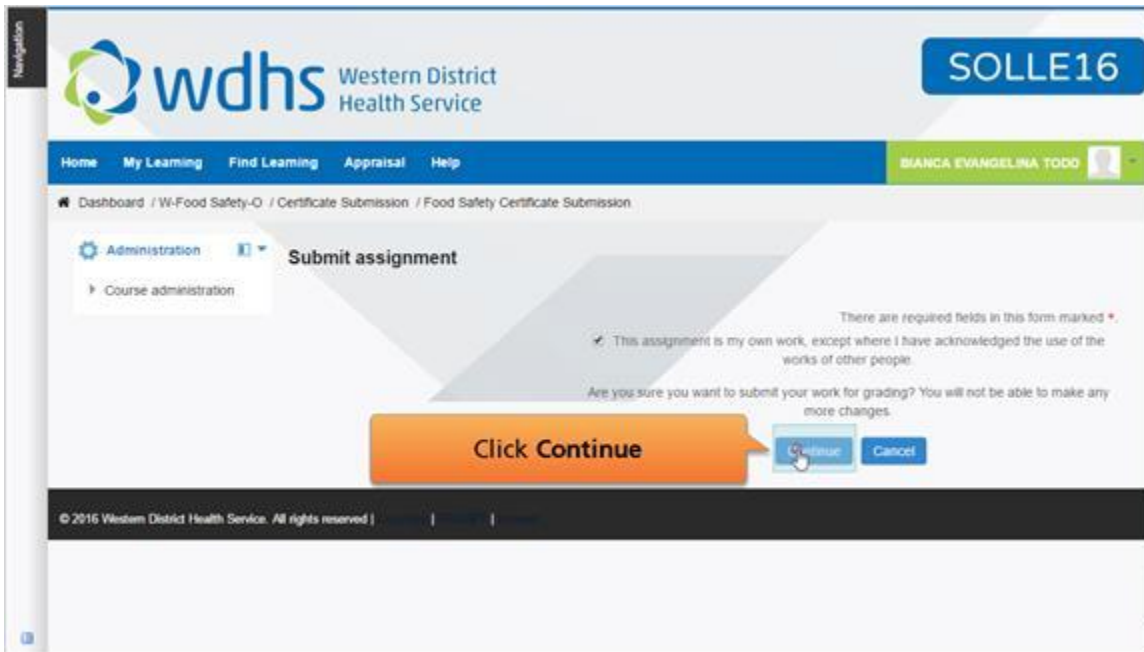
Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue](#) [Cancel](#)

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**17 Click "Continue"**



**18 Activity status box show 1/2 completed. Complete the Quiz - 100%**



**19 Back to Intranet**

