

Safeguarding Adults Designated Officer Training

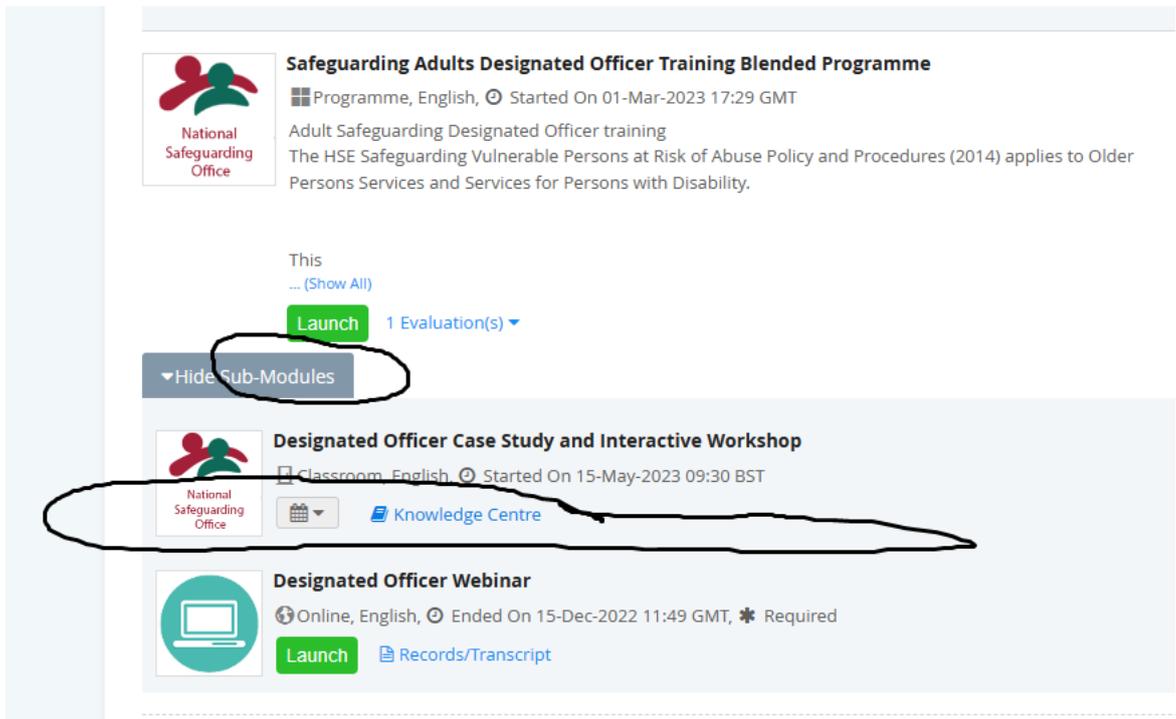
Deskwork upload guide

To upload your case scenario deskwork

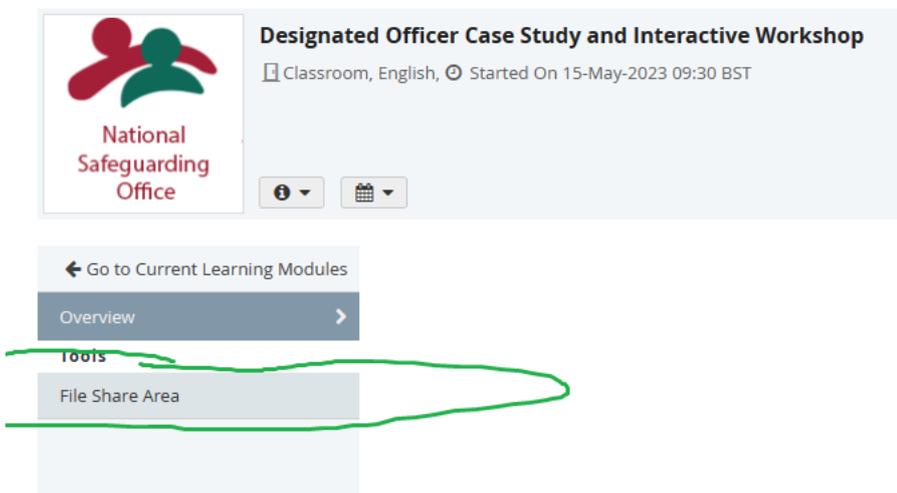
Login into HSeLanD and launch the designated officer programme

- show sub modules

under the *designated officer case study & workshop session* , click on *knowledge centre*



within knowledge centre click on **file share**



Click on **choose a file**, select file & click green **upload** button

The screenshot shows a user interface for a course titled "Designated Officer Case Study and Interactive Workshop". The course is in a Classroom, English, and started on 15-May-2023 09:30 BST. The National Safeguarding Office logo is visible in the top left. The main content area is titled "File Share Area" and contains two sections: "Submitted Homework" and "Marked/Reviewed Homework". Both sections show "There are no files for this course". Below these sections is an "Upload Files" form. The form has three dropdown menus: "File Type" (set to "Submitted Homework"), "Select instructor" (set to "No specific target user"), and "Select participant" (set to "No specific target user"). Below the dropdowns is a "File Location" section with a blue link "Choose a file" circled in purple. Below that is a "Brief Description" text input field. To the right of the text input field is a green "Upload" button, also circled in purple.

Your uploaded document will be seen on the file area. Note once the document is downloaded by NSO Administration it will be deleted from the file share area.