

# Packaged Content (SCORM)

## Job Aid



*Agency Admin*  
*Local Admin*

### Purpose

This guide provides instructions on how to upload SCORM files as packaged content. For details on SCORM and AICC files, please refer to the [Course Overview Glossary](#). You are able to upload Packaged Content by uploading from your computer or by uploading it from your Workday Drive.

### Audience

Agency Admin, Local Admin

### Workday Drive: Adding Packaged Content

1. On the **Workday Homepage**, select the **Global Search bar**.



- 2.
3. Enter **View Drive** in the **Global Search bar**.

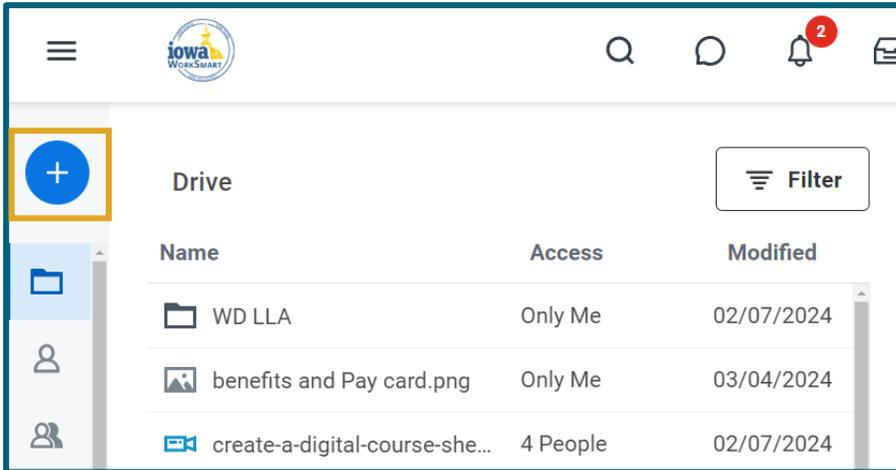


5. Select the **View Drive** report.



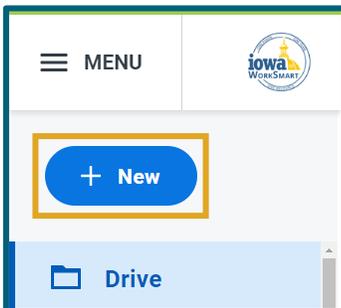
- 6.

7. Select the **plus sign icon**.



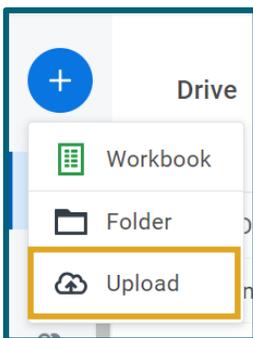
8.

9. **Note:** Depending on the size of your screen, New might display instead of the plus sign icon.



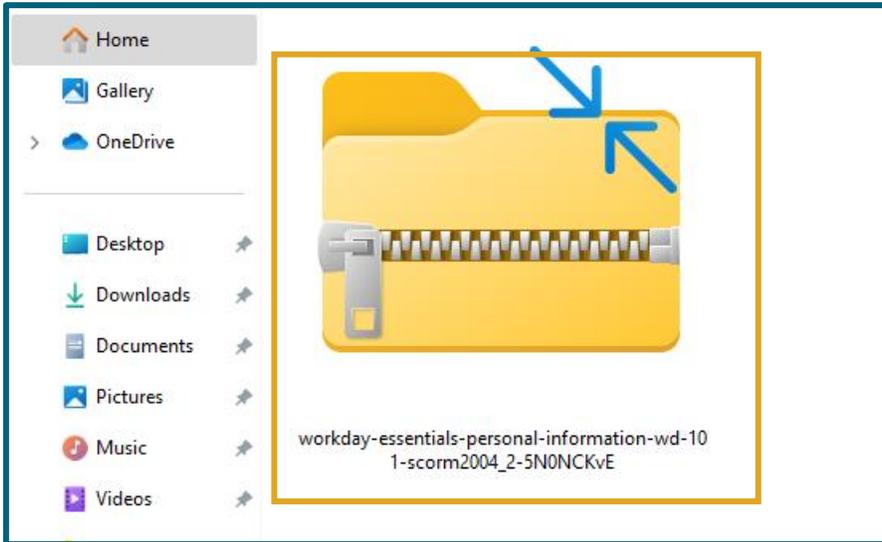
10.

11. Select **Upload**.



12.

13. Choose a **.zip file of SCORM content**.



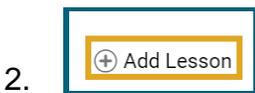
14.

## Adding Packaged Content to a Lesson

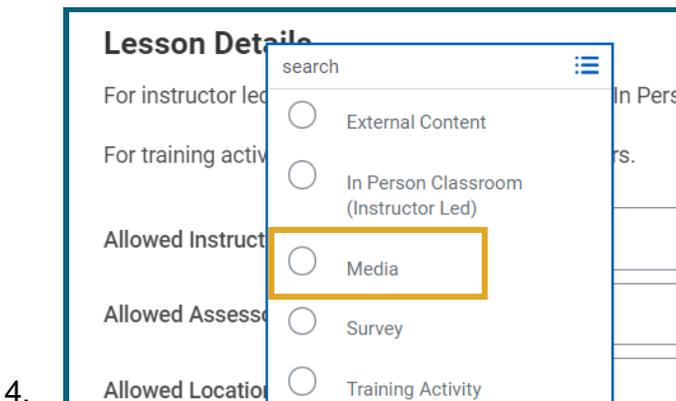
Packages content can be added two ways:

- **Create Course:** Select Adding Lessons from the [Create and Manage Courses Job Aid](#) for more details.
- **Edit Course:** Select the Edit a Course from the [Create and Manage Courses Job Aid](#) for more details.

1. Select **Add Lesson**.



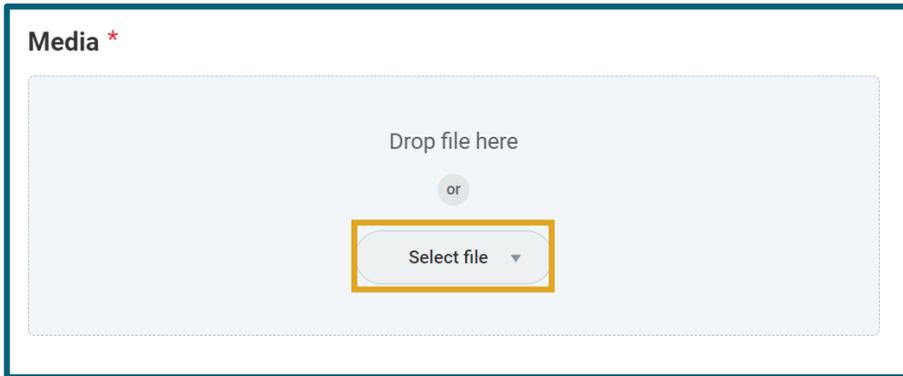
3. Select **Media**.



4.

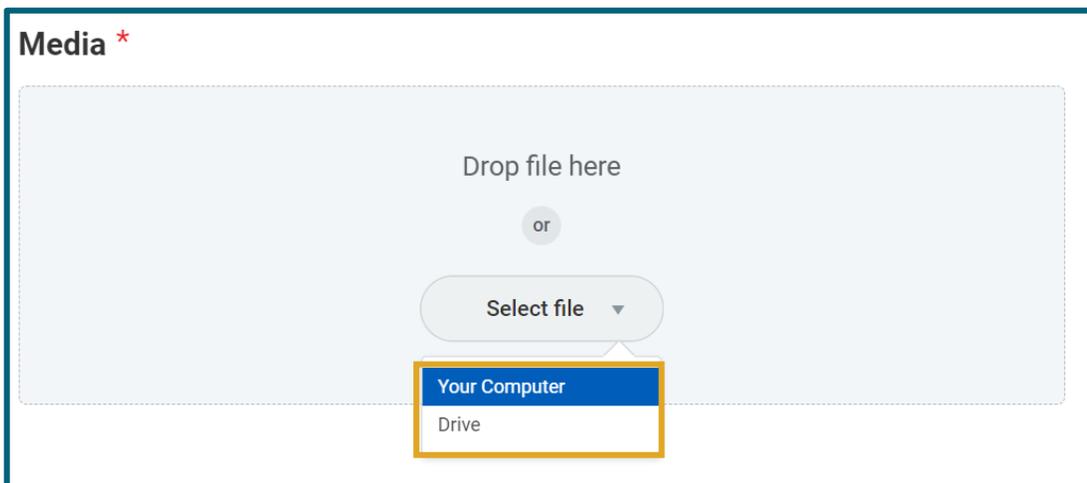
5. **Note:** This screenshot is from a Blended Course, Media is also a lesson available within a Digital Course as well.

6. Under **Media**, choose **Select Files**.



7.

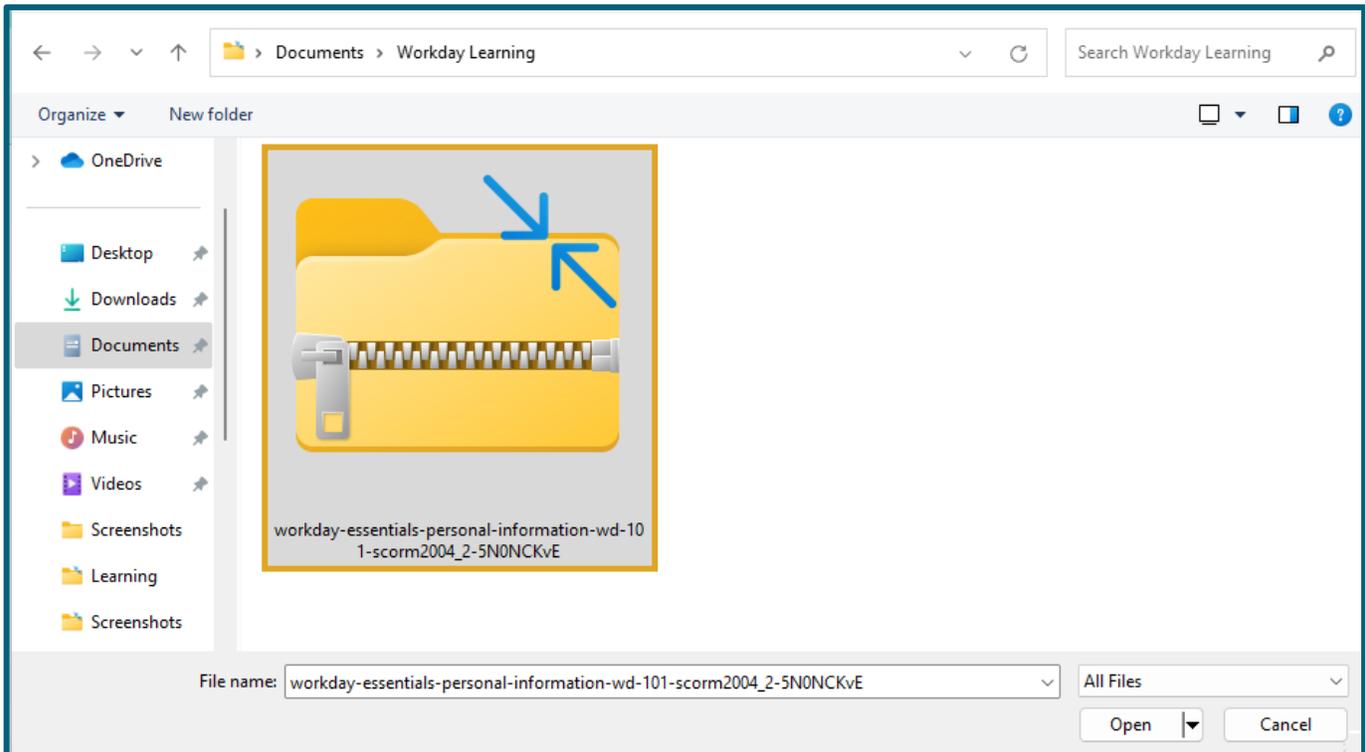
8. Select **Drive** or **Your Computer**.



9.

10. **Your Computer:**

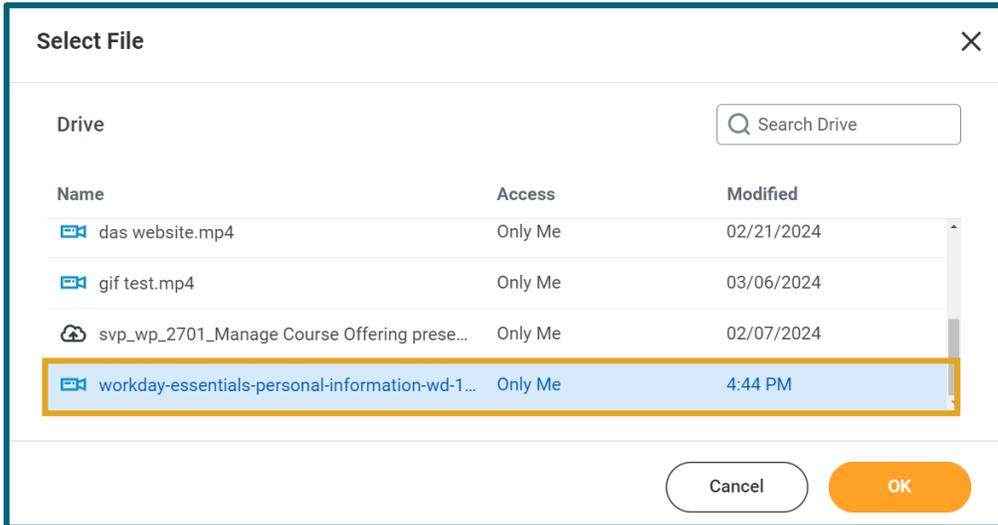
- a. Locate and select the **course .zip file**.
- b. Select **Open**.



C.

11. Drive:

- a. **Locate** and **select** the **course .zip file**.
- b. Select **Ok**.



c.

12. After your content has been added, select **Submit**.



