

## How to Add a SCORM Package to a Course Shell

To create your own courses on the WLC, you'll need to email [learning@wellsky.com](mailto:learning@wellsky.com) and ask them to release however many course shells you need to build your own courses. The support desk will reply letting you know when the shells have been created and their titles.

In this handout, we'll cover how to add a file, URL, SCORM package, and quiz to a course shell. You don't have to add all these items to your course. This handout concentrates on these items because these are the item types we've seen most frequently used.

- 1) Click *Add an activity or resource*.
- 2) Click the *SCORM package* tile.
- 3) Give your file a name.
- 4) Give your file a brief description.
- 5) Drag and drop your zipped SCORM file into the upload box.
- 6) Under the *Activity completion* section, change the *Completion tracking* field to *Show activity as complete when conditions are met*.
- 7) Click the checkbox next to *Student must view this activity to complete it*.
- 8) Click the checkbox next to the option *Student must receive a grade to complete this activity*.
- 9) In the *Require status*, make sure *Passed*, *Completed*, and *Require all scos to return completion status are selected*.
- 10) Click the option to *Save and return to course*.
- 11) If this is the only item you want to add to your course, click the button to *Turn editing off*.
- 12) You are now ready to enroll your users.

The next few pages show the above instructions along with screenshots showing where to click in each step.

## How to Add a SCORM Package to a Course Shell (Screenshot Instructions)

- 1) Click *Add an activity or resource*.

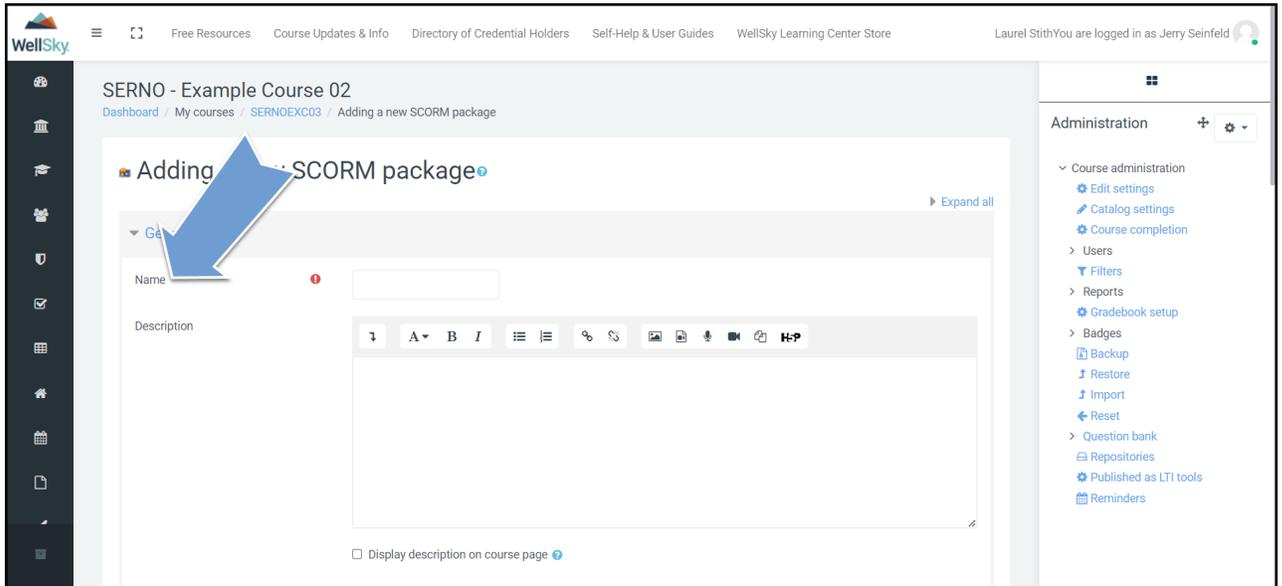
The screenshot displays the WellSky course shell configuration interface. The top navigation bar includes the WellSky logo, a menu icon, and links for Free Resources, Course Updates & Info, Directory of Credential Holders, Self-Help & User Guides, and WellSky Learning Center Store. The user is logged in as Jerry Seinfeld. The main content area is divided into sections: Appearance, Common module settings, Restrict access, Activity completion, Tags, and Competencies. The 'Activity completion' section is expanded, showing options for Completion tracking (set to 'Show activity as complete when conditions are met'), Require view (unchecked), and Expect completed on (set to 18, January, 2024, 15, 18, with an 'Enable' checkbox). A blue arrow points from the 'Competencies' section to the 'Save and return to course' button. The bottom of the form indicates 'There are required fields in this form marked \*'. The right sidebar contains an 'Administration' menu with options like Course administration, Edit settings, Catalog settings, Course completion, Users, Reports, Gradebook setup, Badges, Backup, Restore, Import, Reset, Question bank, Repositories, Published as LTI tools, and Reminders.

2) Click the *SCORM package* tile.

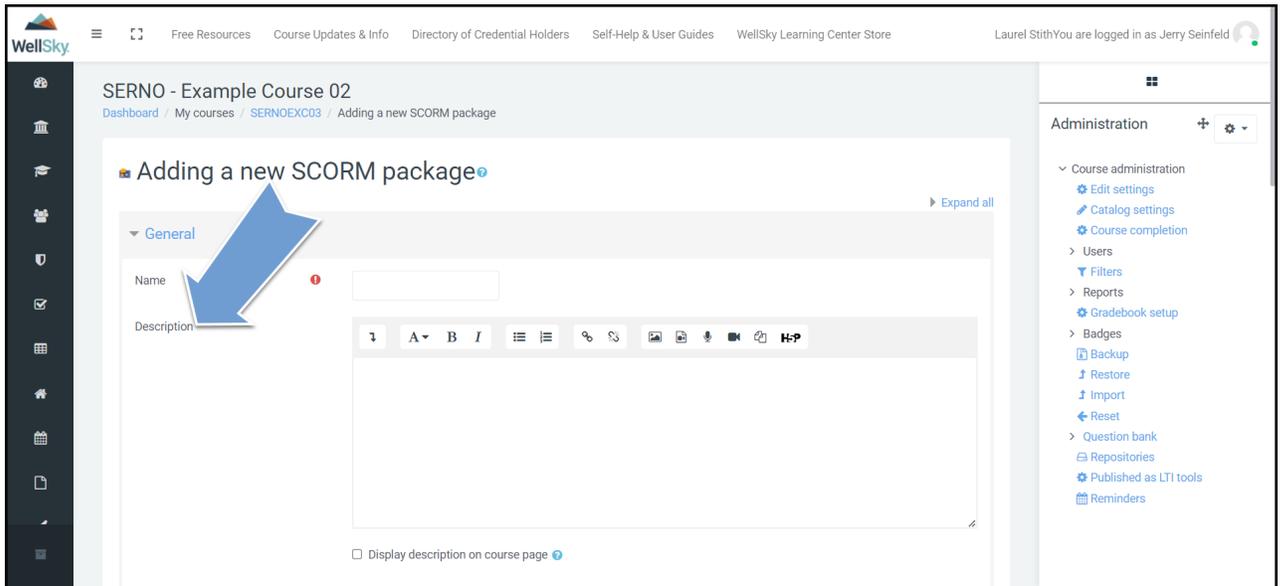
The screenshot shows a window titled "Add an activity or resource" with a search bar at the top. Below the search bar are tabs for "Starred", "All", "Activities", and "Resources". The main area is a grid of activity tiles. Each tile contains an icon, a label, and a star icon. A large blue arrow points to the "SCORM package" tile, which is located in the fourth row, third column. The "SCORM package" tile has a star icon and an information icon. Other tiles include Assignment, Book, Certificate, Chat, Choice, Database, Edwiser Form, External tool, Feedback, File, Folder, Forum, Glossary, IMS content package, Label, Lesson, Page, Questionnaire, Quiz, Survey, URL, Wiki, and Workshop.

Starred	All	Activities	Resources		
Assignment	Book	Certificate	Chat	Choice	Database
Edwiser Form	External tool	Feedback	File	Folder	Forum
Glossary	IMS content package	Label	Lesson	Page	Quiz
Questionnaire	SCORM package	Survey	URL	Wiki	Workshop

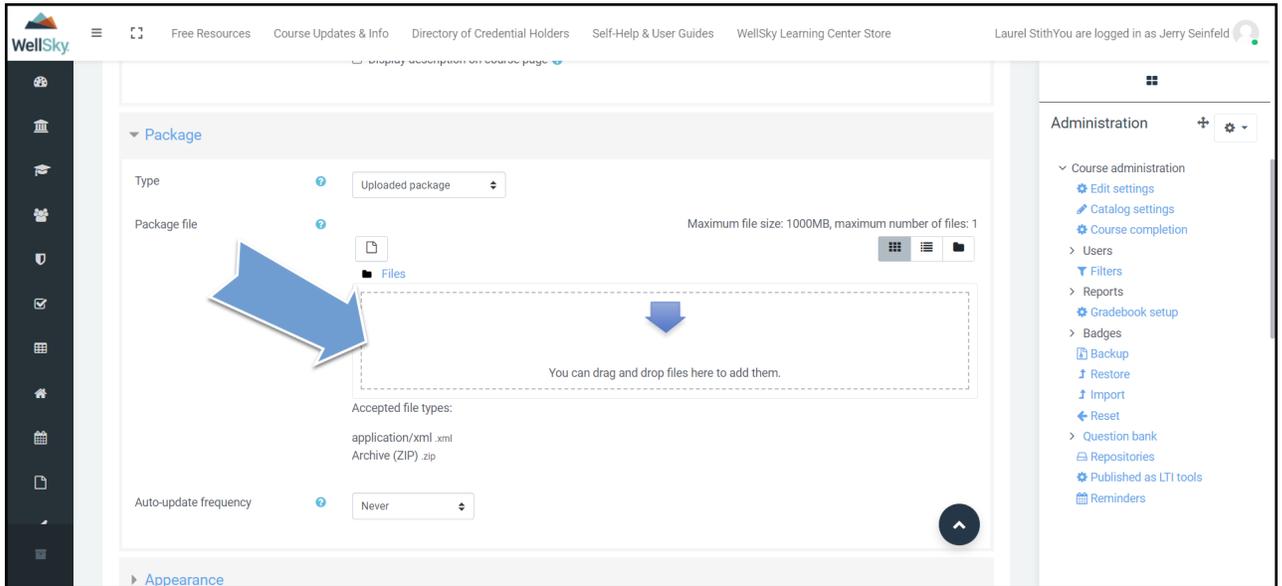
3) Give your file a name.



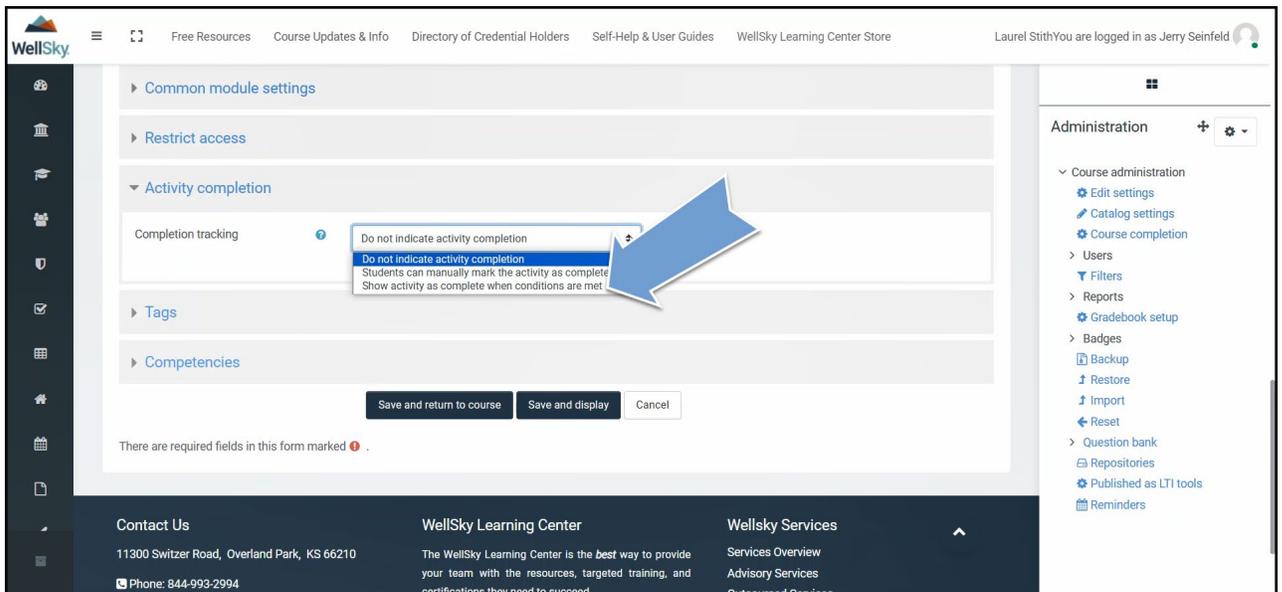
4) Give your file a brief description.



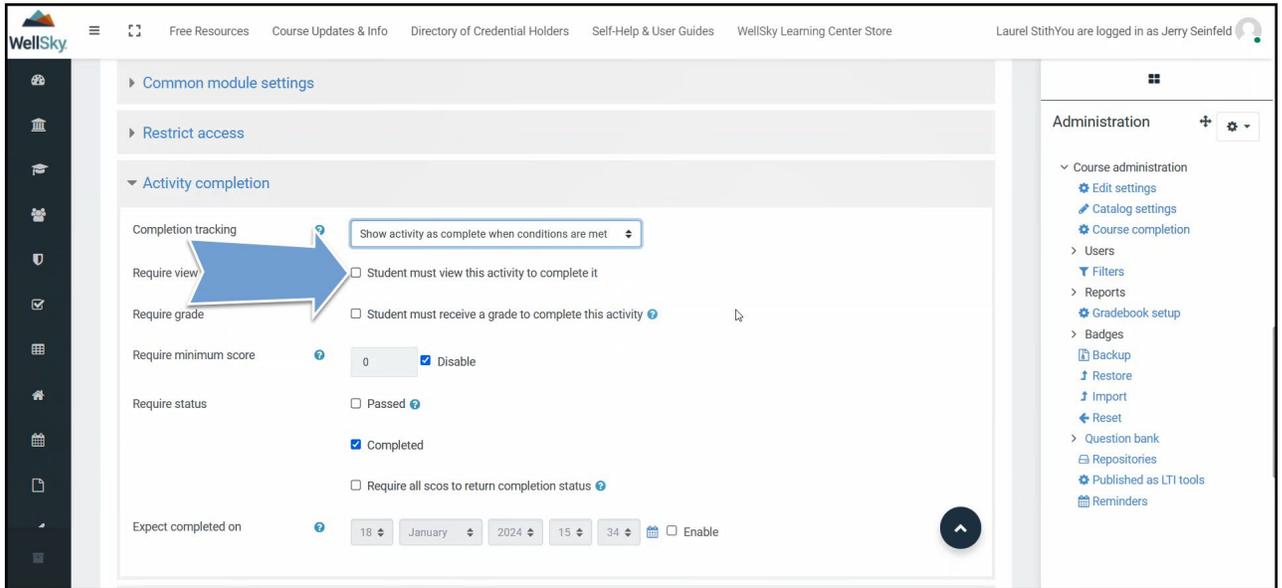
5) Drag and drop your zipped SCORM file into the upload box.



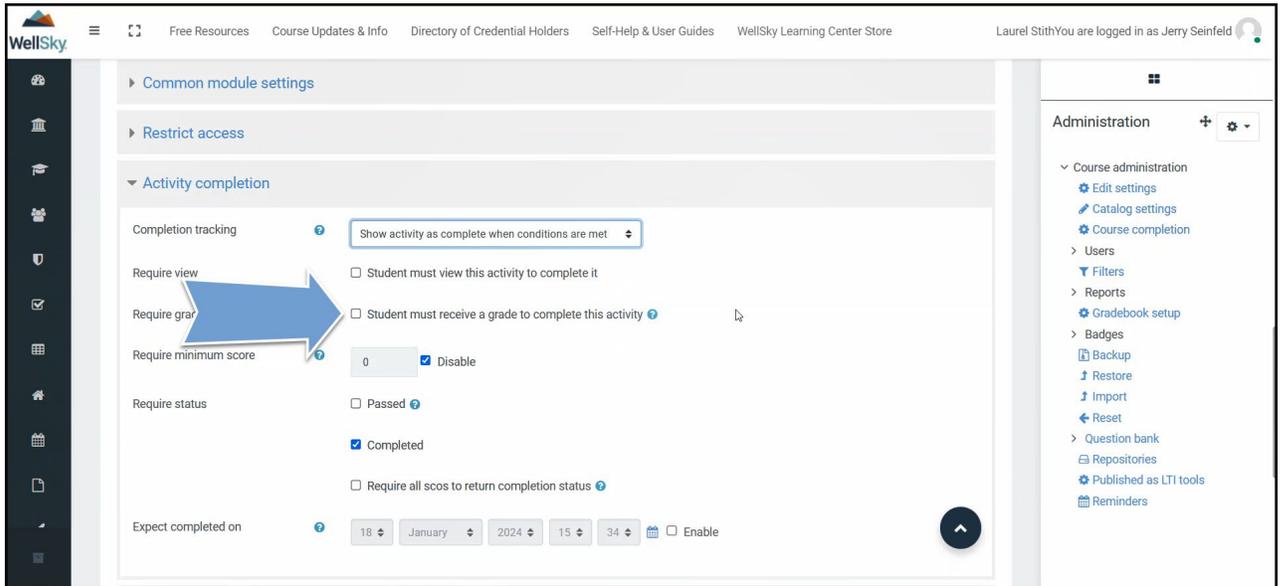
6) Under *Activity completion*, change the *Completion tracking* field to *Show activity as complete when conditions are met*.



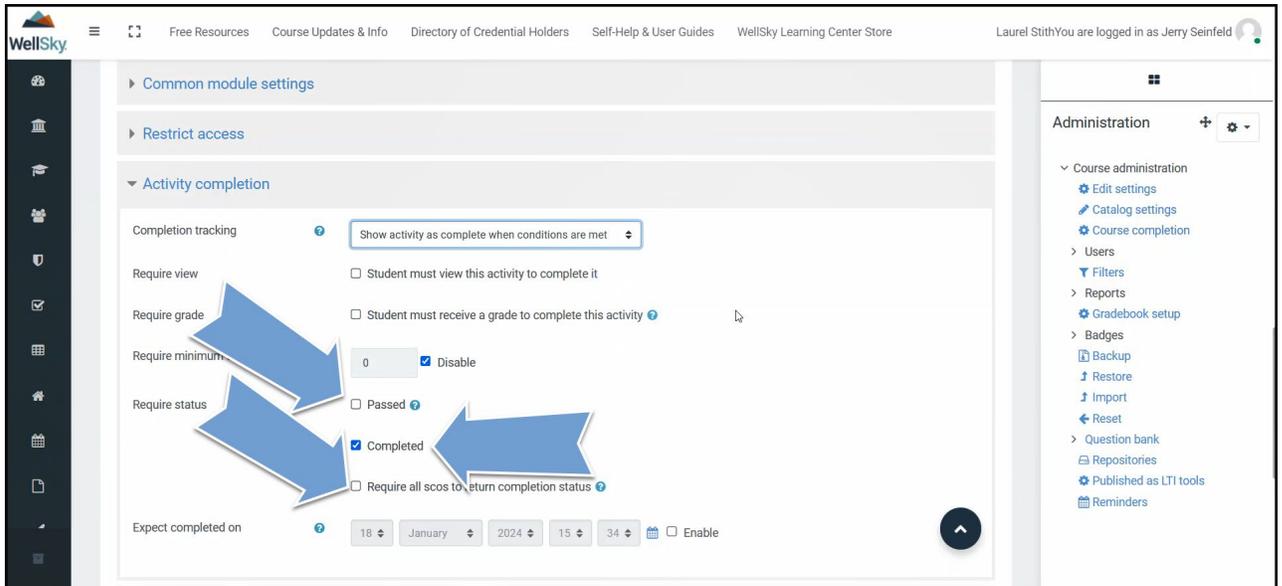
7) Click the checkbox next to *Student must view this activity to complete it*.



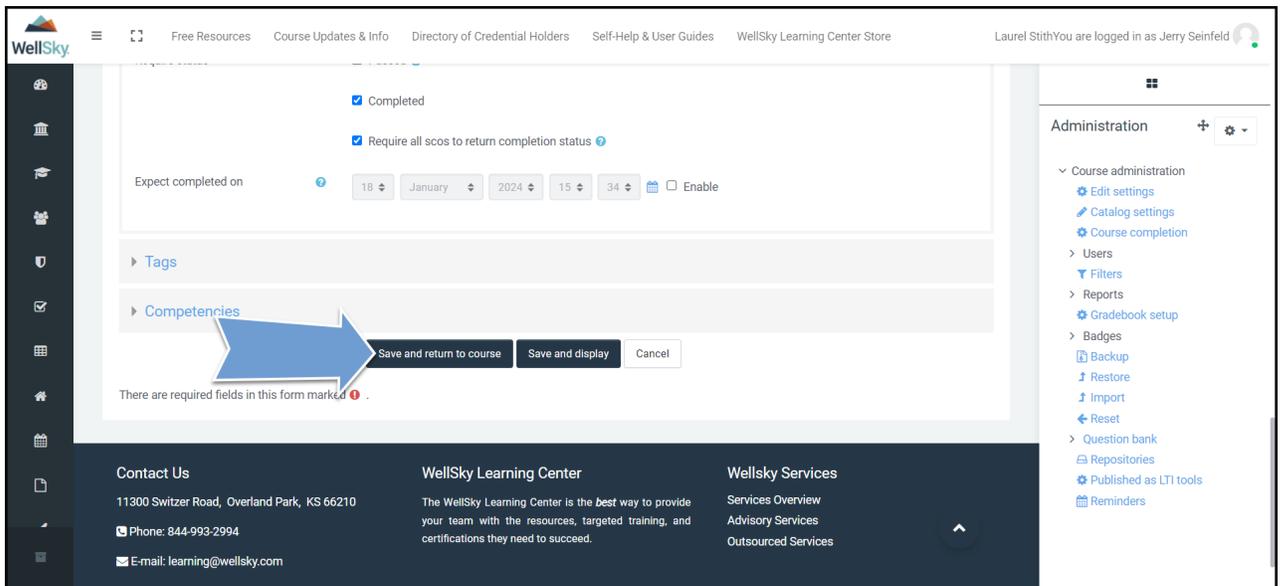
8) Click the checkbox next to the option *Student must receive a grade to complete this activity*.



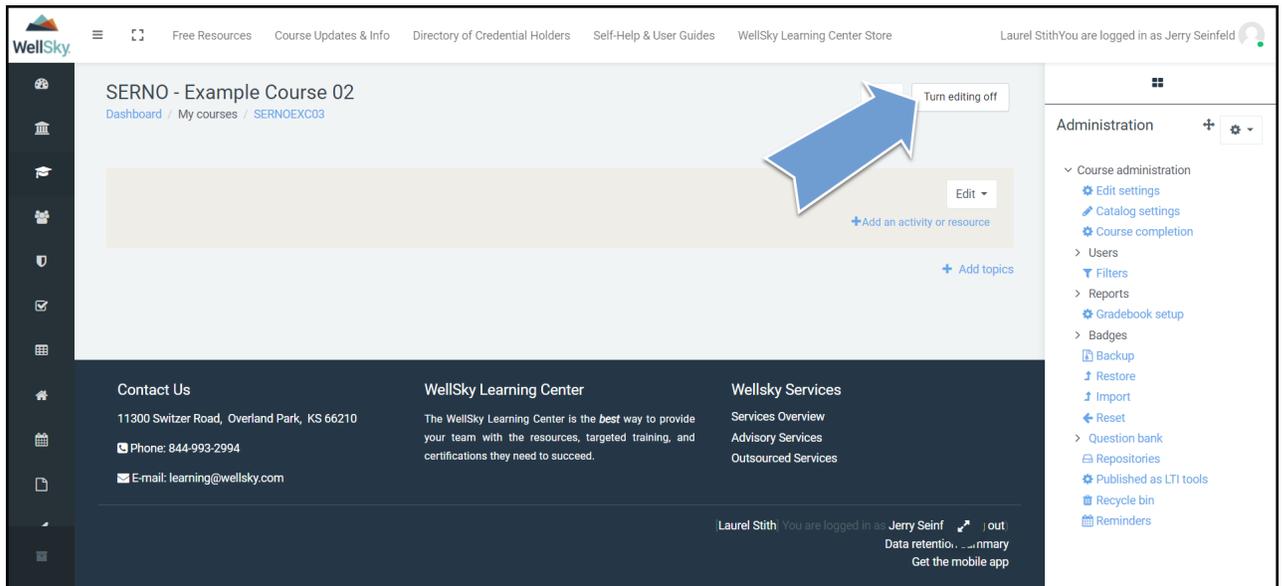
9) In the *Require* status, make sure *Passed*, *Completed*, and *Require all scos to return completion status* are selected.



10) Click the option to *Save and return to course*.



11) If this is the only item you want to add to your course, click the button to *Turn editing off*.



12) You are now ready to enroll your users.