

### Overview

Use this job aid as a resource to navigate, share, upload, and access Workday Learning materials using Workday Drive. Workday Drive is a cloud access drive that allows you to upload and house content that can be easily added when creating lessons and courses.

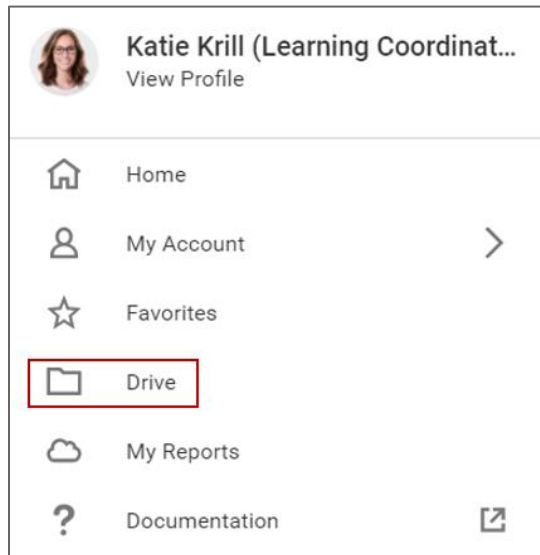
### Workday Drive Navigation

Create, organize, and share content in Workday Drive.

1. From the homepage, click the **Cloud Icon/Profile Picture** to access the Employee Profile menu.

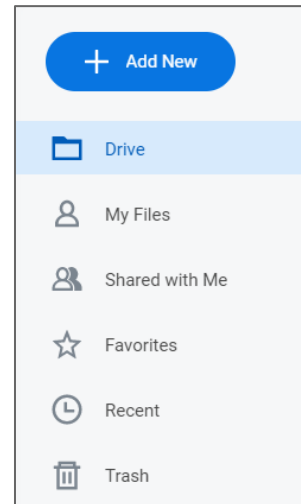


2. Click **Drive** in the Employee Profile menu.



**Note:** Workday Drive appears.

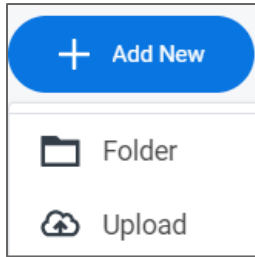
3. Use the menu to navigate through Workday Drive.



- **Add New:** Upload content to Workday Drive or create a new folder.
- **Drive:** View Workday Drive files.
- **My Files:** View files uploaded by you.
- **Shared with Me:** View files shared with you.
- **Favorites:** View content you have marked as favorite-made for quick access.
- **Recent:** View most recent uploaded content.
- **Trash:** View most recent deleted content.

### Add Content to Workday Drive

1. From Workday Drive, click **Add New**.
2. Choose to add a **Folder** or **Upload** a file.



- **Folder:** Adding a folder to Workday Drive optimizes ways to organize content in the drive.
- **Upload:** Search for the content to upload, click **Open**.

**Note:** Content appears in Workday Drive after uploading.

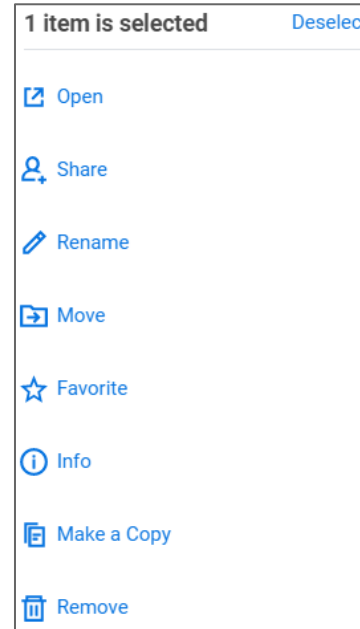
### Content Management

Manage files added to Workday Drive.

1. From Workday Drive, select the desired file to manage.

**Note:** The file management menu appears.

2. Use the menu to manage uploaded content.



- **Open:** Open the highlighted file.
- **Share:** Share the file with other individuals in Workday.
- **Rename:** Change the file name.
- **Move:** Move the file to another section of your Workday Drive.
- **Favorite:** Mark the file as a favorite. Content also appears in Favorites view.
- **Info:** View information related to the file.
- **Make a Copy:** Create a copy of the file.
- **Remove:** Move the file to Trash.

**Share Content in Workday Drive**

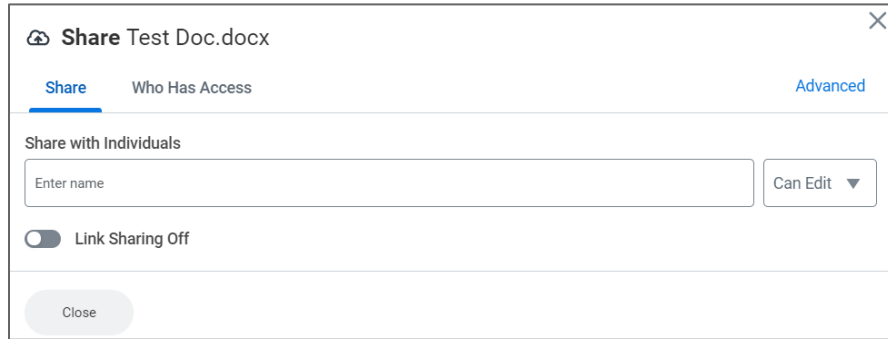
1. From **Workday Drive**, select the desired file to share.

**Note:** The file management menu appears.

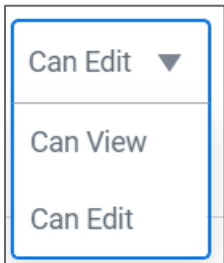
2. Choose **Share** from the file management menu.



3. Enter the Individual(s) name to share the content with in the **Share With Individuals** field.

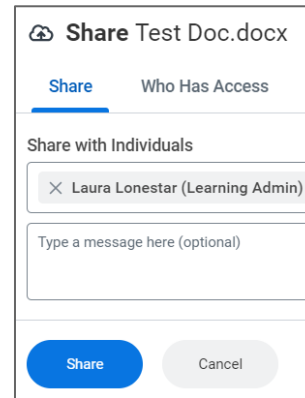


4. Choose a file access type for the individual(s) you are sharing the content with.



- **Can View:** Allows others to View shared content.
- **Can Edit:** Allows others to Edit shared content.

5. Click **Share**.



**Note:** The content appears in Shared With Me tab of the individual's Workday Drive.

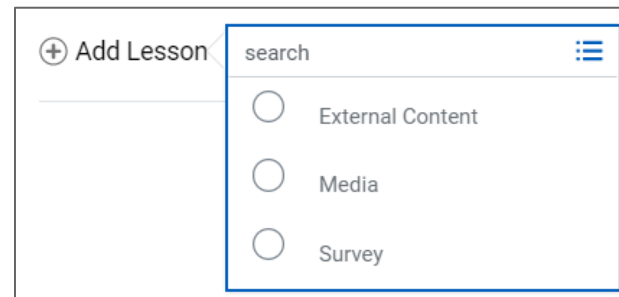
**Add Workday Drive Content to a Course**

Upload content from Workday Drive for courses and lessons.

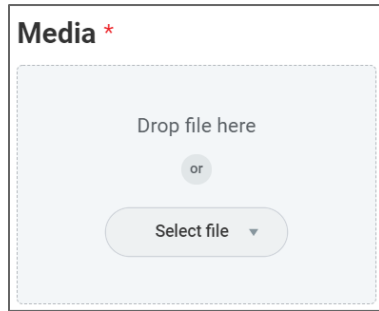
1. Create or add a **Lesson** to a course.

**Note:** See the Create and Manage Courses Job Aid for detailed information on adding lessons and steps to create a course.

2. Choose **Media**.

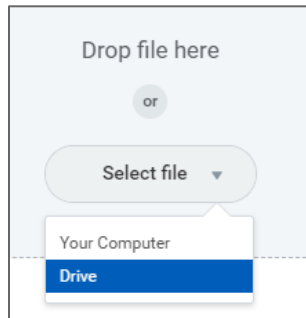


- 3. In the Media section, click **Select file**.



- 6. Click **OK**.  
**Note:** The content appears in the media section. Complete the required fields to complete creating a course.
- 7. Click **Submit**.

- 4. Choose **Drive** to add content that has been uploaded or shared with you on the drive.



**Note:** If you select Your Computer, you will be prompted to upload content stored on your computer using your task manager.

- 5. Select the desired content from Drive.

