


Collections by Destiny®

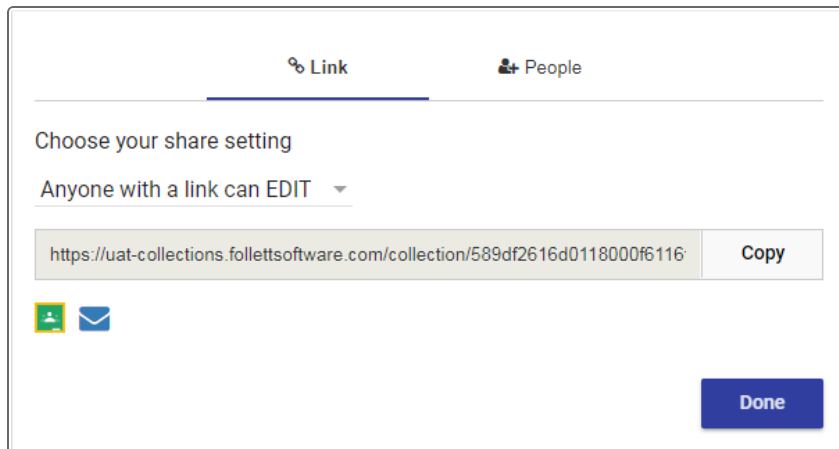
Sharing Collections

Share a Collection via Email

Sharing your collection with others is a great way to collaborate. You can easily send a link to your colleagues, students, classmates and friends. Recipients do not have to be Destiny users.

Note: Any user can share a public collection via email, Google Classroom™, or by copying/pasting a view-only link.


1. From the Collections homepage, under the **Private** tab, select the collection you want to share.
2. In the collection's header, click  to choose your share settings.

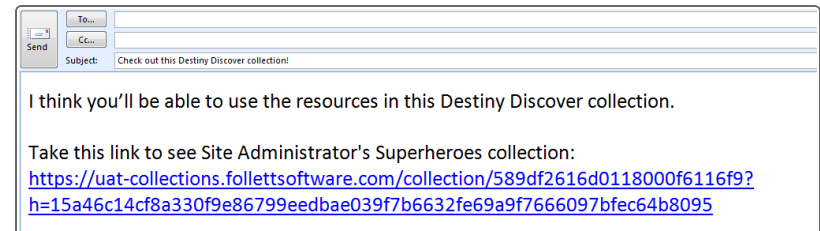


3. On the **Link** tab, select one of the following:
 - **Anyone with a link can VIEW**
 - **OFF - Only you have access**
 - **Anyone with a link can EDIT**

Note: If you select **Anyone with a link can VIEW** or **Anyone with a link can EDIT**, the Share link will appear on the collection's PDF. This lets anyone access your collection without logging in. If you change your setting to **Anyone with a link can EDIT**, it is possible for someone to click the collection's URL in a PDF and anonymously edit your collection.

4. Do one of the following:

- Click . A link to your collection appears in your default email client.



Note: You can edit the message if you want before clicking Send.

- Click **Copy**, and then paste the link on your Learning Management System, school or library website, or another location.


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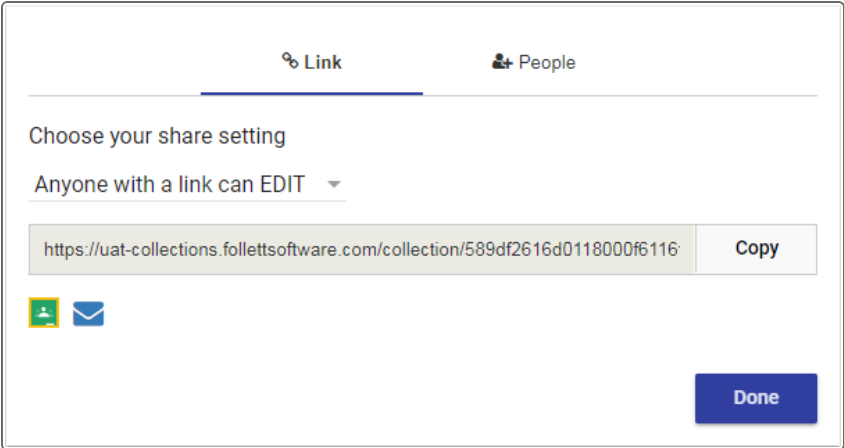
Share a Collection via Google Classroom

You can share your collection on Google Classroom™.

Notes:


- You have to set up your own Google Drive™ and Google Classroom accounts to be able to share your collection on Google Classroom.
- Any user can share a public collection via email, Google Classroom, or by copying/pasting a view-only link.

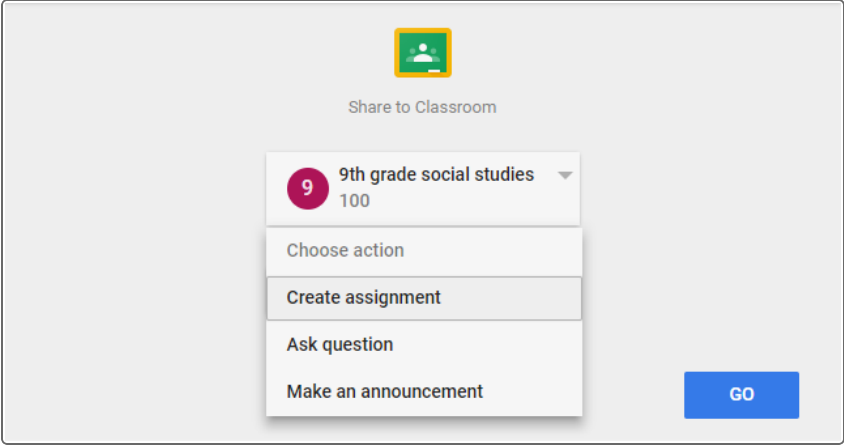
1. From the Collections homepage, under the **Private** tab, select the collection you want to share.
2. In the collection's header, click  to choose your share settings.



3. On the **Link** tab, select one of the following:
 - **Anyone with a link can VIEW**
 - **OFF - Only you have access**
 - **Anyone with a link can EDIT**

Note: If you select **Anyone with a link can VIEW** or **Anyone with a link can EDIT**, the Share link will appear on the collection's PDF. This lets anyone access your collection without logging in. If you change your setting to **Anyone with a link can EDIT**, it is possible for someone to click the collection's URL in a PDF and anonymously edit your collection.

4. Click , and then choose the class you want to post the content to.
5. Click the **Choose action** drop-down to select if you want to create an assignment, ask a question or make an announcement.



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- Click **Go**. Collections populates the **Title** and **Instructions** (if your collection has a description).

For 9th grade social studies 100 ▾ All students ▾

Title
Superheroes

Instructions (optional)
How can we be superheroes?

Due No due date ▾ Topic No topic ▾

Collections
<https://uat-collections.follettsoftware.com/collection/589df2616d0118000f6116f97h=15a46c14cf8a330...>

ASSIGN ▾

- You can also enter a date **Due** and **Topic**.
- When you are done, click **Assign**.

9th grade social studies 100

Tammy Teacher

STREAM STUDENTS ABOUT

No work due soon
VIEW ALL

TOPICS
BRAND NEW COLLECTION
Collection Collaboration
Collections Project

Superheroes
How can we be superheroes?
0 DONE 17 NOT DONE

Collections
<https://uat-collections.follettsoftware.com/collection/589df2616d0118000f6116f97h=15a46c14cf8a330...>

Add class comment...

You will get a message from Google that you have posted to your class. Click **View** to see your post on Google Classroom. To open your collection, click the link.


Share a Collection with a Collaborator

You can invite colleagues, friends or anyone to view and collaborate on your collections and collection sets. And, you can collaborate on collections that others have shared with you.


When you share your collection with collaborators, any items they add will appear in your collection. As the owner, you can remove the items if you want.

Collaborators can remove themselves from a collection at any time.

Notes:

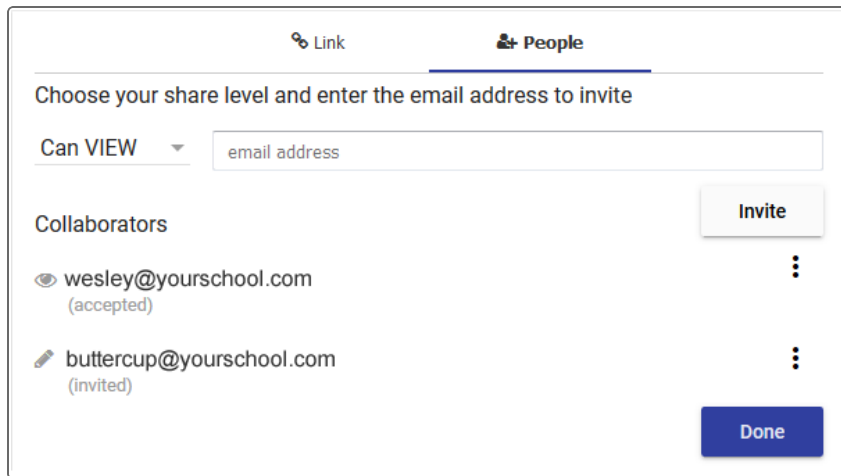
- Any user can share a public collection via email, Google Classroom™, or by copying/pasting a view-only link.
- If multiple people are collaborating on a collection,  appears in the collection's header on the Collections homepage and above the collection image when you open the collection.
- If your collection's visibility is set to **Your School, District or Public**, you can still share it privately with collaborators. Only the people you ask to collaborate can add items to it.

To send a 'share' invitation:

- From the Collections homepage, under the **Private** tab, select the collection you want to share.
- In the collection's header, click .

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3. Click the **People** tab.



4. Use the drop-down to choose your share level:

- **Can VIEW:** Collaborators can only view your collection.
- **Can EDIT:** Collaborators can view and edit your collection.


5. Next to the drop-down, type the email address of the person you want to share your collection with, and then click **Invite**. The collaborator automatically receives an email invitation to your collection.

6. Repeat steps 4 and 5 for each collaborator you want to invite.

Note: It is recommended that you enter each collaborator's email address one at a time. If you group multiple email addresses in one invitation, you can only change the share level for the entire group.

7. Click **Done** to return to your collection.

Notes:

- When you send an email invitation, a status appears below the collaborator's name. It says *pending*, *invited*, *accepted* or *declined*.
- Click  to change the share level, resend or delete the invite. You can change the share level for each individual collaborator.
- Return to the Share Collection page to see who accepted or declined your invitation.

To accept or decline a 'share' invitation:

1. In the email you received, click the link.

You've been invited to **view** the collection "Pluto" by Site Administrator.

Click [here](#) to accept or decline the invitation.

You have received this email because someone shared a collection with you from within Collections.

2. Do one of the following:

- If you are already logged in to Destiny Discover, a message lets you know that you have been invited to collaborate on a collection.
- If you are not logged in to Destiny Discover, fill in your information, and then click **GO!**

3. On the Collections homepage, click **Accept** or **Decline**, depending on your desired action.

You've been invited to collaborate on a collection.

Accept



Decline

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Notes:

- When you accept an invitation to collaborate, the collection appears under your **Private** tab.
- If you decline an invitation by accident, you can go back to the email link and accept it.
- As a collaborator, you can only edit the collection or its items. You do not have share or visibility permissions.
- You cannot transfer a collection you created to another user. The only way other users can access your collection under their **Private** tab is to make them collaborators of that collection.



To view a collection's collaborator(s):



1. From the Collections homepage, select any collection with  in the collection's header.
2. In the collection's header, click . The name(s) of the collaborator(s) appear.
3. Click **Edit collaborators** to view the **People** tab on the Share Collection page.

Notes:

- A collaborator's name is only clickable if you are the owner or collaborator of the collection.
- If a collaborator has view-only permissions, the  icon appears next to their name. If a collaborator has edit permissions, the  icon appears.

To remove yourself as a collaborator:

1. From the Collections homepage, under the **Private** tab, select the collection you want to remove yourself from.
2. In the collection's header, click .
3. Click  next to your name. A message asks you to confirm.

Note: Owners can see when you remove yourself as a collaborator by clicking  in the collection's header or  **> Activity**.

View and Share Featured Collections

Featured Collections are free, Follett-sponsored collections. Created by Follett educators, they center around Lightbox titles and are available to the public. These collections provide instructional tools to teachers and students who use Lightbox.

Each Featured Collection contains resources related to the Lightbox title of the same name. For example, the Lightbox collection "Earth: The Blue Planet" corresponds with the Lightbox title "Lightbox-Solar-System-Earth: The Blue Planet".

Featured Collections are available to all users, but site administrators might need to enable access for a specific Collections role.

Notes:


- When enabled, Featured Collections show up in both Collections and Destiny Discover search results.
- You must be logged in to Destiny to see Featured Collections.

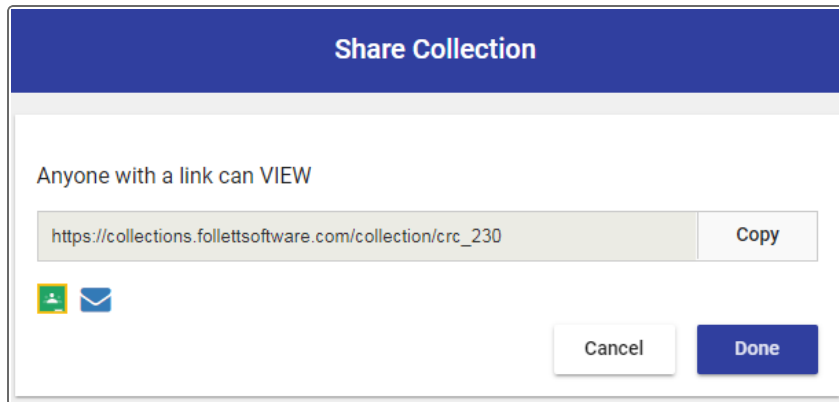
To access Featured Collections:




1. From the Collections homepage, click the **Featured** tab.
2. On the **Featured Collections from Educators** ribbon, select the collection you want to view, or click **See All**.

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To share a Featured Collection:

1. From the Collections homepage, under the **Featured** tab, select the collection you want to share.
2. In the collection's header, click . The Share Collection page appears.



3. Click  to post to Google Classroom, or click  to email a view-only link .

Note: You can also create a pdf of a Featured Collection.

