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.

Do one of the following:

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

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

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.

   ![Share Settings](https://uat-collections.follettsoftware.com/collection/58df2d16d018000d61669?h=15a46c14d833d82c6799ed8ad097b6632fe6939f7666097b6ec64b5895)

   - **Anyone with a link can EDIT**
   - **Anyone with a link can VIEW**
   - **OFF - Only you have access**

   *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.

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

7. You can also enter a date Due and Topic.

8. When you are done, click Assign.

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 collection. 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.

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:

1. From the Collections homepage, under the Private tab, select the collection you want to share.

2. In the collection's header, click Share.
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3. Select the People tab.

![Select 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.

   ![Invite 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.

**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 a collaborator's name to view the **People** tab on the Share Collection page.

**Notes:**
- A collaborator's name is only clickable if you are the owner 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.

**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.
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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**.

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 **Share**. The Share Collection page appears.

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

   ![Lightbox-Solar System-Earth: The Blue Planet](image)

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