

Collections by Destiny®

Managing Account Settings




Edit Your Profile

You can change your profile options to control what information others see about you. This includes your profile image, email address, preferred grade levels and subjects.

Notes:

- Users have to be logged in to Destiny with a unique username and password to edit their profile. If multiple users share the same account, they will also share the same profile. This could cause confusion if one user changes their profile image or email address. Follett recommends that all users have individual named accounts.
- Students can select an emoji or sticker for their profile image. They cannot upload a photo.
- All roles, such as Administrator, Faculty and Student, are set by your system administrator. You cannot edit your role.


To edit your profile:

1. Do one of the following:
 - In the top-right corner of the Collections header, select  > **My Profile**.
 - In the top-left corner of the Collections header, select  > **Profile**.
2. Next to your name, click  . The "About You" page appears.

3. To add a profile image, do one of the following:
 - Click **Upload**, or drag and drop an image from your computer. This option may not be available, depending on your role.
 - Click **Emojis**, and select the desired option.
 - Click **Stickers**, and select the desired option.
4. When you are done, click **Save**. Your photo, emoji or sticker appears in the Destiny Discover header and in every collection you create.

Notes:

- You can enter a personal email address on any tab. Your email address only appears on the Profile page.
- Click **Cancel** on any tab to return to the Profile page.

5. Next to Interests, click  .
6. Select the grades and subjects you are interested in, and then click **Save**.

Notes:

- From the Companion Tools section, you can install the bookmarklet to make it easy to add webpages to your collections.
- The bookmarklet is only available on desktop browsers.

Set Access Levels and Roles

Destiny administrators and site administrators can set Destiny access levels and Collections roles. Assigning appropriate access levels ensures that users have access to the features they need in Destiny.

In addition, roles determine what actions users can perform in Collections, such as the visibility options they can choose for displaying their collection.

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Note: Collections roles are assigned to a Destiny access level. The following table matches the Destiny default access level to the Collections role. New access levels and existing custom levels default to the Student role.

Destiny access level	Collections role	Default digital setup role	ON/OFF
Administrator	Administrator	<ul style="list-style-type: none"> • Can make collections visible to own site • Can make collections visible to the district • Can make collections visible to the public 	<ul style="list-style-type: none"> • ON • ON • ON
Guest	Guest	<ul style="list-style-type: none"> • Can make collections visible to own site • Can make collections visible to the district • Can make collections visible to the public 	<ul style="list-style-type: none"> • OFF • OFF • OFF
Library Administrator	Administrator	<ul style="list-style-type: none"> • Can make collections visible to own site • Can make collections visible to the district • Can make collections visible to the public 	<ul style="list-style-type: none"> • ON • ON • ON

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Destiny access level	Collections role	Default digital setup role	ON/OFF
Patron	Student	<ul style="list-style-type: none"> • Can make collections visible to own site • Can make collections visible to the district • Can make collections visible to the public 	<ul style="list-style-type: none"> • OFF • OFF • OFF
Resource Administrator	Administrator	<ul style="list-style-type: none"> • Can make collections visible to own site • Can make collections visible to the district • Can make collections visible to the public 	<ul style="list-style-type: none"> • ON • ON • ON
Staff	Faculty	<ul style="list-style-type: none"> • Can make collections visible to own site • Can make collections visible to the district • Can make collections visible to the public 	<ul style="list-style-type: none"> • ON • ON • ON

Destiny access level	Collections role	Default digital setup role	ON/OFF
Teacher	Instructor	<ul style="list-style-type: none"> • Can make collections visible to own site • Can make collections visible to the district • Can make collections visible to the public 	<ul style="list-style-type: none"> • ON • ON • ON
Textbook Administrator	Administrator	<ul style="list-style-type: none"> • Can make collections visible to own site • Can make collections visible to the district • Can make collections visible to the public 	<ul style="list-style-type: none"> • ON • ON • ON

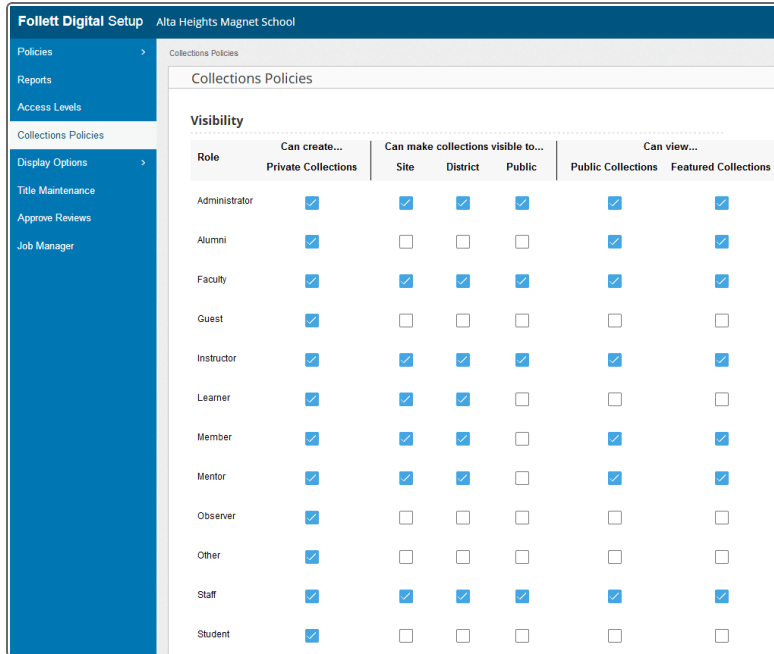
To change the default access levels for Collections roles:

1. In Destiny, select **Back Office > Access Levels**.
2. Select the access level that you want to change the role for.
3. Click the **Collection Role** drop-down to change the role.
4. Click **Save**.

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To change the visibility options for a specific role:

1. Log in to Destiny Discover, and then click .
2. Select **Setup > Collections Policies**.



Role	Can create...	Can make collections visible to...			Can view...	
	Private Collections	Site	District	Public	Public Collections	Featured Collections
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Alumni	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Guest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Learner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mentor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Observer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If you do not see the Collections Policies option, make sure the permission *Allow Follett Digital setup* is turned on in **Back Office > Access Levels**.

3. Next to a role, select or deselect the checkboxes to change its visibility options.

Visibility option	By default...
Can create... Private Collections	<ul style="list-style-type: none"> • All roles can create private collections. • To change this permission, deselect the checkbox for the desired role(s).
Can make collections visible to...	<ul style="list-style-type: none"> • All roles, except for Alumni, Guest, Learner, Observer, Student and Other, can make collections visible to their school, district and public. • To change this permission, select or deselect the checkbox for the desired role(s).
Can view... Public Collections	<ul style="list-style-type: none"> • All roles, except for Guest, Learner, Observer, Student and Other, can view public collections in Destiny Discover and Collections. • To change this permission, deselect the checkbox for the desired role(s).

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Visibility option	By default...
Can view... Featured Collections	<ul style="list-style-type: none"> All roles, except for Guest, Learner, Observer, Student and Other, can view Featured Collections. To change this permission, select or deselect the checkbox for the desired role (s).

Note: In Collections, some visibility options might be grayed out based on the permissions that are set.

Understand Roles

Roles determine what actions users can perform in Collections. Certain roles have pre-defined permissions.

Some permissions, such as selecting a profile image, are determined by your role and cannot be changed. Other permissions, such as visibility options, can be adjusted from the default settings under **Setup > Collections Policies**.



To make changes to the default digital setup roles, see Set Access Levels and Roles.

Refer to the following table to see which permissions are assigned to various members of your school or district by default.

Collections role	Users with this role can...
Administrator Faculty Instructor	<ul style="list-style-type: none"> Make any of their collections visible to any level by default.

Collections role	Users with this role can...
Member Mentor Staff	<ul style="list-style-type: none"> Copy an editable or view-only link in their private collection, and send it to anyone. Share any of their collections by email with anyone. Collaborate on a collection with anyone by sending an invitation. Submit a collection to Google Classroom for anyone to view. Select a personal photo, emoji or sticker for their profile image.
Learner Student	<ul style="list-style-type: none"> Only create private collections by default. Copy an editable or view-only link in their private collection, and send it to anyone. Share any of their collections by email with anyone by sending an invitation. Submit a collection to Google Classroom for an assignment submission. Only select emojis or stickers for their profile image. They cannot upload a custom image.

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Collections role	Users with this role can...
Alumni Observer Other	<ul style="list-style-type: none"> • Make any of their collections visible to any level when configured under  > Setup > Collections Policies. • Copy an editable or view-only link in their private collection, and send it to anyone. • Share any of their collections by email with anyone by sending an invitation. • Submit a collection to Google Classroom for an assignment submission. • Only select emojis or stickers for their profile image. They cannot upload a custom image.
Guest (anyone not logged in to Destiny)	<ul style="list-style-type: none"> • View public collections. • Generate a PDF from any collection visible to them. • Make any of their collections visible to any level when configured under  > Setup > Collections Policies (requires Destiny Admin login). Also, Guest must log in to Destiny Discover. • Copy a collection from the Public tab (Guest must log in to Destiny Discover).