Creating Collections

Access Collections

You can access Collections anywhere, anytime. There are no limits to the number of collections you can create, how many items they can contain and who you can share them with.

Notes:
- You must have Destiny 15.0 to access Collections.
- If you do not have a Destiny login and password, you can still view a collection someone shares with you via a link.

There are two ways to access Collections:
- From Destiny Discover
- From Destiny Classic

To access Collections from Destiny Discover:

2. Select your location from the drop-down, and then type your school name in the field.
   
   Note: By default, your school name may already appear on the screen.
3. Click Go!
4. On the Destiny Discover homepage, click Log In.
5. Type your username and password, and then click Submit.

6. Do one of the following:
   - In the Destiny Discover header, select > Collections.
   - On the Collections ribbon, select the collection you want to view, or click See All.

Note: If you do not see the Collections ribbon, a Destiny or site administrator can turn it on. To do so, select > Setup > Display Options > Featured Content. Select the Collections checkbox. The Collections ribbon appears on the Destiny Discover homepage.

To access Collections from Destiny Classic:

1. Log in to Destiny with your username and password.
2. On the Destiny Classic homepage, select Catalog > Destiny Discover.
3. Follow step 6 above.
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Create a Collection

You can create a collection in just a few clicks.

1. From the Collections homepage, select **Private > Create a Collection**.

![Create a Collection screen](image)

**Notes:**
- If you have already created at least one collection, then click ![+] in the bottom-right corner to create another collection.
- You must have a Destiny user account. Guests cannot create a collection.
- You cannot create a collection from the **Public** tab.

A workflow walks you through the details.

![Collection creation workflow](image)

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2. For Step 1, Title/Description, do the following:
   - Enter a **Title** for this collection. The title appears on the Collections homepage and when you open the collection. This field is required.
   - Enter a **Description** for this collection. The description appears only when you open the collection. This field is optional.
   - Select the **Visibility** for this collection. The default visibility is Private, but you can make the collection available to others in your school or district, or anyone you choose.

   **Notes:**
   - Some of the visibility options might not be available to you, depending on your user role.
   - If you select **Your School**, only people at your school can see your collection.
   - If you select **District**, only people in your school district can see your collection.
   - If you select **Public**, anyone can see your collection.

3. When you are done with Step 1, do one of the following:
   - Click **Create**. Once you have created a collection, you can save resources to it.
   - Click **Grade/Subject** or **Continue** to add grades, subjects, images and colors.

   **Notes:**
   - Step 2, Grade/Subject and Step 3, Image/Color are optional.
   - To exit the workflow, click **Cancel**.

4. For Step 2, Grade/Subject, do the following:
   - To add grade levels and subjects, click the appropriate tags to select the desired options.
   - Click **Create**. Or, click **Image/Color** or **Continue** to move to Step 3.
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5. For Step 3, Image/Color, do the following:

- To change the collection image, click ![image]. Then, select a stock image or upload your own custom image.
- To customize the color for your collection, click the corresponding swatch. The color appears in the banner.

6. Click Create.

Create a Collection Set

A collection set can hold one or more collections, as well as individual items. You can create and add collections to a set, then share them with anyone, anywhere. Organize resources by topic, unit, lesson and more.

You can distinguish collection sets from other collections on your homepage by the nesting cards.

Notes:

- On the Private tab, collection sets appear at the top of your list.
- Only owners/collaborators can add a collection to a collection set.

To create a collection set:

1. From the Collections homepage, select Private.
2. Select the collection you want to add one or more collections to.
3. At the bottom-right corner of the collection, click +.
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4. On the Add Item page, click **Collections**.

5. In the collections list, select the checkbox(es) next to the collection(s) you want to add to your set.

**Note:** Collection sets are indicated by the word 'Set'.

6. Click **Add**. The collection(s) appear in the collection you selected in step 2.

**Notes:**
- To return to the collection set when you are viewing a collection within that set, click the breadcrumb below the collection image.
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- You can also add items to any collection set by clicking in the bottom-right corner of the collection.
- To remove an item or collection from a collection set, in the desired item or collection's header, click > Remove. If you remove a collection from a set, it only removes it from the set (not your collections).
- If you delete a collection, it is deleted from all sets that include that collection.
- If you add a private collection to a collection set that has a visibility of Your School, District or Public, users will not be able to view the private collection within that set unless they are collaborators of that collection.
- When you remove a collaborator from a collection, they will no longer see that collection in their sets.