



### Search for and Add Items from Destiny Discover

You can search for resources in Destiny Discover™, and add them to your collection with just a few clicks. Add books, eBooks, WebPath Express websites, Open Educational Resources and more.

There are three ways to add items from Destiny Discover.

#### From the Destiny Discover homepage:


1. Enter a keyword in the **Search** bar, and then press **Enter**. A list of results appears.

#### Notes:


- To search for a specific collection, use quotation marks around the keyword.
- To select a resource type, click the tabs at the top of the page.

2. Select the item you want to add.
3. Click **Add to Collection**. A pop-up lists the collections you can add the item to.
4. Click **+Add** to add the item to the desired collection.

#### From the Collections homepage:

1. Do one of the following:
  - Enter a keyword in the **Search** bar, and then press **Enter**. A list of Destiny Discover results appears.
  - Select  > **Destiny Discover**. Then, enter a keyword in the **Search** bar.
2. Follow steps 2-4 in the "From the Destiny Discover homepage" section.

#### From an individual collection:

1. Do one of the following:
  - Open a collection, enter a keyword in the **Search** bar, and then press **Enter**. A list of Destiny Discover results appears.
  - Select  > **Destiny Discover**. Then, enter a keyword in the **Search** bar.
2. Follow steps 2-4 in the "From the Destiny Discover homepage" section.


**Note:** If you are in Destiny Discover, you can return to Collections at any time by selecting  > **Collections**.

### Add a URL

You can save websites and resources you find online, and add them to your collection.

#### Notes:

- You cannot add items to a public collection.
- If you want to save a PDF file from the Internet, add the URL directly to your collection or use the bookmarklet. If you download the file to your local drive first, it will not appear in your collection.

1. From the Collections homepage, under the **Private** tab, do one of the following:
  - If you are creating a collection, click **Add an Item**.
  - If you want to add a URL to an existing collection, open that collection, and then click  on the right.

## Adding Items to a Collection

2. Open another tab in your browser, and go to the URL you want to add.
3. Copy the URL.
4. Go back to your Collections tab, and paste the URL into the **URL** field.

### Notes:


- If you know the URL of the website you want to add, you can type it in the URL field instead of copying and pasting it.
- If you have the appropriate instructor permissions, slide the "Appropriate for All Users" toggle to 'For Instructor Use Only' to hide the resource from student view.

5. Click **Add**. The item appears in your collection.

## Upload a Document

You can upload documents from Google Drive™ or Microsoft® One Drive, and add them to your collection.

From the Collections homepage, under the **Private** tab, do one of the following:

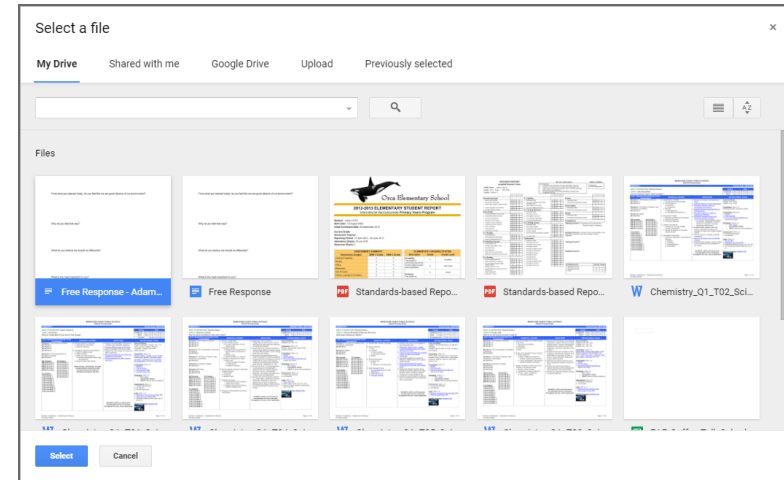
- If you are creating a collection, click **Add an Item**.
- If you want to add a document to an existing collection, open that collection, and then click  on the right.

### Notes:

- You have to set up your own Google Drive or Microsoft OneDrive account to upload items to your collection. The first time you upload an item, you will get an authentication message from Google or Microsoft.
- Collections does not set the sharing options for Google or OneDrive documents. You must set your document's sharing permissions in the appropriate platform before you upload it.

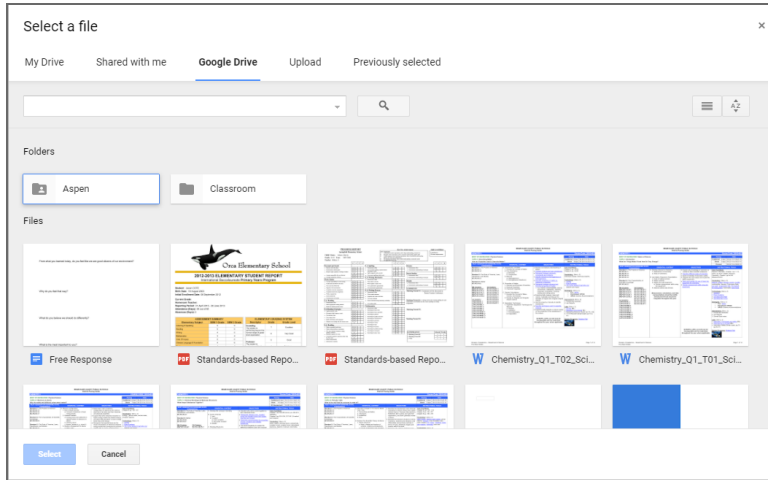
### To upload a Google Drive document:

1. Select **Upload > Google Drive**. Your Google Drive picker appears.
2. Select the file you want to upload, and then click **Select**.



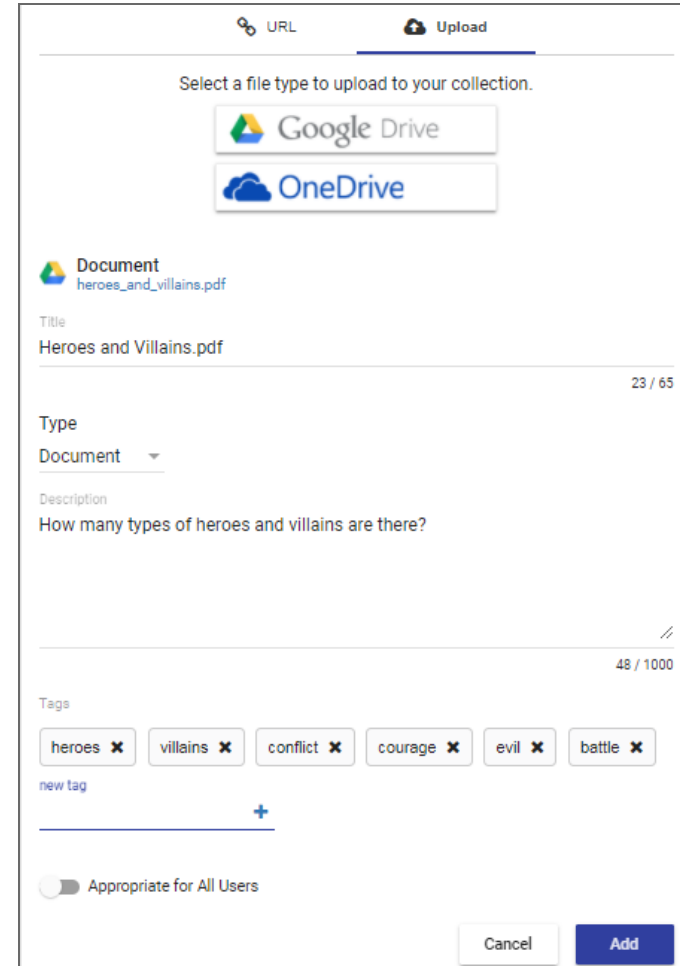
**Note:** If you want to select a file from one of your folders, click the Google Drive tab. You cannot create Google Drive folders in Collections—they have to already exist.

## Adding Items to a Collection



The **Title** and **Type** automatically appear in the fields.

**Note:** These fields are editable.



Select a file type to upload to your collection.

Google Drive

OneDrive

Document  
heroes\_and\_villains.pdf

Title  
Heroes and Villains.pdf

23 / 65

Type  
Document

Description  
How many types of heroes and villains are there?

48 / 1000

Tags  
heroes × villains × conflict × courage × evil × battle ×

new tag +

Appropriate for All Users

Cancel Add

## Adding Items to a Collection

3. Enter a **Description** and **Tags** for the item, if desired.

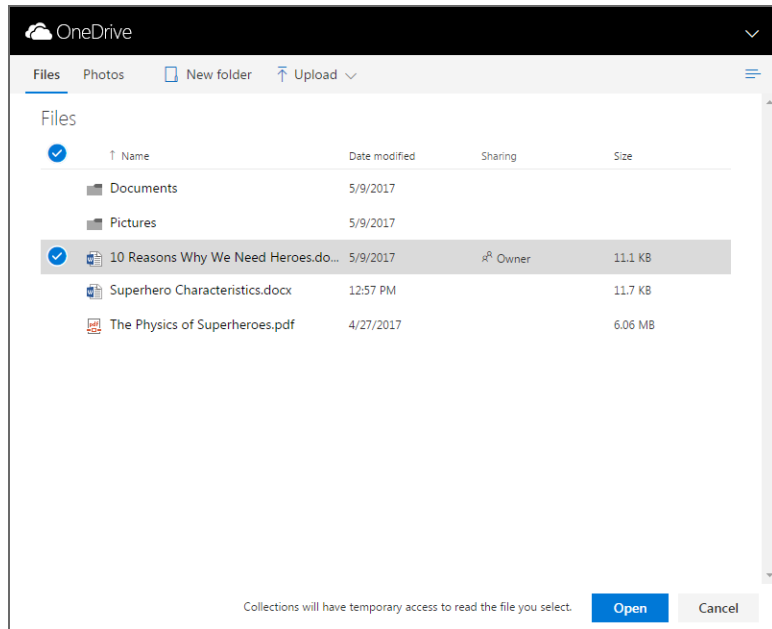
### Notes:

- Adding tags to an item lets you filter your search results for a specific resource. For example, add the tag *nutrition* to find this document when you search for items related to nutrition.
- Clicking a tag in an item automatically searches Destiny Discover for other resources on that topic.
- If you have the appropriate instructor permissions, slide the "Appropriate for All Users" toggle to "For Instructor Use Only" to hide this resource from student view.

4. Click **Add**. The item appears in your collection.

### To upload a OneDrive document:

1. Select **Upload > OneDrive**. Your OneDrive picker appears.
2. Select the file you want to upload, and then click **Open**.



3. Follow steps 3–4 in the "To upload a Google Drive document" section.

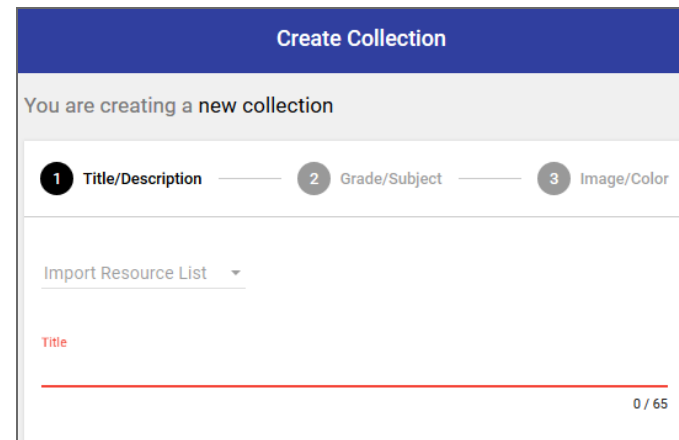
## Import a Resource List

You can import a Resource List from Destiny into a new or existing collection.

**Note:** Co-owners of a Resource List in Destiny are no longer co-owners of that list once it is imported to Collections.

### To import a Resource List into a new collection:

1. From the Collections homepage, select **Private > Create a Collection**.
2. Under Title/Description, click the **Import Resource List** dropdown.



## Adding Items to a Collection

### Notes:

- The **Import Resource List** option only appears if you have the permission to create Resource Lists in Destiny.
- A Resource List cannot be imported if it has more than 100 items.
- You can only import Resource Lists that you own. To import a public Resource List that you do not own, you must copy it before you can import it.

3. Select the Resource List you want to import. Its name and description, if available, appear in the appropriate workflow fields.

**Create Collection**

You are creating a new collection

1 Title/Description — 2 Grade/Subject — 3 Image/Color

Import Resource List  
Brian's List

Title  
Brian's List

Description  
A list of Brian's favorite books.

Visibility

Private  
Only you can see (unless you share).

Your School  
Anyone at Alta Heights Magnet School can see.

District  
Anyone at Napa Valley Unified School District can see.

Public  
Anyone can see.

Cancel Continue Create

### Notes:


- If the Resource List does not have a description, you can type it in the field.
- Select the desired visibility for your collection.

## Adding Items to a Collection

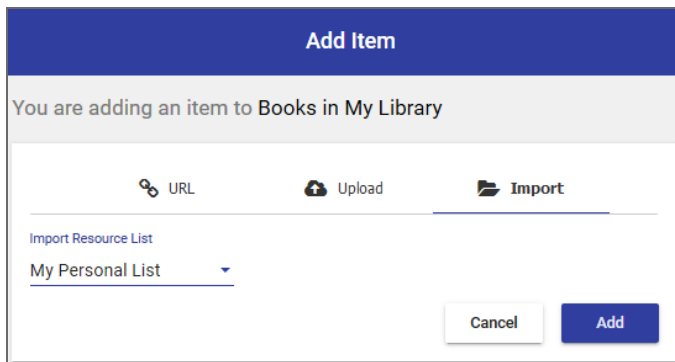
4. Click **Create**. Your new collection appears with the items from your Resource List.

### To import a Resource List into an existing collection:

1. From the Collections homepage, under the **Private** tab, open your desired collection.

2. In the bottom corner of the collection, click .

3. On the Add Item page, click **Import**.



4. Select the Resource List you want to add. Its name appears in the drop-down.

5. Click **Add**. The resources from your list appear in your collection.

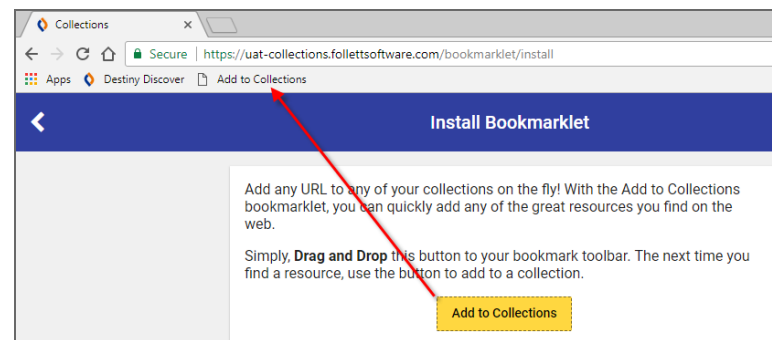
### Notes:

- You can only import a Resource List into an existing collection if you are the owner of that collection.
- A Resource List cannot be imported into an existing collection if it has more than 100 items.
- When you import a Resource List into an existing collection, its title and description do not copy over. The collection maintains its original title and description.
- To change the order of items in your collection, click on a resource and drag and drop it to a new location.

## Install the Bookmarklet

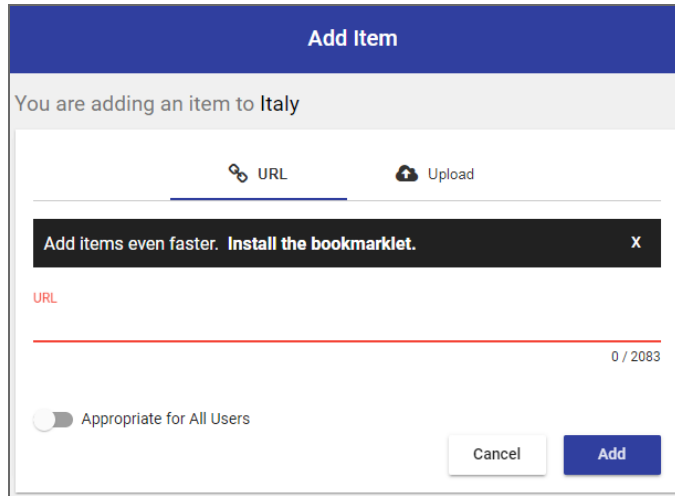
The bookmarklet makes it easy to save resources from around the web. You can install the bookmarklet by doing either of the following:

- Clicking "Install the Bookmarklet" on your Profile page. Then, drag **Add to Collections** from the page to your browser's bookmark toolbar.




## Adding Items to a Collection

- Adding a weblink to your collection.



The first time you add a weblink to your collection, a pop-up asks if you want to install the bookmarklet. To do so, just click **Install the bookmarklet**. Then, drag **Add to Collections** from the page to your browser's bookmark toolbar.

Once the bookmarklet is installed, you do not need to open your

collection and click  to add an item to it. Instead, click **Add to Collections** on your browser toolbar whenever you find a resource you want to save.

You can add the item to an existing collection, or create a new collection on the spot.

### Notes:

- The bookmarklet captures the item's title, description, URL, image and tags from the website.
- If you want, you can rename the bookmarklet link in the browser toolbar after you install it.