



### 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:

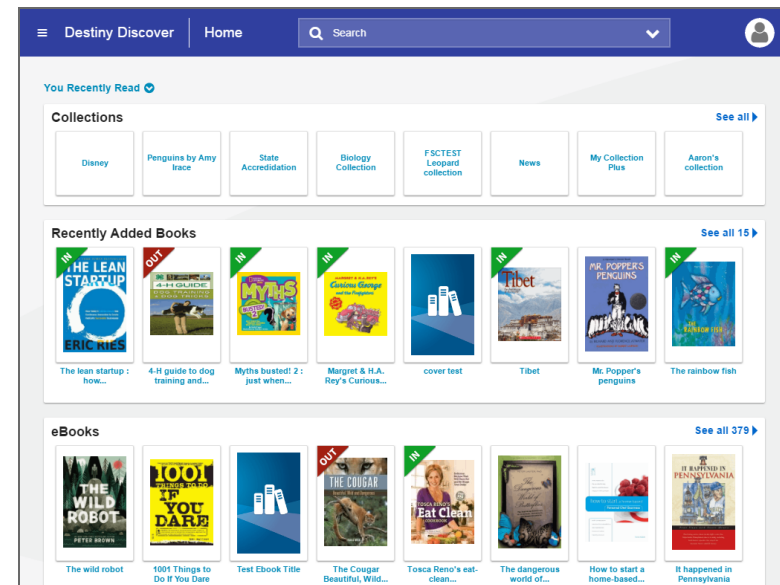
- From Destiny Discover
- From Destiny Classic


#### To access Collections from Destiny Discover:

1. Go to [destinydiscover.com](http://destinydiscover.com).
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 top-left corner, 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, you need to turn it on. To do so, select  > **General Setup > Maintenance > Setup**. Under "Destiny Discover Homepage Layout", 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.

### Create a Collection

You can create a collection in just a few clicks.

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

#### Notes:

- 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.

The screenshot shows a three-step workflow: 1. Title/Description, 2. Grade/Subject, and 3. Image/Color. Step 1 is active. The form includes a Title field with the text 'Outer Space' and a character count of 11 / 65. A Description field contains the text 'Outer space is the physical universe beyond the earth's atmosphere.' with a character count of 67 / 2000. The Visibility section has four radio button options: Private (selected), Your School, District, and Public. At the bottom are 'Cancel', 'Continue', and 'Create' buttons.

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.

2. 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**.

3. 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.

## Creating Collections

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

**Grades**

PreK K 1st 2nd 3rd 4th 5th 6th 7th

8th 9th 10th 11th 12th

**Subjects**

Business and Communications College and Career Readiness

Digital Citizenship English Language Arts Fine Arts Foreign Language


Gifted Education Health Education Literacy Mathematics Other

Physical Education Professional Development **Science** Social Studies

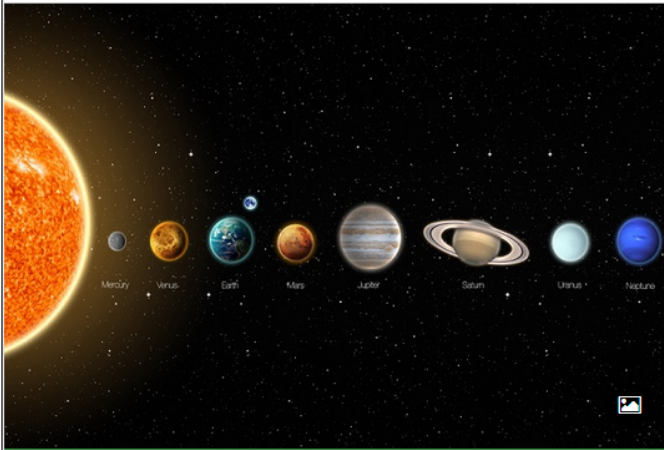
Special Education STEM/STEAM Vocational Technology

Cancel Continue Create

4. For Step 3, Image/Color, do the following:


- To change the collection image, click . 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.

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



**Outer Space**

Outer space is the physical universe beyond the earth's atmosphere.



Cancel Create

5. Click **Create**.