



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.

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

4. Do one of the following:

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

Note: You can edit the message if you want before clicking Send.

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

Share a Collection via Google Classroom

You can share your collection on Google Classroom™.

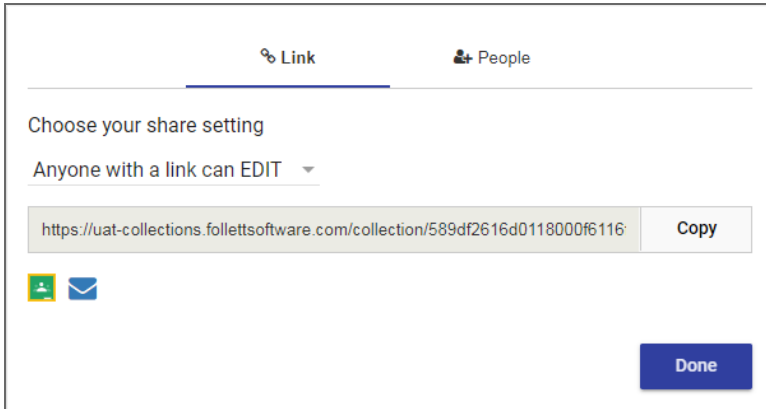
Notes:

- 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.


Sharing Collections

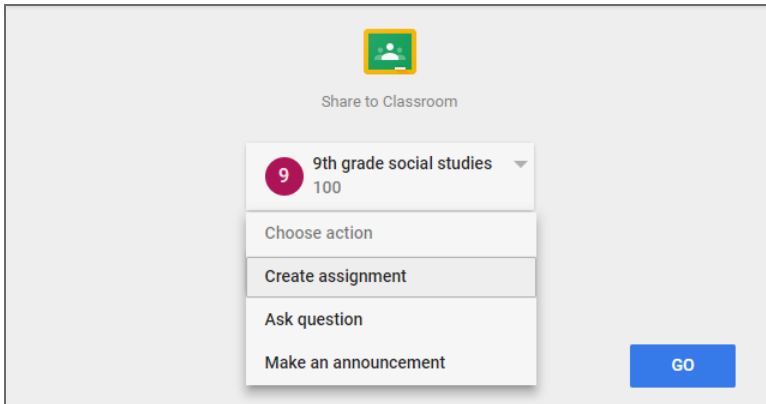
2. On the collection image, click  to choose your share settings.



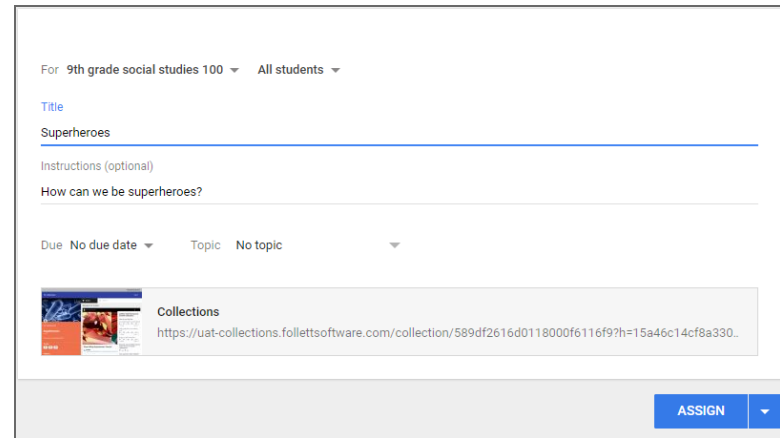
3. On the **Link** tab, select one of the following:

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

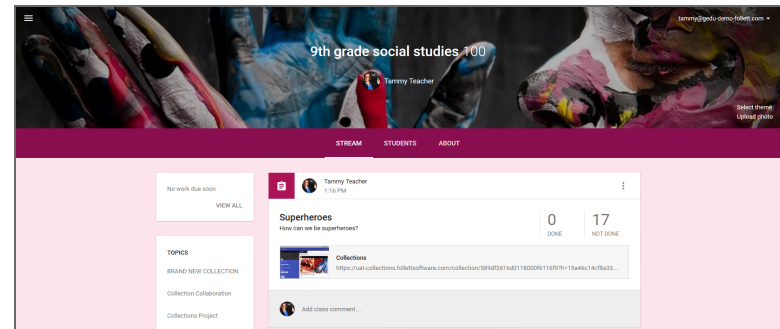
4. Click , and then choose the class you want to post the content to.
5. Click the **Choose action** drop-down to select if you want to create an assignment, ask a question or make an announcement.



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.

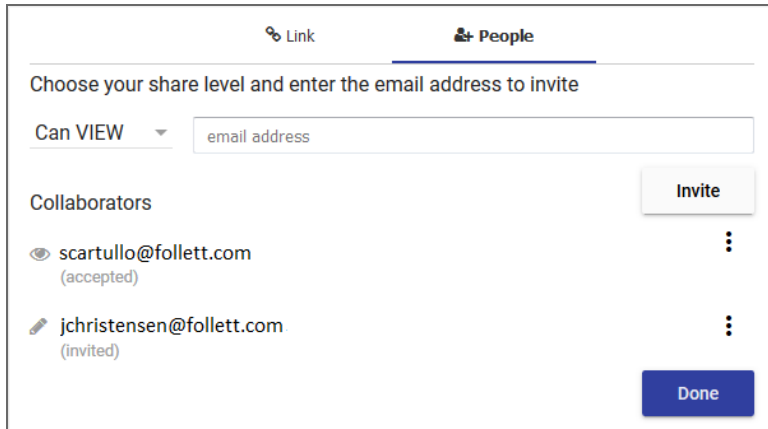
Sharing Collections

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 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. On the collection image, click .
3. Select the **People** tab.



The screenshot shows a 'Share' dialog box with two tabs: 'Link' and 'People'. The 'People' tab is active. The text reads: 'Choose your share level and enter the email address to invite'. Below this, there is a dropdown menu set to 'Can VIEW' and an input field for 'email address'. Underneath, a section titled 'Collaborators' lists two users: 'scartullo@follett.com (accepted)' and 'jchristensen@follett.com (invited)'. Each user has a vertical ellipsis menu icon to their right. There is an 'Invite' button and a 'Done' button at the bottom right.

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.

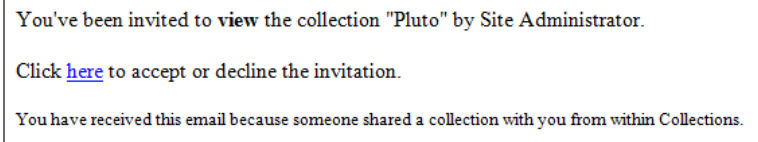
7. Click **Done** to return to your collection.

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.

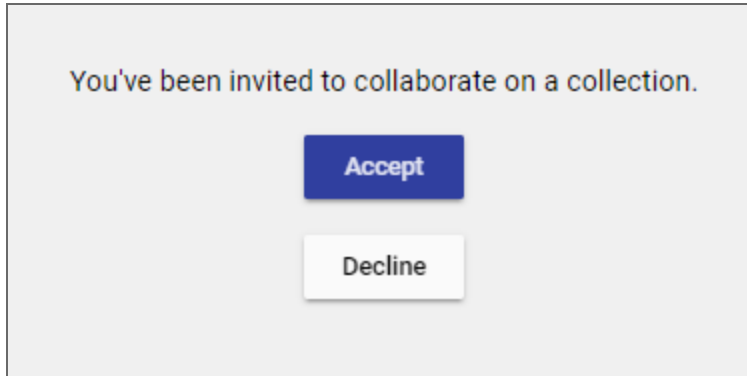


The screenshot shows an email invitation message. The text reads: 'You've been invited to view the collection "Pluto" by Site Administrator. Click [here](#) to accept or decline the invitation. You have received this email because someone shared a collection with you from within Collections.'

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!**

Sharing Collections



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.

To view the collaborator(s) of a collection:

1. From the Collections homepage, select any collection with  in the collection's header.
2. Under the collection image, next to the owner's name, click . The name of the collaborator(s) appears.
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 can disable access for any Collections role.

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:

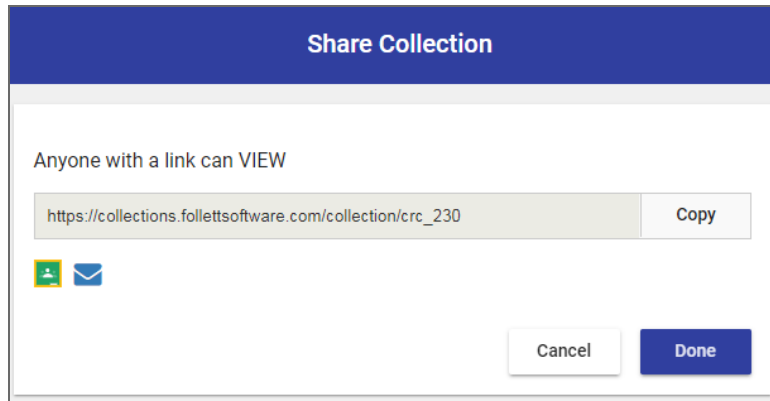
1. From the Collections homepage, click the **Featured** tab.
2. On the "Featured Collections from Educators" ribbon, select the collection you want to view, or click **See all**.


To share a Featured Collection:

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

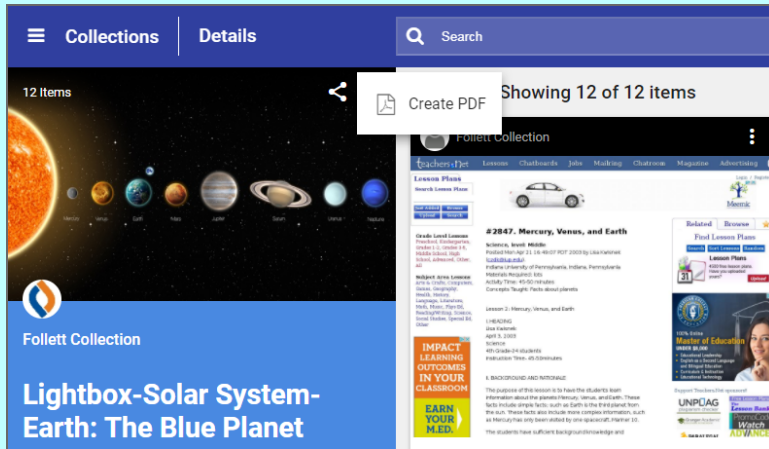
Sharing Collections

- On the collection image, click . The Share Collection page appears.




- Click  to post to Google Classroom, or click  to email a view-only link.

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



To disable Featured Collections:

- On the Collections homepage, select  > **General Setup > Collections Policies**.
- Deselect the **Can view... Featured Collections** checkbox to disable Featured Collections for the desired role.

Follett Digital Setup		UAT FollettShelf Site				
Create Codes		Collections Policies				
Assigned Books		Collections Policies				
Policies		Visibility				
Reports						
Access Levels						
Collections Policies						
Maintenance						
Approve Reviews						
Job Manager						
Role	Can make collections visible to...			Can view...		
	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"/>	
Alumni	<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"/>	
Guest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Instructor	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Member	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Observer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

- Click **Save**.