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:**
   > - Click the tabs at the top of the page to select a resource type.
   > - If you want to search by title, author, subject or series, click the down arrow in the **Search** bar, and then select the type from the drop-down.

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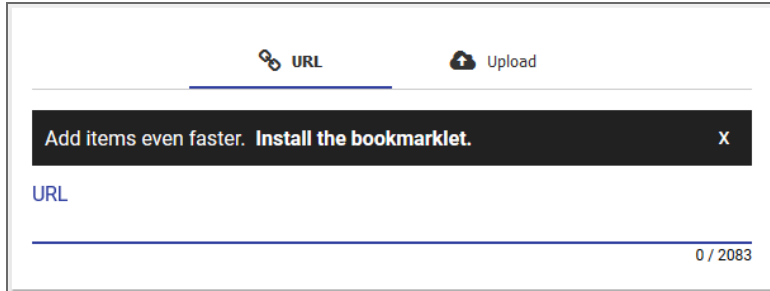
> **Notes:**
> - You cannot add items to a public collection.
> - If you want to save a PDF file from the Internet, add the URL directly to your collection or use the bookmarklet. If you download the file to your local drive first, it will not appear in your collection.

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.

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.

   Note: 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.

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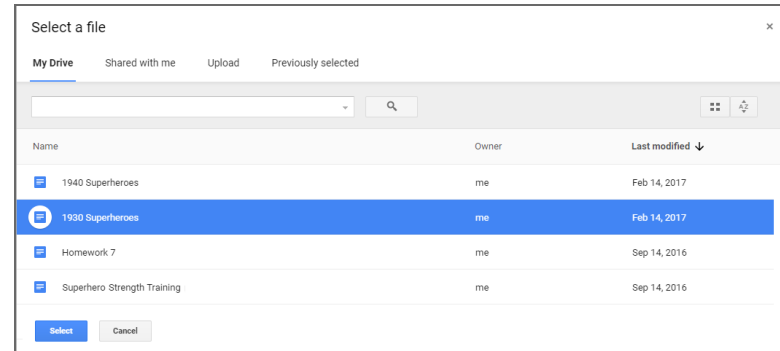
   The **Title** and **Type** automatically appear in the fields.

   Note: You can edit the title, or change the document type.

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

   Note: 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.

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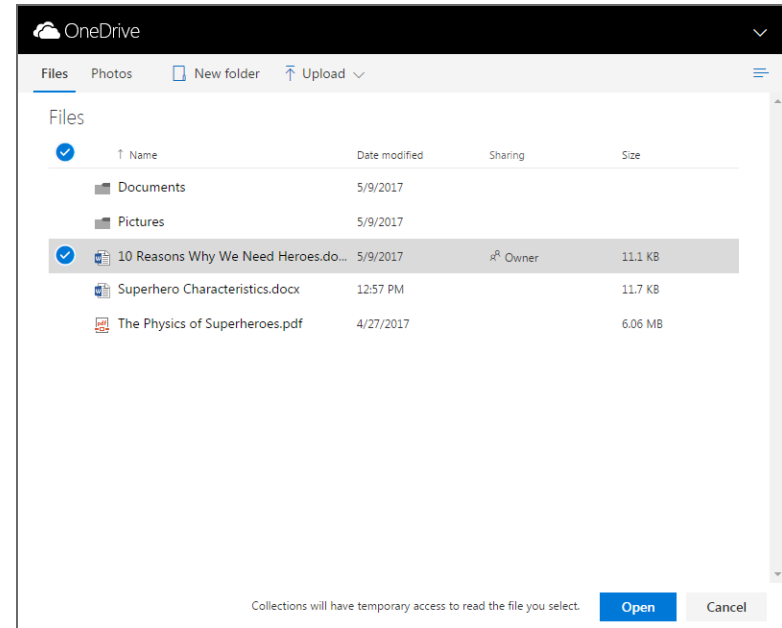
3. Follow steps 3–4 in the "To upload a Google Drive document" section.

Import a Resource List

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

Notes:
- You must have permission to create Resource Lists in Destiny to import them to Collections.
- Co-owners of a Resource List in Destiny are no longer co-owners of that list once it is imported to Collections.

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

2. In the top corner of the workflow, click **Import Resource List**.

Note: You will not see the **Import Resource List** option if you do not have the permission to create Resource Lists in Destiny.

3. Use the drop-down to select the Resource List you want to import. The name of the Resource List and its description, if available, appear in the appropriate workflow fields.

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

4. Click **Create**.

Your new collection appears with the items from your Resource List.

Note: 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.

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 drag **Add to Collections** from the page to your browser's bookmark toolbar.
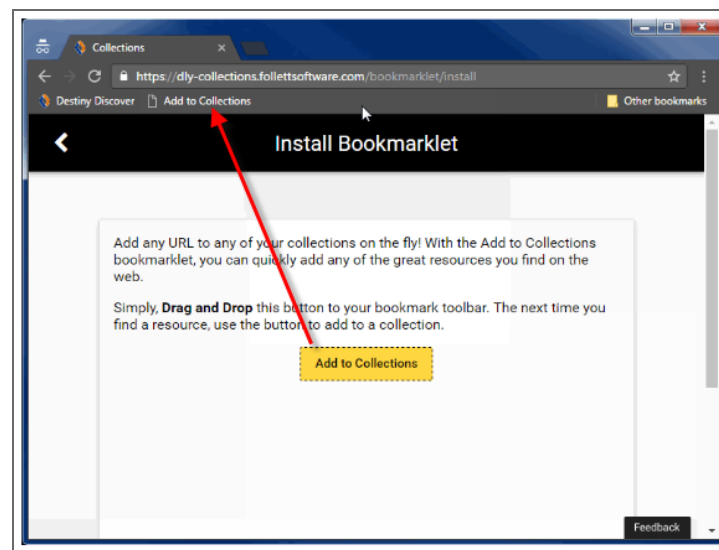
Adding Items to a Collection

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.