



### 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:

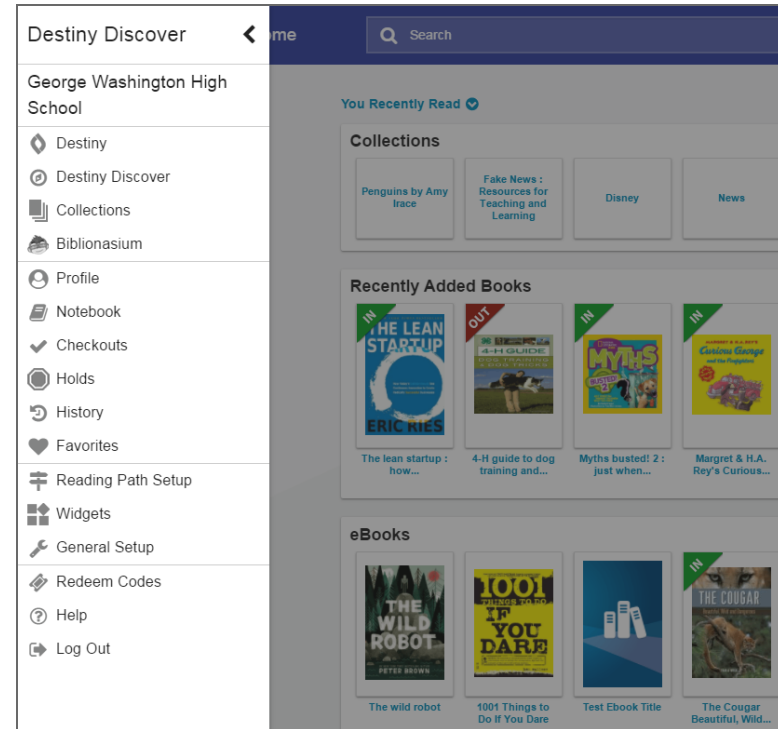
1. Go to [destinydiscover.com](http://destinydiscover.com).
2. Select your location from the drop-down, and then type your school name in the field.

**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:** The Collections ribbon appears on the homepage by default.

A slide-out menu appears.



#### 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 5 above.

## Creating Collections

### Create a Collection

You can create a collection in just a few clicks.

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

**Note:** You cannot create a collection from the **Public** tab.

A workflow walks you through the details.

The screenshot shows a three-step workflow for creating a collection. Step 1, 'Title/Description', is active. It features a text input for the title with the example 'Outer Space' and a character count of 11 / 65. Below is a larger text area for the description with the example 'Outer space is the physical universe beyond the earth's atmosphere.' and 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.

## Creating Collections

- Click **Create**. Or, click **Image/Color** or **Continue** to move to Step 3.


The screenshot shows the 'Grade/Subject' step of the collection creation process. At the top, there are three numbered steps: 1 Title/Description, 2 Grade/Subject (highlighted), and 3 Image/Color. Below the steps, there are two sections: 'Grades' and 'Subjects'. The 'Grades' section has buttons for PreK, K, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, and 12th. The 'Subjects' section has buttons for 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, and Social Studies. At the bottom, there are 'Cancel', 'Continue', and 'Create' buttons.

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

- To change the collection image, click  to see an image library, and then click the image you want to appear in your collection.
- To customize the color for your collection, click the corresponding swatch. The color appears in the banner.

The screenshot shows the 'Image/Color' step of the collection creation process. At the top, there are three numbered steps: 1 Title/Description, 2 Grade/Subject, and 3 Image/Color (highlighted). Below the steps, there is a large image of the solar system with planets labeled: Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, and Neptune. Below the image, there is a purple banner with the text 'Outer Space'. Below the banner, there is a grid of 20 color swatches. At the bottom, there are 'Cancel' and 'Create' buttons.

5. Click **Create**.

**Note:** If you need to return to the previous step, click  in the top-left corner of the page.