

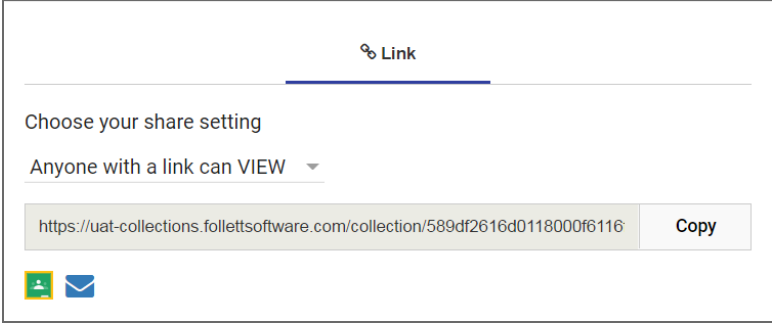


### Share a Collection via Email

Sharing your collection with others is a great way to collaborate. You can easily send a link to your colleagues, students, classmates and friends.

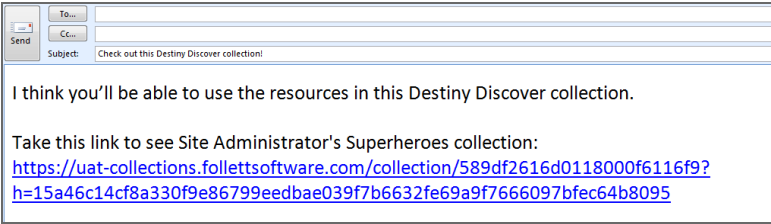
- Notes:**
- You can only share a collection if you own it. To share a public collection, you must copy the collection first before you can share it.
  - You do not have to use Destiny in order to view a collection.

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. 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

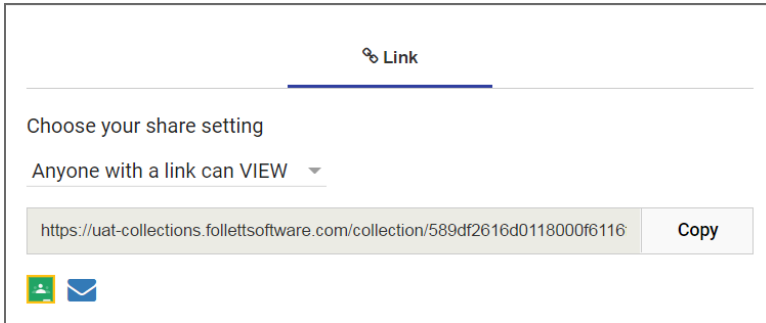
You can share your collection on Google Classroom™.

- Notes:**
- You have to set up your own Google Drive™ and Google Classroom accounts to be able to share your collection on Google Classroom.
  - You can only share a collection if you own it. To share a public collection, you must copy the collection first before you can share it.

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.

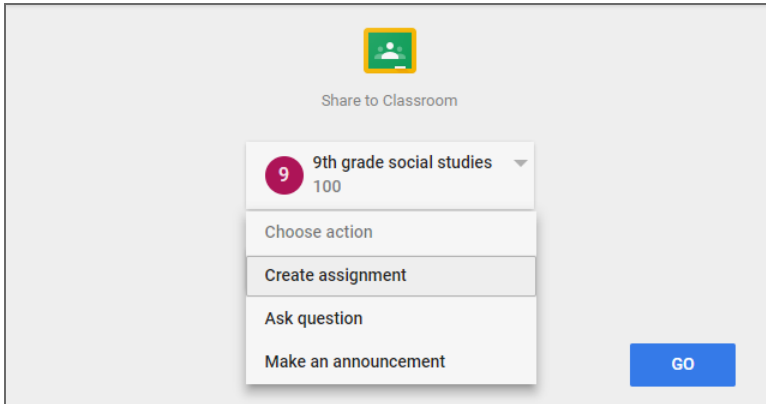


3. Select one of the following:

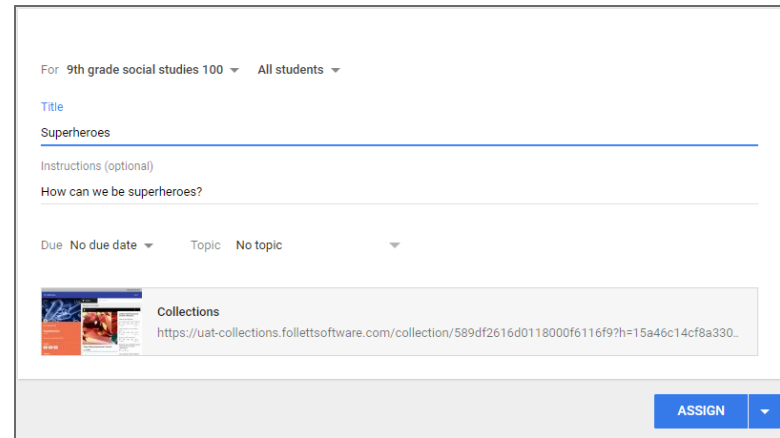
- **Anyone with a Link can VIEW**
- **OFF - Only you have access**
- **Anyone with a Link can EDIT**

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.

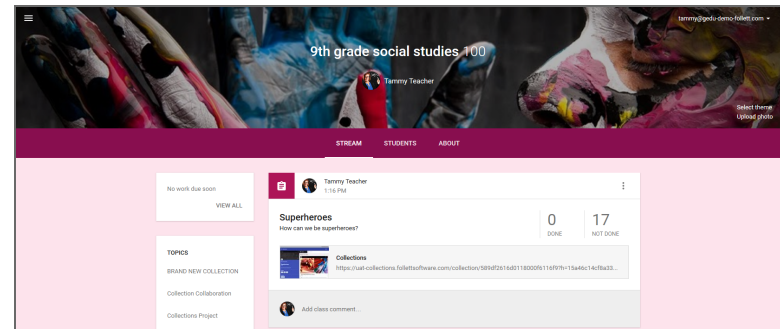


6. Click **Go**. Collections populates the **Title** and **Instructions** (if your collection has a description).



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.

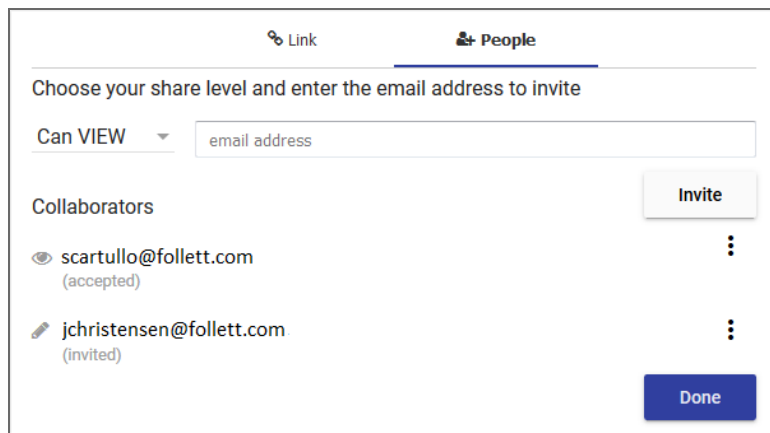
When you share your collection with collaborators, any items they add will appear in your collection. As the owner, you can remove the items if you want.

#### Notes:

- You can only share a collection if you own it. To share a public collection, you must copy the collection first before you can share it.
- When multiple users are collaborating on a collection,  appears in the collection's header.
- 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.




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.

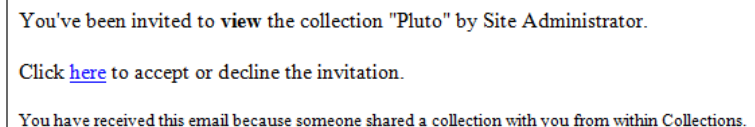
7. Click **Done** to return to your collection.

#### 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 page to see who accepted or declined your invitation.

#### To accept or decline a share invitation:

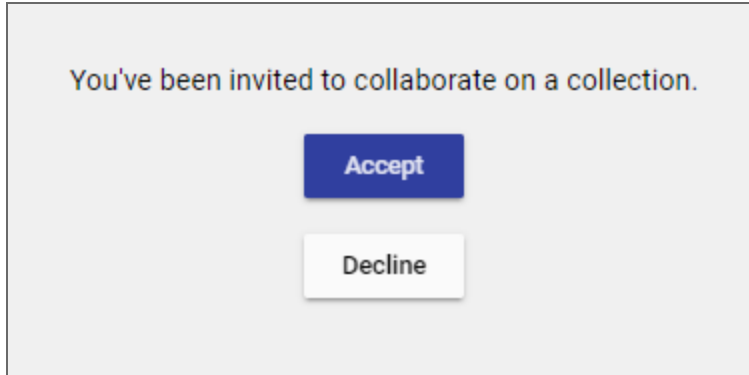
1. In the email you received, click the link.



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.

## Sharing Collections

- If you are not logged in to Destiny Discover, fill in your information, and then click **GO!**
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.