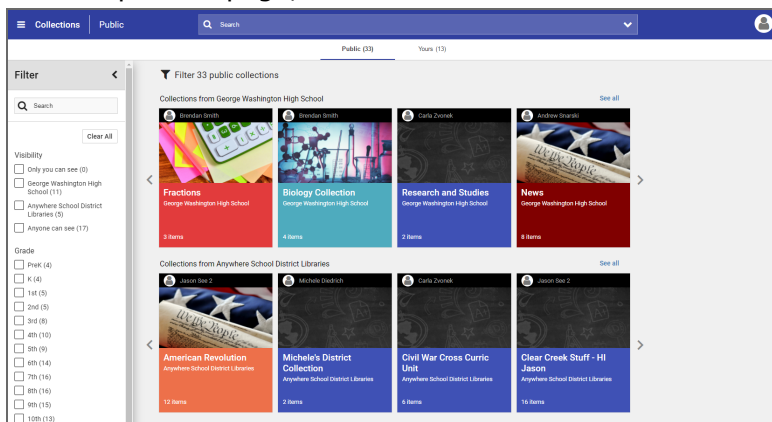## Search and Filter All Collections

Are you looking for information on a particular subject, like science? You can search and filter all collections–both public and private–to find the ones you want.

1. On the Collections homepage, select **Public** or **Private**, depending on which collections you want to filter.

   Note: Public collections are divided into three groups–your school, your district and Public. Click ＞ to scroll through all collections in a particular ribbon, or click **See all** to view them on one page.

2. At the top of the page, click ▼ .

3. In the **Filter** menu, do the following:
   - Enter a keyword in the **Search** field, and then press **Enter**. A list of collections appear.
   - Select the checkboxes next to the desired visibility, grade and/or subject. The list of collections automatically refreshes to reflect your choices.

Notes:
- The checkboxes subtract from the **Search** field. For example, if a search for *biology* returns five results from a total of 10 collections, the visibility, grade and/or subject filters further limit the list based on those five results.
- At any time, click **Clear All** to view the complete list of collections.
- To exit the **Filter** menu, click ＜ , or click anywhere on the page.

Copy or Delete a Collection

You can copy or delete a collection if you want to modify its contents or remove it.

Notes:
- You can only delete a collection that you created.
- Deleting a collection is permanent. It cannot be undone.

1. Find and open the collection you want to work with.

2. On the collection image, select ⋮ > **Copy** or **Delete**, depending on the action you want.
   - If you choose **Copy**, a three-step workflow walks you through completing the details for that collection.
   - If you choose **Delete**, a message lets you know that you are about to delete your collection.

Edit a Collection's Details

You can edit a collection if you are the owner or have edit permissions. Change the title, description, visibility, grades, subject, image and colors.

1. On the Collections homepage, open the collection you want to edit.

2. On the collection image, select ⋮ > **Edit**. A three-step workflow appears, starting with Step 1, Title/Description.

3. Do one of the following:
   - To change the **Title** and/or **Description**, click in the appropriate field.
   - To change the **Visibility**, select the option you want.

4. Click **Save** to go back to your collection. Or, click **Grade/Subject** or **Continue** to move to Step 2.

5. To edit grade levels and subjects, click the appropriate tags to select or deselect the desired options.

   Note: Selecting tags provides more details about your collection and makes it easier to find when you perform a search.

6. Click **Save** to go back to your collection. Or, click **Image/Color** or **Continue** to move to Step 3.

7. Do one of 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 a swatch. That color appears in the banner.
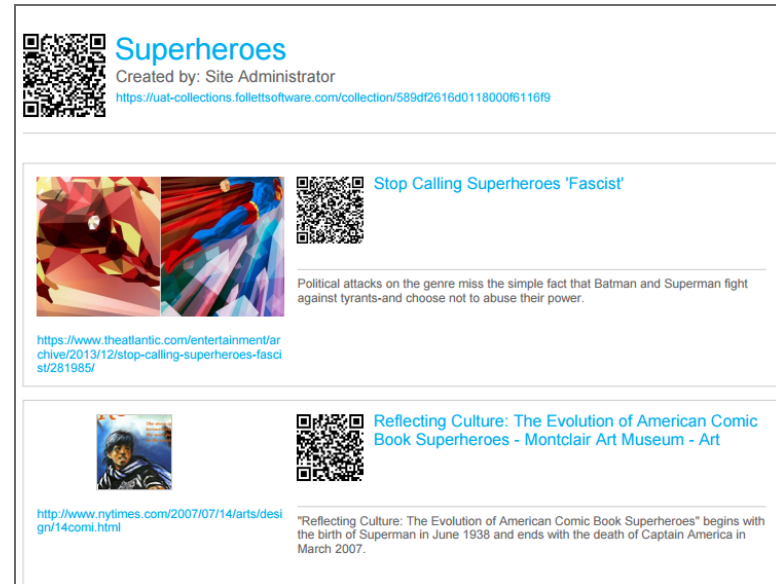
8. Click **Save**.

Create a PDF of a Collection

For each collection, you can create a PDF with Quick Response (QR) codes that link directly to your resources. This makes it easy to print or share your collection with others.

1. Open the collection you want to create the PDF for.

2. On the collection image, select ⋮ > **Create PDF**. A PDF of all items in that collection either opens automatically or downloads to your computer.

   Note: Depending on your browser, you might be asked to open or save the file.


View Collection Activity

Do you have multiple collaborators working on the same collection? The activity feed lists when items have been added, removed, copied and more.

   Note: You can only view activity for a collection you created.

1. On the Collections homepage, open the collection you want to view activity for.

2. On the collection image, select ⋮ > **Activity**. A list of activities for the collection appears, including names and dates.

View an Item

When you add an item from Destiny Discover™, the Internet, Google Drive™ or Microsoft® OneDrive, it automatically appears in your collection. For each item, its title, type, description, tags and URL (if the item is a weblink) are also auto-populated.
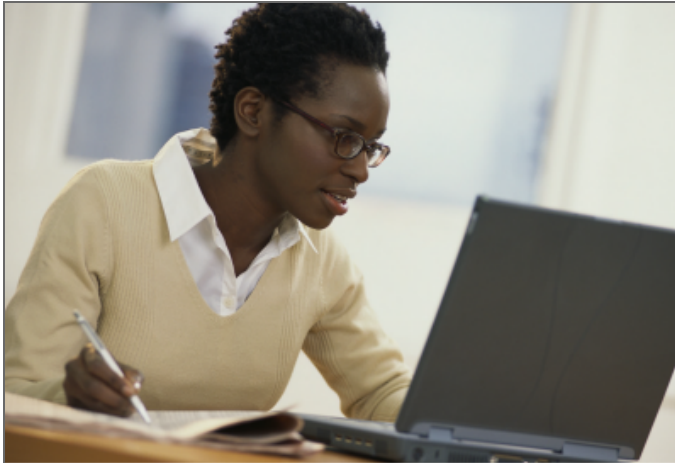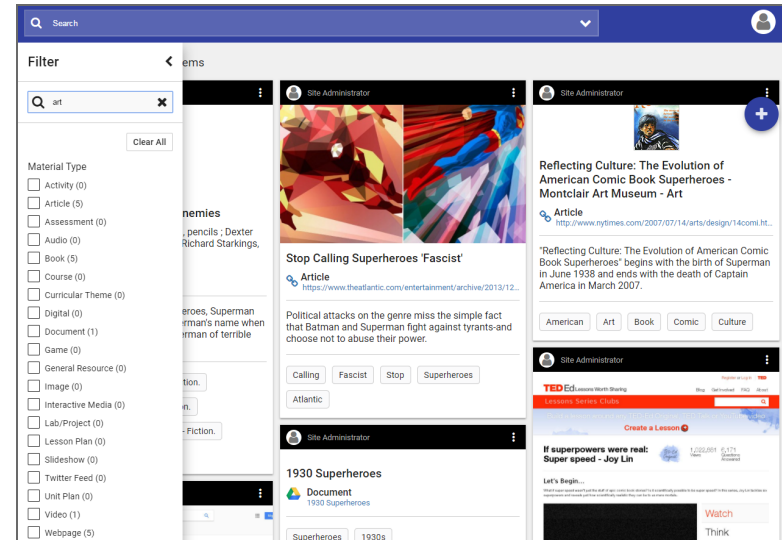

Do either or both of the following:

- To view a webpage, document, article or video, click its image or link to open it in a new window.

- To see a book or eBook's details, click its image.

Search or Filter Items in a Collection

Do you just want to see one or a few types of resources? You can search by keyword, or filter items in a collection to find what you want, quickly and easily.

1. On the Collections homepage, select **Public** or **Private**.

2. Open a collection, and then click 🔻. A **Filter** menu appears.

3. Do either or both of the following:
   - Enter a keyword in the **Search** field, and then press **Enter**. A list of items appear.
   - Select the checkboxes next to the desired material types. Items in the collection automatically refresh to reflect your choices.

Notes:
- You can also search by tags to see a list of items related to a particular grouping. For example, if you enter *art* in the **Search** field, only items that include the tag *art* will appear in your

filtered list.

- At any time, click **Clear All** to view the complete list of items in the collection.

- To exit the **Filter** menu, click ◄, or click anywhere on the page.

Edit an Item's Details

Do you want to change how an item appears in your collection? You can edit the details of an individual item in any collection you create.

Note: To edit items from a public collection, you must copy and save the collection first. Then, you can modify the items in the copied collection under the **Private** tab.

1. On the Collections homepage, open the collection containing the item you want to edit.

2. In the item's header, select ⋮ > **Edit**.

3. To change its Title, Type or Description, click in the appropriate field.

4. Under Tags, click a tag to remove it, or click in the field and then click ✚ to add a new tag.

5. After you make your changes, click **Save**.

Copy, Move or Delete an Item

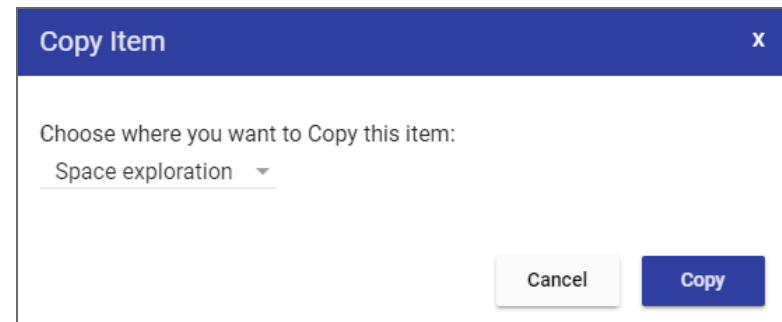Do you want to send a specific item to another collection? You can:

- Move an item from one collection to another, so that it only appears in the collection it is being moved to.

- Copy an item, so that it appears in both the original collection and the collection it is being moved to.

- Permanently delete an item.

Notes:
- You can only move or delete items from a collection you created or a public collection that you copied and saved under the **Private** tab.

- You can copy items from a public collection to add to your own collection.

1. On the Collections homepage, select the collection containing the item you want to work with.

2. In the item's header, select ⋮, and then click **Copy**, **Move** or **Delete**. A pop-up appears.

Copy Item   x

Choose where you want to Copy this item:

Space exploration ▾

Cancel   Copy

3. Do one of the following:
   - If you selected **Copy** or **Move**, choose which collection you want to send the item to.

   - If you selected **Delete**, a message asks if you are sure you want to delete.

4. Click **Copy, Move** or **Delete**, depending on the action you chose.

Sort Items in a Collection

You can quickly sort items in any collection. Sort by custom, most recent, alphabetical by title or material type.

> **Notes:**
> - You can custom order the items in your collection by dragging and dropping them. When you create a custom order, you can return to that order at any time by choosing *Custom* from the drop-down.
> - You must be the owner of a collection to custom sort it.

1. In the top-right corner of the page, click the drop-down.
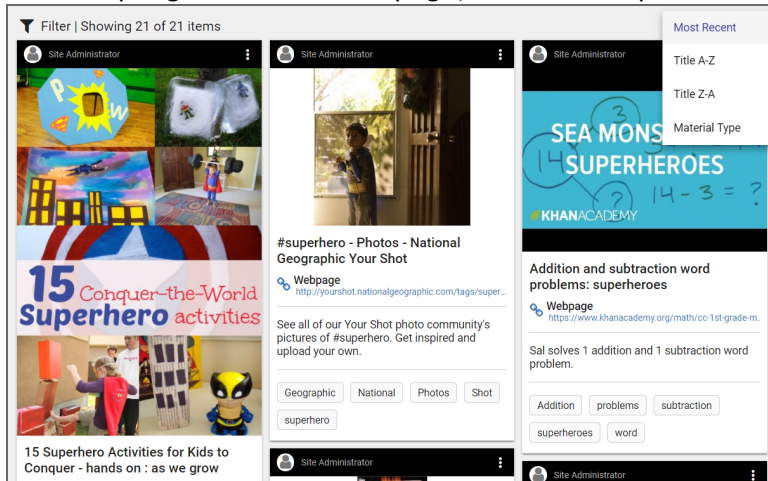
2. Select one of the following:
    - **Custom** to sort items in the drag-and-drop order you previously selected. This option only appears after you drag and drop items to a desired order.
    - **Most Recent** to sort by the most recently-added items first.
    - **Title A-Z** to sort items in alphabetical order.
    - **Title Z-A** to sort items in reverse-alphabetical order.
    - **Material Type** to sort items grouped alphabetically by material type.

    The list of items automatically refreshes based on your selection.