



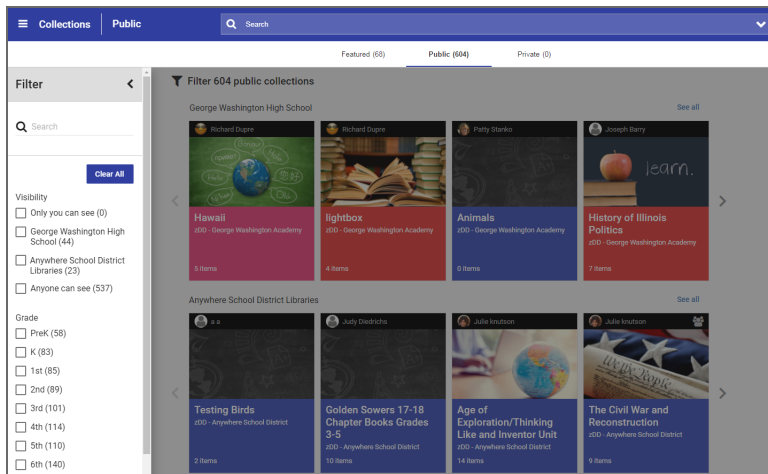
Search and Filter All Collections

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.

- 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.

- At the top of the page, click .



- 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.

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

Using Collections

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. The color appears in the banner.
8. Click **Save**.

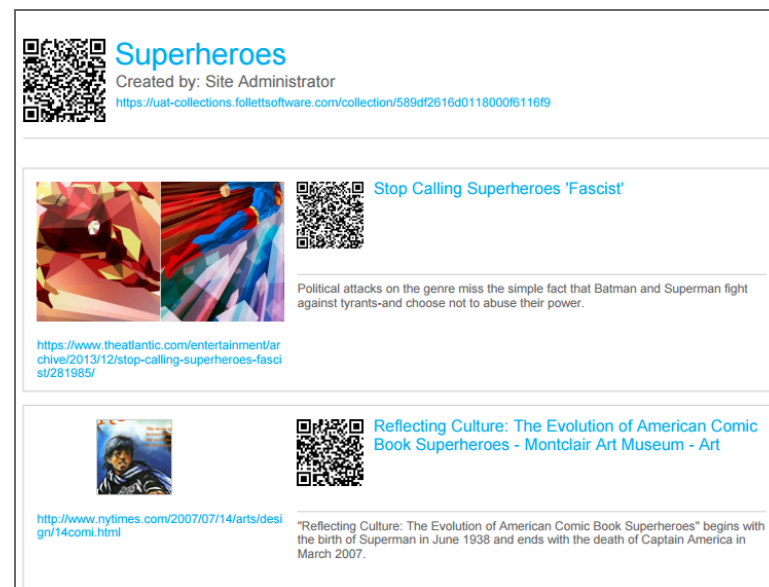
Create a PDF of a Collection

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.

Notes:

- Users with student roles cannot see any items in a collection that instructors have marked "For Instructor Use Only".
- Click a tag in an item to automatically search Destiny Discover for other resources on that topic.



How Do I Pick the Right Career?



Article

<http://www.rightcareer.com/choose-whats-right-for-you/>

Do you want to know how to choose the right career? Here are tips that will help you decide. Learn how to do a self assessment and research careers.

Career

Pick

Choose

Learn

assessment


Using Collections

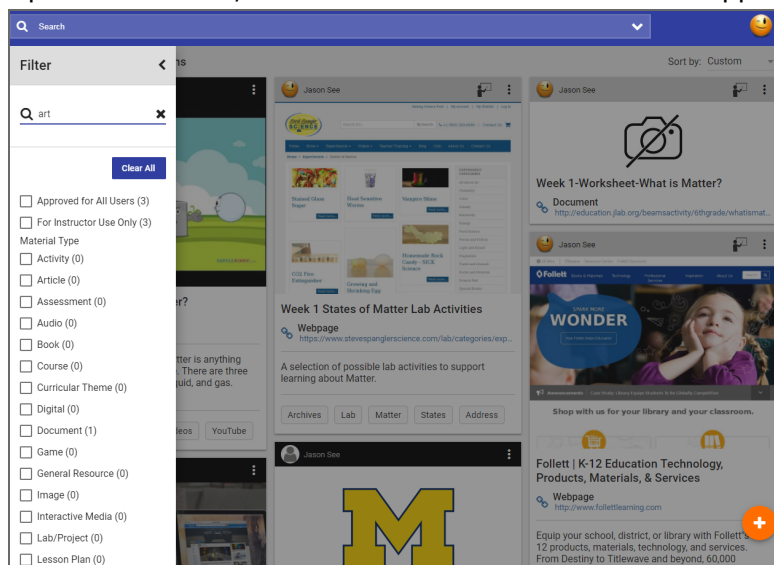
Do either or both of the following:

- 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.
- If you have the appropriate permissions, you can filter items in a collection that are "Approved for All Users" or "For Instructor Use Only".
- 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**. The Edit Resource page appears.

Using Collections

Edit Resource

You are editing Michigan Football Recruiting News and Message Boards

1 Title/Description

2 Image

Title

Michigan Football Recruiting News and Message Boards

52 / 65

URL

http://michigan.247sports.com/

Type

Webpage

Description

The Michigan Wolverines latest football and basketball news, including stats, schedules, football recruiting, and basketball recruiting.

136 / 1000

Tags

Boards X Football X Message X Michigan X News X

new tag +


☐ Appropriate for All Users

Cancel

Continue

Save

3. For Step 1, Title/Description, do one of the following:


- To change its **Title**, **Type** or **Description**, click in the appropriate field.
- To delete a **Tag**, click the desired tag to remove it.
- To add a **Tag**, click in the **new tag** field to type your text, and then click .

Notes:

- Once you add an item to your collection, click a tag to automatically search Destiny Discover for other resources based on that topic.
- You can perform a keyword search in Destiny Discover for any auto-populated tags or new tags you add to an item.
- Tags are only clickable for authenticated users. If you share a link with a non-Destiny user, they will not be able to click on the tags.

4. To hide this item from student view, slide the **Appropriate for All Users** toggle to **For Instructor Use Only**.

Notes:

- Only users with Administrator, Instructor, Faculty and Staff roles can see the toggle.
- When an item is marked "For Instructor Use Only", its header is gray and displays . Users with student roles cannot see this item in the collection.
- You can move an item in and out of instructor use at any time.

5. Click **Save**. Or, click **Image** or **Continue** to move to Step 2.

6. For Step 2, Image, do one of the following:

- To change the image, click **Upload**. Then, select the desired image from your computer.
- Or, drag and drop an image from your computer into the box.

Notes:

- To resize your image, use the scroll bar to make it smaller or larger.
- To change which part of the image appears, click on it and use the four-pointed arrow to drag it to the desired position.

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

Using Collections

Notes:

- Only users with Administrator, Instructor, Faculty and Staff roles can upload a custom resource image.
- You can only upload a custom resource image for items in your own collection.
- If you want to return to the original image, you have to delete the item and add it again.
- If you copy the item to another collection, you have to upload the custom resource image again. It will not automatically copy over with the item.


Copy, Move or Delete an Item

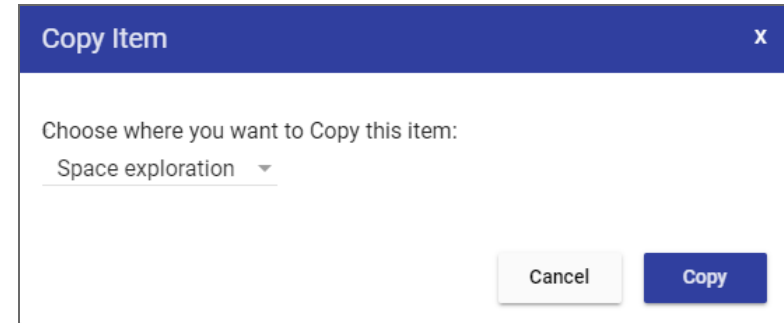
Do you want to send a specific item to another collection? You can:

- 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.
- If you upload a custom resource image, it will not copy over to another collection. You will have to add the image to the item again.

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.



The image shows a 'Copy Item' pop-up dialog. It has a dark blue header with the title 'Copy Item' and a close button 'x'. The main content area is white and contains the text 'Choose where you want to Copy this item:' followed by a dropdown menu currently showing 'Space exploration'. At the bottom right, there are two buttons: a light gray 'Cancel' button and a dark blue 'Copy' button.

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

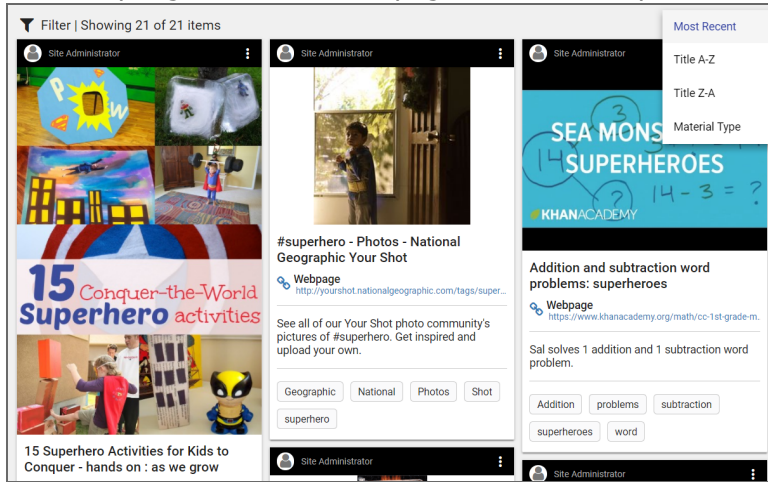
You can quickly sort items in any collection. Sort by custom, most recent, alphabetical by title or material type.

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.

Using Collections

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.

Report Abuse

If you see something in a collection that is abusive, offensive or inappropriate, use the report abuse feature to notify the appropriate staff member in your school or district.


Abuse evaluators review and have the option of removing any items they feel should not be displayed publicly.

Notes:

- At least one abuse evaluator needs to be set up in your school/district before users can submit an abuse report to a staff member. To do so, select  > **General Setup > Collections Policies**, enter one or two email addresses in the fields, and then click **Save**.
- Any collections user can be an abuse evaluator as long as they have a Destiny login and Collections access.
- Abuse evaluator(s) receive an email message whenever an abuse report is submitted.

A screenshot of the 'Abuse Evaluation' form. It has a title 'Abuse Evaluation' and a subtitle 'Collections reported as abusive are sent to the following email addresses for evaluation.' There are two input fields labeled 'Email Address'. At the bottom right, there is a blue 'SAVE' button.

To report abuse:

1. On the Collections homepage, open the collection containing the offensive or inappropriate item.
2. In the item's header, select  > **Report Abuse**.

Using Collections

3. On the Report Abuse page, choose the option that best describes the problem. You can also enter a description in the field.

Report Abuse

You are reporting FAQ about the American Revolutionary War

What is the problem?

☐ Bullying, Hate Speech, Harassment

☒ Dangerous or Violent

☐ Sexually Explicit

☐ Other

Description

Contains inappropriate language.

32 / 2000

Cancel Send

4. Click **Send**. An email is sent to the appropriate staff member.

To review an abuse report (abuse evaluators only):

1. In the email you received, click the **Evaluate Reported Item** link. You will go directly to the reported item in the collection.

An item in the Public Collection about the Revolution collection has been flagged as **Dangerous or Violent** abuse by Jason S. at George Washington High School, Anywhere School District Libraries, who wrote:

Contains inappropriate language.


Public Collection about the Revolution belongs to Michele Diedrich.

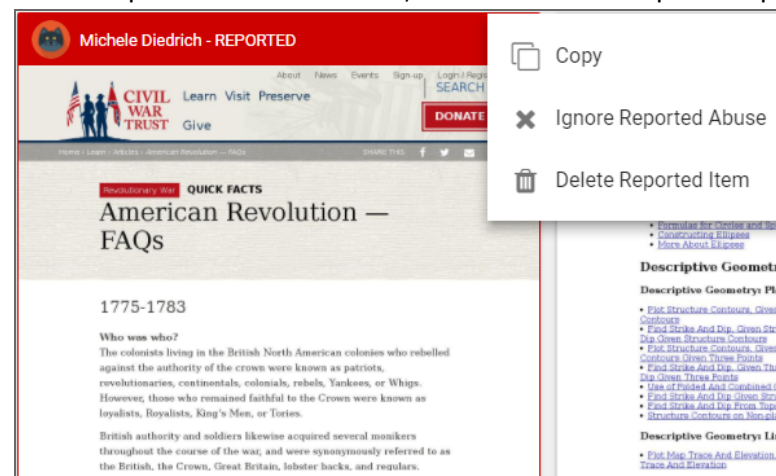
Item Reported: FAQ about the American Revolutionary War (<http://www.campaign1776.org/revolutionary-war/facts-of-the-american.html?referrer=https://www.google.com/>) added by Michele Diedrich

[Evaluate Reported Item](#)

After reviewing the item, you can either choose to ignore the report or delete the item via the item's menu.

You have received this email because your address was entered as an abuse evaluator in the setup for Collections.

2. In the reported item's header, select . Three options appear.



3. Do one of the following:
 - Click **Copy** to copy the item to another collection.
 - Click **Ignore Reported Abuse** to leave the item in the collection.
 - Click **Delete Reported Item** to remove the item from the collection.

Notes:

- Once you delete a reported item, it is permanently removed from the collection.
- The owner of the collection can see when items have been removed by viewing their activity.