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.
Sharing Collections

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.

You’ve been invited to view the collection “Pluto” by Site Administrator.

Click here to accept or decline the invitation.

You have received this email because someone shared a collection with you from within Collections.

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.

![You've been invited to collaborate on a collection.]

**Accept**

**Decline**

**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.