

How to Create a SolutionsU Story Collection

If you don't have a SolutionsU account, go to solutionsu.org and click on LOGIN/REGISTER in the upper right corner. You'll need an SolutionsU account for this course. It is free.

- The first step in creating a story collection is to Identify the topic, theme or strategy for your collection, and then from either the Search or Discover page, find stories.
- You can either add stories to your collection as you find them by clicking on the "ADD TO COLLECTION" icon (the one with the bullet points and lines), or by saving stories to your list of favorites (click the heart icon), and then building your collection from there.
- Either way, from within the SolutionsU story summary view, click "CREATE A NEW COLLECTION," and then follow the step-by-step instructions. You will also see a "CREATE YOUR OWN COLLECTION" icon in each topic or success factor section of Discover.
- Give your collection a name and write a description. You can also wait and add a description later, since when you first get started building a collection, you might not be ready for this step. You can also edit these fields later in *My Collections* below your name.
- Repeat this process until you have added all the stories you want to this collection.
- You can also add external links to peer-reviewed articles, nonprofit organizations or any other information relevant to the collection. You'll find this function below the description box when you first create your collection. You can also add external links from the edit function in *My Collections*.
- Your collections (and your favorite stories) are stored in your *SolutionsU* account. To view or edit either, click on your name in the top right of the homepage and then click on either *My Collections* or *Favorites*.
- From *My Collections*, you can edit, delete or print a collection. You can also share collections on Facebook, Twitter or via email. To turn on the edit function, click the blue EDIT button on the right side of the screen.
- You can also use the PRINT PDF function to print your collection or to save it to your computer.

Congratulations! You now know how to curate and share your own collections of solutions journalism stories.