

Creating a Schoology Collection, Saving a Course to Resources, Saving Specific Items to Resources, Sharing a Schoology Collection with Another Teacher

A collection is like a container that stores courses, folders, files, and resources you may want to use in your account. You can think of a collection as a master folder that helps organize all of your work. For example, you can create a collection for each year, for each grading period, or each course.

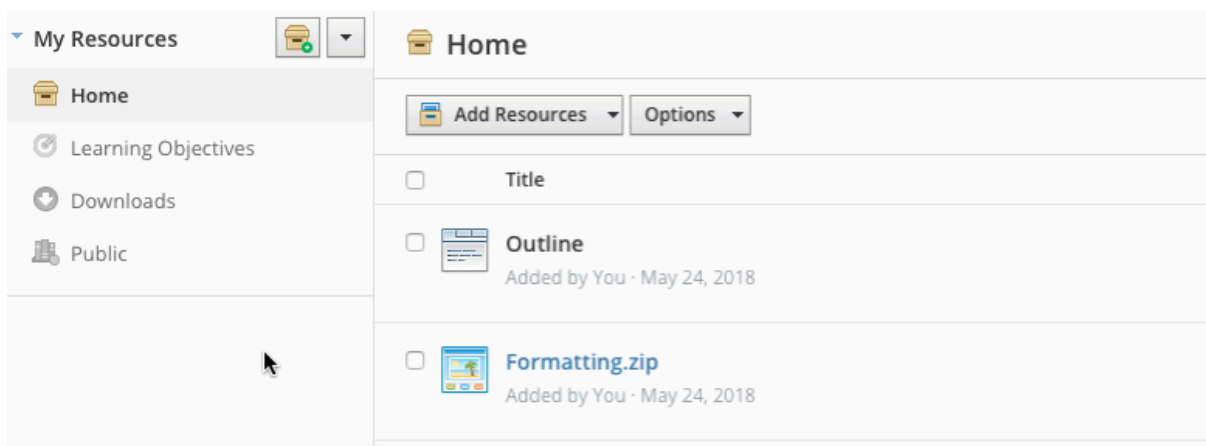
The Home collection is a personal collection of resources created and saved to your Resource Center. This collection exists by default, and it's only available to you. To share collections of resources with other faculty and connected users, you can create additional collections.





The screenshot shows the 'My Resources' sidebar on the left with a dropdown menu. The main area displays the 'Home' collection. At the top of the collection view are 'Add Resources' and 'Options' buttons. Below is a table with a header row:

<input type="checkbox"/>	Title	5 of 5
<input type="checkbox"/>	 English 101: Section 1 Added by You · May 10, 2013	

To Add a Collection, follow these steps:



This screenshot shows the 'My Resources' sidebar and the 'Home' collection view. The 'Add Resources' and 'Options' buttons are at the top. The table below shows more items:

<input type="checkbox"/>	Title	
<input type="checkbox"/>	 Outline Added by You · May 24, 2018	
<input type="checkbox"/>	 Formatting.zip Added by You · May 24, 2018	

1. Select **Resources** from the top menu bar in Schoology.
2. Click **Add Collection** (the light brown box with a green and white plus sign).
3. Title your new collection.
4. Click **Create** to finish.

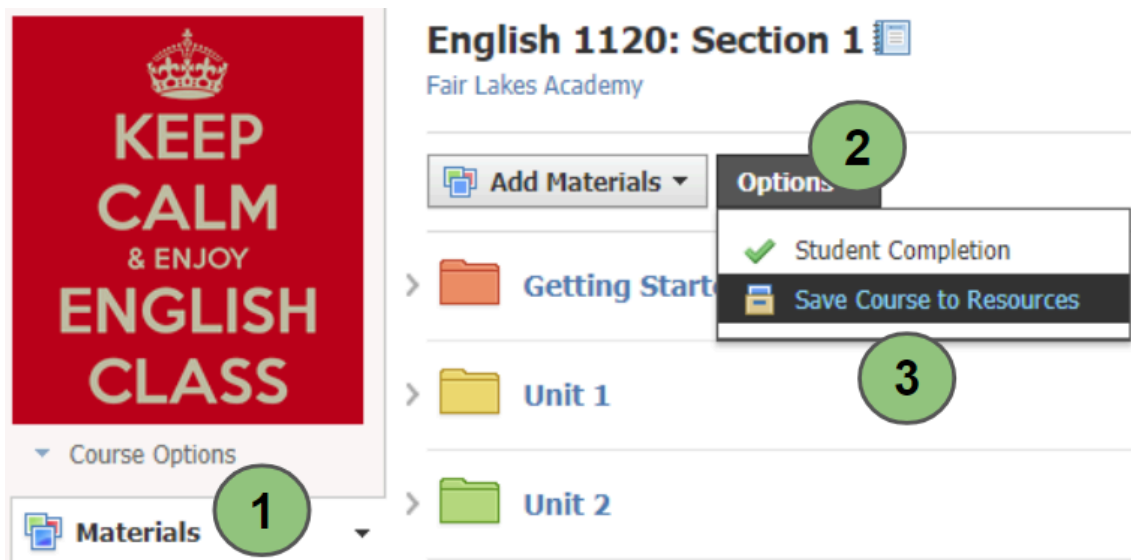
Option 1: Save your entire course to the collection

As a course comes to an end, you can save the materials you've created to your Resources. This enables you to copy your materials to future courses or share them with other educators.

If you wish to reuse all the materials you've created for the course, use the Save Course to Resources option.

To save an entire course's materials to your Resources:

1. Navigate to the Materials page of the course you'd like to save to Resources.
2. Click Options at the top.
3. Select Save Course to Resources from the drop-down menu.



4. Select the [Resource Collection](#) in which you'd like to house your course content. If you haven't created a collection, you can add the course to your Home collection.
5. Optional: Select a folder within the collection to which you'd like to save your course material.
6. The Save as field indicates that your course materials will be saved in a new folder within the selected destination in your Resources. Within that folder, the materials remain organized in the same structure that was used in the course.

A screenshot of the 'Save Course to Resources' dialog box. It has a title bar with a close button. Inside, there are three fields: 'Collection:' with a dropdown menu showing 'Home'; 'Folder:' with a dropdown menu showing '(No Folder)'; and 'Save as:' with a radio button selected next to a folder icon and the text 'Folder with Resources'. At the bottom are 'Submit' and 'Cancel' buttons.

7. Click Submit to complete.

Important Notes:

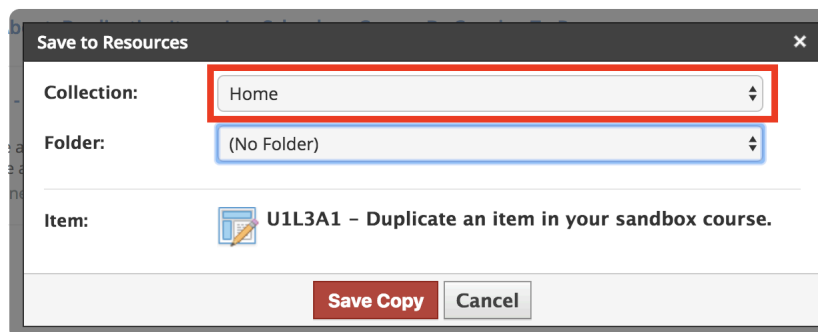
- Course materials are saved as "templates" to Resources. Other course-specific items, such as members, student submissions, the course profile picture, and calendar events are not saved to resources.
- Depending on the number of materials in the course, it may take some time to save the course to Resources. In this case, you will see a message that reads, "Your large operation is currently being executed. You can access a list of your large operations from your Transfer History area." [Check out this article to learn more about Transfer History.](#)
- If you applied [Student Completion Rules](#) to your course, the rules are retained when the course is copied to Resources. This also means that when you copy that course content into a new course section, the original rules and sequencing are still in place.

Option 2: Copy Individual Items From Your Courses Into Your Collection

1. Go to the item in your course (from the front page of your course) and click on the cogwheel next to it.

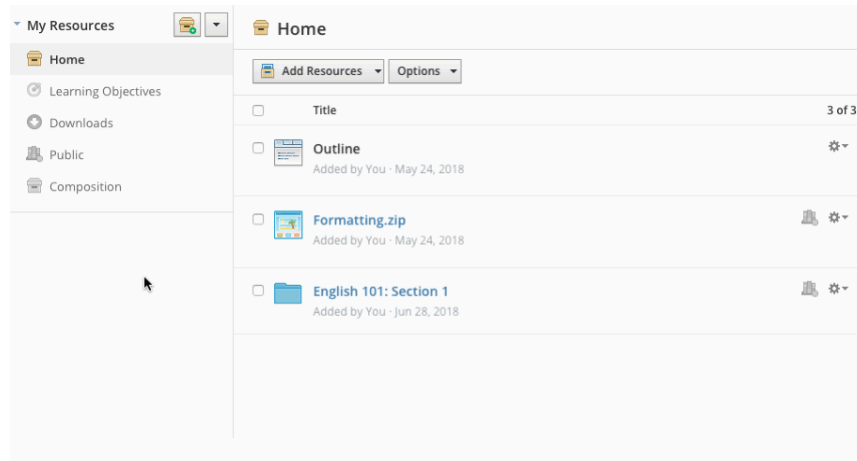


2. Choose **Save to Resources**.
3. Select the Collection where you would like it copied.



Share Personal Resources

You may choose to share your Resource Collections (excluding Home) with other educators or connected users by clicking Share located between Add Resources and Options.



To share a collection with someone else in Schoology, follow these steps:

1. Click **Resources**.
2. Click a collection you'd like to share or, create a new collection (see below).
3. Click **Share**.
4. Select all users you'd like to share with and click Add People. You may need to select a different building to locate other users.)
5. Remove people if desired using the X to the right.
6. Click **Save Changes** to complete.

Note: Resources within the Home collection cannot be shared. Create a new collection to share resources.

After you've added people, you can adjust permissions or remove members at any time. To set permissions or remove members, follow these directions:

1. Click **Resources**.
2. Click on the collection you'd like to modify.
3. Click **Sharing**.
4. Select Permission to adjust permissions.
5. Click the X to remove users from accessing the collection.
6. Click **Save Changes** to complete.

Who can I share with?

You can share resources with faculty (teachers and administrators) at your school or organization, or with users with whom you're [connected](#).