A collection is a group of materials focused on a particular topic for easy access. It may link to Quick Reference Cards (QRCs), guide sheets, off-site documents or MySCLearning courses. A collection can be “recommended” to you but, unlike a course, it isn’t assigned or required.

1. **Log in to MySCLearning and Find a Collection**
   See “Log in to MySCLearning” and “Find a Course or Collection.”

2. **Preview or open a collection**
   a) In the search results, click *More* to preview the description of a collection.
   b) Or click the collection’s *title* to open it.

3. **View materials in a collection**
   In the opened collection, each item displays a brief description. To open an item, click its title.
4 Bookmark a collection

In the top-right corner of the collection’s banner, click the three-dots icon.

Click *Bookmark* to add the collection to your Bookmarks tile.

5 Recommend a collection to another user

In the upper-right corner of the collection’s banner, click the three-dots icon.

Click *Recommend*.

a) Start typing the name of a user to whom you’d like to recommend this collection. When the system offers possible matches, click the correct name.

b) Type a message to accompany your recommendation.

c) Click *Recommend*.