

# Use a Collection in MySCLearning

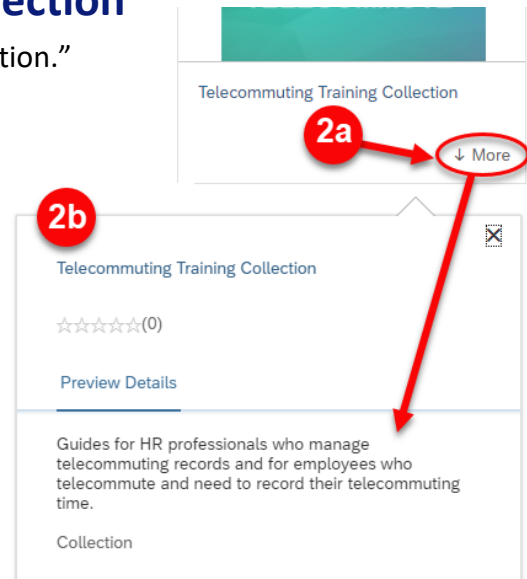
A collection is a group of materials focused on a particular topic for easy access. It may link to Quick Reference Cards (QRCs), guide sheets, off-site documents or MySCLearning courses. A collection can be “recommended” to you but, unlike a course, it isn’t assigned or required.

## 1 Log in to MySCLearning and Find a Collection

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

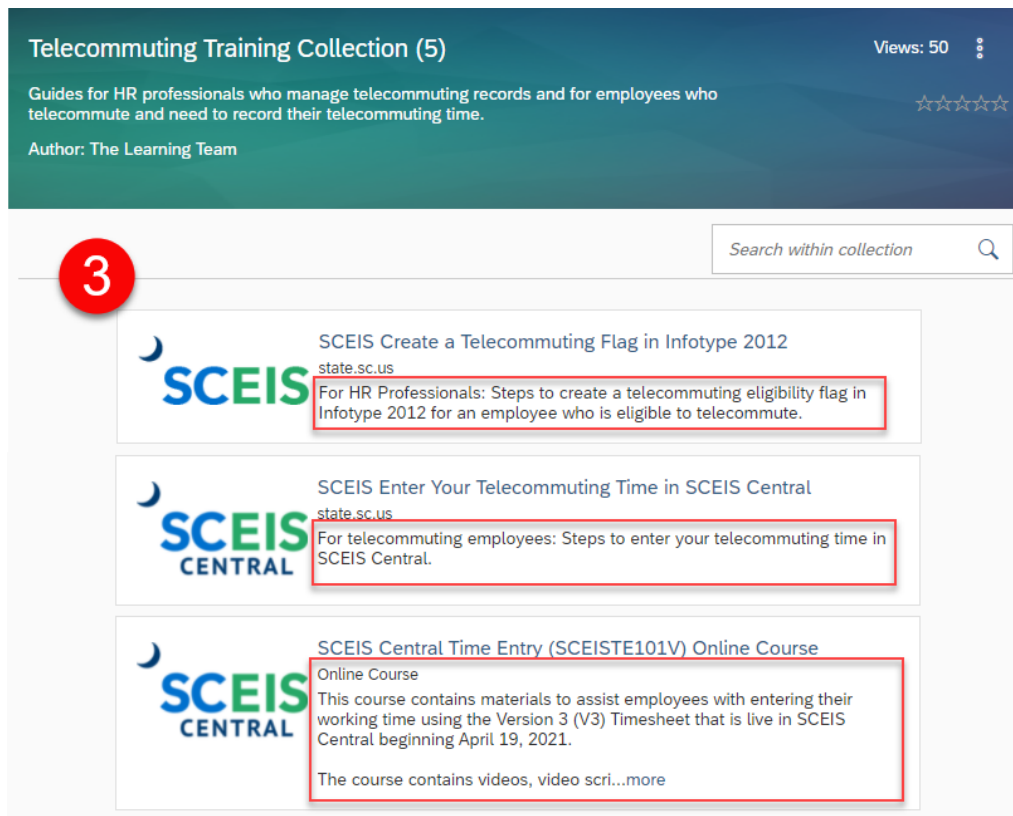
## 2 Preview or open a collection

- In the search results, click *More* to preview the description of a collection.
- 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.



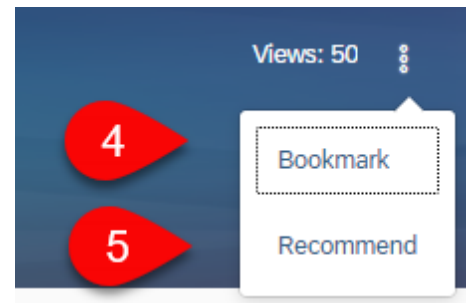
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## 4

### 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*.

- 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.
- Type a message to accompany your recommendation.
- Click *Recommend*.

A screenshot of the "Recommend to Others" dialog box. At the top, it says "Recommend to Others". Below that is a text input field with the placeholder "Who would you like to recommend to...". Below the input field, the name "EMPLOYEE EMILY" is displayed with a close button (X) to its right. Below that is another text input field with the placeholder "This collection has some good info for us!". At the bottom right of the dialog, there are two buttons: "Cancel" and "Recommend". Red callout boxes with numbers 5a, 5b, and 5c point to the input field, the message field, and the "Recommend" button, respectively.

Find more tip sheets at [MySCLearning Tools](#).