How to Create a Collection

Please note that you will first need to upload files before you can create a collection. Please note that you will first need to upload files before you can create a collection. Please see instructions for uploading your work in the ScholarSphere video, FAQ for depositing your work in ScholarSphere.

Clicking on the upload button under my dashboard will only allow you to upload files, not create a collection. After your files are uploaded, if you want to create a collection, you will need to follow these steps:

If this is the first time you’re using ScholarSphere, follow the steps 1-3. If it’s not, then skip to step 4.

1. Log in to ScholarSphere at https://scholarsphere.psu.edu - click on the login button in the upper right corner.

2. The login button will then show your name. Now, click on the downward arrow next to your name, and a drop-down menu will appear. Click on the first option my dashboard

3. If you have uploaded files, then you should see them listed on your dashboard. If you don’t see any files listed, then you need to upload files still. For instructions on uploading files, please go here.

4. If you see files on your dashboard, then you are ready to create a collection! Click the button
   a. Give it a title, determine the creator, and add a description.

5. Click on Add files from your dashboard

6. Using the checkboxes beside the file names, select the files you have uploaded and would like in your collection

7. Click the Add to Collection button
8. At this point, determine if you want to add the files to the collection you just started, or if you want to add them to a new collection, which can be created here as well:
   a. If you add them to an existing collection, they will be uploaded to that collection
   b. If you decide to create a new collection, click on the button. Then add a title, a creator, and a description for your collection. The files selected by clicking on the checkboxes will go directly to your new collection

9. You can always add more files to your collection from your dashboard