

# How to Create a Collection in ScholarSphere

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This guide will take you through the process of creating and adding files to a collection in Penn State's repository service, ScholarSphere.

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 Guide, Getting Started with ScholarSphere.

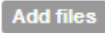
If this is the first time you're using ScholarSphere, follow the steps 1-3. If it's not, then skip to step 4.

1. Identify an item you would like to deposit and make sure you have permission to deposit it. (See <https://scholarsphere.psu.edu/about/>.)
2. Open a browser window and navigate to <https://scholarsphere.psu.edu>.

*Note:* Chrome is the recommended browser for ScholarSphere.

3. Click the  button at the top right-hand corner of the screen. When prompted, log in using your Penn State accessID and password. Once you have logged in you will be directed to your Dashboard.
4. 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](#).
5. If you see files on your dashboard, then you are ready to create a collection! Click the  icon. Give it a title, determine the creator, and add a description.



6. Click on the  button.

7. Click on the  button underneath the yellow collection icon

8. Using the checkboxes beside the file names, select the files you have uploaded and would like to add to your collection

9. Click the  button

10. At this point, determine if you want to add the files a collection you already created, or if you want to add them to a brand new collection, which can be created here as well:

- a. If you want to add them to an existing collection, check the radio button next to the collection name and click on the  button.
- 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.

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

**Congratulations! You have created a collection in ScholarSphere!**