ATTACHMENT C

Destiny Library Manager™ allows users with full access to extract the average age of the biographies located throughout the library's collection

The CDE Survey for the 2014 – 2015 school year requires library personnel to collect statistics on the biographies in the collection. Destiny Library Manager provides a report that has culls the data necessary to complete the survey by the March 28, 2016 deadline.

In this tutorial you will learn how to:
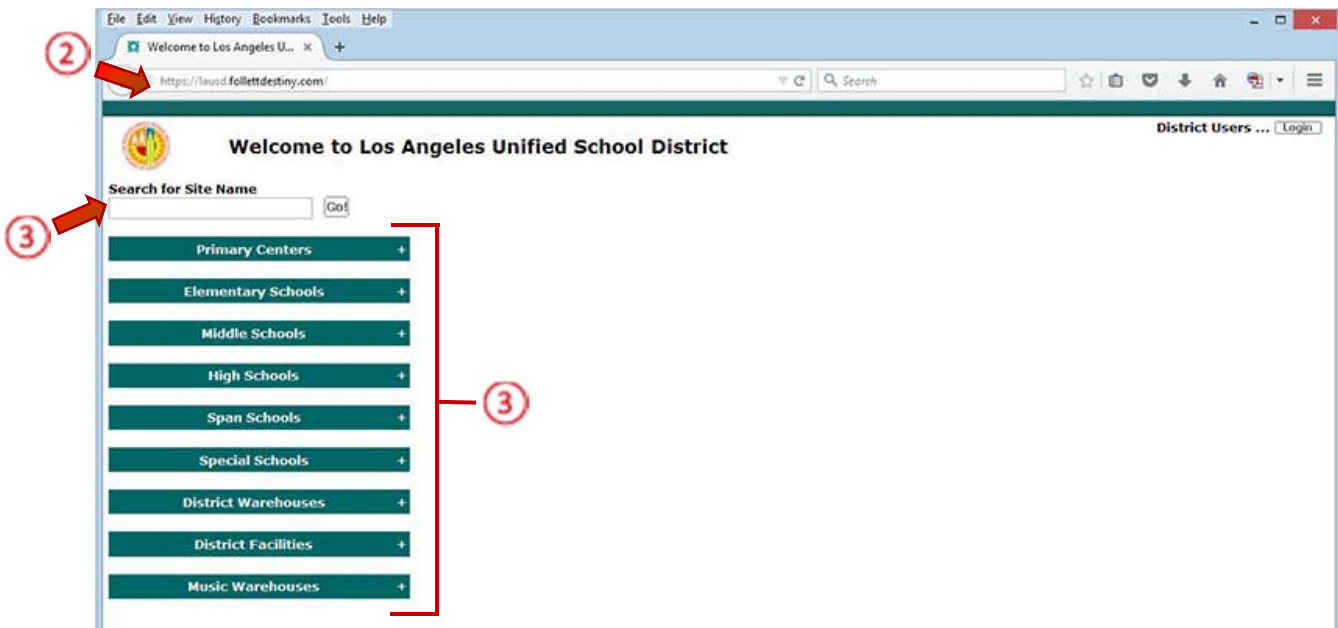
⁑ View the average age of the biographies in the collection

Requirements:

⁑ Full access to Destiny *(Library Aide Access)*
⁑ PC or MAC
⁑ A web browser such as:

- *Google* Chrome
- Internet Explorer
- *Mozilla* Firefox
- Safari

⁑ An Internet connection
⁑ An LAUSD Single-Sign on

<u>STEP 1</u>: LOGIN TO DESTINY

1. Open a web browser
   - *Google* Chrome
   - Internet Explorer
   - *Mozilla* Firefox
   - Safari

2. In the address bar, type the following URL and press the "**Enter**" key on the keyboard:
   - http://lausd.follettdestiny.com

3. There are two (2) ways to find your school:
   a. In the "**Search for Site Name**" field, type in the name or location code of your school. Press the "**Enter**" key on the keyboard or click on the "**Go!**" button OR
   b. Click on the "**Green Bar**" associated to your school group *(e.g. Middle School).* Then, find and click on your school's link.

4. Click the "**Login**" button located on the upper-right corner and enter your username and password to login.

STEP 2: REPORTS TAB

1. Click on the "**Reports**" tab
2. Click on the "**Report Builder**" option located on the left-side of screen
3. Locate the report title, "**Biographies for CDE**"
4. Click on the "**Run**" icon to run the report

STEP 3: JOB MANAGER

1. From the "**Report Manager**" screen select the "**Refresh List**" link

2. Once the report indicates completed, click on the "**View**" link

STEP 4: JOB SUMMARY

1. On the "**Description**" section, next to the "**View**" option, click on the "**Report**" link
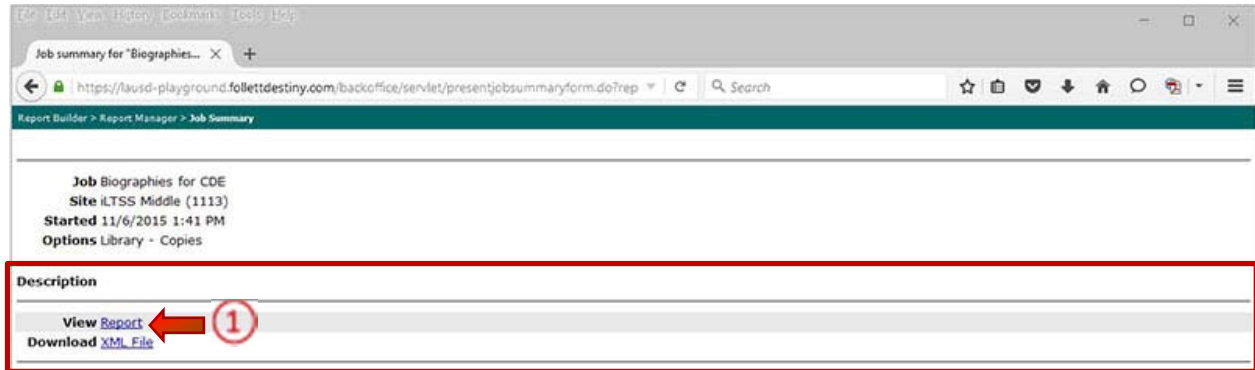
NOTE: The report may open in another tab in PDF format

2. Once the report opens, scroll down on the bottom of the report and you will find the Publication "**Year**" for all of the biographies located in the library's collection
3. Next to the year, you will find the "**Average**" age of the biographies in the collection