

TEXTBOOK CHECKOUT SCENARIOS IN DESTINY

1. INDIVIDUAL STUDENT

2. CLASS with class barcodes

Checkout Scenario #1

Individual Student comes to bookroom to check out books

Step 1 - Click Circulation tab



-If you have student ID, scan ID (go to step2)
-No ID, look up student name

To look up a student name:

In 'Circulation' window-

1. Enter Patron name in the 'Find' window
2. Click 'Go!'



Step 2 - Click on Student's Name

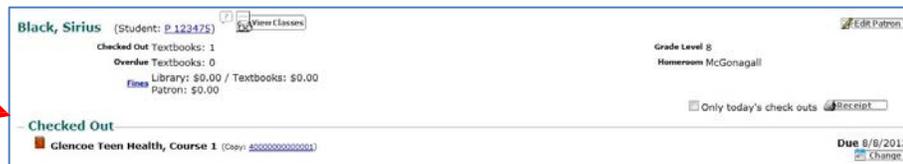
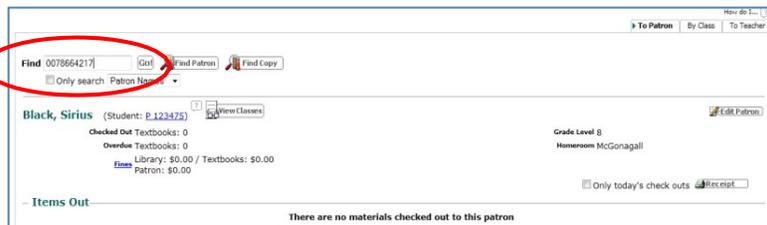
Name	Barcode	Homeroom	Grade Level
Black, Sirius	P 123475	McGonagall	8

-Student's Account page is shown



Step 3 - Scan desired Textbook's barcode

-Item scanned will show up on Student's Account page



TRANSACTION IS COMPLETE

TEXTBOOK CHECKOUT SCENARIOS IN DESTINY

Checkout Scenario #2

Teacher brings her class to the textbook room to check out their books.

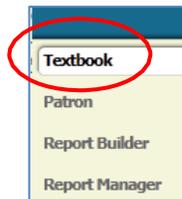
Method #2 - Printing Class Barcode Report

Step 1 - Click 'Reports' tab



Step 2 - Click 'Textbook' on the left side of page

In the 'Textbook' window, under the green heading of 'Circulation'



Circulation

- [Class Barcodes](#) - Print a class's barcodes for faster circulation. [More](#)
- [Class List](#) - List class sections by teacher or student. [More](#)
- [Current Checkouts/Fines](#) - Identify or send notices to the patrons with checkouts/fines. [More](#)
- [Outstanding Textbook Obligations](#) - Identify books that should be returned. [More](#)
- [Textbook Checkout Summary](#) - Identify the number of students without textbooks. [More](#)

Step 3 - Choose

List class barcodes...

Include Selected Teacher ▾ Undefined [+](#) [Select](#)

Sections -- Click Select to choose a Teacher --

Include barcode number

Include Textbook Circulation command barcodes

[Run Report](#)

Step 4 - Click 'Select' button

Find Patron Snape | in All ▾ [Search](#) [X](#) [Cancel](#)

Step 5 - Enter Teacher's name in the 'Find Patron' window, Click 'Search'

Searched All for "snape"

Patrons 1 - 1 out of 1

Last ▾, First Middle	Barcode	
Snape, Severus	PG23456	View + Select

Patrons 1 - 1 out of 1

Step 6 - Click 'Select' button on the right

TEXTBOOK CHECKOUT SCENARIOS IN DESTINY

In the 'List Class Barcodes' window-

List class barcodes...

Include Selected Teacher ▾ Snape, Severus + Select

Sections -- Select a Section --
 -- Select a Section --
 All Current Sections
 All Future Sections
 8th Grade Algebra - (Starts: 8/8/2011) Period 4 / Section 1

Run Report

Step 7 - Click on the arrow on the 'Select a Section' drop down menu

Step 8 - Choose individual section or choose 'All Current Sections'

List class barcodes...

Include Selected Teacher ▾ Snape, Severus + Select

Sections 8th Grade Algebra - (Starts: 8/8/2011) Period 4 / Section 1 ▾

Include barcode number
 Include Textbook Circulation command barcodes

Run Report

-Make sure 'include barcode number' box is checked

Step 9 - Click 'Run Report' button

If Status is 'In Process' or 'Pending'

Step 10 - Click 'Refresh List'

Jobs 1 - 25 out of 712 [Refresh List](#) 1 2 3 4 10 19 29 [Next >>] [Show All]

Job	Status
Class Barcodes	Pending

When Status is 'Completed'

Step 11 - Click 'View'

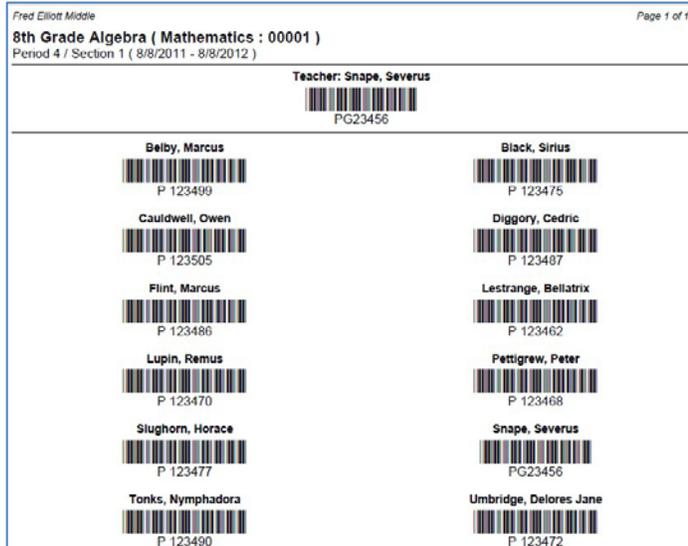
Jobs 1 - 25 out of 712 Jobs 1 - 25 out of 712 1 2 3 4 10 19 29 [Next >>] [Show All]

Job	Status
Class Barcodes	Completed (8/12/2011 12:04 PM)

(continued on next page)

TEXTBOOK CHECKOUT SCENARIOS IN DESTINY

The following page with barcodes will appear:



Step 12 - Print out class Barcode pages

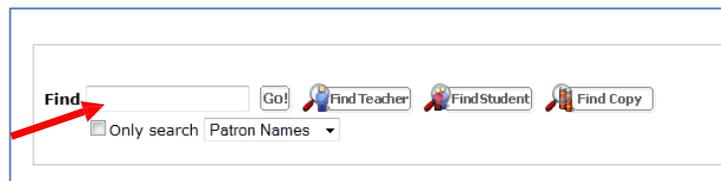
To check Textbooks out to Students with Class Barcode List

Step 1 - Click 'Circulation tab'



In 'Circulation' window-

-Make sure cursor is showing in the 'Find' window



Step 2 - Scan Barcode directly under Student's Name



-Student's Account page is shown

TEXTBOOK CHECKOUT SCENARIOS IN DESTINY

Black, Sirius (Student: [P 123475](#)) [Edit Patron](#)

Checked Out Textbooks: 2
Overdue Textbooks: 0
Library: \$0.00 / Textbooks: \$0.00
Patron: \$0.00

Grade Level 8
Homeroom McGonagall

Only today's check outs [Receipt](#)

Items Out

Due Date	Title	Price	Checked Out	
8/8/2012	Glencoe Teen Health, Course 1 (Copy: 40000000000001)	\$53.32	8/12/2011	Renew Lost
8/8/2012	Holt California Geometry (Copy: 40000000000061) Class: 8th Grade Algebra 00001/Section: 1; Period: 4 (Severus Snape)	\$76.60	8/12/2011	Renew Lost

[Renew All](#)

Step 3 - Scan desired Textbook's barcode

-Item scanned will show up on Student's Account page

Black, Sirius (Student: [P 123475](#)) [Edit Patron](#)

Checked Out Textbooks: 3
Overdue Textbooks: 0
Library: \$0.00 / Textbooks: \$0.00
Patron: \$0.00

Grade Level 8
Homeroom McGonagall

Only today's check outs [Receipt](#)

Checked Out

Magruder's American Government, California Edition (Copy: [40000000000104](#))
Class: 8th Grade Algebra 00001/Section: 1; Period: 4 (Severus Snape) Due 8/8/2012
[Change](#)

Items Out

Due Date	Title	Price	Checked Out	
8/8/2012	Glencoe Teen Health, Course 1 (Copy: 40000000000001)	\$53.32	8/12/2011	Renew Lost
8/8/2012	Holt California Geometry (Copy: 40000000000061) Class: 8th Grade Algebra 00001/Section: 1; Period: 4 (Severus Snape)	\$76.60	8/12/2011	Renew Lost

[Renew All](#)

Make certain that cursor is again showing in the 'Find' window, repeat steps 2 and 3 for remainder of Students in class

TRANSACTION IS COMPLETE