



# Preparing for Back to School

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The start of the school year is a busy time for school staff, so iLTSS has created this checklist to assist you in preparing to circulate textbooks using Destiny Textbook Manager.

- Review your school's **Textbook Policies** settings, (Loan Periods) and make adjustments, as needed.
- Add any new textbooks to Destiny.
- There is a 2 to 3 day processing time before additions and updates in ISIS reach Destiny. Therefore, **please complete class schedules and any additions or updates to student records as early as possible.** This will speed up circulations on the first day of school.
- Work with department chairs to arrange how books will be assigned directly to students. (By period, homeroom, subject, etc.)
- Confirm that you have enough internet connected computers and barcode scanners available to assign the books effectively. (Every K-12 school implementing Destiny should have received two computers and four scanners. One computer and two scanners were delivered to both the library and textbook room.)
- Arrange for enough staff to support your distribution scheme. (Staff trained in the use of Destiny to assign books directly to students and staff/volunteers to supply books to the counter or kiosks.)
- Remind students to bring barcoded ID's, if available, from previous school year or their previous LAUSD school. (This greatly speeds up the process.)
- Confirm that all staff assigning books to students have been trained and granted access to Destiny using their Single Sign-on.
- Have an Excel spreadsheet available to document books assigned to students that are not in the system yet. (Students recently enrolled from another school district may not be in Destiny at the time of distribution.)
- If a title record for the book you are using does not exist in Destiny, use the [Add Title](#) link on [iLTSS.org](http://iLTSS.org) to submit a request that it be added.