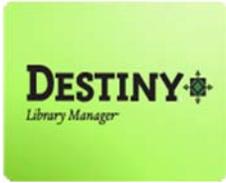


## LOCATING THE AVERAGE AGE OF THE BIOGRAPHIES



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

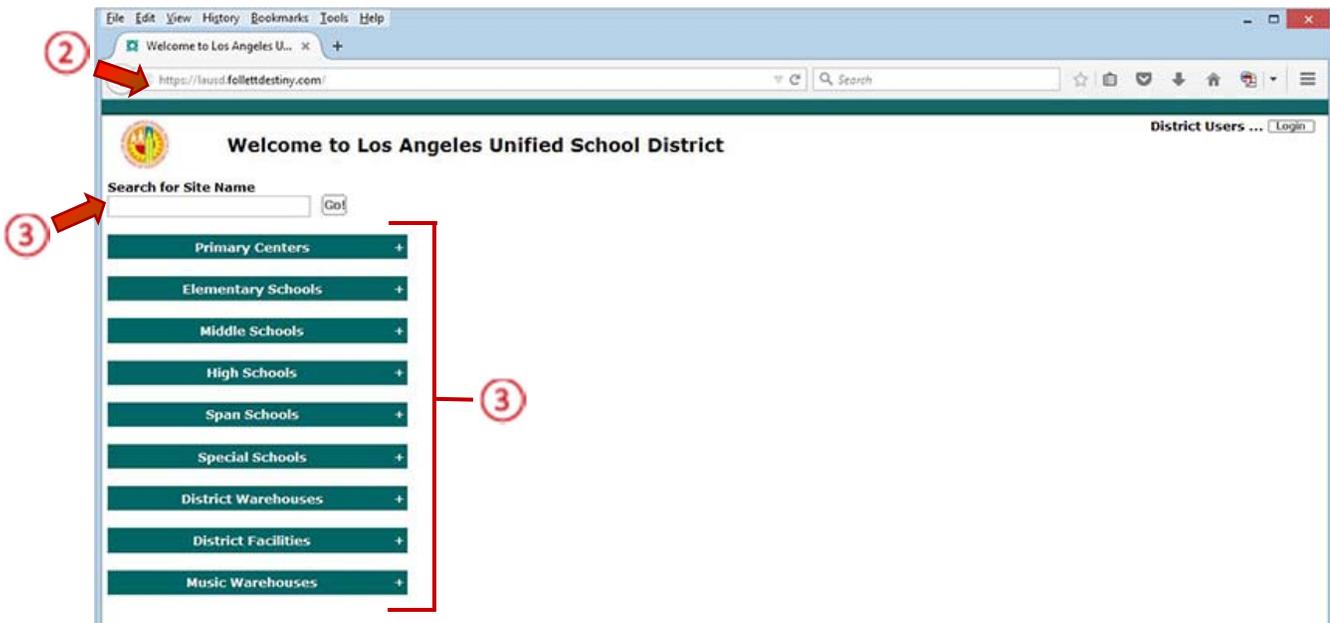
Requirements:

- ✪ 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

## LOCATING THE AVERAGE AGE OF THE BIOGRAPHIES

### STEP 1: 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.

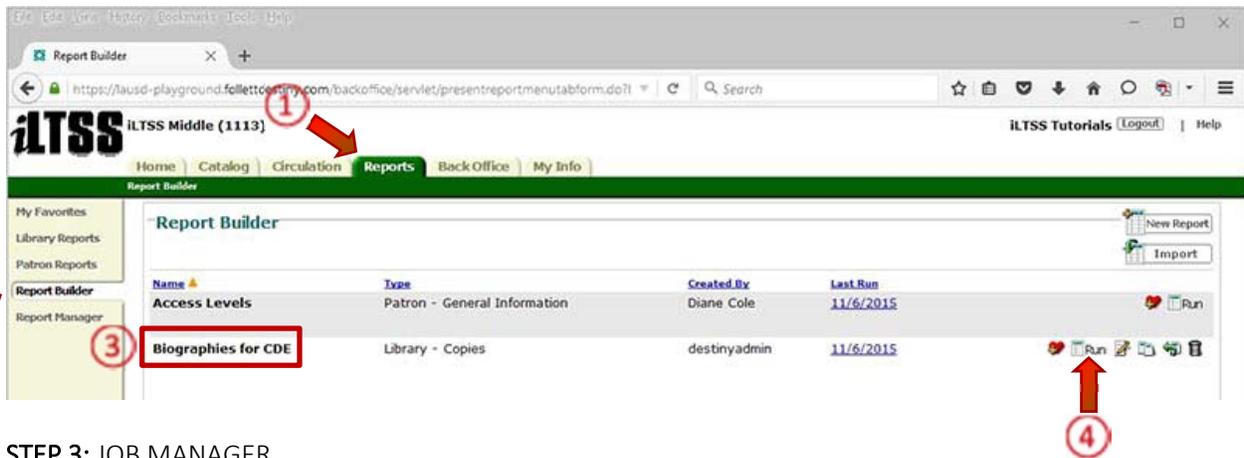


4. Click the “Login” button located on the upper-right corner and enter your username and password to login.

## LOCATING THE AVERAGE AGE OF THE BIOGRAPHIES

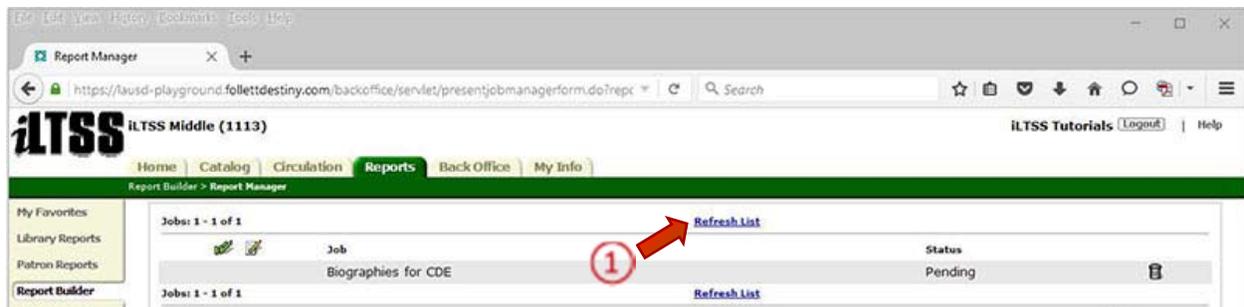
### STEP 2: REPORTS TAB

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

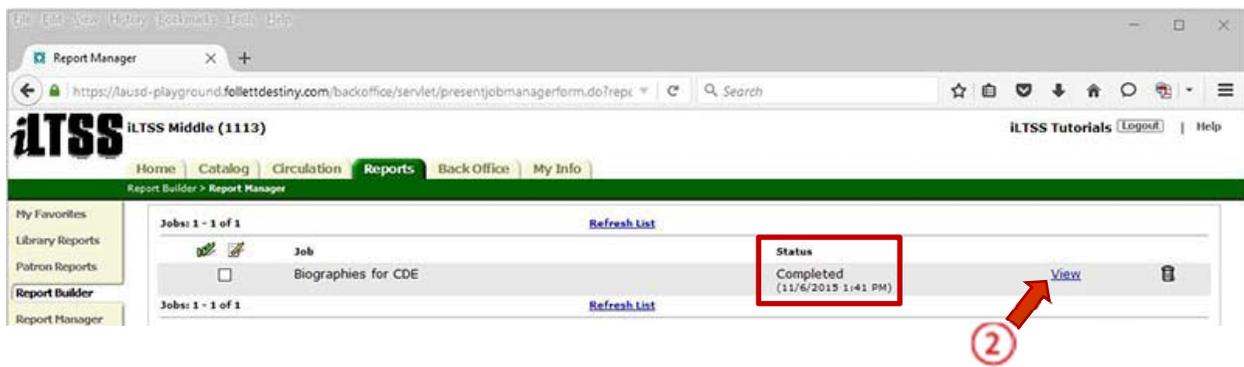


### STEP 3: JOB MANAGER

1. From the “Report Manager” screen select the “Refresh List” link



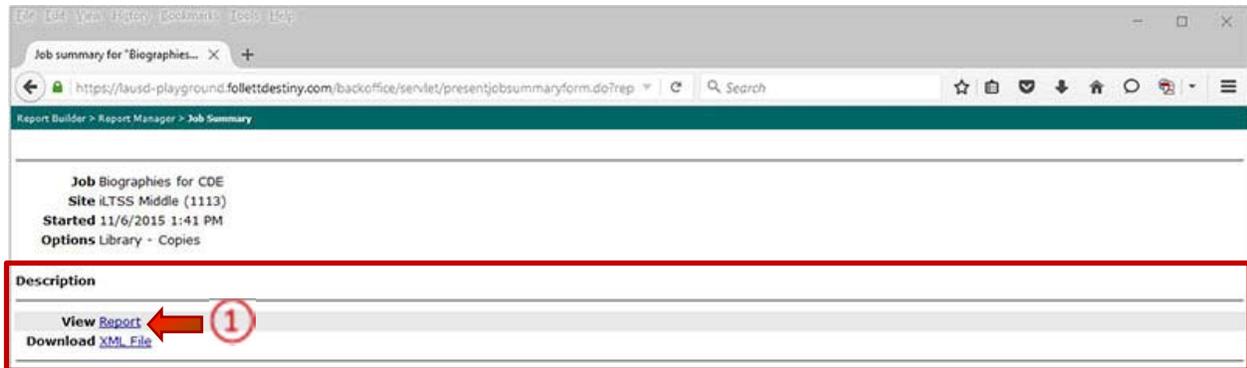
2. Once the report indicates completed, click on the “View” link



## LOCATING THE AVERAGE AGE OF THE BIOGRAPHIES

### 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

R 921 WOO	Virginia Woolf A to Z : a comprehensive reference for students, teachers, and common readers to her life, work, and critical reception.	Authors, English -- Biography.	1995
R 921 WOO	Virginia Woolf A to Z : a comprehensive reference for students, teachers, and common readers to her life, work, and critical reception.	Women authors -- Biography.	1995
R 940.53 PAT	Encyclopedia of Holocaust literature	Holocaust, 1933-1945 -- Biography.	2002

At the bottom of the table, there is a red box containing a circled '3' and the text 'Publication Year 1997.8 - Average'. A blue arrow points down from the right side of the table towards this box.