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:

Wiew 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

<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:
 - <u>http://lausd.follettdestiny.com</u>
- 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

C M https://la	sd-playground.follettoetiny.con	n/backoffice/servlet/presentreportmenutabform.do?	t = C Q Search		☆自♡	4 ft	0 🔋 -
ITSS	LTSS Middle (1113)				ILT	SS Tutorials	Logout
	Home Catalog Circulat	ion Reports Back Office My Info					
	leport Builder						
My Favorites	Report Builder						New Repo
Library Reports Patron Reports							F Import
	Name A	Type	Created By	Last.Run			
Report Builder		Patron - General Information	Diane Cole	11/6/2015			🤣 🗍 Ru
Report Builder Report Manager	Access Levels						
provide the second seco	The second s	Patron - General Information	Diane Cole	11/6/2015			

STEP 3: JOB MANAGER

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

								1	, e		×
Report Manag	u × +										
🗲 🔒 https://a	usd-playground.follettdestiny.com/backoffice/servlet/p	resentjobmanagerform.do?repc 🖛 🛛 😋	Q. Search	☆	0		ŵ	C		•	=
1122	Home Catalog Circulation Reports B	ack Office My Info			iL	TSS TO	itorial	s Lu	gout	I H	telp
	Report Builder > Report Manager										
My Favorites	Report Builder > Report Manager Jobs: 1 = 1 of 1	>	Refresh List								
My Favorites Library Reports	Report Builder > Report Manager Jobs: 1 - 1 of 1 1000		Refresh List	Status							-
My Favorites Library Reports Patron Reports	Report Biolder -> Report Heasper Jobs: 1 - 1 of 1 100 III Job Biographies for CDE	1	Refresh List	Status Pending	D.				ŧ		-

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

Report Manage	er X +										
e A https://Au	usd-playground.follettd	estiny.com/backoffice/servlet/presentjol	bmanagerform.do?repc 👻 🛛 😋	Q. Search	☆	Ó	•	ŵ	Ø	-	- 1
LTSS	Home Catalog	Circulation Reports Back Offic	ce My Info			1	ILTSS TO	torial	s Logo	at I	Help
y Favorites	Jobs: 1 - 1 of 1		Befresh List								
brary Reports	at I	Job		Status							
atron Reports		Biographies for CDE		Completed			Vi	ew.		8	
eport Builder	Jobs: 1 - 1 of 1		Refresh List	(11/0/2013 1/41 PM)							
sport Manager						2	5				

STEP 4: JOB SUMMARY

1. On the "Description" section, next to the "View" option, click on the "Report" link

					×
Job summary for "Biographies × +					
🗲 🔒 https://lausd-playground.follettdestiny.com/backoffice/servlet/presentjobsummaryform.do?rep 🔻 C 📗 🔍 Search	☆ @	8 A	0	- 19	=
Report Builder > Report Manager > Job Sommary					
Job Biographies for CDE Site #TSS Middle (1113)					
Started 11/6/2015 1:41 PM					
Options Library - Copies					
Description					
View Report					

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

-		3	Publication Year 1997.8 - Average	
R 940.53 PAT	Encyclopedia of Holocaust literature	Holocaust, 1933-1945 - Biography.	2002	1
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	П
R 921 W00	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	