

Destiny Textbook Manager<sup>™</sup> allows users with full access to create a report of student checkouts

In this tutorial you will learn how to:

- Login to Destiny Textbook Manager
- Create a Report of student checkouts

Requirements:

- PC or MAC
- \* A web browser such as:
  - Google Chrome 🧔
  - Internet Explorer 🥃
  - Mozilla Firefox 👸
  - Safari
- \* Full Access to Destiny Textbook Manager

- An Internet connection
- \*\* An LAUSD Single-Sign on

#### **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:
  - <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 "Blue Bar" associated to your school group (*e.g. Middle School*). Then, find and click on your school's link.



4. On the school's "Home" screen, click the "Log In" link located on the upper-right corner and enter your username and password to login.

### **<u>STEP 2</u>**: CREATING THE REPORT

- 1. Click the "**Reports**" tab located on the top navigation
- 2. Click the "Textbook Reports" option located on the left-side of the screen
- 3. On the "Circulation" section of the page, click the "Current Checkouts/Fines" link

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My Favorites	Catalog Titles & Copies	
Textbook Reports	Barcode Lists - Identify used and unused copy barcodes. Show More	
Report Builder	Lost Textbooks and Fines - Summary of lost textbooks and fine amounts Show More	
Report Manager	Taythonk Adortions - Evamina where taythonks are in the adortion schedule Show More	
	Taxthool: Condition/Status - Examine the condition or statuses of your textbooks Show More	
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	The a Copy List - List your textooks with optional copy detail.	
	Circulation	
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(3)	Class Barcodes - Print a class's barcodes for faster circulation.	
S.	Class List - List class sections by teacher or student.	
	Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines.	
	Outstanding Textbook Obligations - Identify books that should be returned. Show More	
	Textbook Checkout Summary - Identify the number of students without textbooks. Show More	
	Inventory Control	
	Completed Inventories - View the results of completed inventories. Show More	
	In-Progress Inventories - Report on inventories that are in-progress. Show More	
	Textbook Inventory Change Analysis - Report on changes to your collection. Show More	
	Labels	
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#### 1. FORMAT

- 1. Make sure the "Checked Out/Overdue Materials" checkbox is checked
- 2. Select the "All that are checked out" radial button

**NOTE**: You can also create a report by selecting one of the following: "All that are currently overdue" or "That are due from" and select a date range

- 3. Uncheck the following checkboxes:
  - $\square$  Resources Assigned to a Custodian
  - ☑ Unpaid Library Fines
  - ☑ Unpaid Resource Fines
  - ☑ Unpaid Patron Fines
- 4. Leave the "Unpaid Textbook Fines" checkbox checked
- 5. On the "Format" section of the page, select the "Report" radial button and on the "Output" drop down, select "PDF" from the list

**NOTE:** You can select "**Microsoft Excel**" from the list which will generate the report in Excel format, allowing you to sort and manipulate the data

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6. Click the "**Continue**" button

### <u>2. LIMIT</u>

1. On the "Limit the results to..." section, click the "Update" button

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- 2. On the "Select Patron Types..." screen, uncheck the "Faculty" checkbox
- 3. Click the "**OK**" button to go back to the "<u>Limit</u>" page

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- 4. Leave the "Graduating in" checkbox unchecked
- 5. Place a check on the box next to "Also Include"
- 6. On the "My Materials" option, click the "Update" button

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- 7. On the "Select Circulation Types...", click the "Clear All" button to uncheck all the boxes
- 8. Click the "**Ok**" button to go back to the "<u>Limit</u>" page

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- 9. Place a check on the "**Textbooks**" checkbox
- 10. Uncheck the "**Resources**" checkbox
- 11. Place a check on the box next to "Also Include"
- 12. Click the "Continue" button to go to the "Details" page

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#### 3. DETAILS

- 1. On the "Select and Sort by" option, click on the drop down menu and select "Homeroom" from the list
- 2. You can leave the "**from**" and "**to**" drop down menu with its default "**Any Homeroom**" or you can click on them and select a specific homeroom teacher from the list

**NOTE:** You may also choose to select "Grade Level" or "Patron Name" from the "Select & Sort by" drop down list. If you select either of these options, ILTSS recommends that you opt to generate the report as Microsoft Excel (1. FORMAT - Step 5) so that the results may be sorted

- 3. Check the "Start a new page for each group" checkbox
- 4. On the "Also Display..." section, uncheck the "Title for library materials" checkbox
- 5. Place a check on the following checkboxes:
  - ☑ Price of checked out/overdue materials
  - ☑ Barcode
  - Grade Level (drop down menu)
  - Homeroom (*drop down menu*)
- 6. Leave the "Phone number" and "Subtotal items/fines for each patron" checkboxes unchecked

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7. Click the "Save Setup" button so that you always have a template of this report to run

- 8. On the next screen, click inside the "Save As" field and name the new report e.g. "Patron Checkout Report"
- 9. The report can be scheduled to run at a set time, to do so click on the "Schedule Report" drop down menu and either select "Daily" or "Weekly" from the list. If you do not wish to set a schedule, select "Do Not Schedule" from the list
- 10. Click on the "Save & Run" button

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11. On the "Report Manager" screen, click the "Refresh List" link until the Status changes from "In Progress" to "Completed"

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12. Once completed, click the "View" link to see the report

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**NOTE:** if the report was setup to be saved as a "**PDF**", it will be opened in the default web browser or in Adobe Reader. If the report was setup to be saved as a "**Microsoft Excel**" file it will open in Excel. (Excel reports require some column adjustments the first time the report is opened so that all data can be viewed)