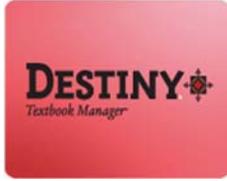


CREATE A REPORT OF STUDENT TEXTBOOK CHECKOUTS



Destiny Textbook Manager™ 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

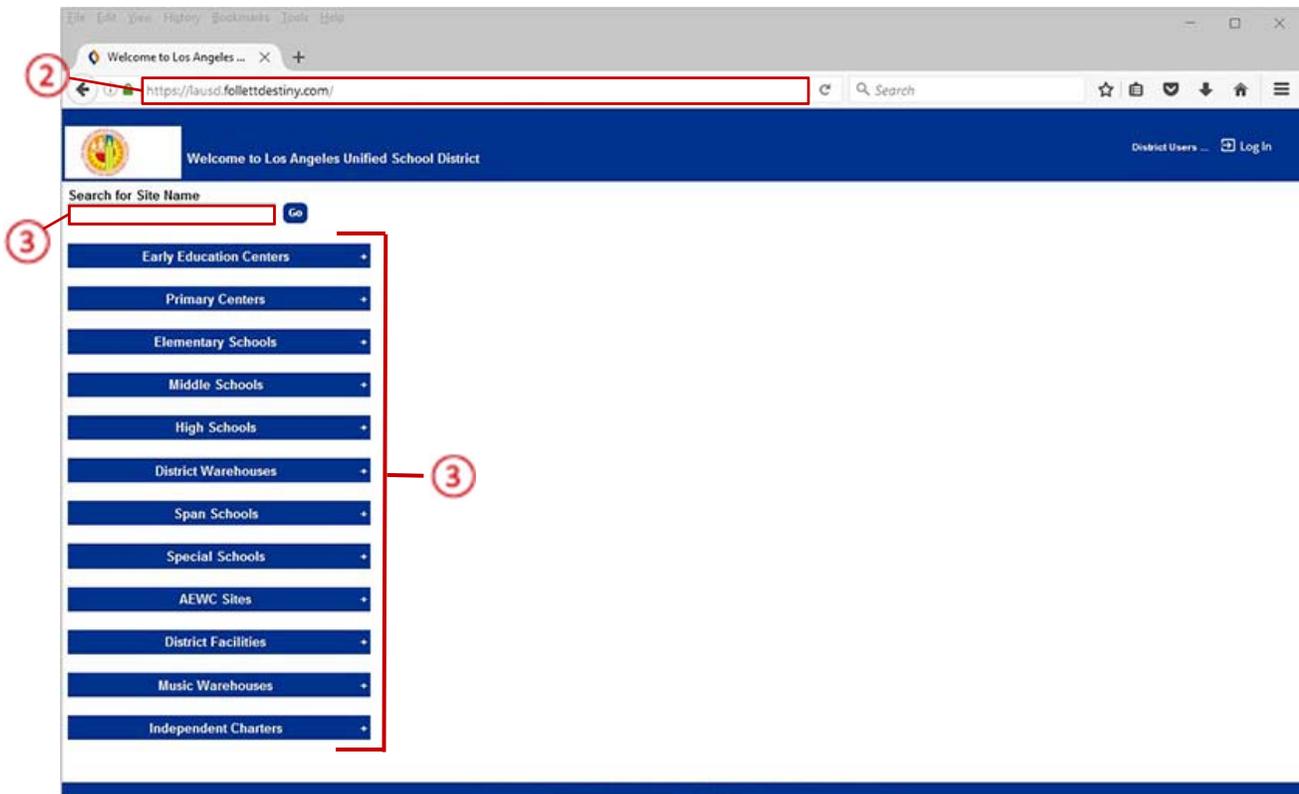
Requirements:

- ✧ 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

CREATE A REPORT OF STUDENT TEXTBOOK CHECKOUTS

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 “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.

CREATE A REPORT OF STUDENT TEXTBOOK CHECKOUTS

STEP 2: 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

The screenshot displays the ILTSS Middle (1113) Textbook Reports interface. The top navigation bar includes 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The 'Reports' tab is highlighted with a red box and a circled '1'. On the left sidebar, 'Textbook Reports' is highlighted with a red box and a circled '2'. The main content area is titled 'Textbook Reports' and is divided into several sections: 'Catalog -- Titles & Copies', 'Circulation', 'Inventory Control', 'Labels', and 'Statistics'. The 'Circulation' section is highlighted with a dashed green box and a circled '3'. Within the 'Circulation' section, the 'Current Checkouts/Fines' link is highlighted with a red box. Each item in the 'Circulation' section has a 'Show More' button next to it.

CREATE A REPORT OF STUDENT TEXTBOOK CHECKOUTS

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:

- 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

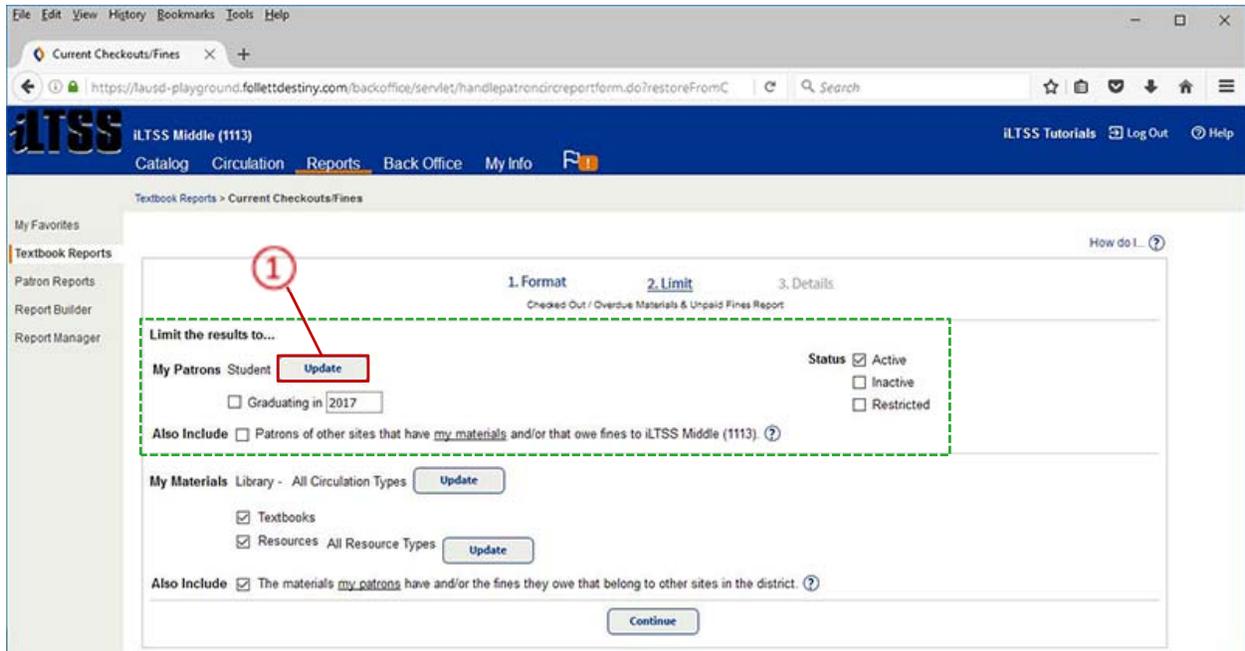
6. Click the “**Continue**” button

The screenshot shows the 'Current Checkouts/Fines' report configuration page in the iLTSS system. The page is titled '1. Format' and has three tabs: '1. Format', '2. Limit', and '3. Details'. The 'Show' section has four radio button options: 'Checked Out/Overdue Materials' (checked), 'All that are currently overdue', 'That are overdue by' (with a dropdown set to '1' and 'days'), and 'That are due from' (with date pickers set to '1/4/2017'). Below these are four checkboxes: 'Resources Assigned to a Custodian', 'Unpaid Library Fines', 'Unpaid Textbook Fines' (checked), and 'Unpaid Resource Fines'. The 'Format' section has two radio buttons: 'Report' (checked) and 'Output PDF' (selected in a dropdown menu). There is also a 'Notices -- Language: English' dropdown. A 'Continue' button is at the bottom right. Red circles with numbers 1 through 6 are overlaid on the page to indicate the steps: 1 points to the 'Checked Out/Overdue Materials' checkbox, 2 to the 'All that are checked out' radio button, 3 to the 'Unpaid Textbook Fines' checkbox, 4 to the 'Unpaid Textbook Fines' checkbox, 5 to the 'Output PDF' dropdown, and 6 to the 'Continue' button.

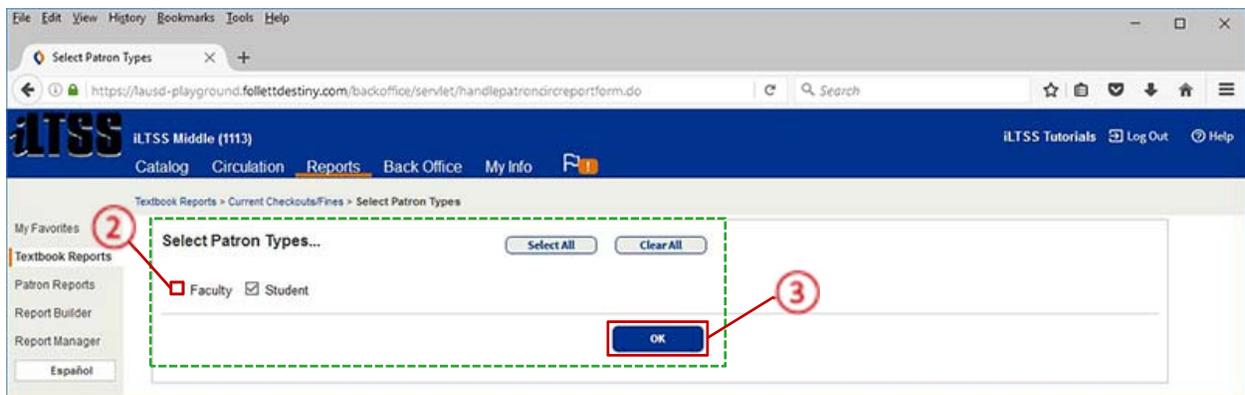
CREATE A REPORT OF STUDENT TEXTBOOK CHECKOUTS

2. LIMIT

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



2. On the “Select Patron Types...” screen, uncheck the “Faculty” checkbox
3. Click the “OK” button to go back to the “Limit” page



CREATE A REPORT OF STUDENT TEXTBOOK CHECKOUTS

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

1. Format 2. Limit 3. Details
Checked Out / Overdue Materials & Unpaid Fines Report

Limit the results to...

My Patrons Student Status Active
 Graduating in 2017 Inactive
Also Include Patrons of other sites that have my materials and/or that owe fines to iLTSS Middle (1113) ? Restricted

My Materials Library - All Circulation Types 6

Textbooks
 Resources All Resource Types

Also Include The materials my patrons have and/or the fines they owe that belong to other sites in the district. ?

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 “**Limit**” page

Select Circulation Types... 7

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 8

CREATE A REPORT OF STUDENT TEXTBOOK CHECKOUTS

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

Current Checkouts/Fines

https://lausd-playground.follettdestiny.com/backoffice/servlet/handlepatroncircreportform.do?restoreFromC

iLTSS Middle (1113) iLTSS Tutorials Log Out Help

Catalog Circulation Reports Back Office My Info

Textbook Reports > Current Checkouts/Fines

My Favorites

Textbook Reports

Patron Reports

Report Builder

Report Manager

How do I...?

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials & Unpaid Fines Report

Limit the results to...

My Patrons Student Status Active Inactive Restricted

Graduating in 2017

Also Include Patrons of other sites that have my materials and/or that owe fines to iLTSS Middle (1113) ?

My Materials Library - No Circulation Types

Textbooks

Resources All Resource Types

Also Include The materials my patrons have and/or the fines they owe that belong to other sites in the district. ?

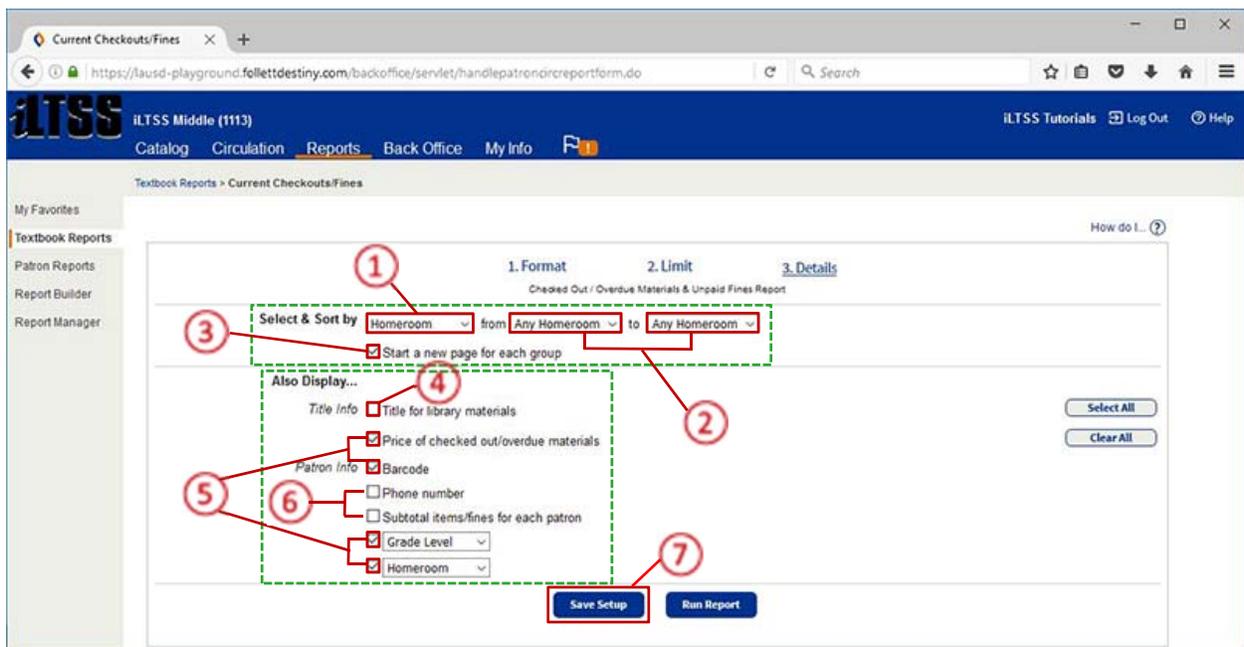
CREATE A REPORT OF STUDENT TEXTBOOK CHECKOUTS

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

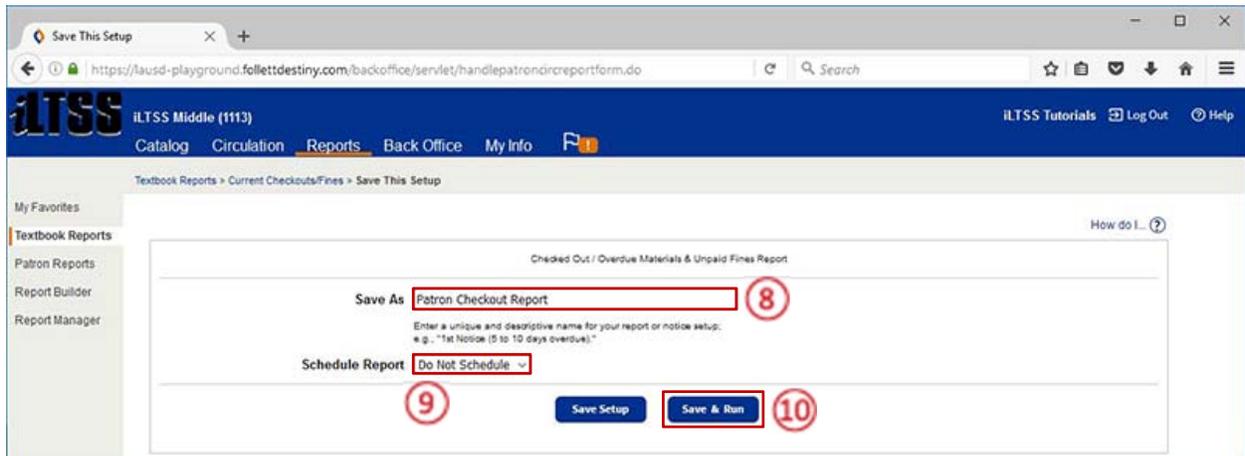
3. Check the “**Start a new page for each group**” checkbox
4. On the “**Also Display...**” section, uncheck the “**Title for library materials**” checkbox
5. Place a check on the following checkboxes:
 - Price of checked out/overdue materials
 - Barcode
 - Grade Level (*drop down menu*)
 - Homeroom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



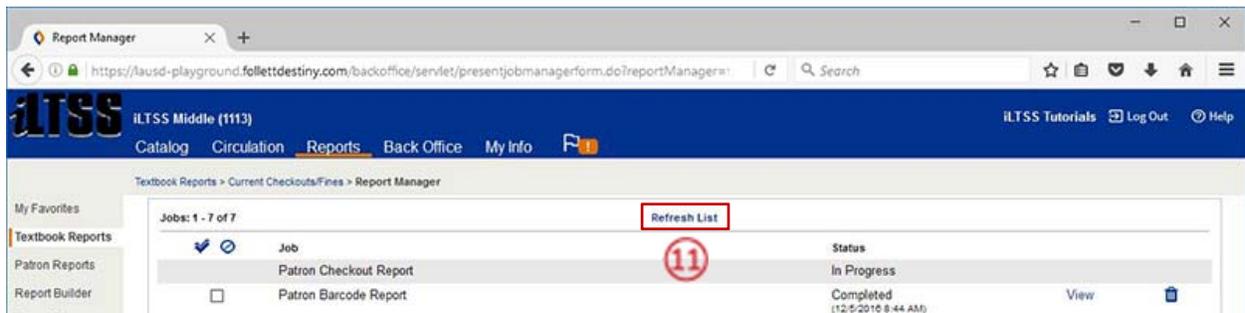
7. Click the “**Save Setup**” button so that you always have a template of this report to run

CREATE A REPORT OF STUDENT TEXTBOOK CHECKOUTS

- On the next screen, click inside the “Save As” field and name the new report e.g. “Patron Checkout Report”
- 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
- Click on the “Save & Run” button



- On the “Report Manager” screen, click the “Refresh List” link until the Status changes from “In Progress” to “Completed”



- Once completed, click the “View” link to see the report



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)