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

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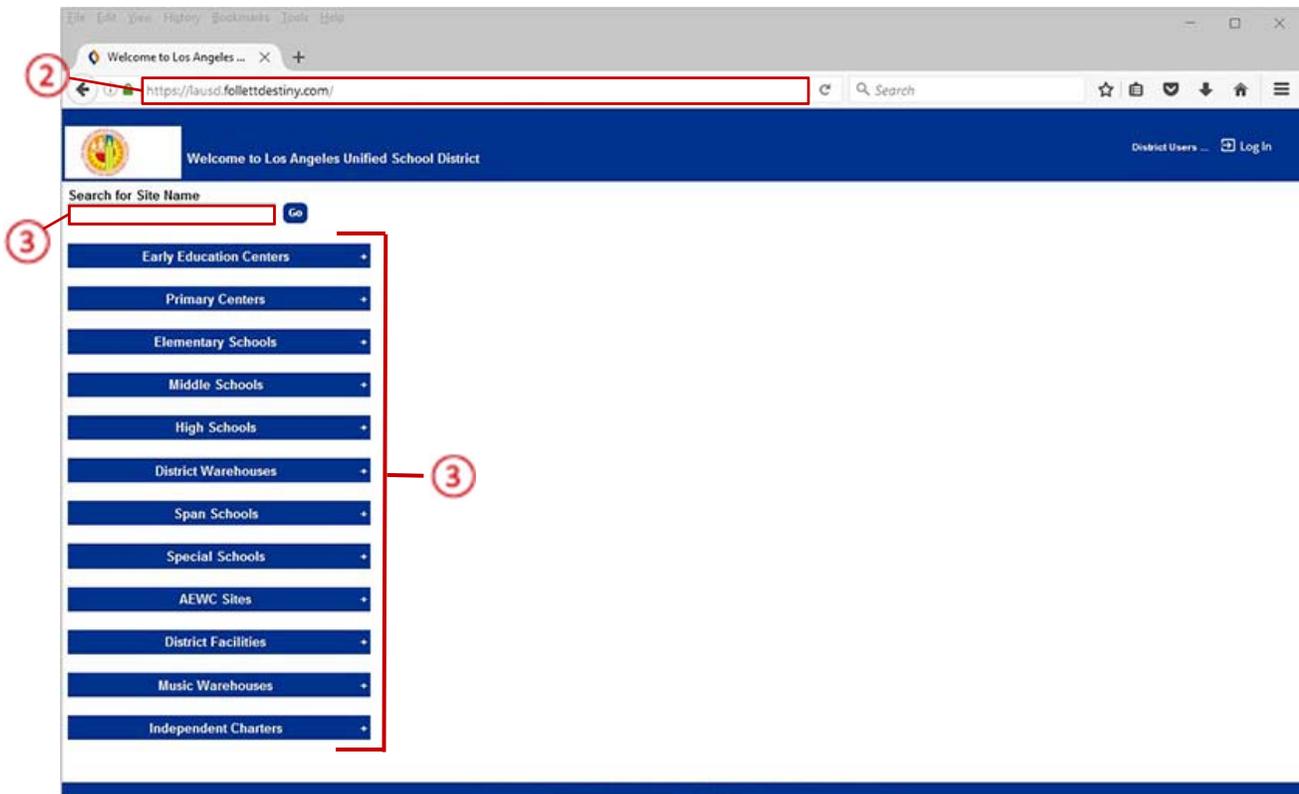
4. On the school's "**Home**" screen, click the "**Log In**" link located on the upper-right corner and enter your username and password to login.

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

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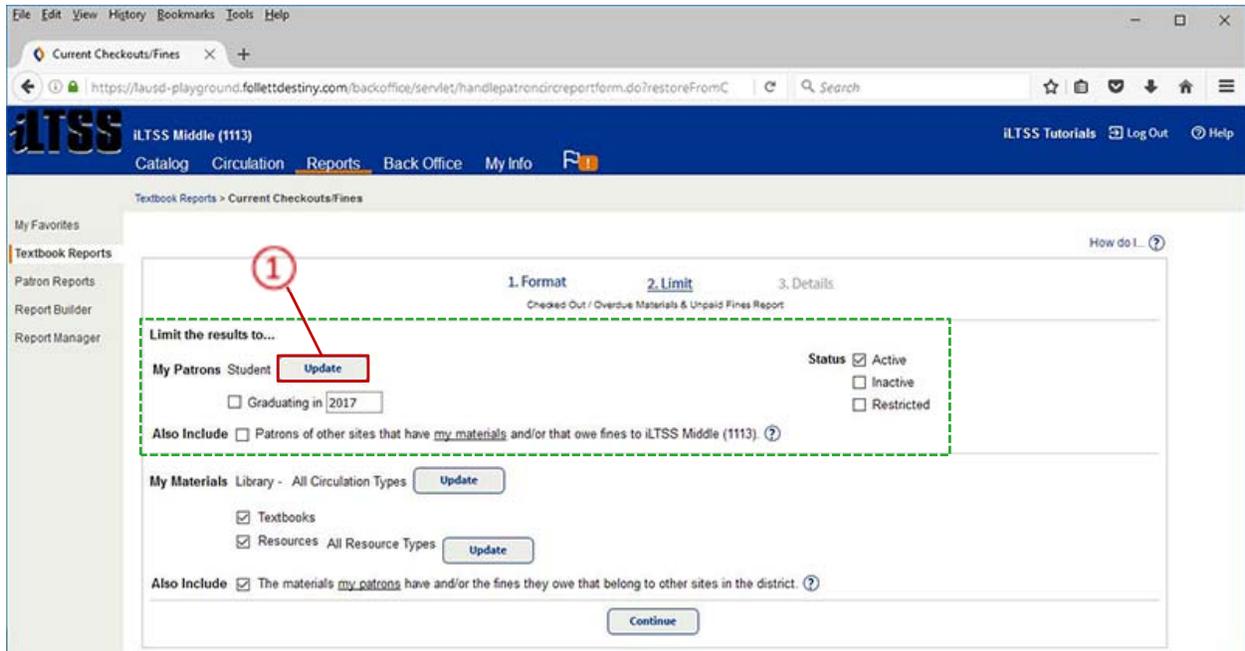
6. Click the "**Continue**" button

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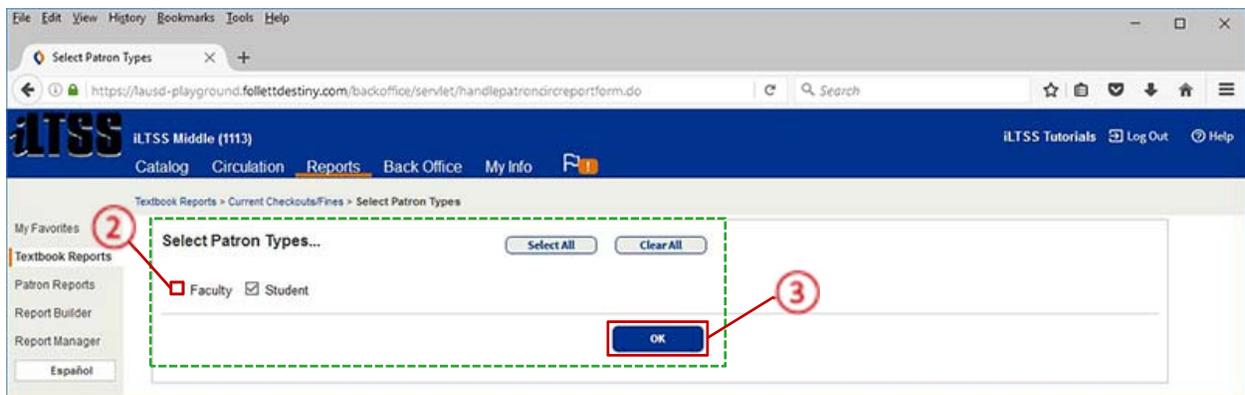
4. Leave the "**Graduating in**" checkbox unchecked
5. Place a check on the box next to "**Also Include"**
6. On the "**My Materials**" option, click the "**Update**" button

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

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

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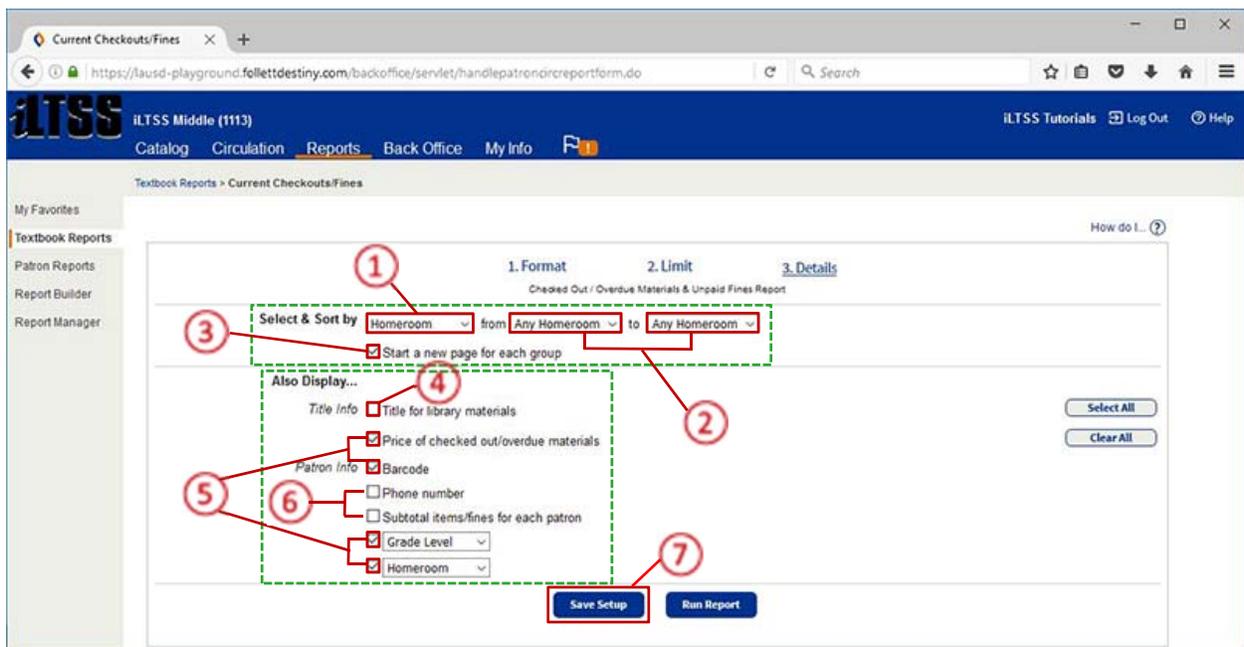
7. Click the "**Save Setup**" button so that you always have a template of this report to run

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
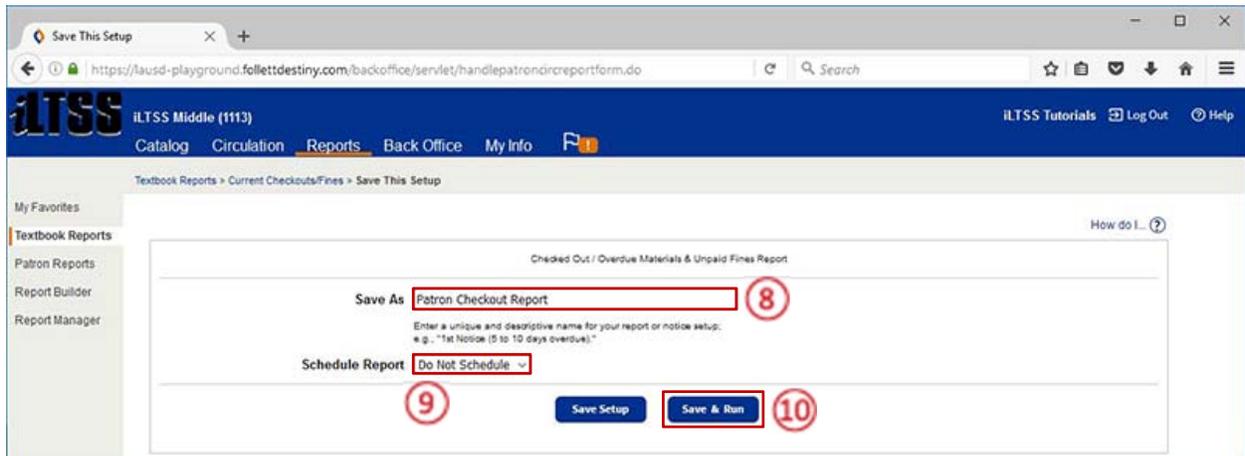
11. On the "**Report Manager**" screen, click the "**Refresh List**" link until the Status changes from "**In
    Progress**" to "**Completed**"
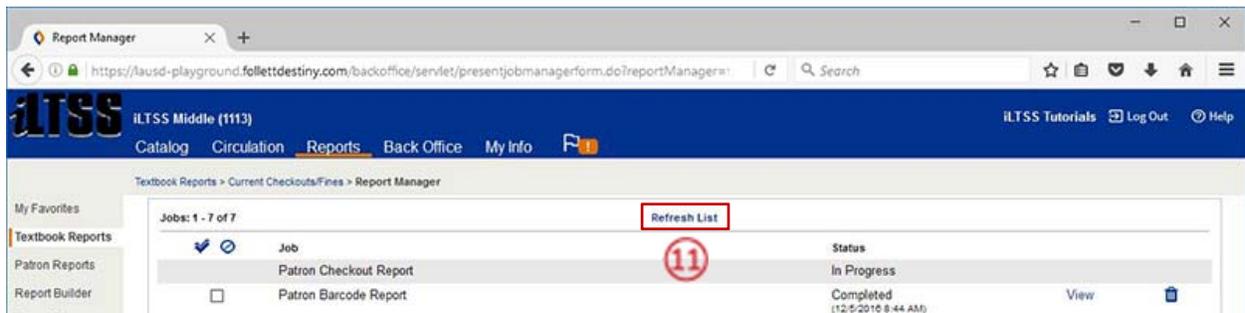
12. Once completed, click the "**View**" link to see the report

*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)*