



Destiny Library Manager™ now offers the Lexile reading program for books in the online catalog.

In this tutorial you will learn how to:

- ✧ Search Lexile

Requirements:

- ✧ PC or MAC
- ✧ A web browser such as:
 - Google* Chrome 
 - Internet Explorer 
 - Mozilla* Firefox 
 - Safari 
- ✧ Internet connection
- ✧ LAUSD Single-Sign on

STEP 1: Login to Destiny Manager

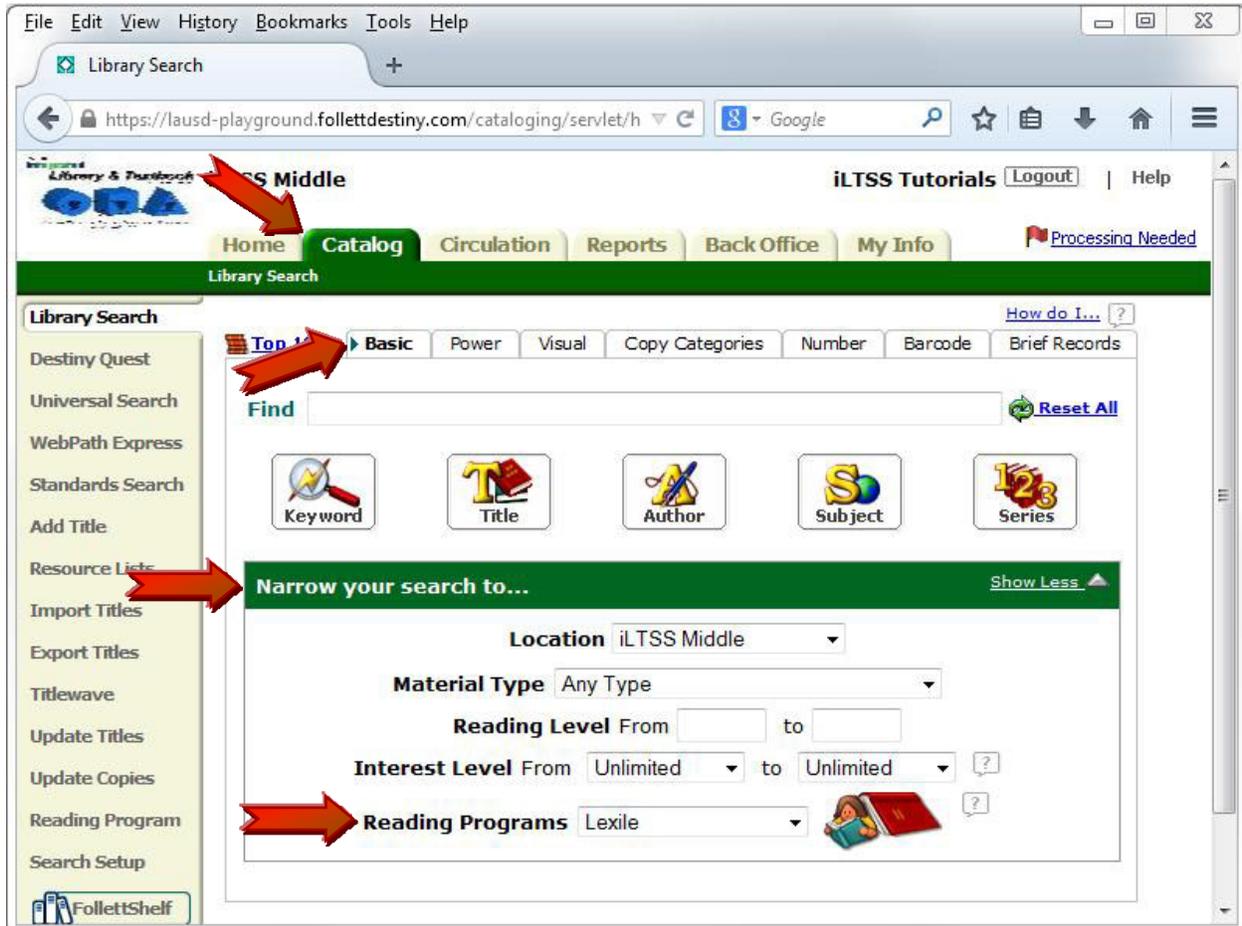
1. Open a web browser
 - *Google* Chrome 
 - Internet Explorer 
 - *Mozilla* Firefox 
 - Safari 
2. In the address bar type the following URL and press the “**Enter**” key on the keyboard:
 - <http://lausd.follettdestiny.com>
3. To find your school do one of the following:
 - Scroll down
 - **Ctrl + F** [PC] or **⌘ + F** [MAC] and type the school name or location code and click on the link.

NOTE: Firefox search feature [PC and MAC] appears at the bottom-left-side of the browser.

LEXILE SEARCH: TEACHER'S EDITION

STEP 2: Setting Lexile Search Filters in the Classic Destiny interface

1. Click the **"Catalog"** tab
2. Click the **"Basic"** search sub tab
3. On the **"Narrow Your Search To..."** section, click on the **"Reading Programs"** drop-down menu and select the **"Lexile"** option



4. Boxes will appear that will allow you to type in the desired Lexile measure to search
5. Optional Filtering: You have the option to limit your search by selecting Lexile Codes:
 - Any Code = will search all Lexile codes
 - AD = Adult Directed
 - BR = Beginning Reading
 - GN = Graphic Novel
 - HL = High Low
 - IG = Illustrated Glossary
 - NC = Non Conforming Text
 - NP = Non Prose Text

*To see a full description of the Lexile codes, please visit <https://lexile.com/about-lexile/lexile-codes/>.

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STEP 3: Searching Lexile Levels (*generic search*)

1. On the “Lexile Measure” type in the range to search, e.g., 300 to 500
2. Click inside the “Find” field and press “Enter” key on the keyboard

The screenshot shows the Lexile Search interface. On the left is a sidebar menu with options like Universal Search, WebPath Express, Standards Search, Add Title, Resource Lists, Import Titles, Export Titles, Titlewave, Update Titles, Update Copies, Reading Program, and Search Setup. At the bottom of the sidebar are buttons for FollettShelf and Español. The main area has a 'Find' search bar with a red arrow pointing to it. Below the search bar are icons for Keyword, Title, Author, Subject, and Series. A green bar says 'Narrow your search to...' with a 'Show Less' link. Below this is a section for search filters: Location (iLTSS Middle), Material Type (Any Type), Reading Level (From to), Interest Level (From Unlimited to Unlimited), Reading Programs (Lexile), and Lexile Measure (From 300 to 500). A red arrow points to the Lexile Measure field. There are also 'My Searches' and 'Reset All' links at the top right.

3. All titles in your library within the specified Lexile level will appear
4. Browse the electronic title list generated and locate your reading material

The screenshot shows a web browser window displaying search results. The address bar shows the URL: https://lausd-playground.follettdestiny.com/cataloging/servlet/h. The page title is 'Search Results'. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page header includes 'iLTSS Middle' and 'iLTSS Tutorials' with links for Logout and Help. A navigation bar has buttons for Home, Catalog, Circulation, Reports, Back Office, and My Info. Below the navigation bar is a green bar with 'Library Search > Search Results'. The main content area shows 'Searched Lexiles from 300 to 500. Searched in: iLTSS Middle.' and 'Selected List: My Personal List'. It displays a list of titles, with the first two visible: 'Optical tricks.' by Wick, Walter (Lexile: 380) and 'Is it big or small?' by Kalman, Bobbie. (Lexile: IG 400). Each title has a 'Details' link and an 'Add to this List' button. The page also shows 'Titles: 1 - 25 of 490' and a 'Sort By' dropdown menu set to 'Call Number'.