Destiny Textbook Manager™ allows users with full access to check out textbooks to a student or a class

In this tutorial you will learn how to:
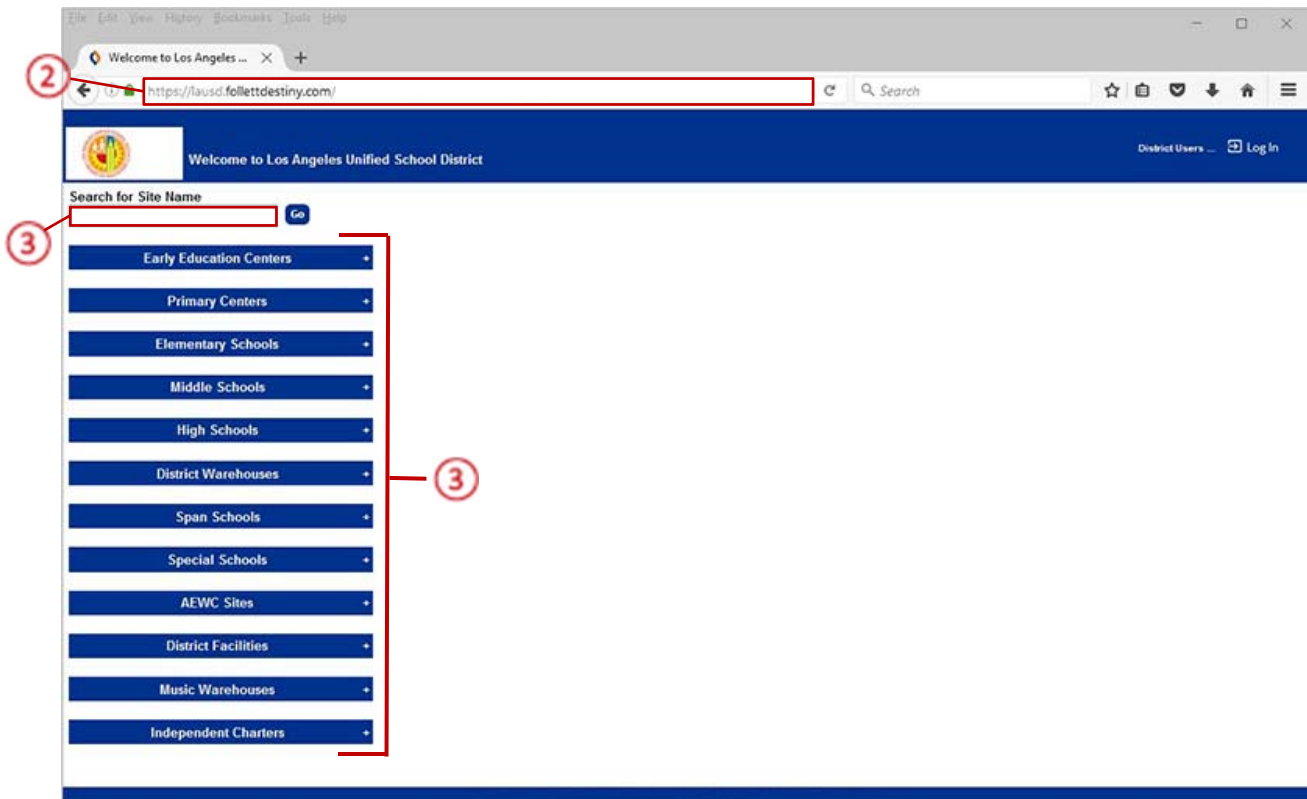
⁑ Check Out to a Student
⁑ Check Out to a Class

Requirements:

⁑ PC or MAC {Desktop or Laptop}
⁑ A web browser such as:

- *Google* Chrome
- Internet Explorer
- *Mozilla* Firefox
- Safari

⁑ A Barcode Scanner {USB or Wireless}
⁑ An Internet Connection
⁑ An LAUSD Single-Sign On {SSO}

<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:
   - 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.

<u>STEP 2:</u> INDIVIDUAL STUDENT

Check out scenario one: Individual student comes to the bookroom to check out books

1. Click on the "**Circulation**" tab located on the top navigation
2. Click the "**Check Out Text**" option located on the left-side of the screen
3. Click inside the "**Find**" field and type or scan the patron's ID. If the patron's ID was typed in, press the "**Enter**" key on the keyboard or click the "**Go**" button to go to the student's record
4. Click on the patron's name link to go his/her record
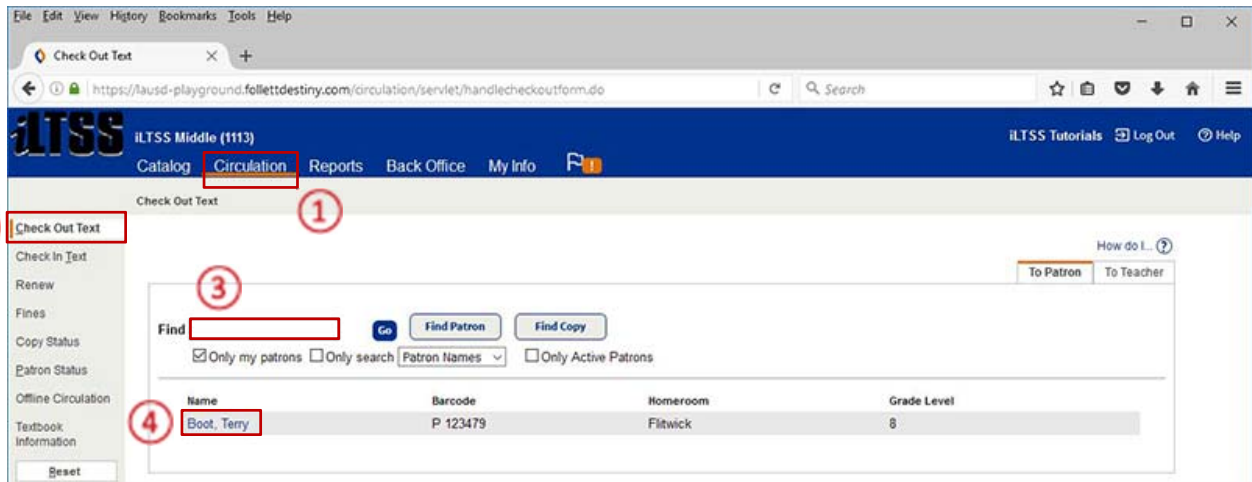
5. Click inside the "**Find**" field and scan or type in the textbook barcode.   If the barcode was type in, press the "**Enter**" key on the keyboard or click on the "**Go**" button. The textbook will appear at the bottom of the screen
6. To check out books to other patrons, click the "**Reset**" button to clear the screen and repeat steps 3-5
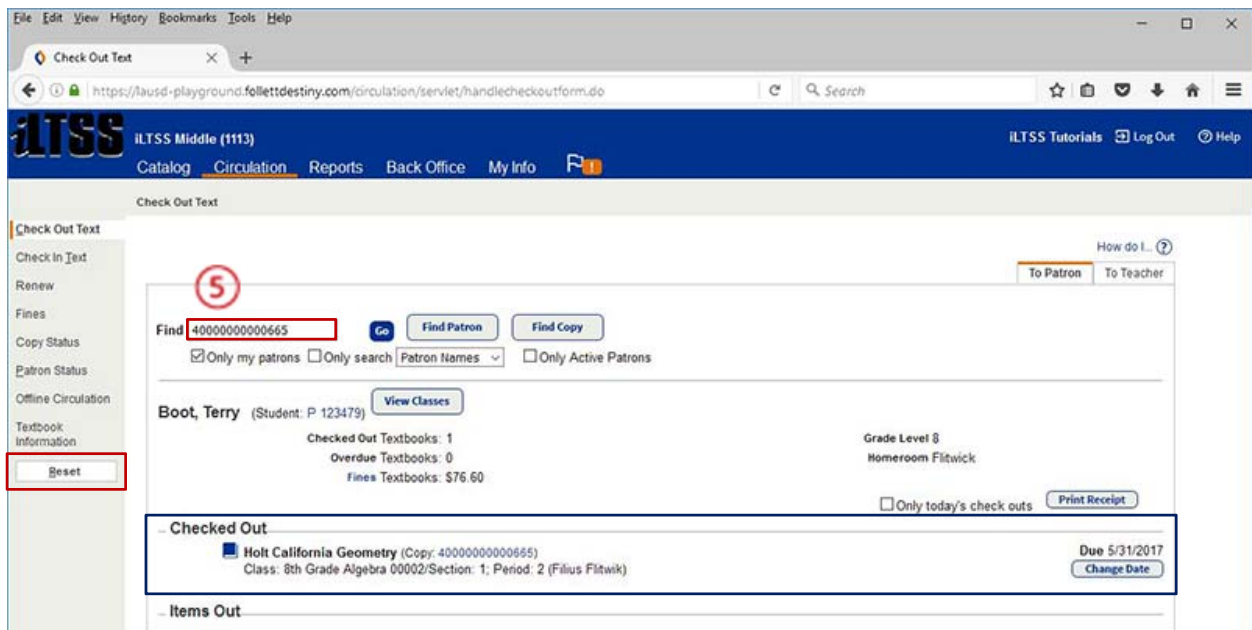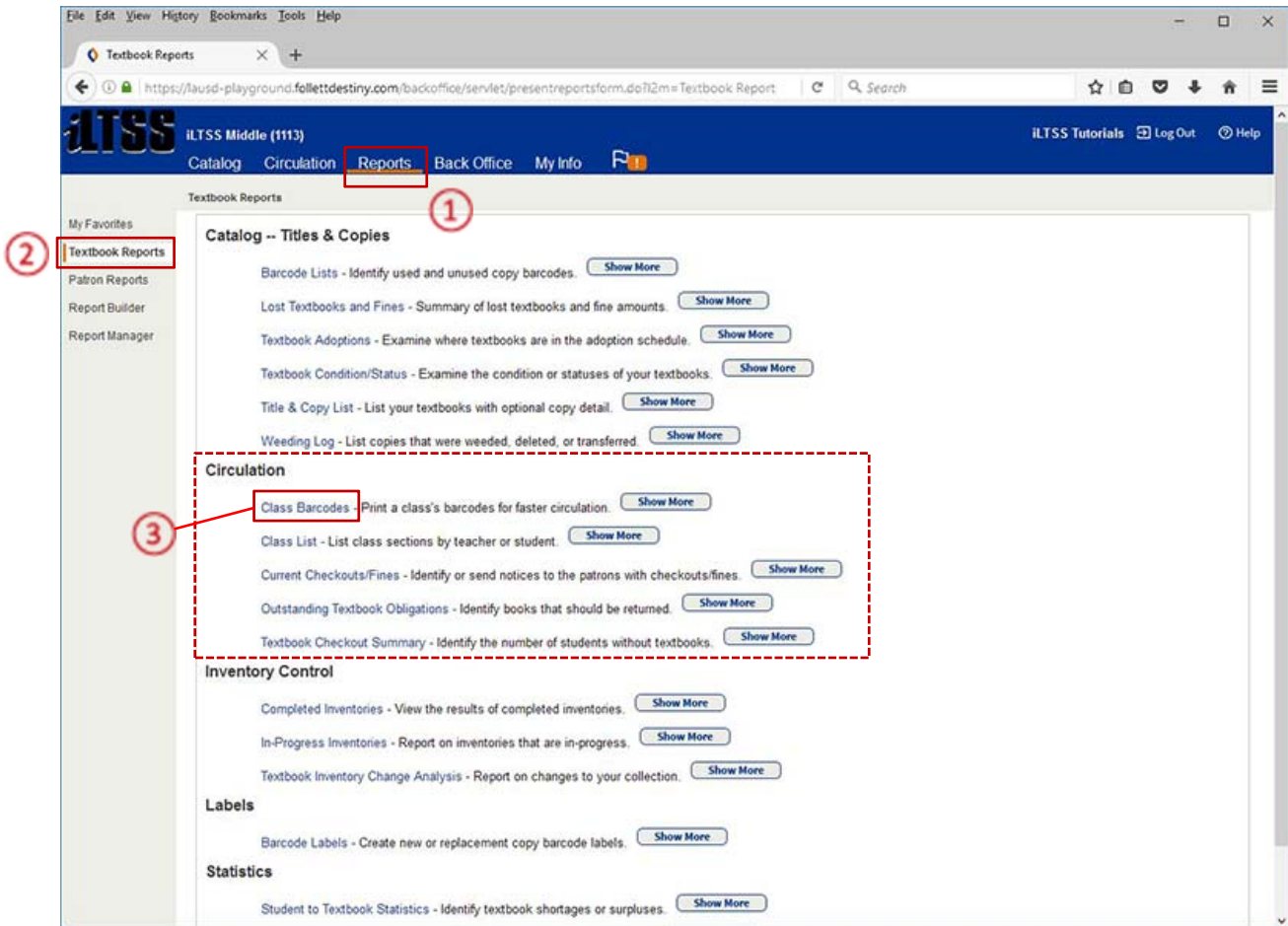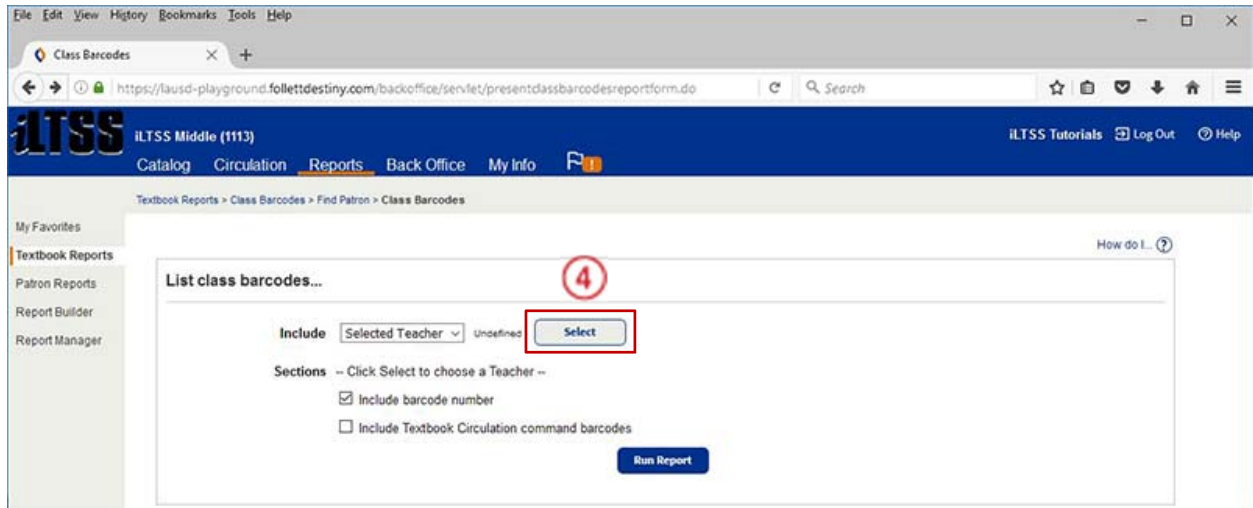
STEP 3: CLASS WITH CLASS BARCODES

Teacher brings her class to the textbook room to check out their textbooks

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 screen, click the "**Class Barcodes**" link
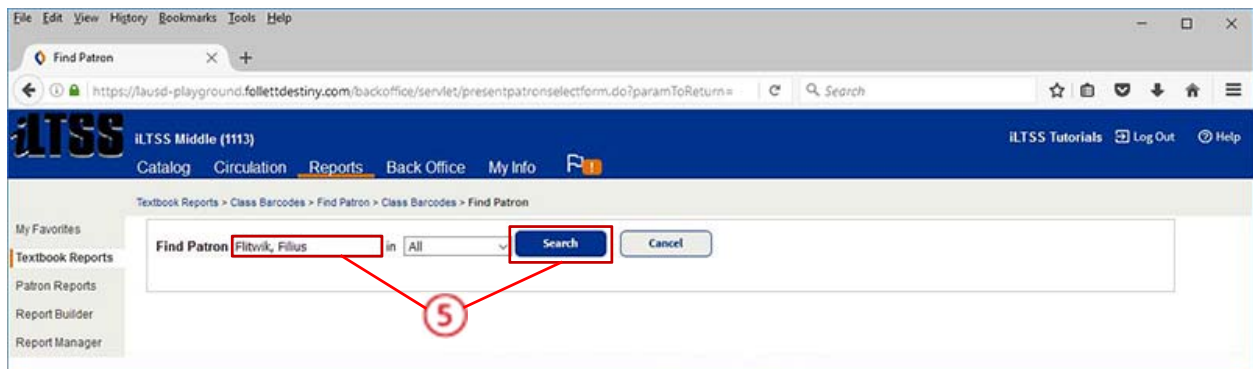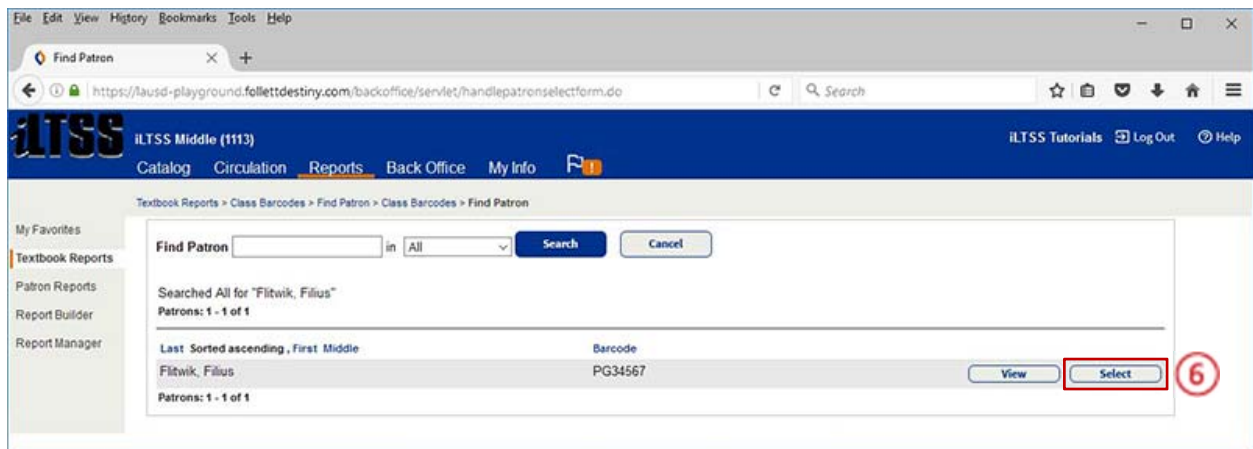
4. Click the "**Select**" button

5. Click inside the "**Find Patron**" field, type in the teacher's name and click the "**Search**" button
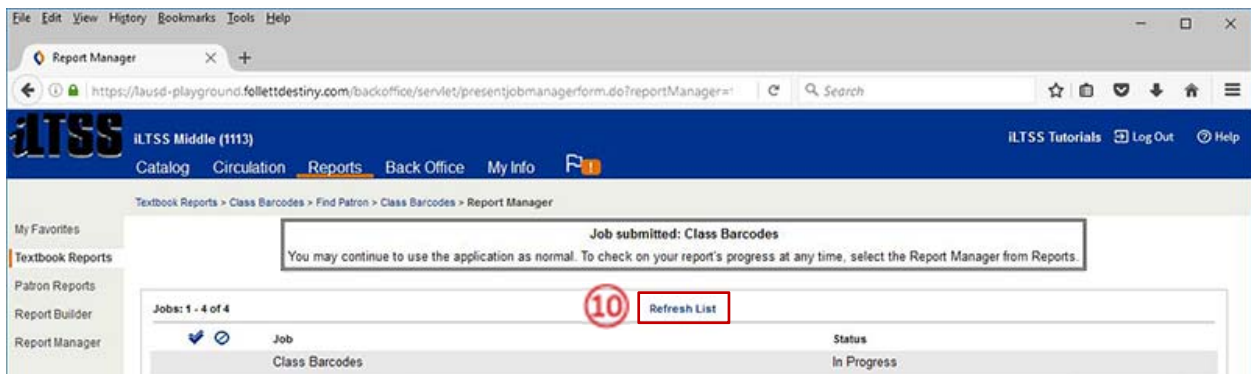

6. Click the "**Select**" button

7. On the "**List class barcodes**" section, click on the "**Sections**" drop down menu and either select an *individual section* or *All Current Sections*
8. Make sure the "**Include barcode number**" box is checked.
9. Click the "**Run Report**" button
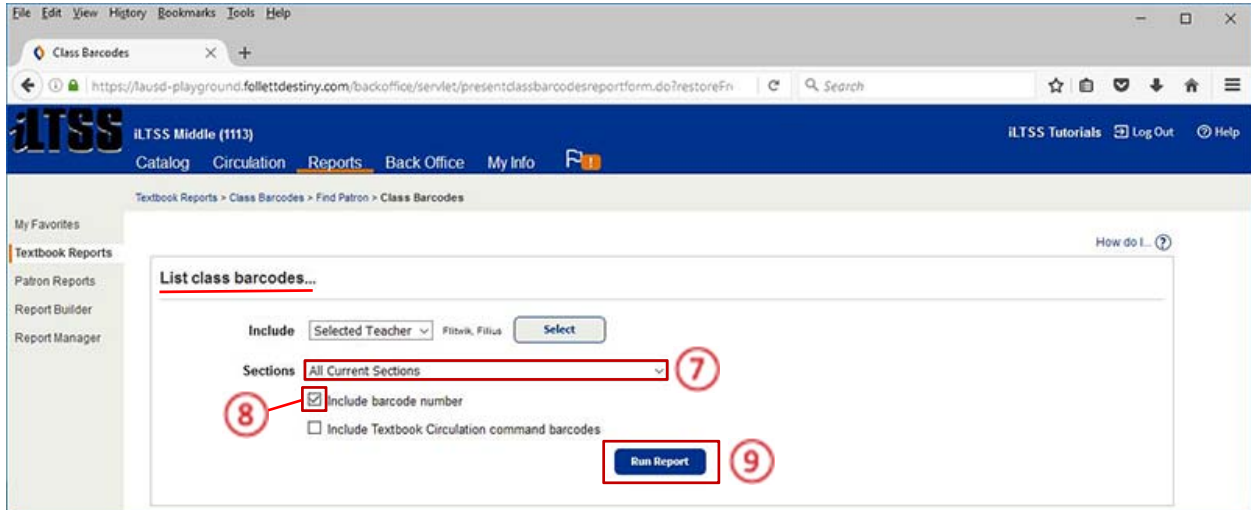
10. On the "**Report Manager**" screen, click the "**Refresh List**" link until the status changes from *Pending* to *Completed*

11. Once the report is completed, click on the "**View**" link
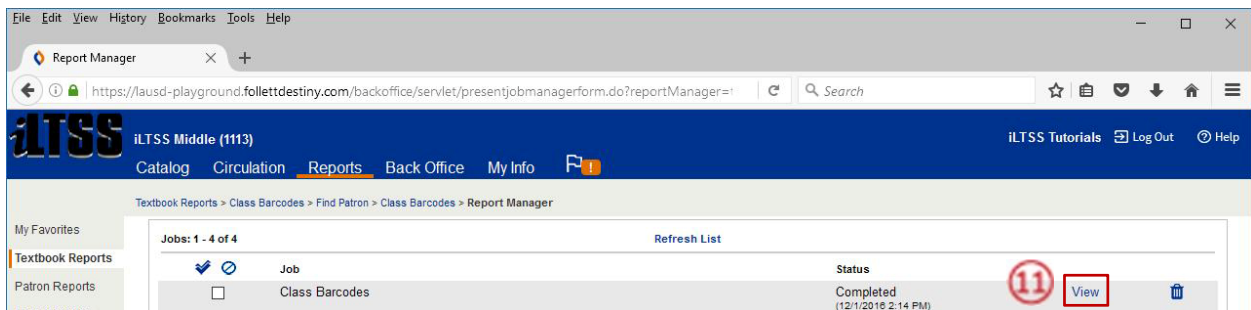
12. Print the list of barcodes. Once the list is printed, close the current window
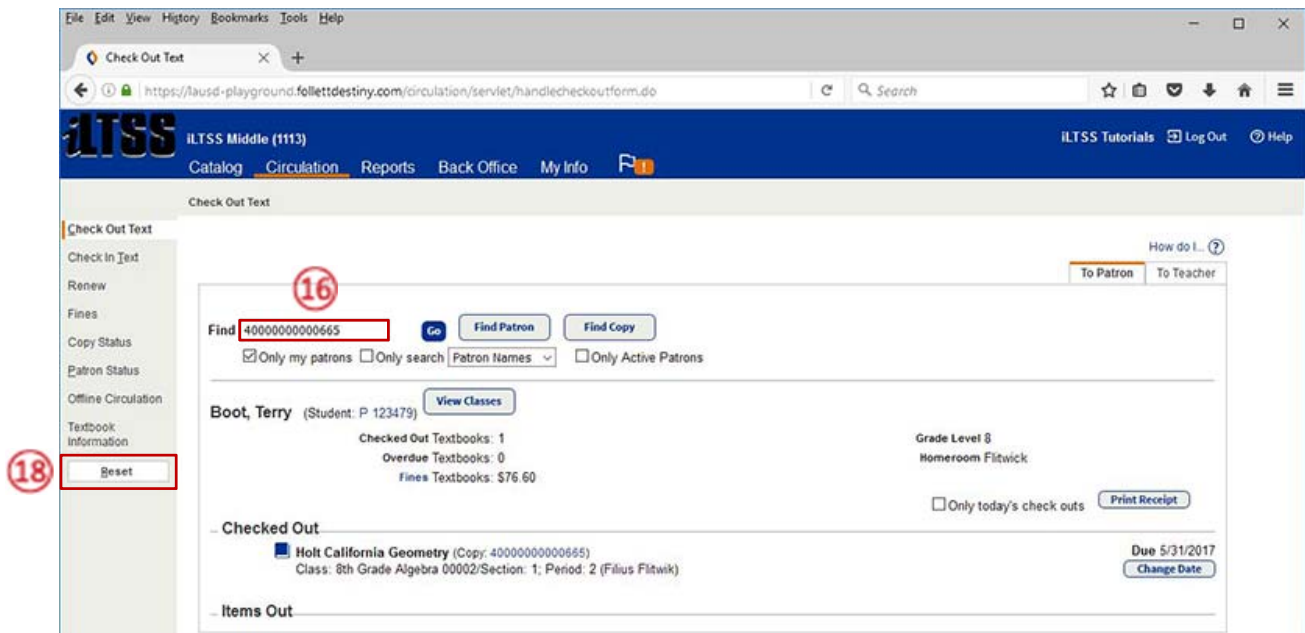
To check out textbooks to students with a class barcode list

13. Click the "**Circulation**" tab located on the top navigation
14. Click the "**Check Out Text**" option located on the left-side of the screen
15. Click inside the "**Find**" field, and scan the patron's barcode from the printed list
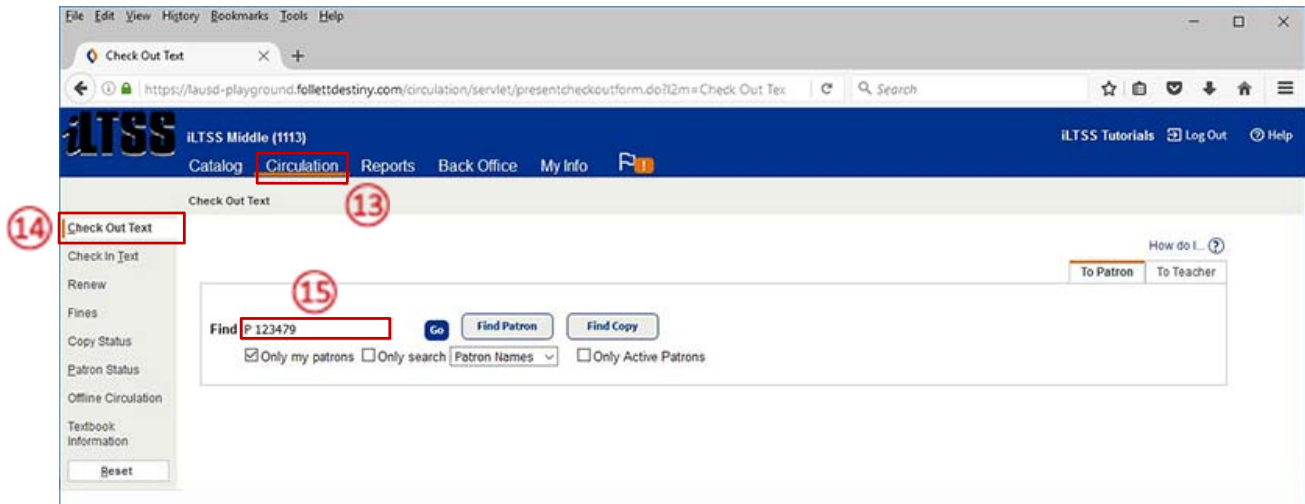
16. On the patron's record, click inside the "**Find**" field and scan the textbook barcode

17. Repeat step 17 for all textbooks that will be checked out to the current patron
18. Once all textbooks are checked out to the patron, click the "**Reset**" button to clear the screen
19. Repeat steps 16 – 18 for the remainder of students in the class