







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

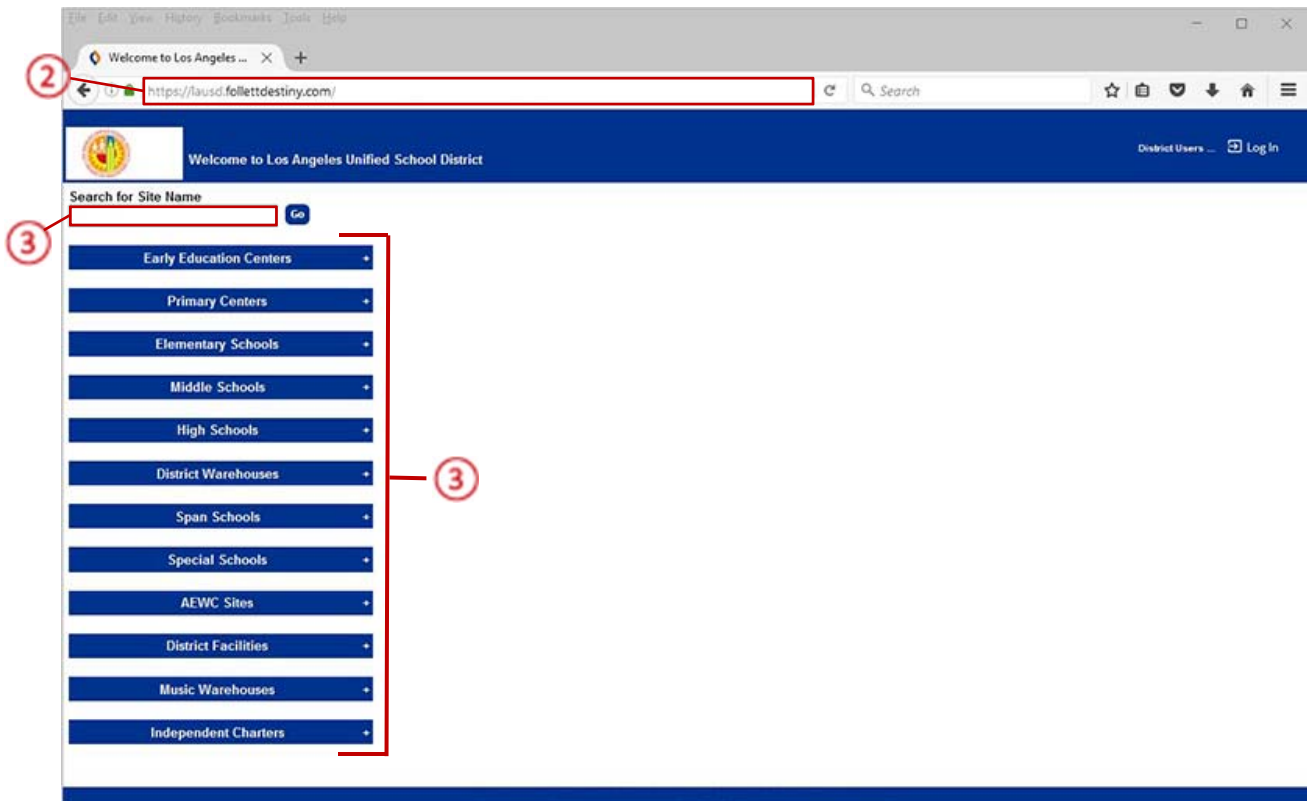
Requirements:

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

LEXILE SEARCH

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.

LXILE SEARCH

STEP 2: ENABLING LEXILE LEVEL SEARCHES IN THE BACK OFFICE

NOTE: For Teacher Librarians and Library Aides

1. Once logged in, click on the “Back Office” tab
2. Click on the “Site Configuration” option, located on the left-side of the screen
3. Scroll down to the “Quiz/Level Based Searches...” section
4. Enable “Support Lexile Measure searches” by clicking on the check box

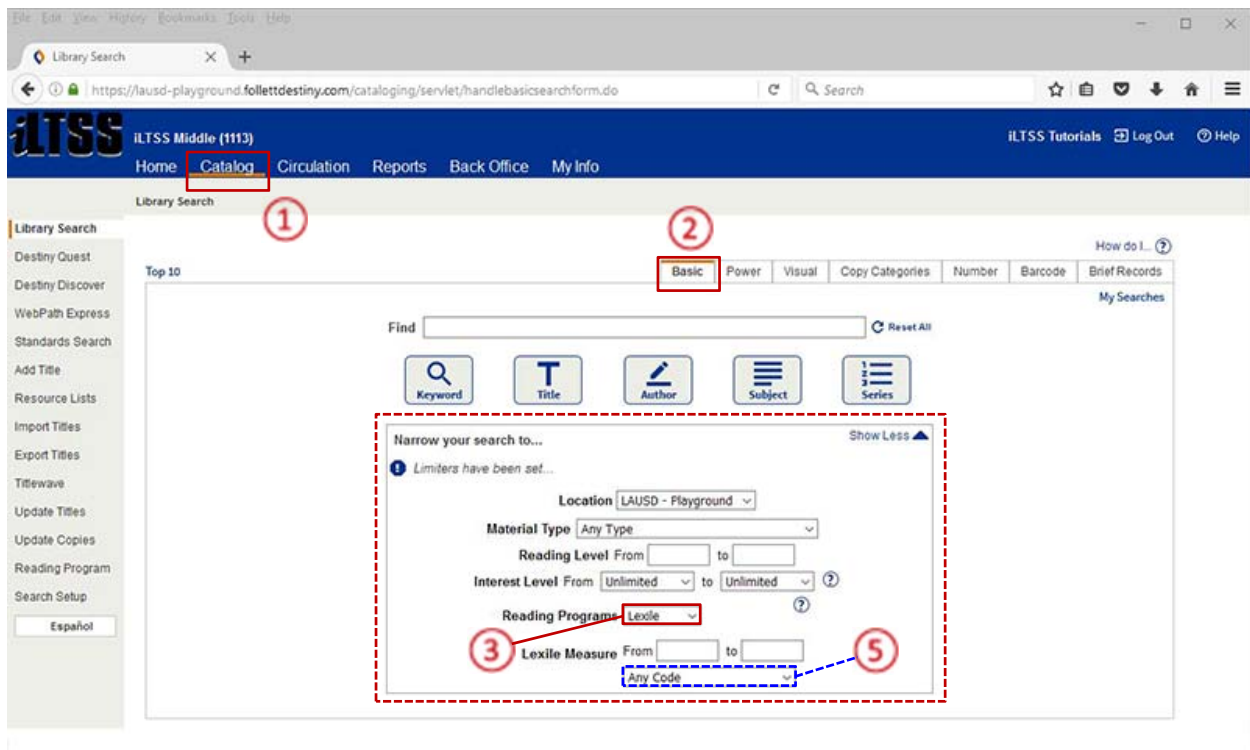
The screenshot shows a web browser window displaying the iLTSS Back Office Site Configuration page. The browser address bar shows the URL: <https://lausd-playground.follettdestiny.com/backoffice/servlet/presentsiteconfigcatalogform.do?l2m=Site Co>. The page header includes the iLTSS logo and navigation tabs: Home, Catalog, Circulation, Reports, Back Office (highlighted with a red box and circled '1'), and My Info. The left sidebar contains a menu with Site Configuration (highlighted with a red box and circled '2'). The main content area is titled 'Site Configuration' and has tabs for Catalog, Circulation, and Site Info. A 'Save' button is visible in the top right of the configuration area. The 'Catalog Options...' section includes 'Catalog Maintenance...' and 'Library Inventory Options...'. The 'Quiz/Level Based Searches...' section (circled '3') contains several checkboxes: 'Support Accelerated Reader Searches', 'Support Fountas and Pinnell Searches', 'Support Lexile Measure Searches' (checked with a red circle '4'), 'Support Reading Counts! Searches', and 'Support Reading Level and Interest Level Searches'. Below this is the 'Search Settings...' section with checkboxes for 'Store search statistics data for 1 month(s) prior to the current month', 'Enable search suggestions in Destiny Quest', and 'Filter search suggestions: Unfiltered' (with an 'Update' button). At the bottom, there are checkboxes for 'By default, show limiter options in Basic Search' and 'Ignore leading articles in search terms when browsing for (or reporting on) titles'. A red arrow points down on the right side of the page, indicating the scroll direction.

5. Scroll down again and click the “Save” button

LEXILE SEARCH

STEP 3: 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” dropdown 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

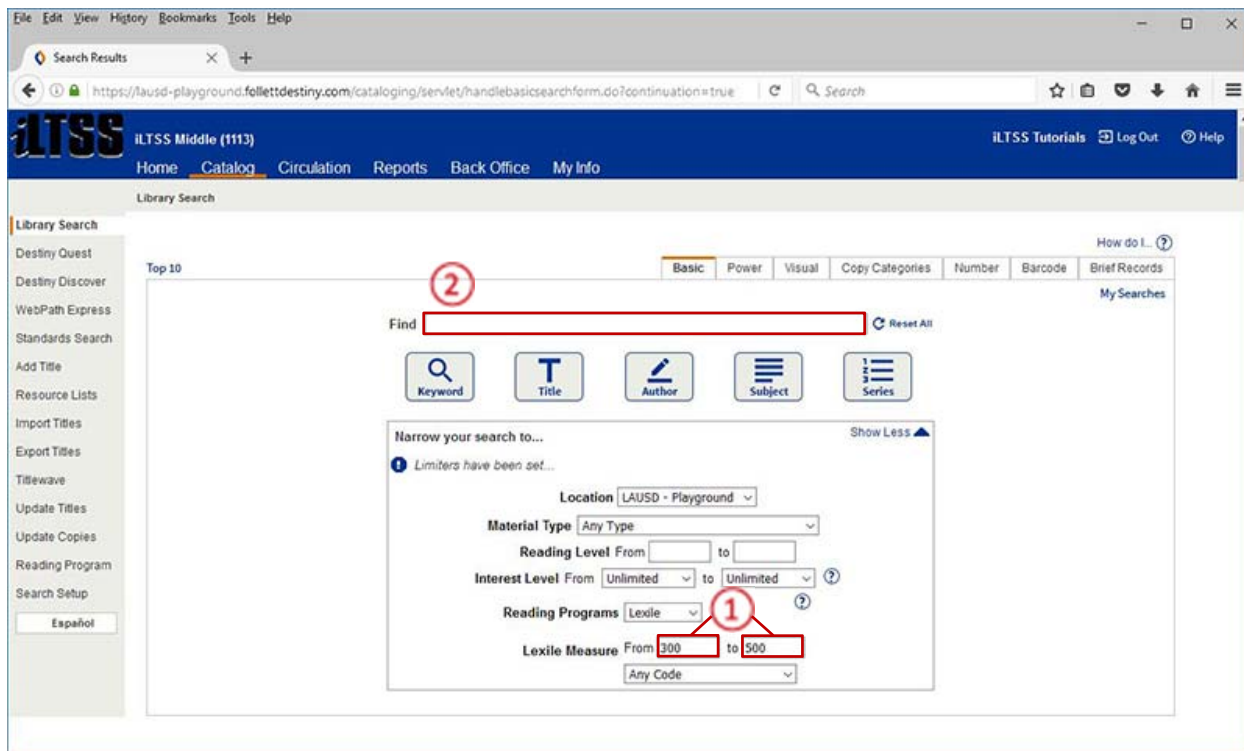


NOTE: To see a full description of the codes, please visit the Lexile Code website at <https://lexile.com/about-lexile/lexile-codes/>

LEXILE SEARCH

STEP 4: 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



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

