





Destiny Textbook Manager allows users to create and print replacement barcode labels for textbooks.

In this tutorial you will learn how to:

- * Log in to Destiny Textbook Manager
- * Replace damaged textbook barcode label(s)
- * Replace missing textbook barcode label(s)

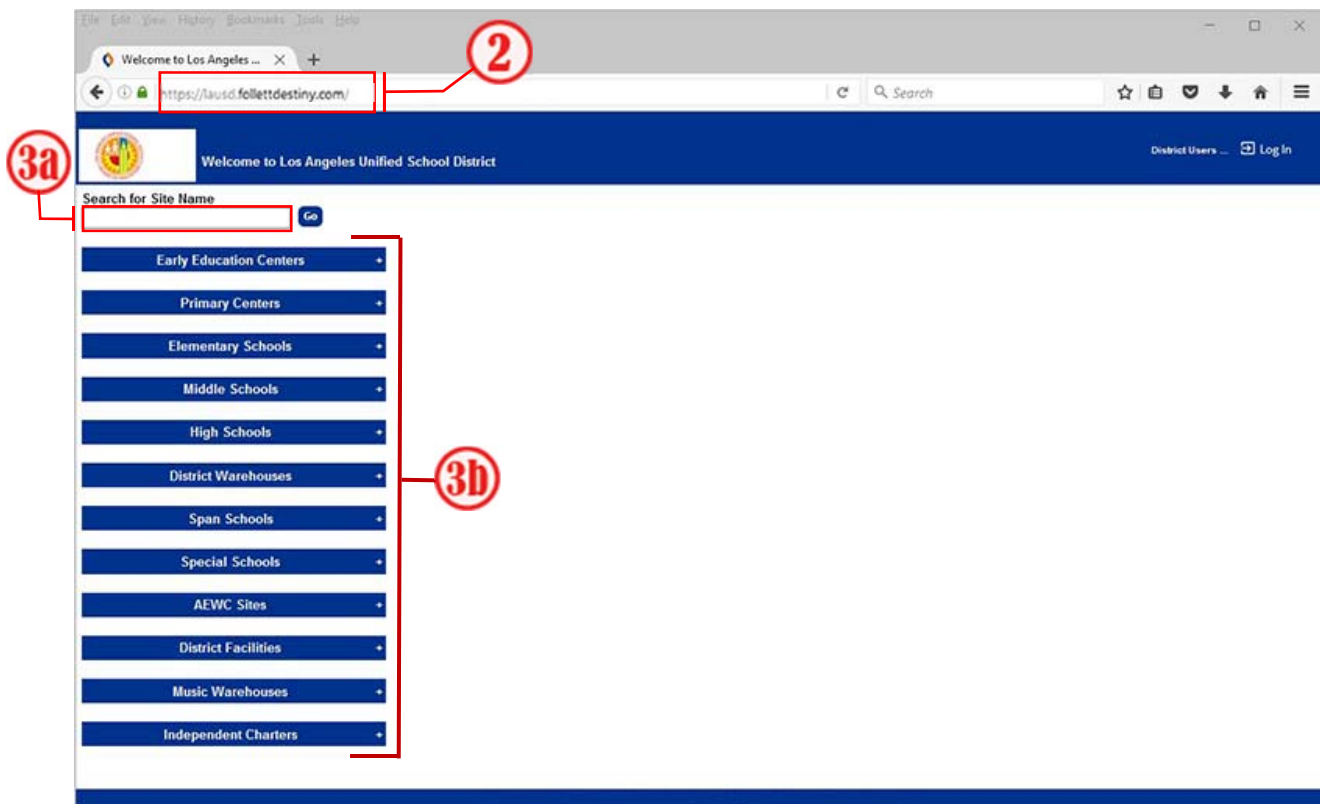
Requirements:

- * PC or MAC
- * A web browser such as:
 -  Chrome
 -  Explorer/Edge
 -  Firefox
 -  Safari
- * iLTSS Textbook barcodes
- * An Internet connection
- * An LAUSD Single-Sign On

D.T.M: REPLACE DAMAGED OR MISSING TEXTBOOK BARCODE LABELS

STEP 1: LOGIN TO DESTINY

1. Open a web browser
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 with your school group (e.g. *Middle School*). Then, find and click on your school's link.



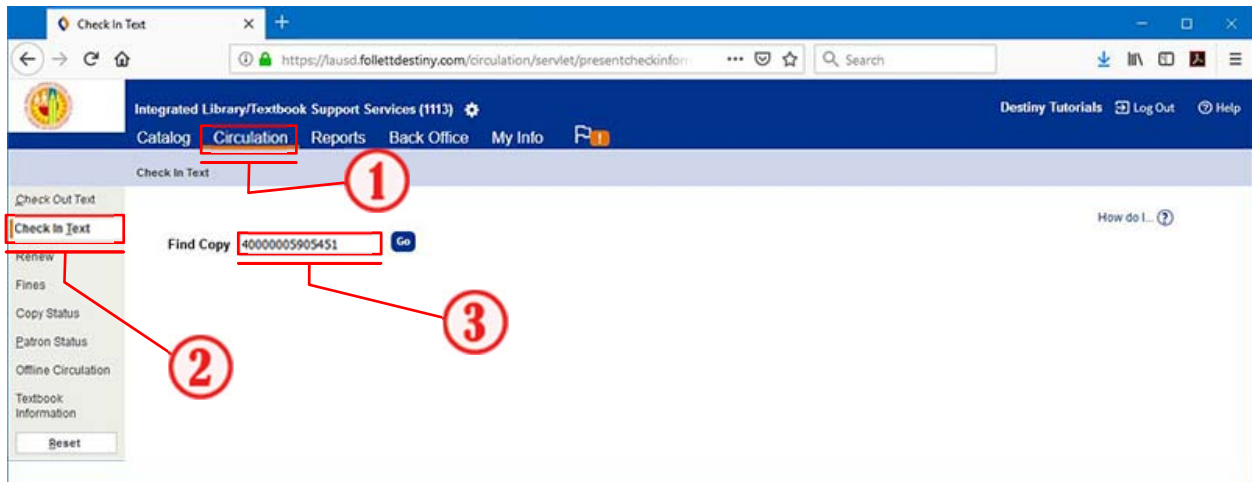
4. On the school's **Home** screen, click the **Log In** link located on the upper-right corner. Enter your username and password to login.

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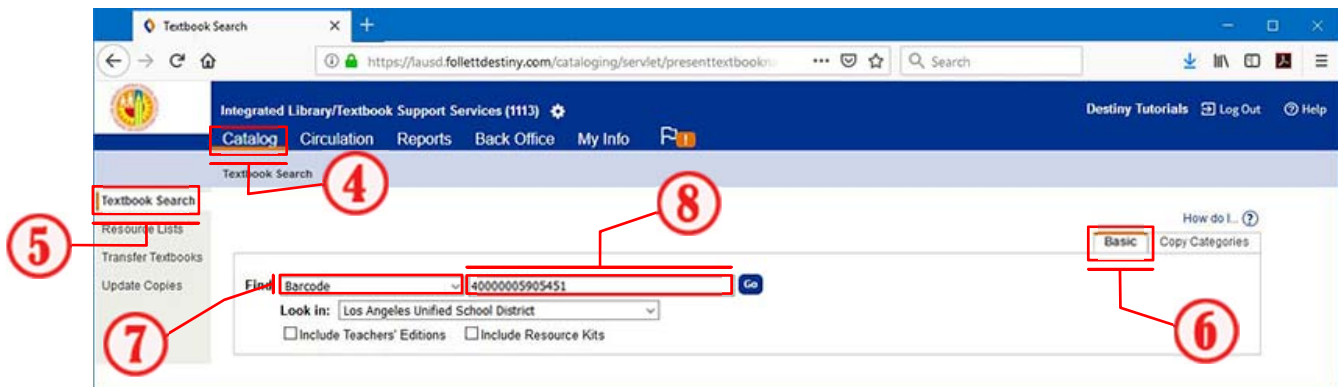
STEP 2: SENERIO 1 – BARCODE LABEL IS DAMAGED, BUT STILL LEGIBLE AND/OR SCANNABLE

This will ensure the copy number is not still assigned to a student's record.

1. Click the **Circulation** tab located on the top navigation.
2. Click the **Check In Text** option located on left-side of the screen.
3. Click inside the **Find Copy** field and either scan or type in the 14-digit barcode number of the textbook. If you typed in the barcode number, click the **Go** button.



4. Click the **Catalog** tab located on the top navigation.
5. Click the **Textbook Search** option located on the left-side of the screen.
6. If not selected, click the **Basic** sub-tab located on the right-side of the screen.
7. Click on the **Find** dropdown menu and select **Barcode** from the list.
8. Click inside the **Find** field and scan or type the 14-digit barcode number of the textbook. You will be taken to the **Copies** sub-tab for the title of the book you are re-barcoding.

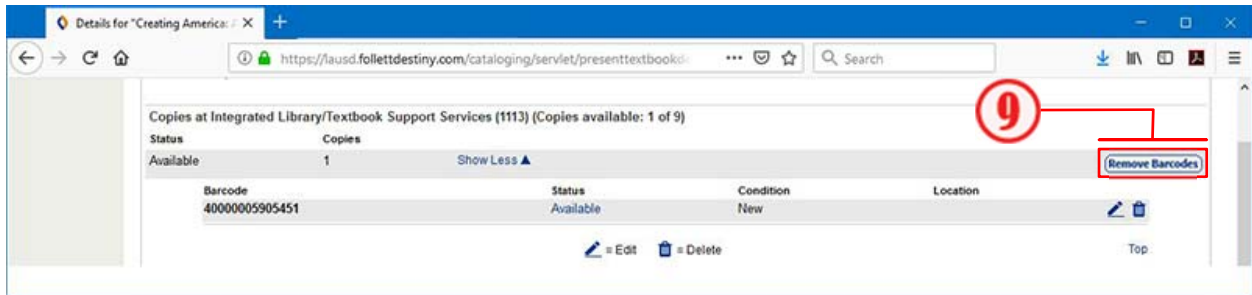


NOTE: If the ISBN was typed in, either press the **Enter** key on the keyboard or click the **Go** button.

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*NOTE: if you do not see the **Remove Barcodes** button, click on the **Show More/Less** link.*

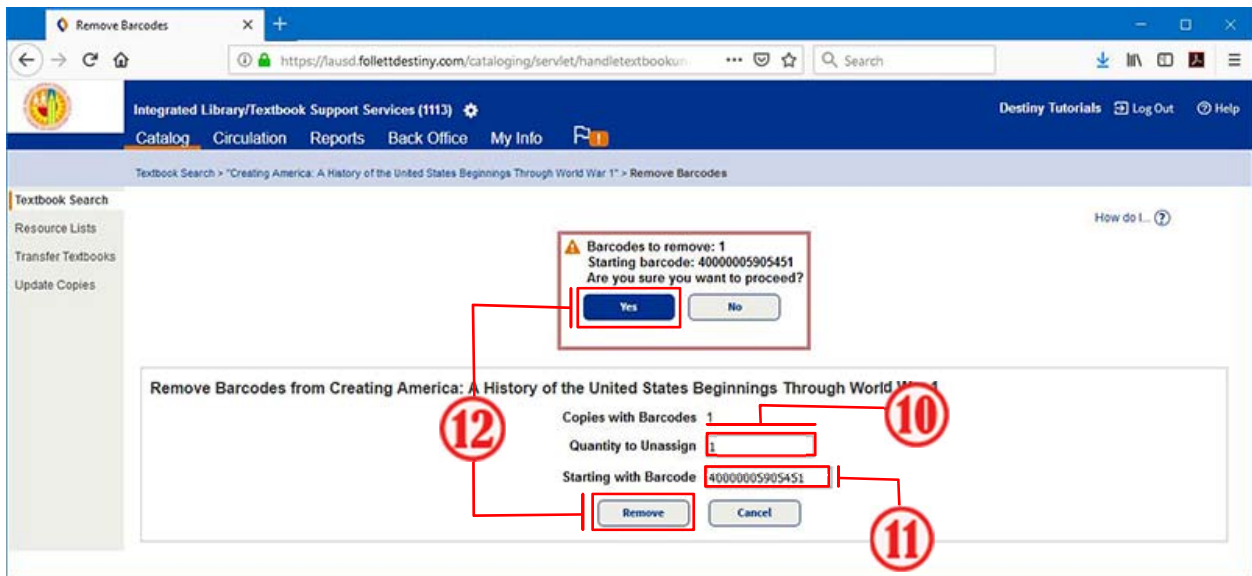
9. Scroll up a bit and click on the **Remove Barcodes** button.



10. By default, in the **Quantity to Unassign** field is set to **1**; if not, type a **1** in the field.

11. In the **Starting with Barcode** field, scan or type in the 14-digit barcode number of the label you are replacing.

12. Click the **Remove** button. When Destiny asks if you are sure you want to proceed, click the **Yes** button.



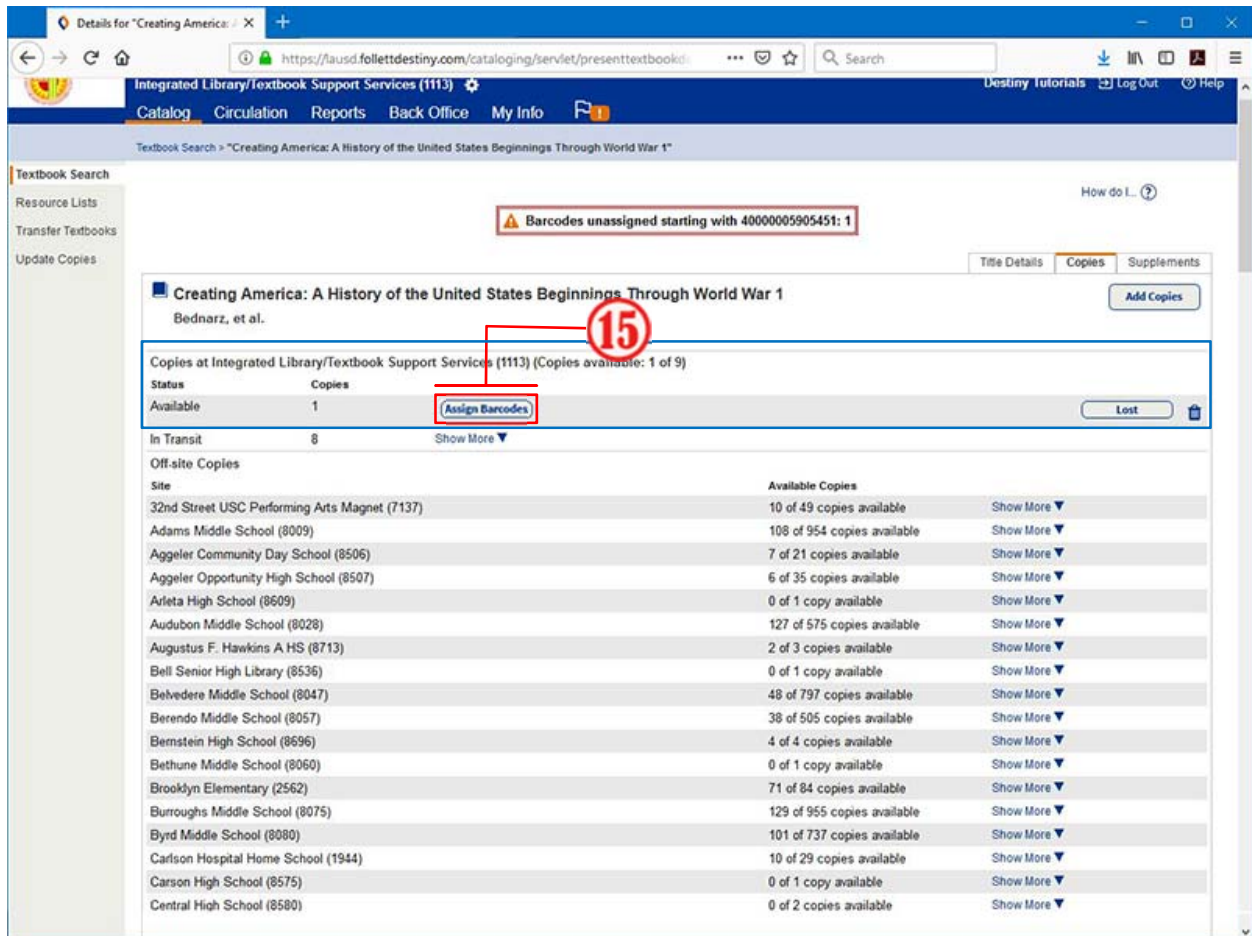
13. Remove any remnants of the old labels from the copy.

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14. On the **Copies** screen, you should see a listing for **Copies without Barcodes**. The amount should be 1, since you just removed a single barcode.

NOTE: If the quantity is more than 1, disregard. If you have questions about the number of copies without barcodes, contact Integrated Library & Textbook Support Services at 213.241.2733.

15. Click the **Assign Barcodes** button just to the right of the number of copies without barcodes.



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16. By default, in the **Copies to Barcode** field is set to **1**; if not, type a **1** in the field.
17. On the **Assign Barcodes**, the **Starting Barcode** radial button should be automatically selected. In the field, scan or enter the 14-digit barcode number of the new label you are assigning from the sheet of available barcode labels provided by Integrated Library & Textbook Support Services.
18. Make sure the **Print Labels** checkbox is UNCHECKED.
19. Click the **Assign** button at the bottom of the screen.

The screenshot shows a web browser window with the URL <https://ausd.follettdestiny.com/cataloging/servlet/presenttextbooka>. The page title is 'Integrated Library/Textbook Support Services (1113)'. The main content area is titled 'Barcode Copies' and contains the following fields and controls:

- Title:** Creating America: A History of the United States Beginnings Through World War 1
- Copies without Barcodes:** 1
- Copies to Barcode:** 1
- Assign Barcodes:** Starting barcode 40000005905465
- Assign next barcode [Next: 99110000045740]
- Print labels
- Purchase Price:** [Empty field]
- Assign Location:** -- Undefined -- [Other]
- Assign Budget Category:** -- Undefined -- [Other]
- Condition:** New
- Buttons:** Assign, Cancel

Red circles with numbers 16, 17, 18, and 19 are overlaid on the screenshot, pointing to the 'Copies to Barcode' field, the 'Starting barcode' field, the 'Print labels' checkbox, and the 'Assign' button respectively.

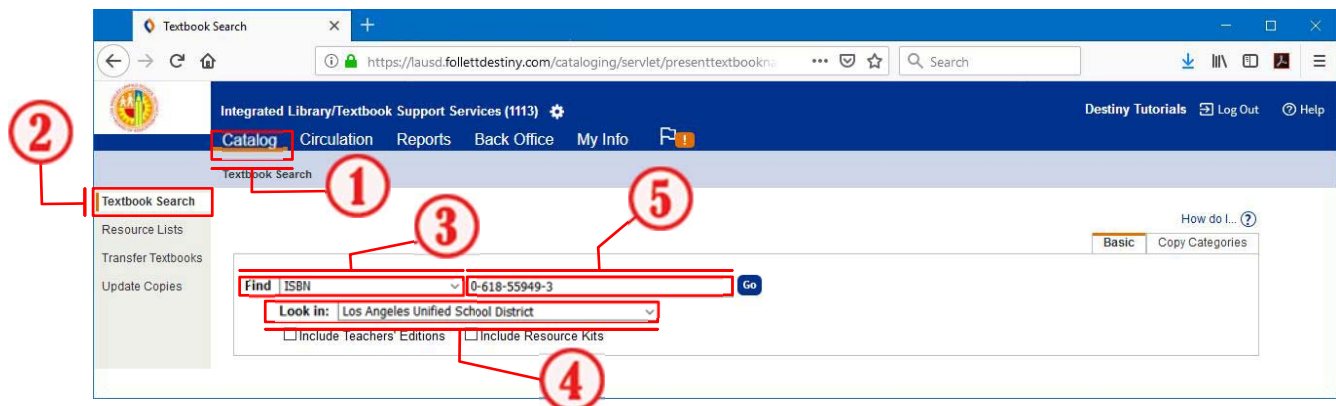
20. Apply the label(s) for the newly assigned barcode number to the copy (copies).

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STEP 3: SCENARIO 2 – BARCODE LABEL IS COMPLETELY ILLEGIBLE, NOT SCANNABLE, AND/OR REMOVED ENTIRELY

In this scenario, you will be assigning a new barcode number and label (as if you were adding a new copy), without removing the old number from Destiny. The difference will balance out when your school performs an annual textbook inventory using Destiny.

1. Click the **Catalog** tab located on the top navigation.
2. Click the **Textbook Search** option on the left-side of the screen.
3. Click on the **Find** dropdown menu and select **ISBN** from the list.
4. Click on the **Look In** dropdown menu and select **Los Angeles Unified School District** from the list.
5. Click inside the blank field next to the **Find** dropdown menu and scan or type the textbook's 10 or 13-digit ISBN.



NOTE: If the ISBN was typed in, either press the **Enter** key on the keyboard or click the **Go** button.

6. Click the **Add Copies** button located on the upper right.



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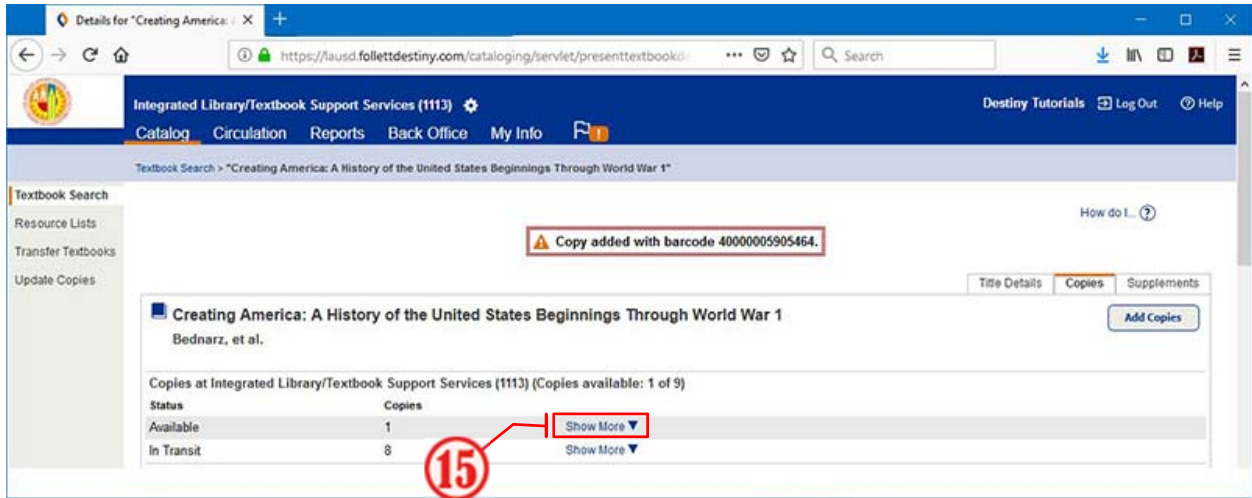
7. On the **Add Copies** dropdown menu, select *with Barcodes* from the list.
8. Click on the dropdown menu under the **Add Copies**, select **Number of Copies** from the list and on the field next to it, type the number 1.
9. On the **Starting Barcode** the radial button should be automatically selected. In the field, scan or enter the 14-digit barcode number of the new label you are assigning from the sheet of available barcode labels provided by Integrated Library & Textbook Support Services.
10. On the **Condition** dropdown menu, select **Good** from the list.
11. Leave **Location** and **Budget Category** as **Undefined**.
12. **DO NOT** change the **Date Acquired**
13. Leave the **Purchase Price** and **Purchase Order Number** blank.
14. Verify that all the information entered is correct, then click the **Save Copies** button located on the upper-right of the screen.

The screenshot shows the 'Add Textbook Copies' form for the textbook 'Creating America: A History of the United States Beginnings Through World War 1'. The form includes the following fields and options:

- Add Copies:** dropdown menu set to 'with Barcodes' (circled 7).
- Number of Copies:** dropdown menu set to '1' (circled 8).
- Starting Barcode:** field containing '40000005905464' (circled 9).
- Condition:** dropdown menu set to 'Good' (circled 10).
- Location:** dropdown menu set to '-- Undefined --' (circled 11).
- Budget Category:** dropdown menu set to '-- Undefined --' (circled 12).
- Date Acquired:** field containing '11/13/2018' (circled 13).
- Purchase Price:** empty field (circled 13).
- Purchase Order Number:** empty field (circled 13).
- Save Copies:** button (circled 14).

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15. Destiny will take you to the **Copies** sub-tab for that title. Click the **Show More** link to check for the last barcode in your added copies range.



16. Apply the label(s) for the newly assigned barcode number to the copy (copies) from the sheet of available barcode labels provided by Integrated Library & Textbook Support Services.