





Destiny Textbook Manager allows users with access to Destiny Textbook Manager to perform an annual inventory of textbooks that are available at the school site.

In this tutorial you will learn how to:

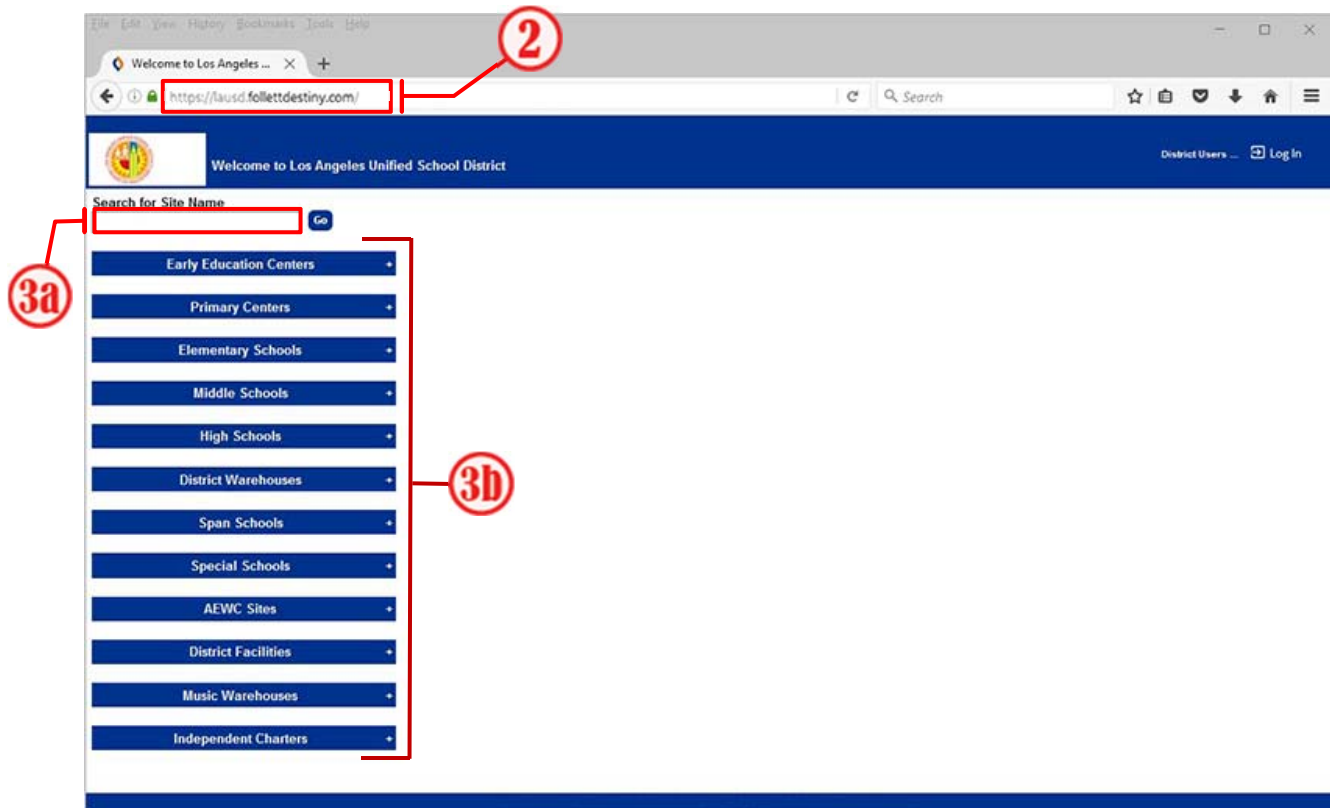
- * Log in to Destiny Textbook Manager
- * Perform the annual District-mandated textbook inventory in Destiny.
 - ✓ Books that are currently checked out to students are **NOT** part of this inventory.
 - ✓ Books checked out to students and staff are considered “**Accounted For**” for the purposes of this inventory.
 - ✓ **ONLY** scan barcoded textbooks or count the number of consumable copies that are available on-shelf in your designated textbook room(s).

Requirements:

- * PC or MAC
- * A web browser such as:
 -  Chrome
 -  Explorer/Edge
 -  Firefox
 -  Safari
- * USB or Wireless barcode scanner
- * An Internet connection
- * An LAUSD Single-Sign On [SSO]

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 to your school group (*e.g. Middle School*). Then, find and click on your school’s link

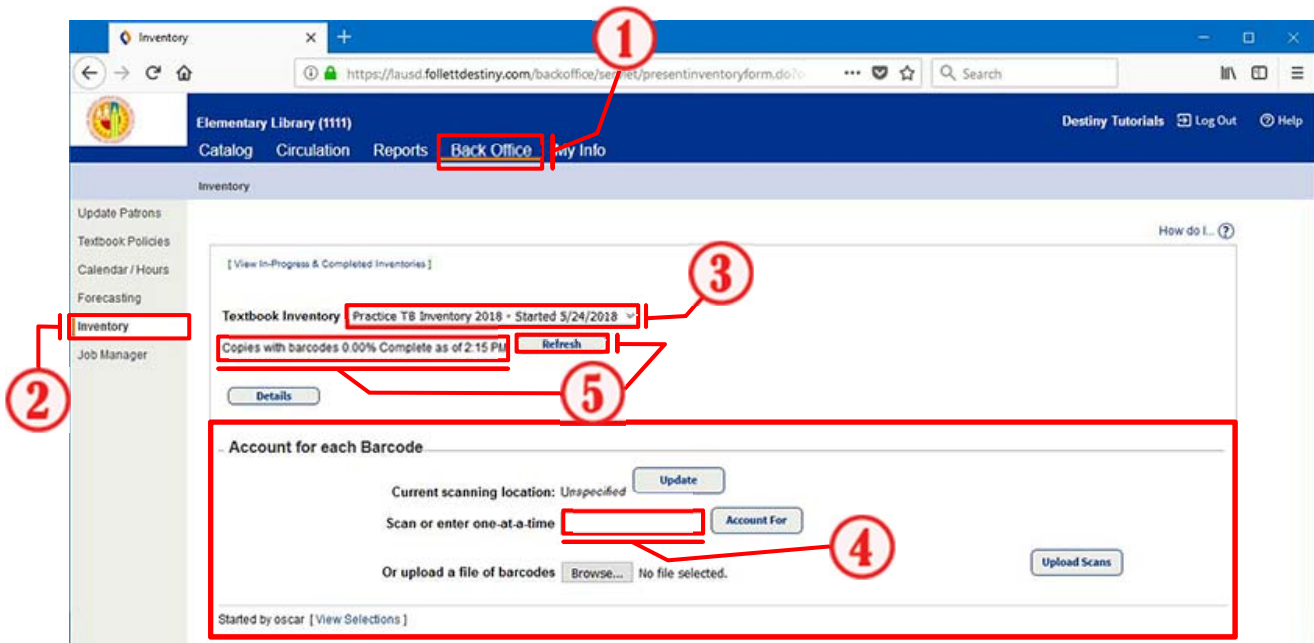


4. On the school’s **Home** screen, click the **Log In** link located on the upper-right corner and enter your username and password to login

STEP 2: INVENTORY

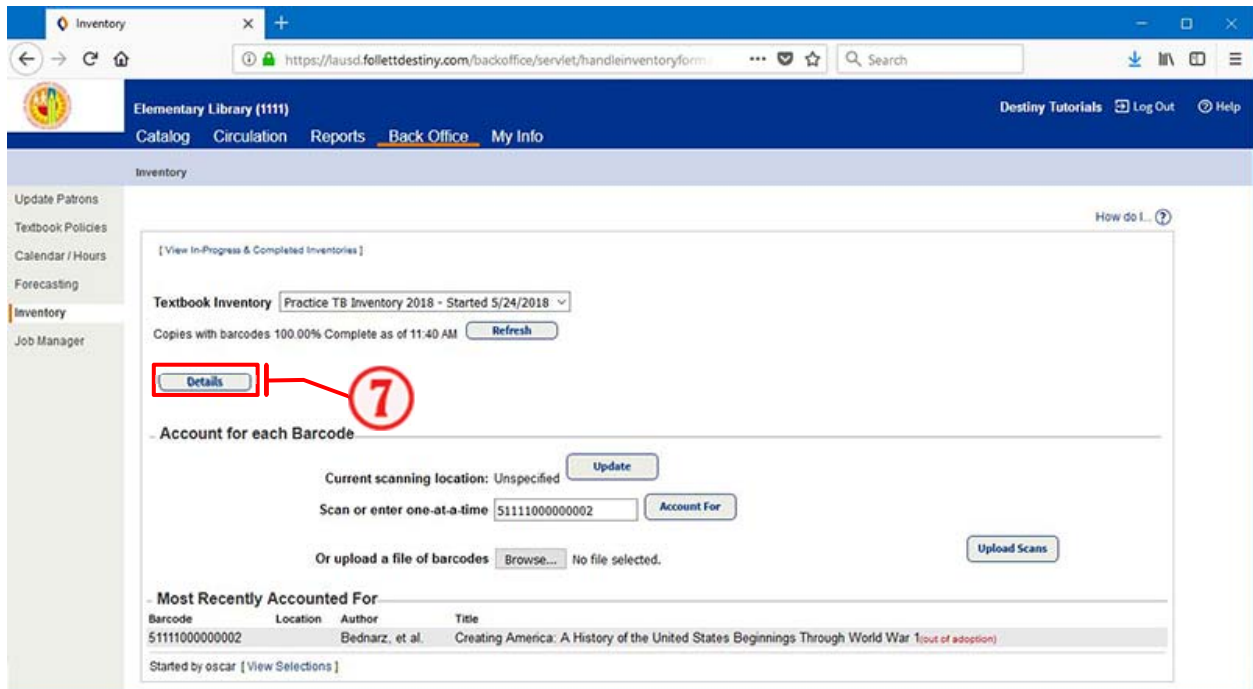
The annual inventory will be initiated by the District. The title of the inventory and the date started will be provided to you. The screen, similar to the one pictured below, will not be visible until the District starts the inventory.

1. Click on the **Back Office** tab located on the top navigation
2. Click on the **Inventory** option located on the left side of the screen
3. On the **Textbook Inventory** dropdown, make sure the current inventory is selected

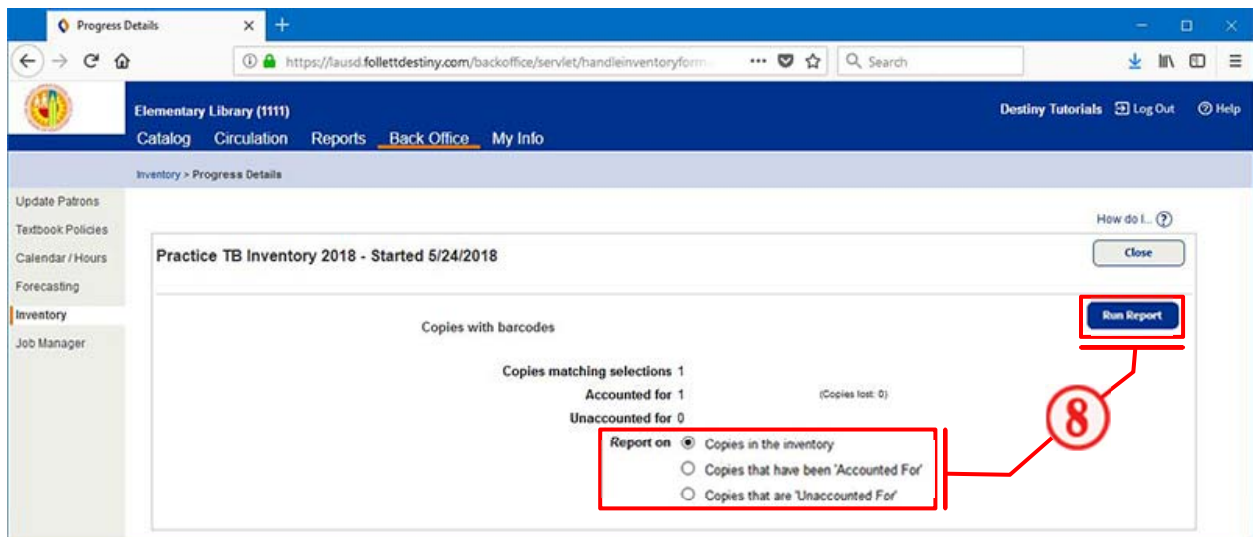


4. On the **Account for each Barcode** section, click inside the **Scan or enter one-at-a-time** field and scan or type the textbook barcode. If you typed the textbook barcode, click the **Account For** button and type the next barcode
5. You will see the progress of the inventory under the **Textbook Inventory** field. To see the current progress of the inventory, click the **Refresh** button next to it

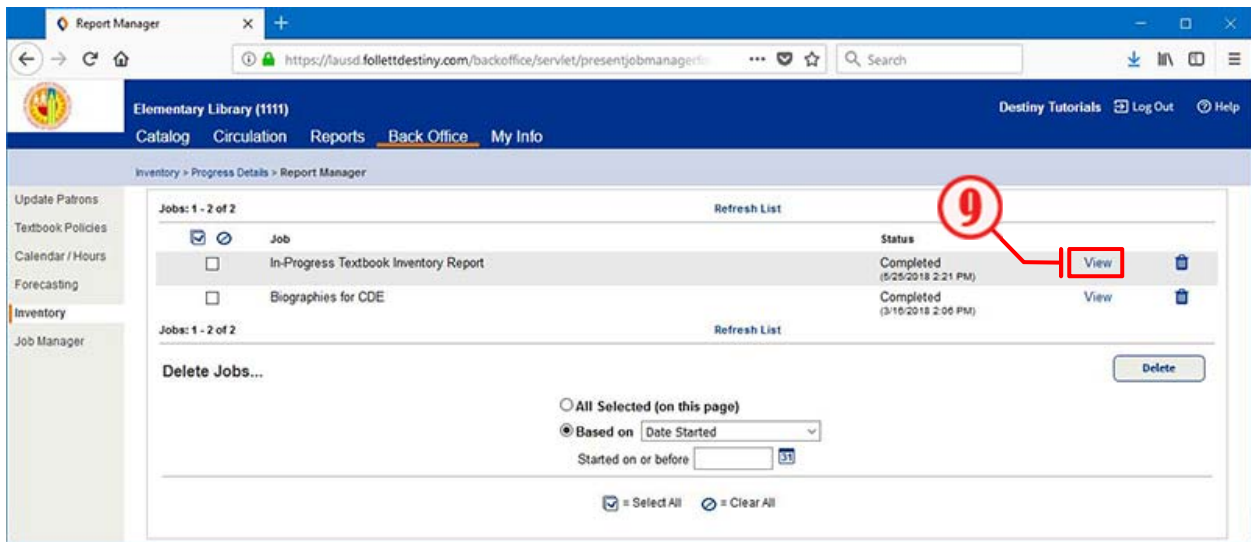
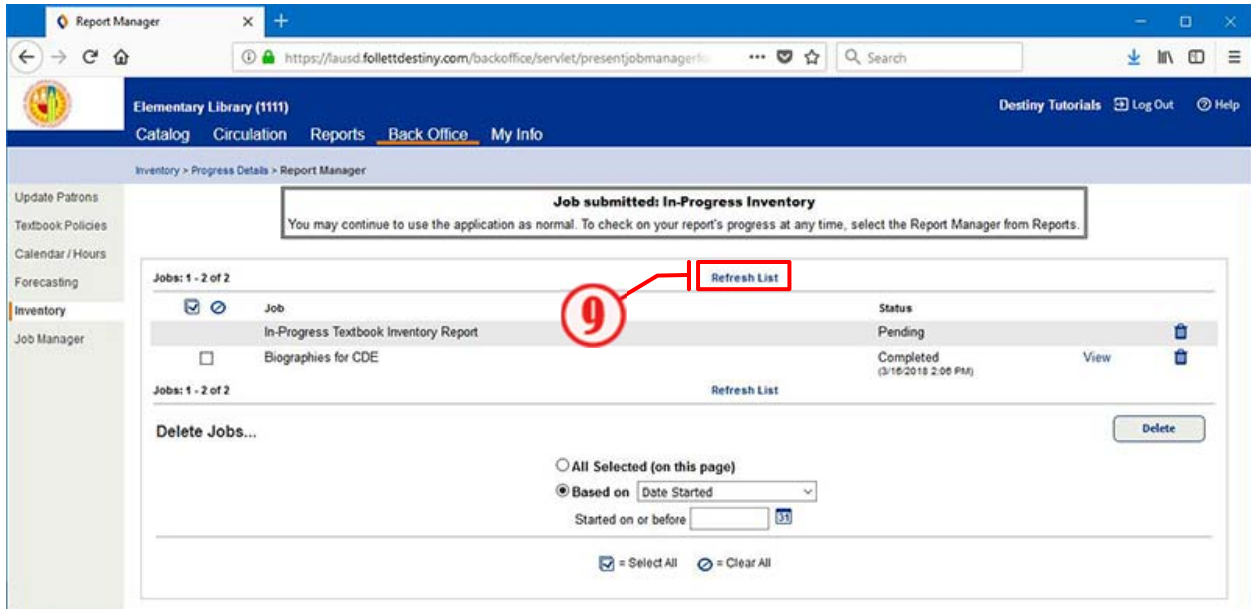
6. Continue scanning each textbook (STEP 4).
 - **REMINDER:** Wait for the beep after a textbook has been scanned



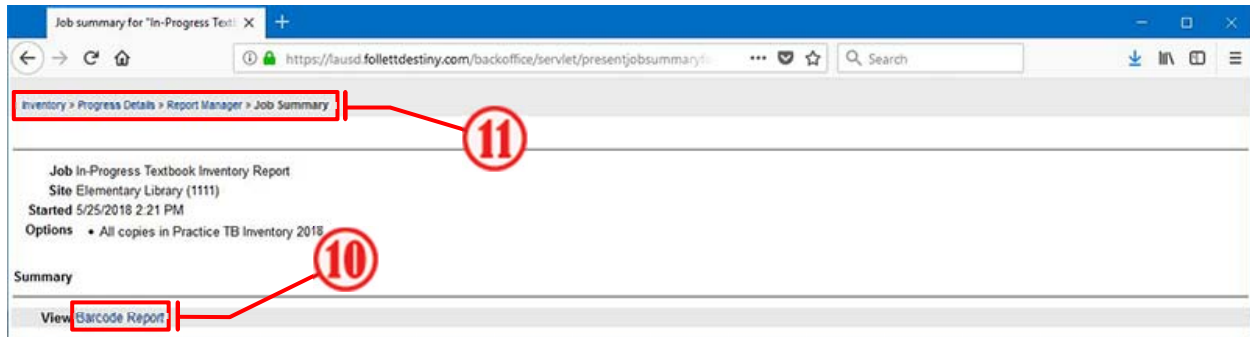
7. To see the full details of the inventory, click the **Details** button, this will allow you to create a report of the inventory
8. On the *Details* screen, select one of the **Report on** radial buttons, then click the **Run Report** button to create the report



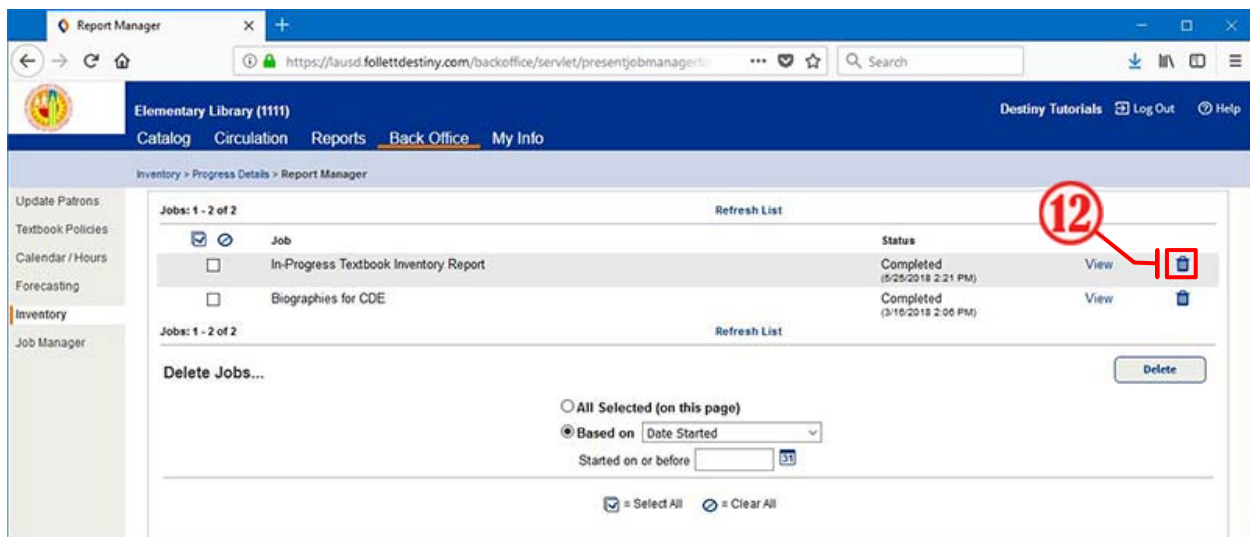
- On the *Report Manager* screen, the report will state *Pending*, click the **Refresh List** link. Once the status of the report states *Completed*, click the **View** link to see the report



10. On the **Job Summary** screen, click the **Barcode Report** link to view the PDF of the report
11. To return to the previous page, click on the **bread crumbs** located under the top navigation



12. To delete the report, click the **trash can** icon



NOTE: If you see a large number of results on the report that say **Skipped** followed by a barcode number, this means that you have copies that are not currently assigned to your school. Contact iLTSS at (213) 241-2733 for assistance with resolving the issue

IMPORTANT!

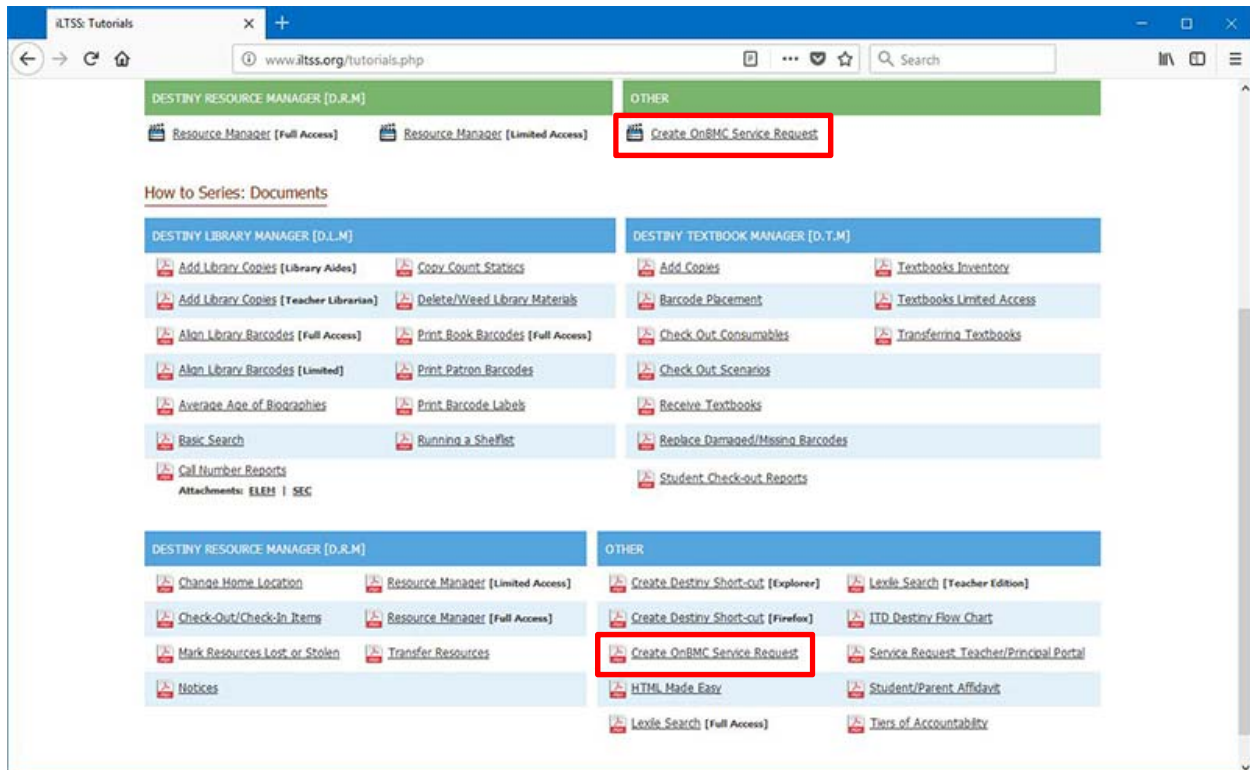
Prior to finalizing the inventory, please double check that you have located and scanned all materials not checked out to patrons. Any available copies not scanned or counted will be marked as **Lost** when the inventory is finalized. Remember to check for materials in classrooms, workrooms, etc. Copies that are unaccounted for will affect the accuracy of the inventory, which is crucial for Textbook Roadshow and Williams Sufficiency.

STEP 3: FINISHING THE INVENTORY

You must submit an Online Service Request (<http://lausd-myit.onbmc.com>) stating that your school site has completed its textbook inventory. This will communicate to the District that you have completed inventory

For instructions on how to create and submit an Online Service Request, go to the iLTSS website www.iltss.org. Click the **Tutorials** button located on the top-right of the page

- * To view the video tutorial, click the **Create Online Service Request** link under the subheading **OTHER** in the green section
- * To view and/or download the PDF tutorial, scroll down to the blue section and under the **OTHER** subheading, click the **Create Online Service Request** link



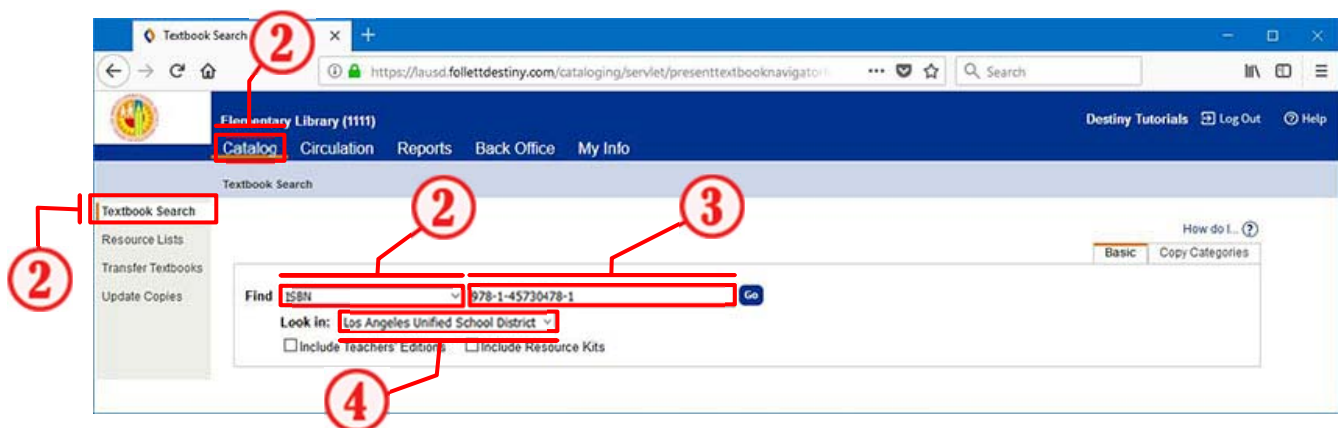
NOTE: Completed inventories may be revived if the District determines there is an issue with the submitted counts. Be advised that you may be asked to recheck your scans/counts. The importance of an accurate inventory is crucial.

STEP 4: ACCURATE COUNTS OF CORE CONSUMABLES

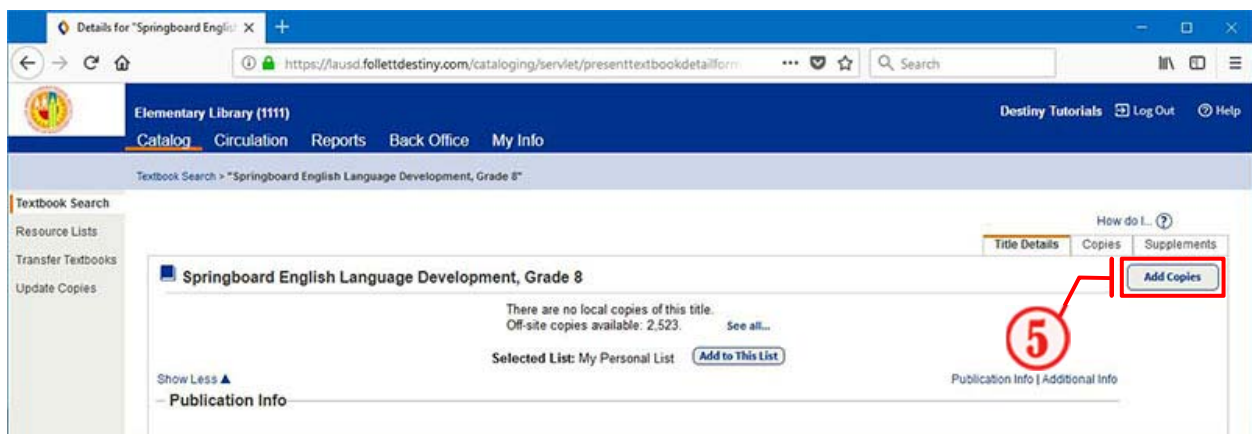
NOTE: You will need to make sure that your consumable copy amounts shown in Destiny accurately reflect the amounts that are available as surplus

1. Conduct a hand count for the total amount of surplus Math and ELA consumables on the shelves for each title
2. Click on **Catalog**, then click on **Textbook Search**. Next to **Find**, change the dropdown menu to **ISBN**
3. Click inside the blank field and scan or type the ISBN barcode on the back of the consumable
4. On the **Look in:** field, click on the dropdown menu and select *Los Angeles Unified School District*

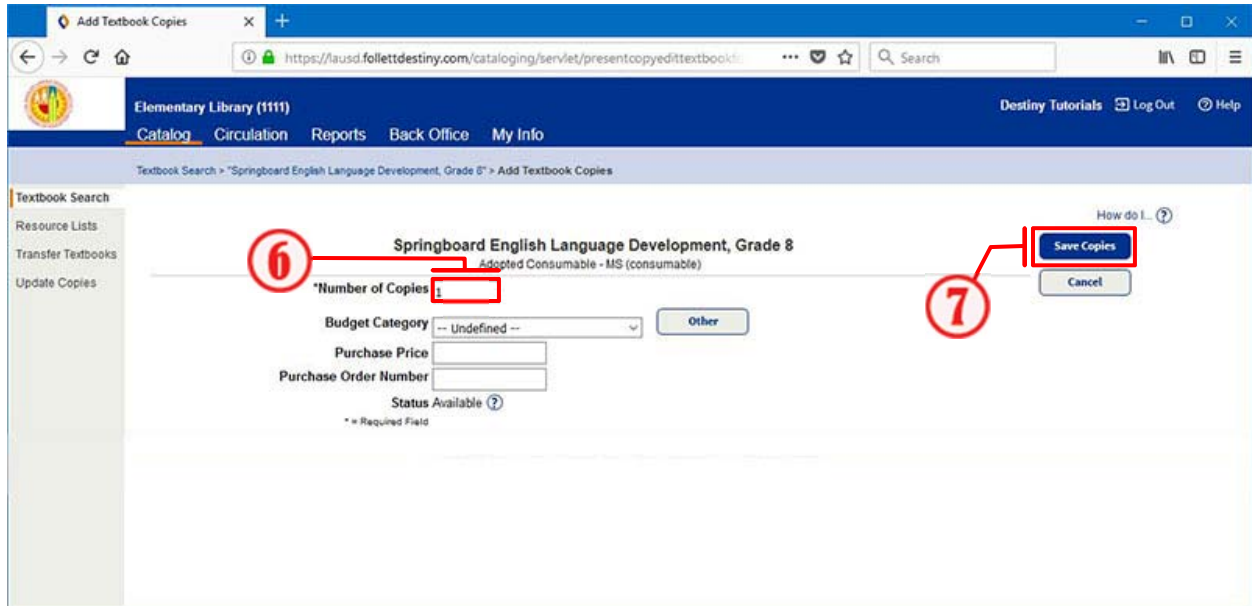
NOTE: If you typed in the ISBN number, click the **Go** button



5. On the **Book Information** page, click on **Add Copies** button located on the upper-right-side of the page



6. On the field next to **Number of Copies**, type the number of copies that you have counted on the shelves
7. Click the **Save Copies** button on the right-side of the screen

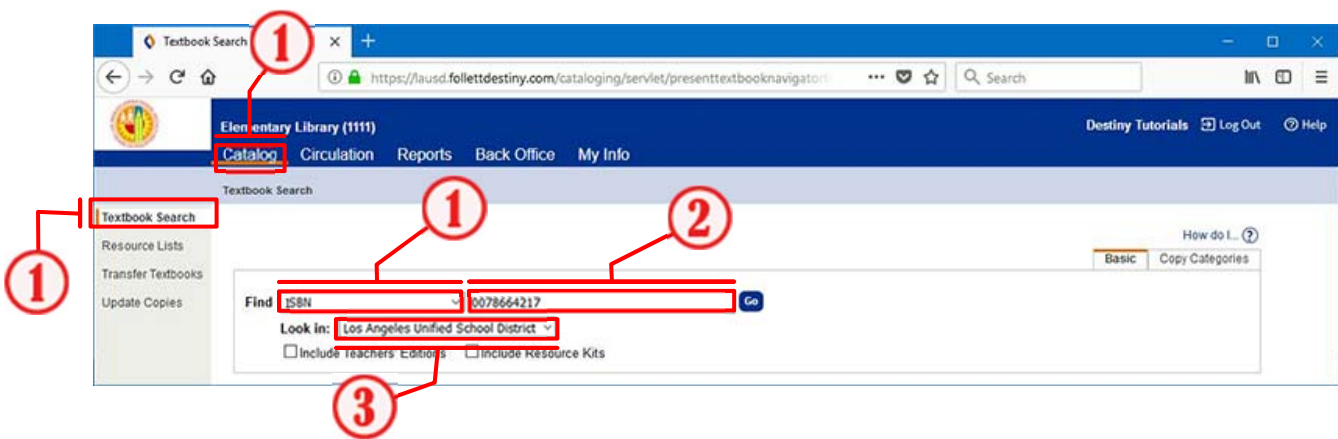


***NOTE:** If Destiny shows a higher count than what is actually available as surplus, delete the overage amount from the actual number to accurately adjust your copy count*

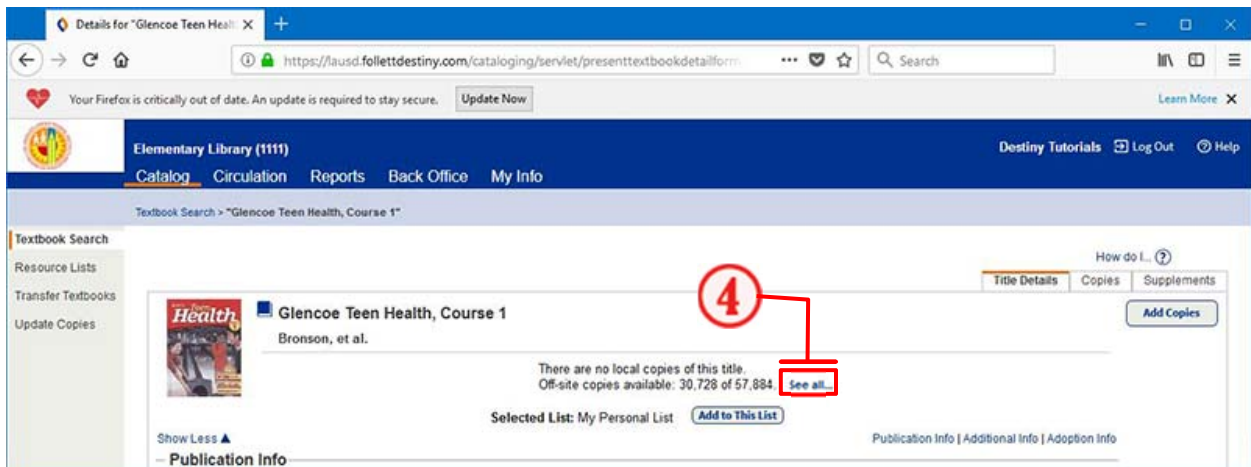
STEP 5: DELETE COPIES

1. Click on **Catalog**. Click on **Textbook Search**. Next to **Find**, click the dropdown menu and select **ISBN** from the list
2. Click inside the blank field and scan or type the ISBN barcode on the back of the consumable.
3. Next to the **Look In**, click the dropdown menu and select *Los Angeles Unified School District*

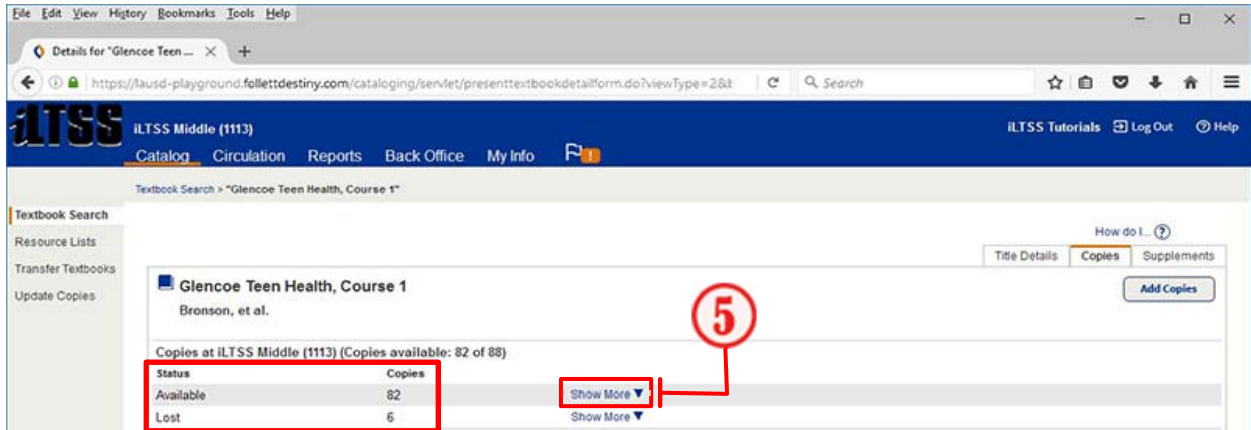
NOTE: If you typed in the ISBN number, click the **Go** button



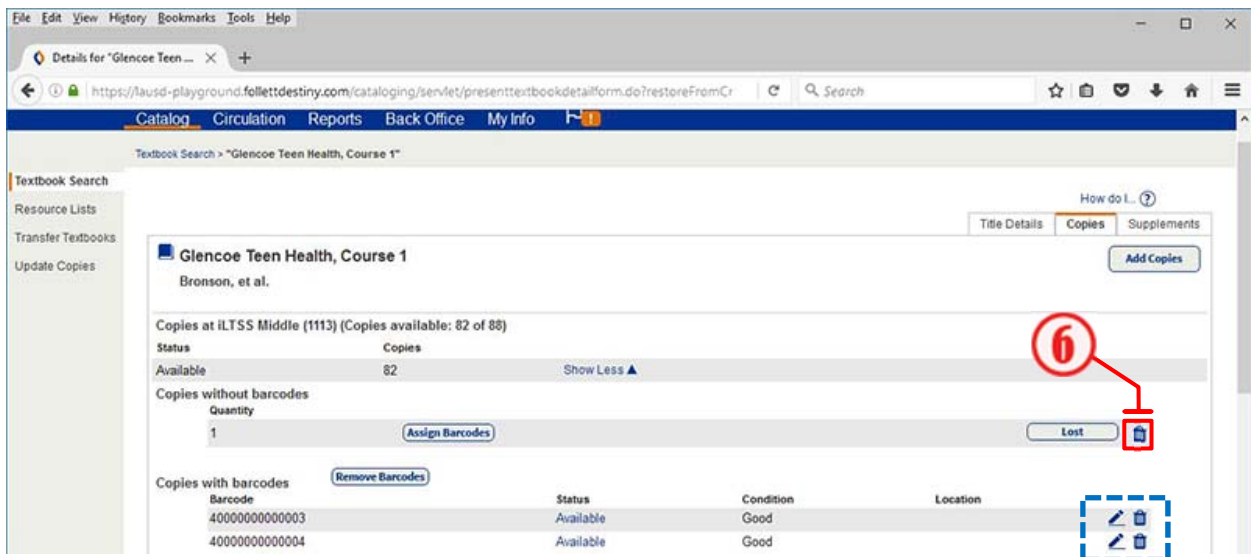
4. On the **Book Information** page, click the **See All** link



- The next page will show the number of copies available. Click on the **Show More** link to expand the view

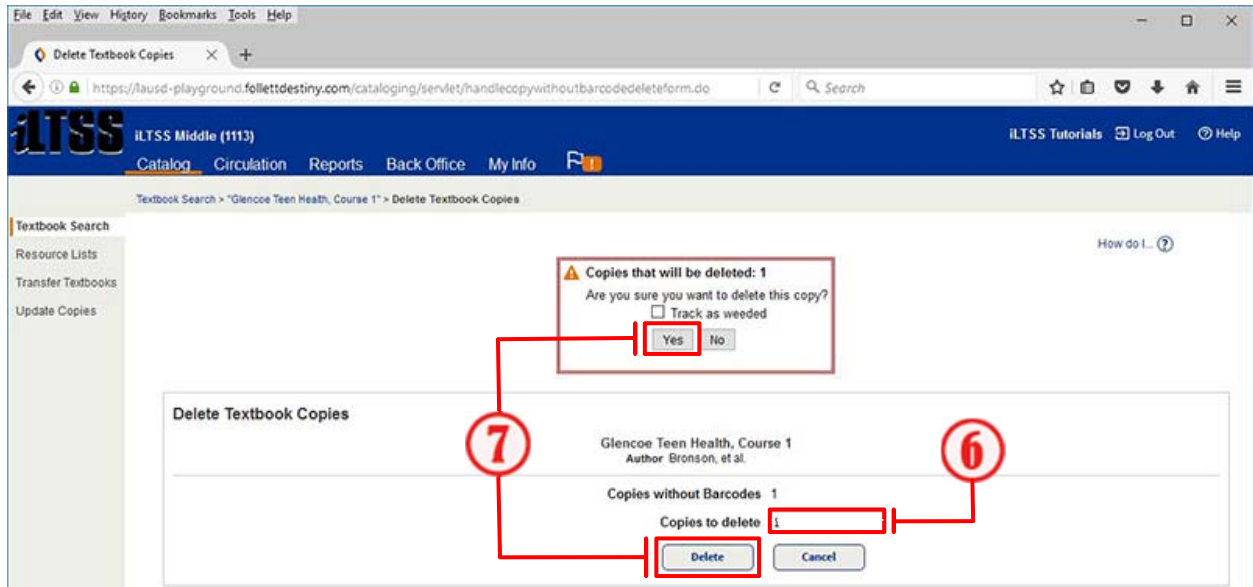


- Click on the **trash can** icon. In the **Copies to Delete** section. To enter the overage number for your consumable(s)



NOTE: You can also delete and/or edit an individual textbook by clicking on the *Trash Can* or *Pencil* icon.

7. Click **Delete**. Destiny will ask if you are sure you want to delete that amount. If correct, click **Yes**



For instructions on how to create and submit an Online Service Request, go to the Integrated Library and Textbok Support Services website www.iltss.org. Click the **Tutorials** button located on the top-right of the page

- ✓ To view the video tutorial, click the **Create OnBMC Service Request** link under the subheading **OTHER** In the green section
- ✓ To view and/or download the PDF tutorial, scroll down to the blue section and under the **OTHER** subheading, click the **Create Online Service Request** link.