This tutorial will guide Teacher Librarians and Library Aides through the recommended steps to run and print barcode labels.

In this tutorial you will learn how to:

- Run and print barcode labels

Requirements:

- Full access to Destiny (*Teacher Librarians and Library Aides only*)
- 5160 Avery Labels
- PC or MAC
- A web browser such as:
  - Google Chrome
  - Internet Explorer
  - Mozilla Firefox
  - Safari
- An Internet connection
- An LAUSD Single-Sign on

**NOTE:** iLTSS recommends using Internet Explorer for printing barcode labels. Please contact the Help Desk if you would like to use a different browser.
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
**STEP 2: CREATE RESOURCES LIST**

1. In Destiny create a resource list and include all titles you want to print barcodes for

**STEP 3: RUN & PRINT BARCODE LABELS**

1. Click on the "Report" tab
2. Click on the "Library Reports" from the menu on the left
3. Scroll down and locate the "Labels" heading and click on "Barcode Labels" link
4. Click on the “Used” sub tab located on the upper-right
5. On the “Labels for each barcode” field, change the default number to 4.
6. Click the “Sort by” drop-down-menu and select “Barcode” from the list
7. Click the “Select by” drop-down-menu and select “List” from the list
8. Choose the list you created in **STEP 2**
9. Scroll down to the “Include the following on each” and place a checkmark on Site Name, Title, Author and Call Number
10. On the “Use label stock” drop-down menu select Avery white address labels (style 5160)
11. Scroll down to “Printer Offset” and change the numbers if needed.

**NOTE:** (Choices are: 3 and 1; or 4 and 1; or 4 and 2). If you need further assistance with this, please go to iLTSS website [www.iltss.org](http://www.iltss.org), click on the Destiny Tutorial tab then click on the “Align Library Barcodes [Full Access]” link.

12. Click the “Run Report” button (This will take you to the Report Manager screen)
13. Click on the “Refresh List” link to refresh the page

14. Once the report has completed, click the “View” link to see the report

**NOTE:** Print the labels on regular paper first to ensure the labels line up. If necessary, adjust the Printer Offset numbers using the choices above by going back to “Print Copy Barcodes” using the bread crumbs.

If you need further assistance with this, please go to iLTSS website [www.iltss.org](http://www.iltss.org), click on the Tutorials tab located at the top of the page, then scroll down a bit and click on the “Full Access: Aligning Library Barcodes” link.