Destiny Textbook Manager allows users with limited-access or full-access to generate a report of student barcodes by teacher roster, which can be used for faster circulation.

In this tutorial you will learn how to:

- Log in to Destiny Textbook Manager
- Create a report of student barcodes.

Requirements:

- PC or MAC
- A web browser such as:
  - Chrome
  - Explorer/Edge
  - Firefox
  - Safari
- Full-access or Limited-access to Destiny Textbook Manager
- 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 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.
   a. Click on **LAUSD Faculty/Staff SSO**
      Note: If you are already logged into your email then once you click on **LAUSD Faculty/Staff SSO** you will be automatically logged in to Destiny. If you are not logged in, you will be prompted for your LAUSD SSO credentials.
STEP 2: CREATING THE REPORT

1. Click on the Reports tab on the top navigation.
2. Click on the Textbook Reports option on the left side of the screen.
3. Under the Circulation section, click on the Class Barcodes link.
4. This report will generate student barcodes by teacher roster.
   a. You can select a specific teacher or choose to include all teachers. Use the drop down menu to make your selection.
   b. Selecting All Teachers, from the dropdown menu, will include all teachers and their rosters. Leave the Sections fields blank (do not enter dates.)
   c. Make sure that the Include barcode number box is checked. Do not check Include Textbook Circulation command barcodes.
   d. Click on Run Report. You will be taken to the job manager. When the status of the report shows Completed, click on View and then you can save and/or print the report. Note: there may be many unnecessary pages/teachers that don’t need to be printed. You may want to select the pages you want printed.
e. Selecting **Selected Teacher** will only generate a report for one teacher at a time. Select **Selected Teacher** from the dropdown menu then click on **Select**.

f. Type in the name of the teacher in the **Find Patron** field.

g. Click on **Search**.

h. When the teacher shows, click on **Select**.

i. From the **Sections** drop down menu, select **All Current Sections**. Make sure that the **Include barcode number** box is checked. Do not check **Include Textbook Circulation command barcodes**.

j. Click on **Run Report**. You will be taken to the job manager. When the status of the report shows **Completed**, click on **View** then you can save and/or print the report.