





Destiny Textbook Manager allows users with limited or full access to generate a report of student barcodes, 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.

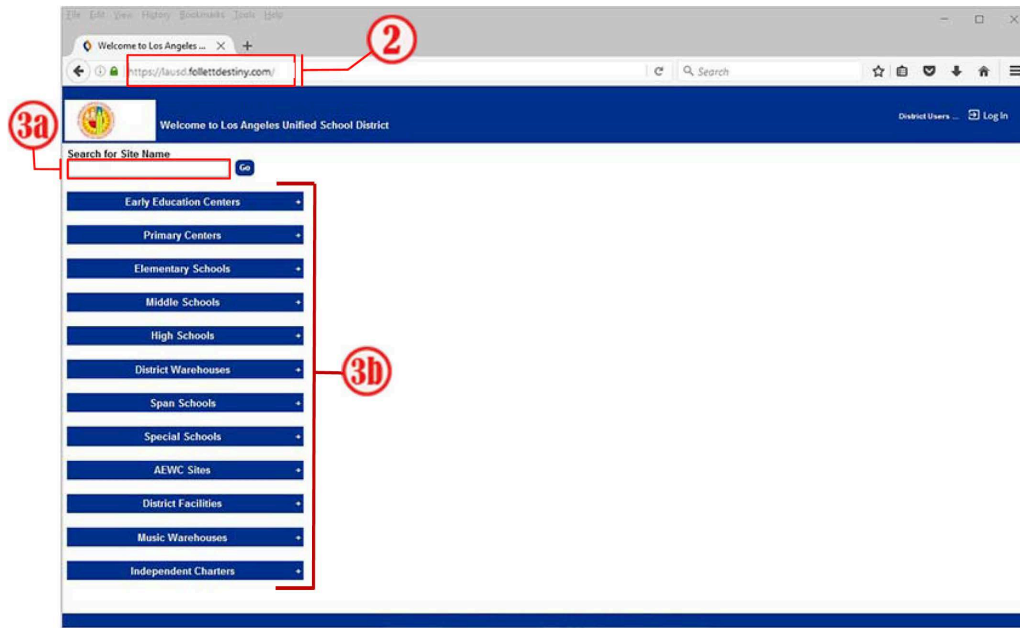
Requirements:

- \* PC or MAC
- \* A web browser such as:
  -  Chrome
  -  Explorer/Edge
  -  Firefox
  -  Safari
- \* Full or Limited access to Destiny Textbook Manager
- \* An Internet connection
- \* An LAUSD Single-Sign\_On (SSO)

# D.T.M: GENERATING STUDENT BARCODES

## 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.



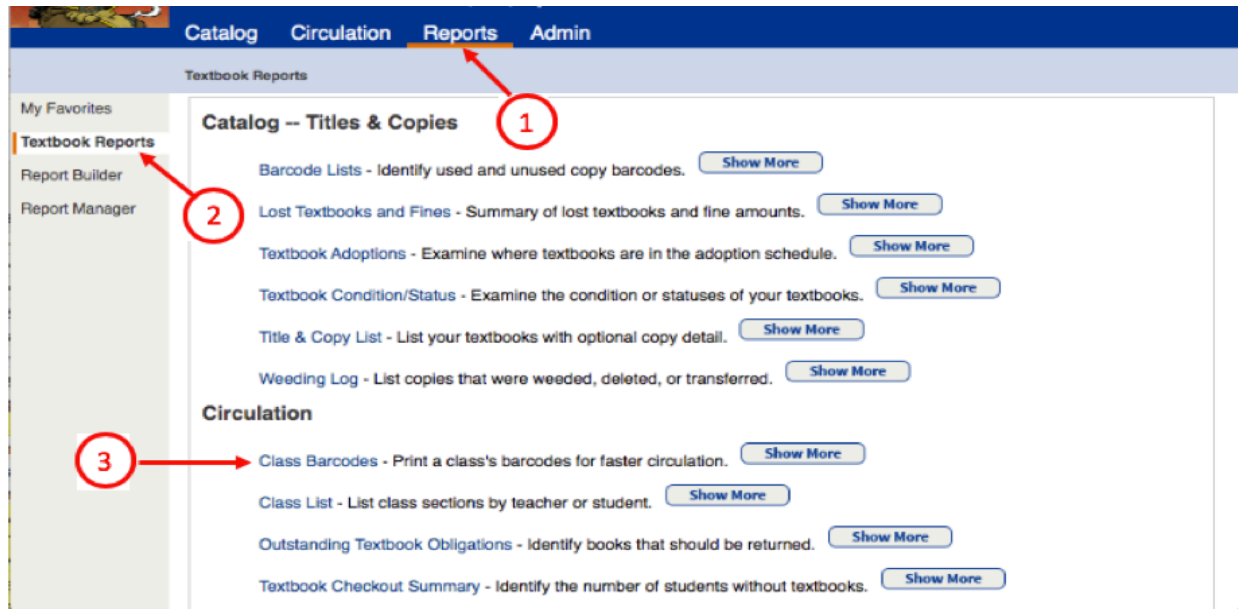
4. On the school's home screen, click the **Log In** link located on the upper-right corner.
  - a. Click on **LAUSD Faculty/Staff SSO**  
Note: If you are already logged into your email then once you click on **LAUSD Faculty/Staff SSO** you will be automatically logged in to Destiny. If you are not logged in, you will be prompted for your LAUSD SSO credentials.



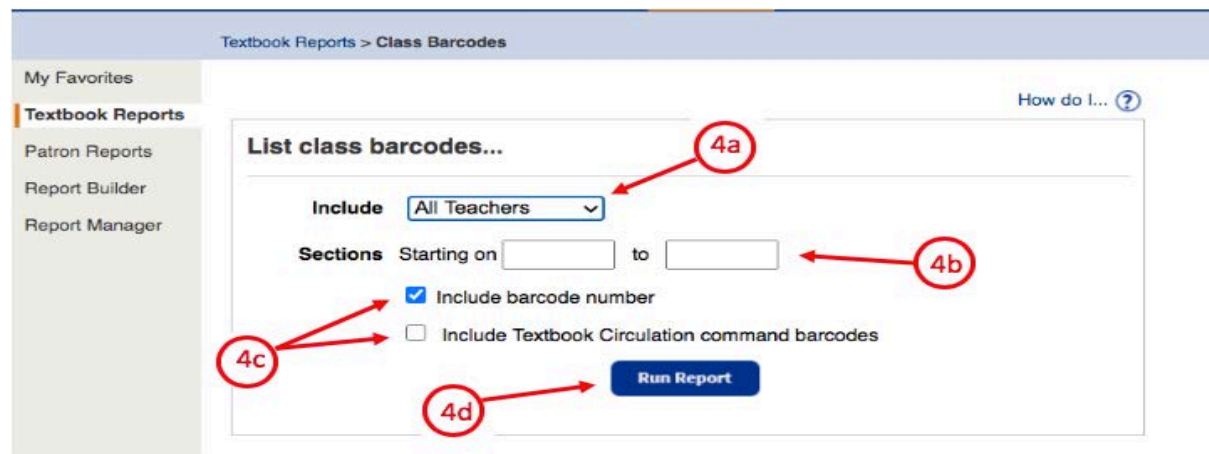
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### STEP 2: CREATING THE REPORT

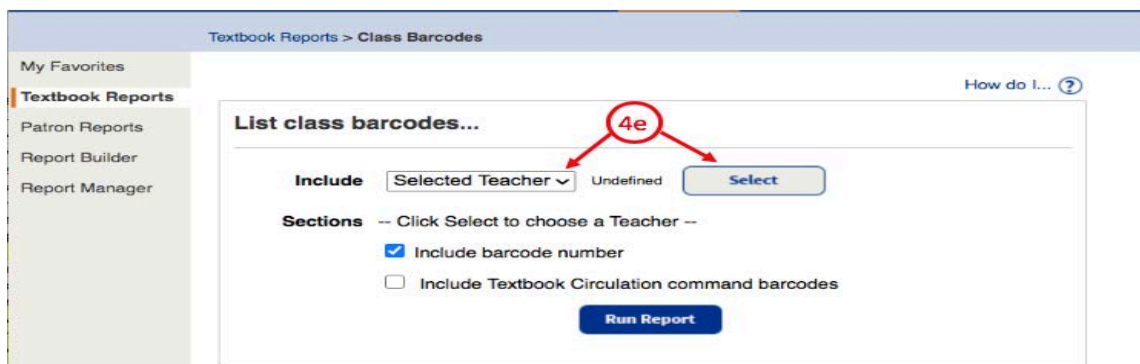
1. Click on the **Reports** tab on the top navigation.
2. Click on the **Textbook Reports** option on the left side of the screen.
3. Under the **Circulation** section, click on the **Class Barcodes** link.



4. This report will generate student barcodes by teacher roster.
  - 4a. You can select a specific teacher or choose to include all teachers. Use the drop down menu to make your selection.
  - 4b. Selecting **All Teachers**, from the dropdown menu, will include all teachers and their rosters. Leave the **Sections** fields blank (do not enter dates.)
  - 4c. Make sure that the **Include barcode number** box is checked. Do not check **Include Textbook Circulation command barcodes**.
  - 4d. 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.



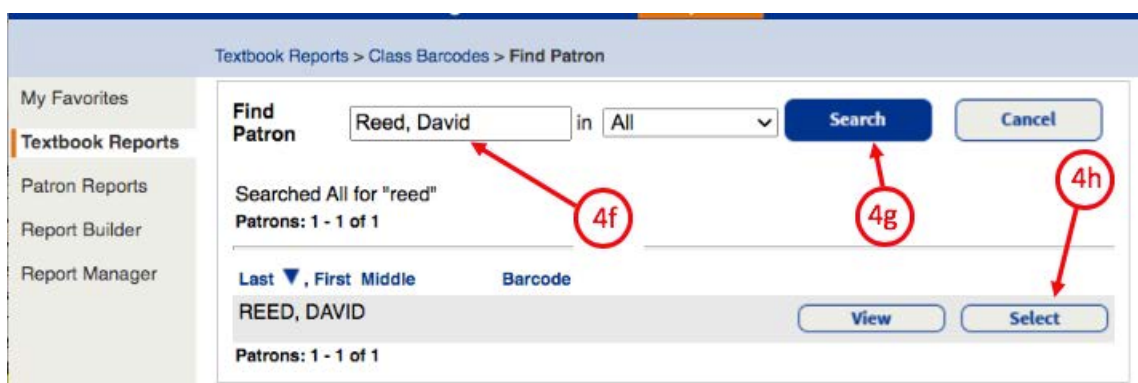
4e. Selecting **Selected Teacher** will only generate a report for that teacher. Select **Selected Teacher** from the dropdown menu then click on **Select**.



4f. Type in the name of the teacher in the **Find Patron** field.

4g. Click on **Search**.

4h. When the teacher shows, click on **Select**.



4i. 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**.

4j. 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.

