Destiny Textbook Manager™ allows users with full access to create a report of student checkouts

In this tutorial you will learn how to:

- Login to Destiny Textbook Manager
- Create a Report of student checkouts

Requirements:

- PC or MAC
- A web browser such as:
  - Chrome
  - Explorer/Edge
  - Firefox
  - Safari
- Full Access to Destiny Textbook Manager
- An Internet connection
- An LAUSD Single-Sign on
**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.
STEP 2: CREATING THE REPORT

1. Click the **Reports** tab located on the top navigation.
2. Click the **Textbook Reports** option located on the left-side of the screen.
3. On the **Circulation** section of the page, click the **Current Checkouts/Fines** link.
1. FORMAT

1. Make sure the **Checked Out/Overdue Materials** checkbox is checked.
2. Select the **All that are checked out** radial button.

**NOTE:** You can also create a report by selecting one of the following: **All that are currently overdue** or **That are due from** and select a date range.

3. Uncheck the following checkboxes:
   - Resources Assigned to a Custodian
   - Unpaid Library Fines
   - Unpaid Resource Fines
   - Unpaid Patron Fines

4. Leave the **Unpaid Textbook Fines** checkbox checked.
5. On the **Format** section of the page, select the **Report** radial button and on the **Output** drop down, select **PDF** from the list.

**NOTE:** You can select **Microsoft Excel** from the list which will generate the report in Excel format, allowing you to sort and manipulate the data.

6. Click the **Continue** button.
2. LIMIT

1. On the Limit the results to... section, click the Update button.

2. On the Select Patron Types... screen, uncheck the Faculty checkbox.

3. Click the OK button to go back to the Limit page.
4. Leave the Graduating in checkbox unchecked.
5. Place a check on the box next to Also Include.
6. On the My Materials option, click the Update button.

7. On the Select Circulation Types..., click the Clear All button to uncheck all the boxes.
8. Click the Ok button to go back to the Limit page.
9. Place a check on the **Textbooks** checkbox.
10. Uncheck the **Resources** checkbox.
11. Place a check on the box next to **Also Include**.
12. Click the **Continue** button to go to the **Details** page.
3. DETAILS

1. On the Select and Sort by option, click the dropdown menu and select Homeroom from the list.
2. You can leave the from and to drop down menu with its default Any Homeroom or you can click on them and select a specific homeroom teacher from the list.

**NOTE:** You may also choose to select Grade Level or Patron Name from the Select & Sort by drop down list. If you select either of these options, ILTSS recommends that you opt to generate the report as Microsoft Excel (1. FORMAT - Step 5) so that the results may be sorted.

3. Check the Start a new page for each group checkbox.
4. On the Also Display... section, uncheck the Title for library materials checkbox.
5. Place a check on the following checkboxes:
   - Price of checked out/overdue materials
   - Barcode
   - Grade Level (drop down menu)
   - Homeroom (drop down menu)

6. Leave the Phone number and Subtotal items/fines for each patron checkboxes unchecked.

7. Click the Save Setup button so that you always have a template of this report to run.
8. On the next screen, click inside the Save As field and name the new report e.g. Patron Checkout Report.
9. The report can be scheduled to run at a set time, to do so click on the Schedule Report drop down menu and either select Daily or Weekly from the list. If you do not wish to set a schedule, select Do Not Schedule from the list.

10. Click on the Save & Run button.

11. On the Report Manager screen, click the Refresh List link until the Status changes from In Progress to Completed.

12. Once completed, click the View link to see the report.

NOTE: if the report was setup to be saved as a PDF, it will be opened in the default web browser or in Adobe Reader. If the report was setup to be saved as a Microsoft Excel file, it will open in Excel. (Excel reports require some column adjustments the first time the report is opened so that all data can be viewed)