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.
9. 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 the finalization of 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:** 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, ELA/ELD, and History/Social Science 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