





This tutorial will guide users with full access to the Destiny Textbook Manager to add textbook copies to a school's Destiny textbook database. These are not comprehensive instructions. Consult iLTSS Textbook Cataloging for assistance with questions not covered below.

In this tutorial you will learn how to:

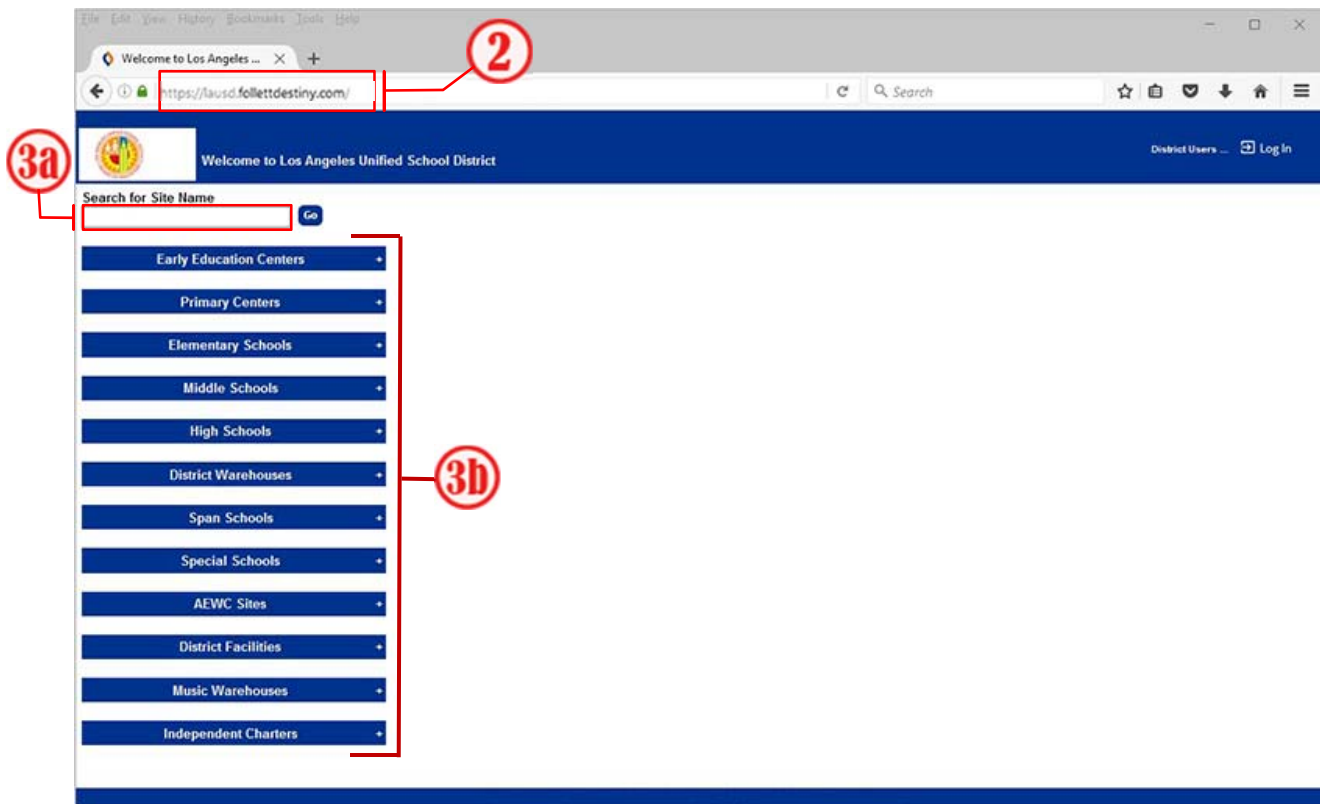
- \* Log in to Destiny Textbook Manager
- \* Add textbook copies

Requirements:

- \* PC or MAC
- \* A web browser such as:
  -  Chrome
  -  Explorer/Edge
  -  Firefox
  -  Safari
- \* 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



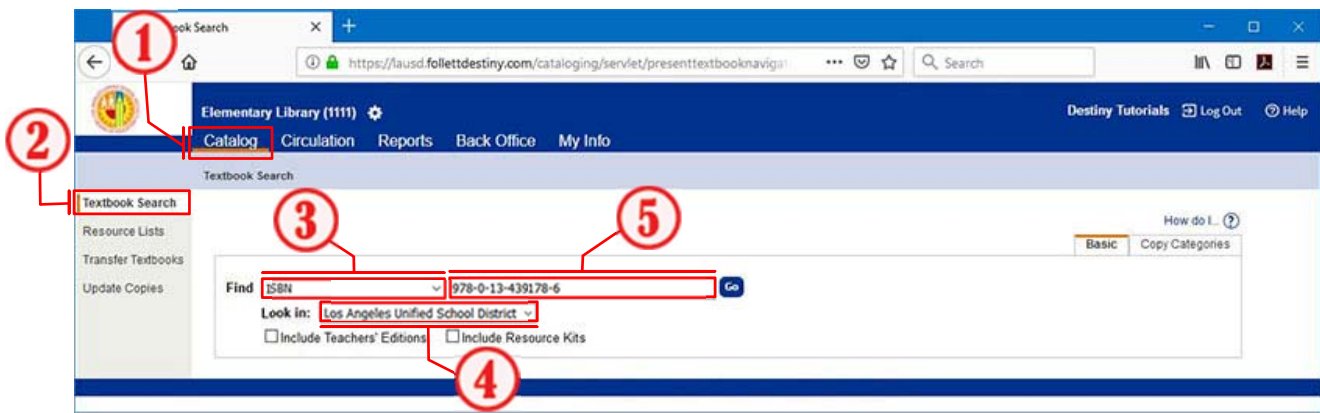
4. On the school's **Home** screen, click the **Log In** link located on the upper-right corner. Enter your username and password to login.

## D.T.M: ADD TEXTBOOK COPIES IN DESTINY

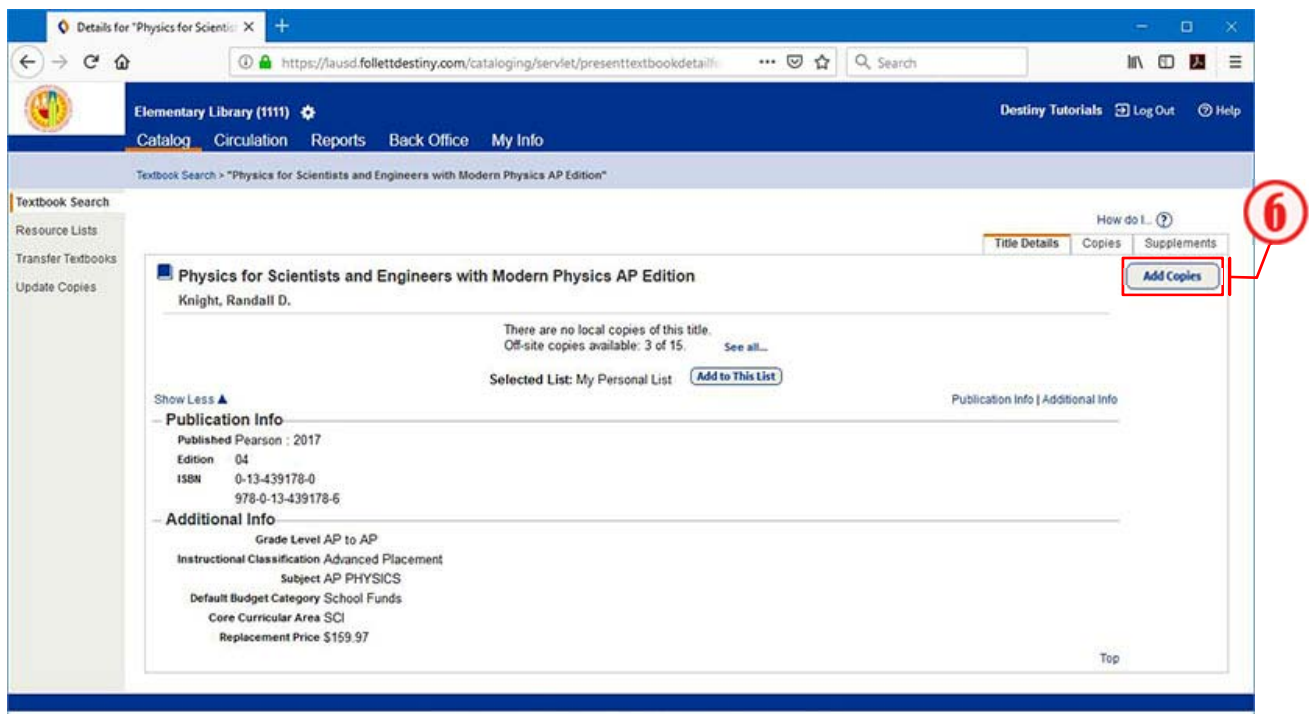
### STEP 2: ADD TEXTBOOK COPY

1. Click the **Catalog** Tab located on the top navigation.
2. Click the **Textbook Search** option located on the left-side of screen.
3. On the **Find** drop-down menu, select **ISBN** from the list.
4. On the **Look In** drop-down menu, select **Los Angeles Unified School District**.
5. In the blank field next to the **Find** drop-down menu, scan or type the book's 10 or 13-digit ISBN.

*NOTE: If you typed in the ISBN, click on the **Go** button.*



6. Click the **Add Copies** button on the upper-right side of the screen.



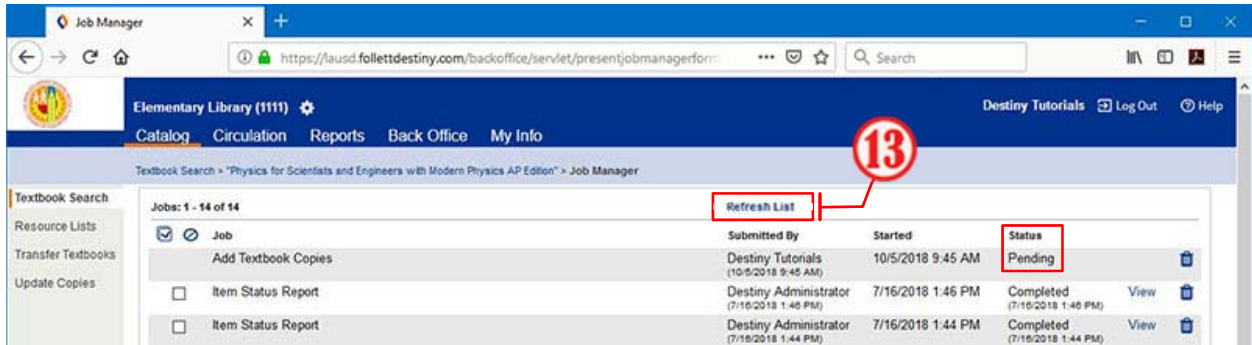
## FOR COPIES WITH BARCODES

7. On the **Add Copies** dropdown menu, select **with Barcodes** from the list.
8. Under the **Add Copies** option, click the dropdown and select **List of Barcodes** from the list, then scan or type the textbook barcode(s). *If you typed in the barcode, press the **Enter** key on the keyboard or click the **Add** button.*
9. On the **Condition** dropdown menu, select **Good** from the list. *If the copies are brand new out of the box, select **New** from the **Condition** drop-down menu.*
10. **DO NOT** change the **Date Acquired**.
11. Leave the remaining fields with their default settings as they appear.
12. Click the **Save Copies** button.

The screenshot shows the 'Add Textbook Copies' interface in the Destiny system. The form is for the textbook 'Physics for Scientists and Engineers with Modern Physics AP Edition' by Knight, Randall D. The 'Add Copies' dropdown is set to 'with Barcodes'. Below it, the 'List of Barcodes' dropdown is open, showing a list of barcodes: 40000005905455, 40000005905454, 40000005905453, 40000005905452, and 40000005905451. An 'Add' button is next to the list. The 'Status' is set to 'Available', and the 'Condition' is set to 'Good'. The 'Location' is set to '-- Undefined --'. The 'Budget Category' is 'School Funds'. The 'Date Acquired' is '10/5/2018'. There are fields for 'Purchase Price' and 'Purchase Order Number'. A 'Save Copies' button is highlighted in the top right corner. Red circles with numbers 7, 8, 9, and 12 are overlaid on the form, pointing to the 'Add Copies' dropdown, the 'List of Barcodes' dropdown, the 'Condition' dropdown, and the 'Save Copies' button respectively.

## D.T.M: ADD TEXTBOOK COPIES IN DESTINY

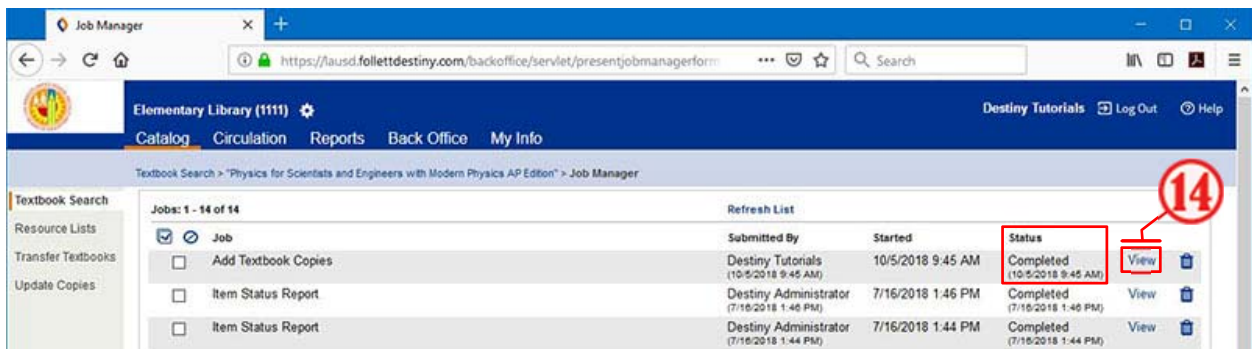
13. Destiny will take you to the **Job Manager** screen. The job will state *Pending* on the **Status** column. Click the **Refresh List** link.



The screenshot shows the Job Manager interface. A red circle with the number 13 points to the 'Refresh List' link. The 'Status' column for the first job is highlighted with a red box and contains the word 'Pending'.

Job	Submitted By	Started	Status
<input checked="" type="checkbox"/> Add Textbook Copies	Destiny Tutorials (10/5/2018 9:45 AM)	10/5/2018 9:45 AM	Pending
<input type="checkbox"/> Item Status Report	Destiny Administrator (7/16/2018 1:46 PM)	7/16/2018 1:46 PM	Completed (7/16/2018 1:46 PM)
<input type="checkbox"/> Item Status Report	Destiny Administrator (7/16/2018 1:44 PM)	7/16/2018 1:44 PM	Completed (7/16/2018 1:44 PM)

14. Once the status states *Completed*, click the **View** link to view the list of textbooks that were added.



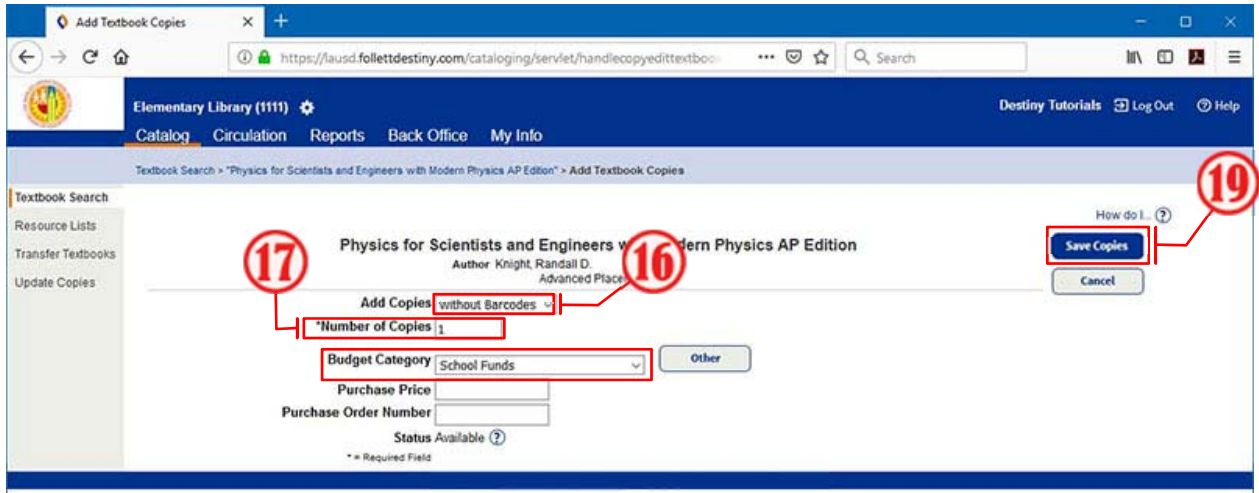
The screenshot shows the Job Manager interface. A red circle with the number 14 points to the 'View' link. The 'Status' column for the first job is highlighted with a red box and contains the word 'Completed'.

Job	Submitted By	Started	Status	View
<input checked="" type="checkbox"/> Add Textbook Copies	Destiny Tutorials (10/5/2018 9:45 AM)	10/5/2018 9:45 AM	Completed (10/5/2018 9:45 AM)	View
<input type="checkbox"/> Item Status Report	Destiny Administrator (7/16/2018 1:46 PM)	7/16/2018 1:46 PM	Completed (7/16/2018 1:46 PM)	View
<input type="checkbox"/> Item Status Report	Destiny Administrator (7/16/2018 1:44 PM)	7/16/2018 1:44 PM	Completed (7/16/2018 1:44 PM)	View

# D.T.M: ADD TEXTBOOK COPIES IN DESTINY

## FOR COPIES WITHOUT BARCODES - *Consumables, etc.*

15. Follow steps 1 - 6 above.
16. Set the **Add Copies** drop-down to **without Barcodes**.
17. In the **Number of Copies** field, type the number of copies you are adding.
18. Leave **Budget Category** as *School Fund*.
19. Click the **Save Copies** button.



20. Destiny will take you to the **Copies** sub tab of that title with a confirmation *Copy added without barcode*.

