# LOCATING THE AVERAGE AGE OF THE BIOGRAPHIES



Destiny Library Manager<sup>™</sup> allows users with full access to extract the average age of the biographies located throughout the library's collection

The CDE Survey for the 2016 – 2017 school year requires library personnel to collect statistics on the biographies in the collection. Destiny Library Manager provides a report that has culled the data necessary to complete the survey by the deadline.

In this tutorial you will learn how to:

\* View the average age of the biographies in the collection

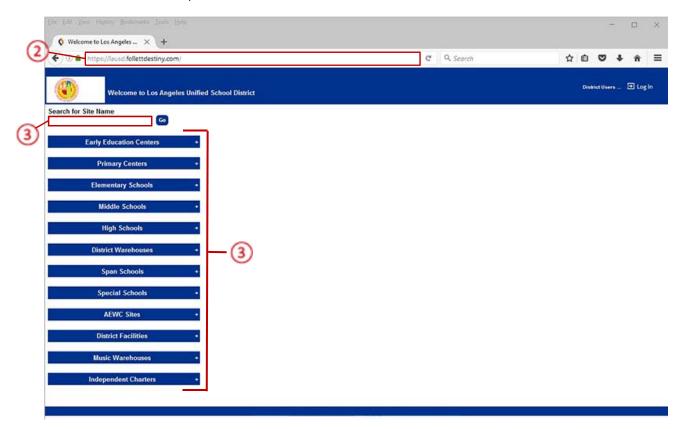
#### Requirements:

- **Full access to Destiny** (Library Aide Access)
- PC or MAC
- \*\* A web browser such as:
  - *Google* Chrome
  - Internet Explorer
  - Mozilla Firefox 🧕
  - Safari 🧭
- \* An Internet connection
- \* An LAUSD Single-Sign on [SSO]

# LOCATING THE AVERAGE AGE OF THE BIOGRAPHIES

### **<u>STEP 1</u>**: LOGIN TO DESTINY

- 1. Open a web browser
  - Google Chrome 🧔
  - Internet Explorer (C)
  - Mozilla Firefox 🧕
  - Safari
- 2. In the address bar, type the following URL and press the "Enter" key on the keyboard:
  - <u>http://lausd.follettdestiny.com</u>
- 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: REPORTS TAB

- 1. Click on the "Reports" tab
- 2. Click on the "Report Builder" option located on the left-side of screen
- 3. Locate the report title, "Biographies for CDE"
- 4. Click on the "Run" button to run the report

C Report Builde	er × +				
🗲 🛈 🔒   http	s://lausd-playground.follettdestin	y.com/backoffice/servlet/presentreportment	utabform.do?l2m=Report 8	C Q Search	☆ 白 ♥ ♣ ★
ilTSS		lation Reports Back Office My	Info		iLTSS Tutorials 🕤 Log Out
My Favorites	Report Builder	(1)			New Report
Library Reports Patron Reports					
Patron Reports	Name 🛦	Туре	Created By	Last Run	
	Name A Access Levels	Type Patron - General Information	Created By Diane Cole	Last Run 11/6/2015	(4) +, Run

5. From the "Report Manager" screen select the "Refresh List" link

file Edit View Hig	story <u>Bookmarks</u> <u>Tools</u>	Help						×
S Report Manag	ger × +							
🗲 🛈 🔒   https	:://lausd-playground.fo	lettdestiny.com/backoffice/servlet/presentjobmanagerform.do?reportManager=	C	Q. Search	☆自	•	+ 1	r =
TSS	iLTSS Middle (1113)				iLTSS Tutorials	3 Log	Out	() Help
	Home Catalog	Circulation Reports Back Office My Info						
	nome Gatalog	Circulation Reports Dack Onice My into						
	Report Builder > Report I							
ly Favorites			]					
Carlo Mariana	Report Builder > Report I	Aanager		Status				
ibrary Reports	Report Builder > Report I Jobs: 1 - 5 of 5	Annager . Refresh List	]	Status In Progress				
Wy Favorites Library Reports Patron Reports Report Builder Report Manager	Report Builder > Report I Jobs: 1 - 5 of 5	Aanager Refresh List Job	]		View		Û	

6. Once the report indicates completed, click on the "View" link

ne Four Tiess Life	tory <u>R</u> ookmarks <u>I</u> ools	Help						-		×
S Report Manage	er × +									
🗲 🛈 🖴   https:	//lausd-playground. <b>fo</b>	llettdestiny.com/backoffice/servlet/presentjobma	inagerform.do?reportManager=1	C	Q. Search	☆ 自	Ø	÷	ŵ	-
TSS	iLTSS Middle (1113)					iLTSS Tutoriak	• DI	Log Out	0	Hel
2000	Home Catalog	Circulation Reports Back Office	My Info							
	Report Builder > Report I	Manager								
y Favorites	Report Builder > Report I Jobs: 1 - 5 of 5	Manager	Refresh List			6	)			
		Aanager Job	Refresh List		Status	6	)			-
brary Reports	Jobs: 1 - 5 of 5		Refresh List		Completed	(6 View	)	ť	)	-
brary Reports atron Reports	Jobs: 1 - 5 of 5	Job Biographies for CDE	Refresh List		Completed (12/2/2016 9 37 AM)	View				-
ty Favorites ibrary Reports fatron Reports leport Builder Report Manager	Jobs: 1 - 5 of 5	dot	Refreah List		Completed			t	3	-

7. On the "Description" section, next to the "View" option, click on the "Report" link

	- (	
۵	÷	ń

NOTE: The report may open in another tab in PDF format

- 8. Once the report opens, scroll down on the bottom of the report and you will find the Publication "**Year**" for all of the biographies located in the library's collection
- 9. Next to the year, you will find the "Average" age of the biographies in the collection

🗲 🛈 🔒 https://lausd	I-playground.follettdestiny.com/backoffice/servlet/presentjobsummaryform.do?report	FileName= C Q Search		☆ 自		1 4	e =
	-prayground.toilettdestiny.com/backonde/serviet/presengobsummary.orm.doireport		2000		•	• 1	
R 920 HAR	Biography today 1999 : profiles of people of interest to young readers	Biography – Twentieth century.	2000				
R 920 HAR	Biography today 1999 : profiles of people of interest to young readers	Celebrities Biography.	2000				
R 920 HOL	Fifth book of junior authors & illustrators.	Authors Biography.	1983				
R 920 HOL	Fifth book of junior authors & illustrators.	Biography Dictionaries.	1983				
R 920 HOL	Fifth book of junior authors & illustrators.	Children's literature Biography.	1983				
R 920 HOL	Fifth book of junior authors & illustrators.	Illustrators Biography.	1983				
R 920 HOL	Sixth book of junior authors & illustrators.	Authors Biography.	1989				
R 920 HOL	Sixth book of junior authors & illustrators.	Biography.	1989				
R 921 WOO	Virginia Woolf A to Z : a comprehensive reference for students, teachers, and common readers to her life, work, and critical reception.	Authors, English Biography.	1995				
R 921 WOO	Virginia Woolf A to Z : a comprehensive reference for students, teachers, and common readers to her life, work, and critical reception.	Women authors Biography.	1995				(8
R 940.53 PAT	Encyclopedia of Holocaust literature	Holocaust, 1933-1945 Biography.	2002				
			Publication Year	-			