

## ADDING TEXTBOOK COPIES TO DESTINY






*Destiny Resource Manager allows users with full access to add barcoded and unbarcoded textbook copies to their school inventory.*

### **In this tutorial you will learn how to:**

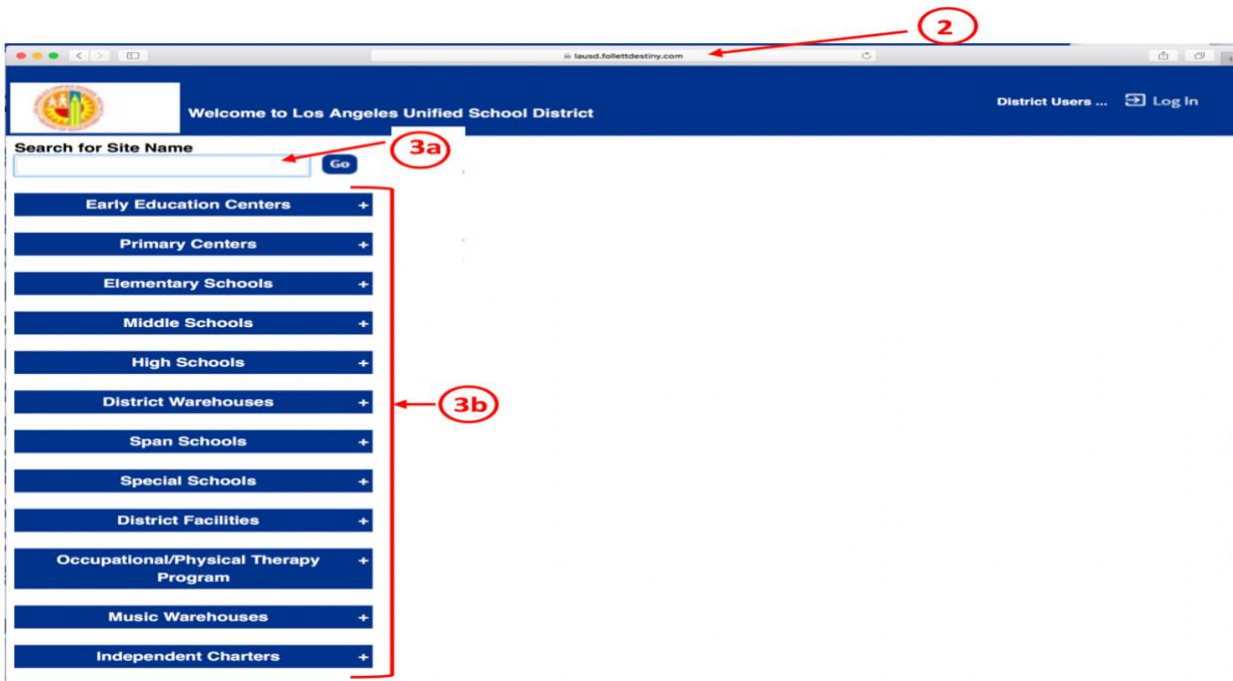
- Add barcoded copies
- Add unbarcoded copies (consumables)

### **Requirements:**

- PC or MAC
- A web browser such as:
  - Google Chrome 
  - Mozilla Firefox 
  - Safari 
- Full access to Destiny Resource Manager
- An Internet connection
- An LAUSD Single-Sign-On (SSO)

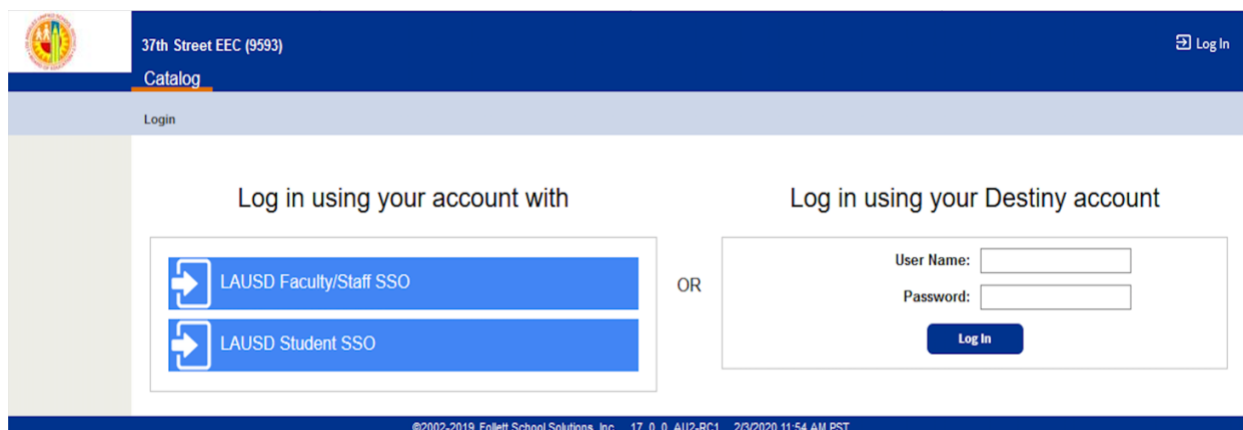
## STEP ONE: LOG IN TO DESTINY

1. Open a web browser
2. In the address bar, type the following URL: <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. You will be taken to your site's home page. Click on **Log In**, located on the top right side of the window.



Select the **LAUSD Faculty/Staff SSO** to login. Enter your full LAUSD email (e.g. jane.doe@lausd.net) and password to log in.

Individuals granted access to Destiny for a specific site(s) or District level access and assigned a specific User Name and Password, use the Destiny account log in on the right.



## STEP TWO: ADDING BARCODED TEXTBOOK COPIES

1. Click on the **Catalog** tab at the top navigation.
2. Click the **Resource Search** option.
3. Click on the **Search** sub-tab.
4. Check the boxes for **Include Teacher's Editions** and **Include Resource Kits**
5. On the **Where Resource** drop down menu, select **ISBN**. (Always use the ISBN criteria when adding copies. The **only** exception is when adding novels; then it is okay to search by title, if the ISBN displays no results.)
6. On the **Look in** drop down menu, select **Los Angeles Unified School District**.
7. DO NOT make any selections in the section **Limit your search for resources by...**
8. Scan or enter the ISBN of the title into the field.
9. Click on **Search**.

The screenshot shows the 'Resource Search' interface for Gage Middle School (8151). The top navigation bar includes 'Catalog', 'Circulation', 'Reports', 'Admin', and 'My Info'. The user is logged in as Oscar Gonzalez. The 'Resource Search' section is active, showing a search form with the following elements:

- 1**: Points to the 'Catalog' tab in the top navigation.
- 2**: Points to the 'Resource Search' option in the left sidebar.
- 3**: Points to the 'Search' sub-tab in the top right of the search area.
- 4**: Points to the checked boxes for 'Include Teachers' Editions' and 'Include Resource Kits'.
- 5**: Points to the 'Where Resource' dropdown menu set to 'ISBN'.
- 6**: Points to the 'Look in' dropdown menu set to 'Los Angeles Unified School District'.
- 7**: Points to the 'Limit your search for resources by...' section, which is highlighted with a red box.
- 8**: Points to the input field for the ISBN.
- 9**: Points to the 'Search' button at the bottom right of the search form.

The 'Limit your search for resources by...' section includes the following options:

- Custodian**: All Custodians (Select)
- Funding Source**: -- All --
- Department**: -- All --
- Purchase Price**: Greater than or equal to
- Date Acquired**: [ ] [31] to [ ] [31]
- Historical Notes**: Contains [ ] [31] to [ ] [31]

- Various results may display, click on the **Details** button for the first one listed. Click on the **Add Item** button. Note: If there are no results, this means that title record for the specified ISBN is not cataloged. Submit a ticket here to have ILTSS add the title record: <https://lausd-myit.onbmc.com/dwp/app/#/catalog>. Once added, you can proceed to add copies.

Resource Details | Items | Supplements

**Glencoe Teen Health, Course 1**  
Bronson, et al.

Items available locally: 2 of 754  
Items available off-site: 30,871 of 56,491 [See all...](#)

Selected List: My Personal List [Add to This List](#)

**Add Item**

Textbooks

Title Glencoe Teen Health, Course 1  
Instructional Classification Adopted - Middle School  
Replacement Price \$53.32  
Subject HEALTH 6  
Author Bronson, et al.  
Edition California  
Copyright 2005  
ISBN 0-07-866421-7  
978-0-07-866421-2  
Material Type Book  
Publisher Name Glencoe McGraw-Hill  
District Adopted 2005  
Adoption Ends 2013  
State Adopted 2005  
Grade Level From 06  
Grade Level To 06  
User Defined Field Health

Top

- On the **Add Item** drop down menu, select **with Barcodes**.
- Use this drop down menu and select **List of Barcodes**.
- You can change the **Condition** of the books by using the drop down menu to select the appropriate condition. Do not add or make any other changes to any of the other criteria/fields on the screen.
- Click on the **Add** button.

How do I... ?

**Glencoe Teen Health, Course 1**  
Adopted - Middle School

Save

Add historical note  
 Print labels  
Cancel

Add Items with Barcodes

\* List of Barcodes [Add](#)

-- Barcodes --

Remove

Status Available

Condition New

Home Location -- Undefined --

Budget Category -- Undefined -- [Other](#)

Date Acquired 7/7/2021

Purchase Price

Purchase Order

Custodian Undefined [Select](#)

Department -- Undefined --

Funding Source -- Undefined --

District Identifier

Serial Number

Salvage Value \$0.00

Projected Life years

Item Categories

Cost Center

Service Request Number

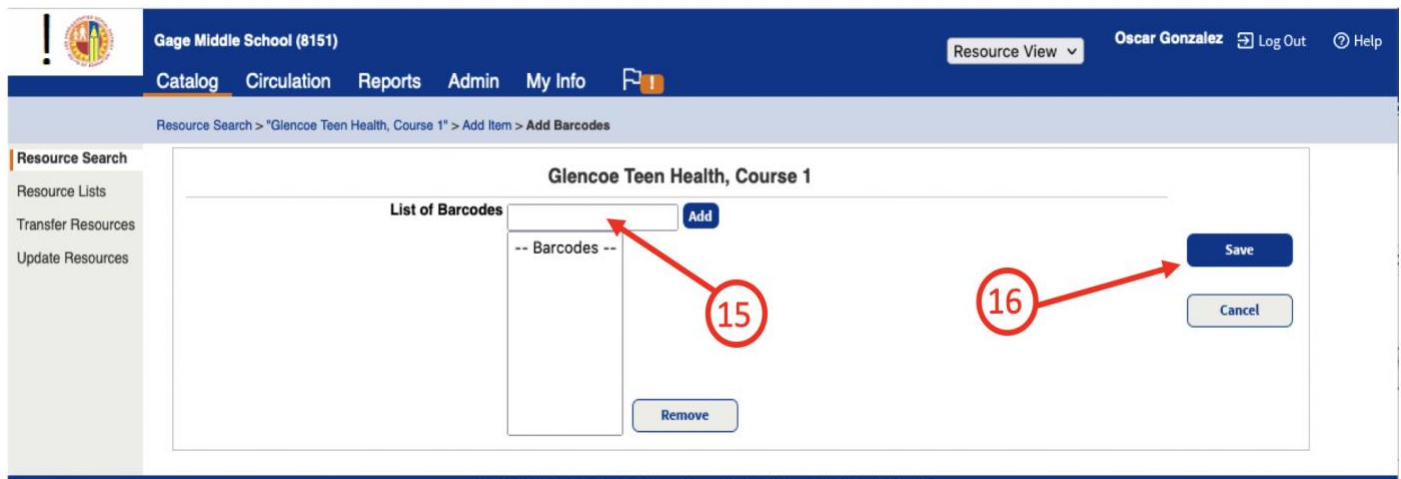
Police Report Number

Police Report Date

Model\_Item

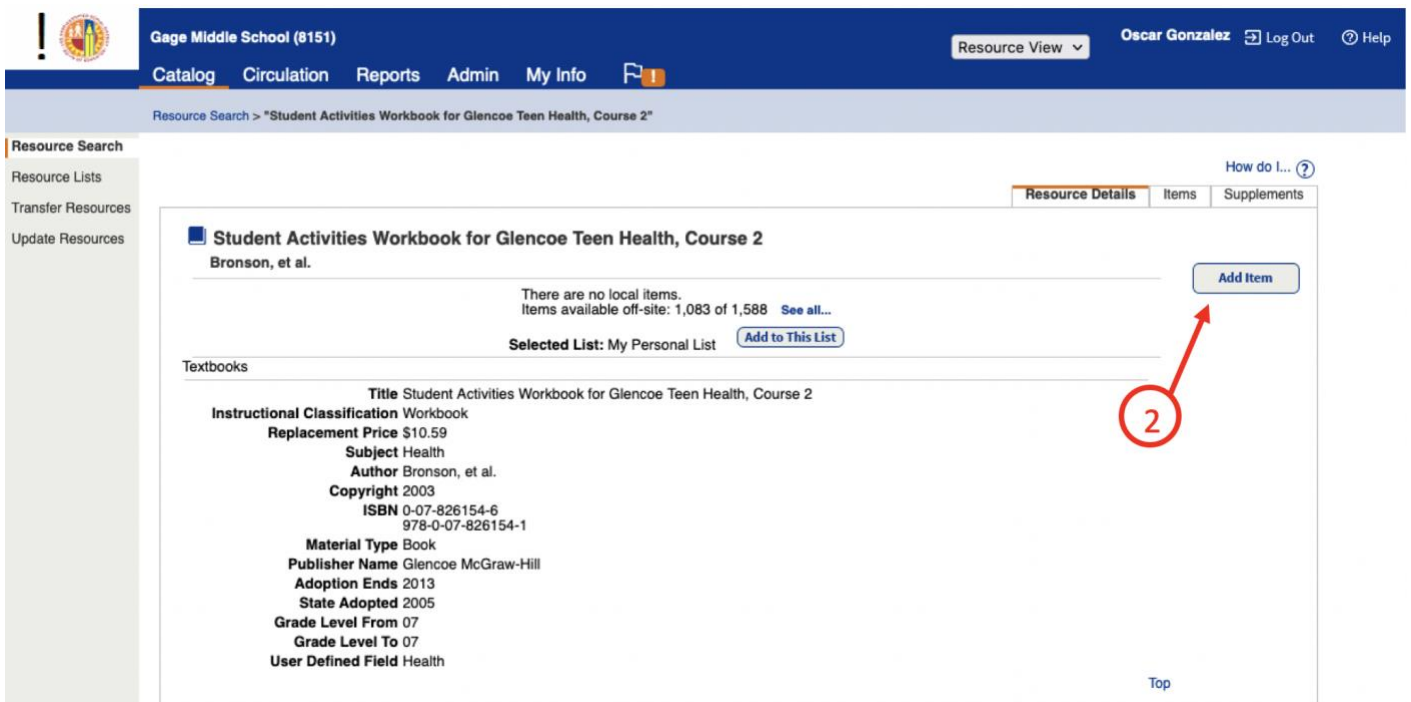
\* = Required Field

- Click inside the **List of Barcodes** field and make sure the cursor is blinking inside before proceeding to scan the barcodes of the books to be added. As you scan the books, the barcodes will appear in the box below to show the progress.
- Once finished scanning all the books for that title, click on the **Save** button. You will be prompted with the question, “**Are you sure you want to add these items?**” click on **Yes**.



### STEP THREE: ADDING UNBARCODED TEXTBOOK COPIES (CONSUMABLES)

- Perform steps 1-9 from **STEP TWO**
- Click on the **Add Item** button



3. On the **Add Items** drop down menu, select **without Barcodes**.
4. In the **\*Number of Items** field, enter the number of unbarcoded copies you want to add. Do not add or make any other changes to any of the other criteria/fields on the screen.
5. You can change the **Condition** of the books by using the drop down menu to select the appropriate condition.
6. Click on the **Save** button.
7. You will be prompted with the question, “**Are you sure you want to add these items?**” click on **Yes**.
8. A summary of the copies added will be displayed.

**Student Activities Workbook for Glencoe Teen Health, Course 2**  
Workbook

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**Add Items** without Barcodes (3)

**\*Number of Items**  (4)

**Status** Available (2)

**Condition** New (5)

**Home Location** -- Undefined --

**Budget Category** -- Undefined -- Other

**Date Acquired** 7/7/2021 31

**Purchase Price**

**Purchase Order**

**Custodian** Undefined Select

**Department** -- Undefined --

**Funding Source** -- Undefined --

**District Identifier**

**Serial Number**

**Salvage Value** \$0.00

**Projected Life**  years

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**Item Categories**

**Cost Center**

**Service Request Number**

**Police Report Number**

**Police Report Date**  31

**Model\_Item**

\* = Required Field

Add historical note  
 (6)