

## CHECKING OUT CONSUMABLES



*Destiny Resource Manager allows users with limited and full access to check-out consumables, (unbarcoded student textbooks).*

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

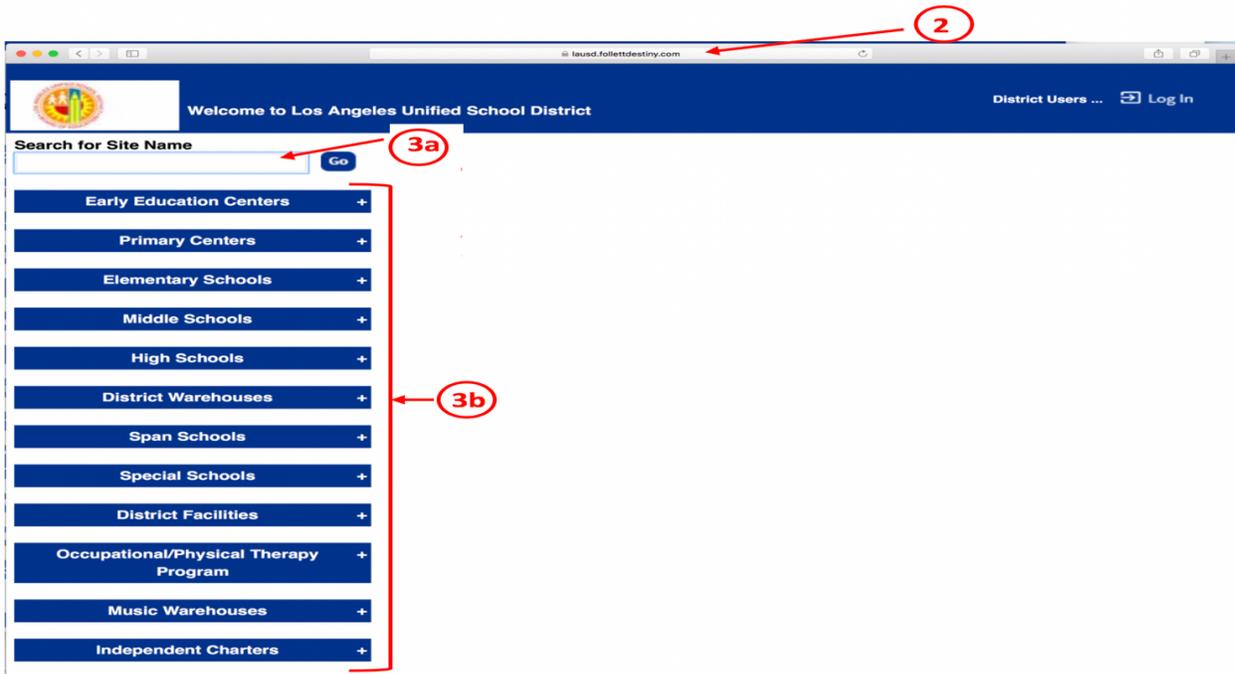
- Check-out consumables to patrons

### **Requirements:**

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

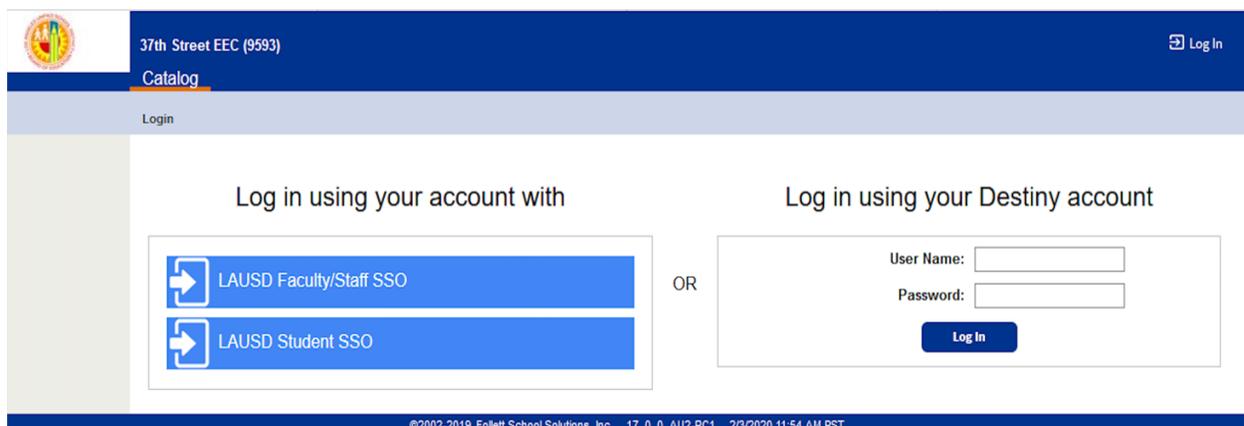
## STEP ONE: LOG IN TO DESTINY

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 CONSUMABLES TO DESTINY

**NOTE:** Before you can check out consumables, the number of available consumables at your school needs to be entered into Destiny. Destiny will account for the consumables that are checked out and will keep track of the remaining available for check out.

1. Click on the **Catalog** tab.
2. Click on the **Resource Search** option.
3. Make sure the **Search** subtab is selected.
4. Check the boxes for both **Include Teacher's Editions** and **Include Resource Kits**.
5. Select **ISBN** from the **Where Resource** drop down menu.
6. Select **Los Angeles Unified School District** from the **Look in** drop down menu.
7. Do not make any selections or changes here.
8. Type or scan the ISBN of the consumable here.
9. Click the **Search** button.

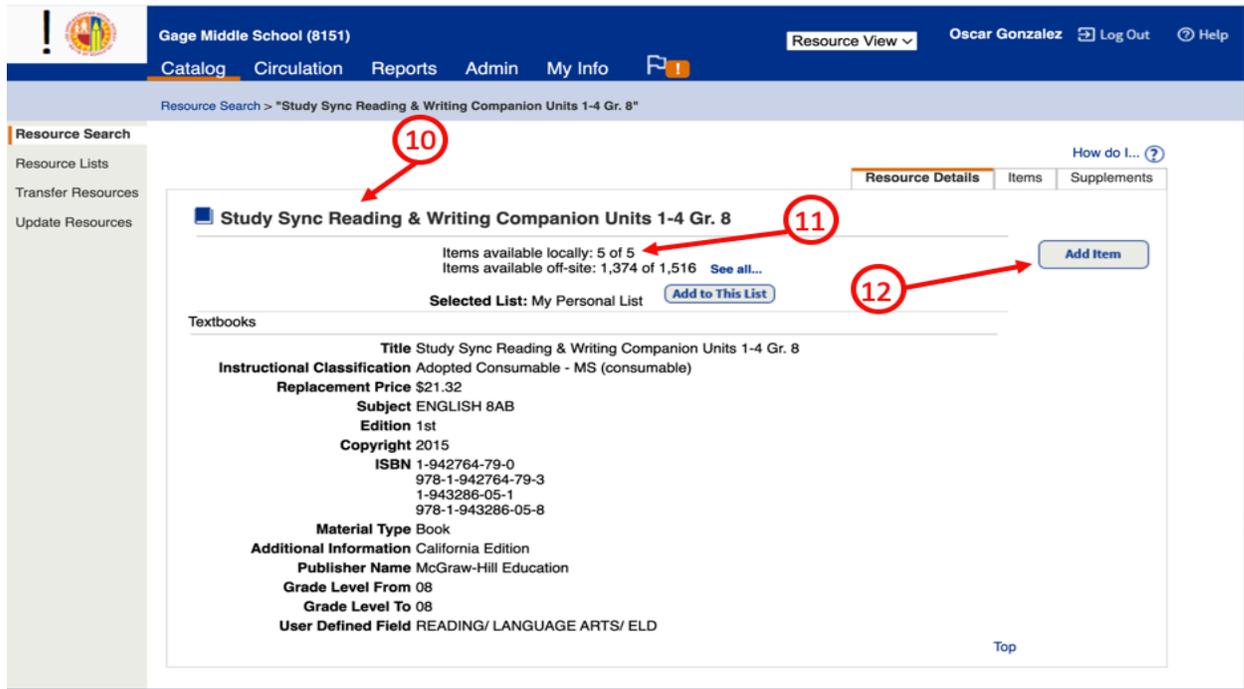
The screenshot shows the Destiny Resource Search interface for Gage Middle School (8151). The interface includes a top navigation bar with tabs for Catalog, Circulation, Reports, Admin, and My Info. The Resource Search section is active, and the Search subtab is selected. The search form includes the following elements:

- 1:** Catalog tab
- 2:** Resource Search option
- 3:** Search subtab
- 4:** Include Teachers' Editions and Include Resource Kits checkboxes
- 5:** Where Resource dropdown menu (set to ISBN)
- 6:** Look in dropdown menu (set to Los Angeles Unified School District)
- 7:** Limit your search for resources by... section (highlighted with a red box)
- 8:** ISBN input field
- 9:** Search button

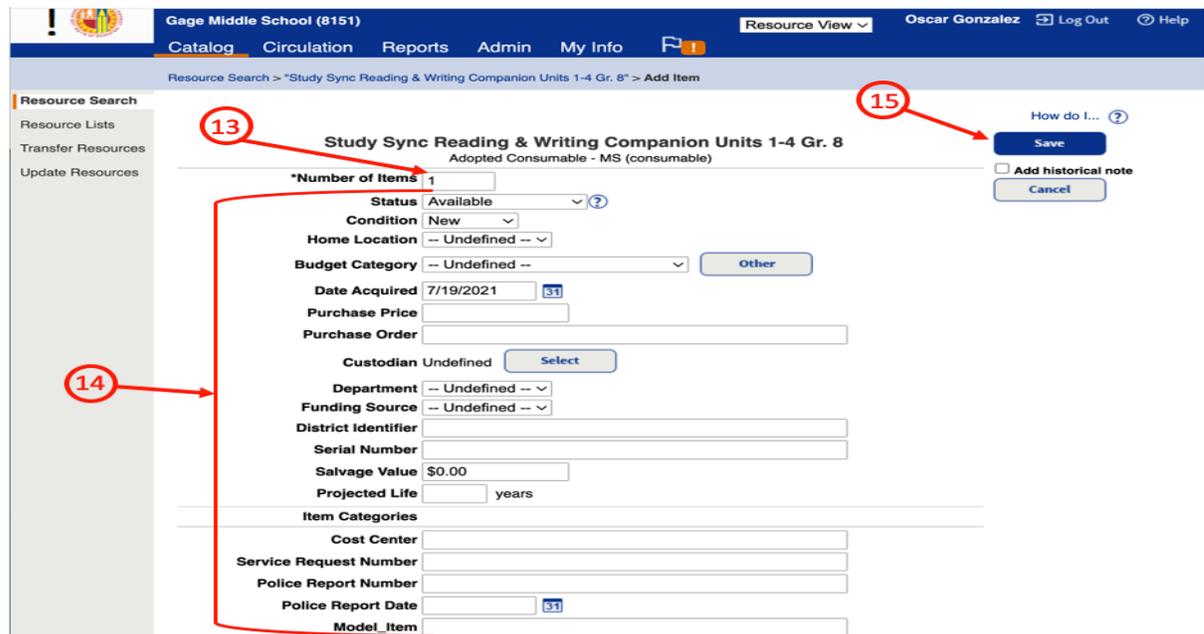
The "Limit your search for resources by..." section includes the following fields:

- 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]

10. The search should display the title of the consumable. If it doesn't, submit an Online Service Request (Remedy Ticket) to have ILTSS add the title to Destiny.
11. It will also display the number of consumables available, if any.
12. Click on the **Add Item** button.



13. Enter the number of available consumables of this title at your site in the field for **Number of Items**.
14. Do not make any selections or changes to any of these fields here.
15. Click on the **Save** button. You will be asked: "Are you sure you want to add these items?" click on **Yes**.



## STEP THREE: CHECKING-OUT CONSUMABLES TO A STUDENT

1. Click on the **Circulation** tab.
2. Click on the **Check Out Items**.
3. Click inside the **Find** field and type or scan the student's ID. If you typed the student ID, press the Enter/Return key on the keyboard or click on the **Go** button. Also, know that if you type and search by student name it is possible that various names will show in the results, you will need to select the correct student by clicking on the student name link.

The screenshot displays the library system interface for Gage Middle School (8151). The user is logged in as Oscar Gonzalez. The navigation menu includes Catalog, Circulation, Reports, Admin, and My Info. The 'Circulation' tab is active, and the 'Check Out Items' sub-tab is selected. The interface shows a search area with a 'Find' field, a 'Go' button, and 'Find Patron' and 'Find Item' buttons. Below the search area, there are filters for 'Only search Patron Names' and 'Only Active Patrons'. The search results show a patron named 'GOMEZ, DAVID I' (Student: 040604M023) with a 'View Classes' button. The patron's status is 'Checked Out Resources: 0', 'Overdue Resources: 0', and 'Fines Resources: \$0.00', 'Patron: \$0.00'. The page also shows 'Grade Level 7' and 'Homeroom VILLAGRAN, JULIA'. There is a 'Print Receipt' button and a checkbox for 'Only today's check outs'. The 'Items Out' section is empty, displaying 'There are no items checked out to this patron'. Red arrows and numbers 1 through 4 highlight the steps: 1 points to the 'Circulation' tab, 2 points to the 'Check Out Items' sub-tab, 3 points to the 'Find' field, and 4 points to the 'GOMEZ, DAVID I' link.

4. Click inside the **Find** field. Scan or type the consumable's ISBN number. If the ISBN was typed, press the **Enter/Return** key on the keyboard or click on the **GO** button. The consumable will appear above the student's name. (If the consumable does not show, submit an Online Service Request [Remedy Ticket] to have ILTSS add the consumable to Destiny).
5. You will be able to see how many of these consumables are available for check out.
6. Make sure the number in the **Quantity** field indicates **1** (one).
7. To check out the consumable, click on the **Check Out** button.

8. The consumable will show on the student's account under the **Check Out** section.