GENERATING STUDENT BARCODES BY TEACHER



Destiny Resource Manager allows users with limited and full access to generate a report of student barcodes by teacher roster. This will assist with faster circulation.

In this tutorial you will learn how to:

• Generate a student barcode report by teacher roster

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: <u>http://lausd.follettdestiny.com</u>
- 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.

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Welcome to Los Ange	les Unified School District	District Users Ə Log In
Search for Site Name	- (3a)	
Early Education Centers +		
Primary Centers +		
Elementary Schools +		
Middle Schools +		
High Schools +		
District Warehouses +	← (3b)	
Span Schools +		
Special Schools +		
District Facilities +		
Occupational/Physical Therapy + Program		
Music Warehouses +		
Independent Charters +		

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.

۲	37th Street EEC (9593) Catalog										
	Login										
	LAUSD Faculty/Staff SSO	OR	Log in using your Destiny account User Name: Password: Log In								
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STEP TWO: GENERATING THE REPORT FOR ONE TEACHER

- 1. Click on the **Reports** tab.
- 2. Click on the **Resource Reports** option.
- 3. Under the **Circulation** section, click on the **Class Barcodes** report.

	Gage Middle School (8151) Resource View Oscar Gonzalez Log Out Help
•	Catalog Circulation Reports Admin My Info
	Resource Reports
My Favorites	Catalog Resources & Items
Resource Reports	
Patron Reports	Barcode Lists - Identify used item barcodes.
Report Builder	Deleted Resources - Retrieve information about resources that have been deleted.
Report Manager	Item Status - View the current status of your resources. Show More
	Lost Resources and Fines - Summary of lost resources and fine amounts. Show More
	Resource Components - List your resource related components and the quantities. Show More
	Resource Containers - List your container resources with their contents.
	Resource Need Forecasting - Identify resources that need replacing with optional item detail. Show More
	Resource Value - Examine the current or depreciated value of your resources. Show More
	Textbook Adoptions - Examine where textbooks are in the adoption schedule. Show More
	Textbook Condition/Status - Examine the condition or statuses of your textbooks. Show More
	Title & Copy List - List your textbooks with optional copy detail. Show More
3	Circulation
	Class Barcodes - Print a class's barcodes for faster circulation. Show More
	Class List - List class sections by teacher or student. Show More
	Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines. Show More

- 4. To generate a report for one teacher, use the **Include** drop-down menu and choose, **Selected Teacher.**
- 5. Click on the **Select** button.

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7/2021 - Integrated Library & Textbook Support Services (ILTSS)

- 6. Type the teacher's name in the **Find Patron** field.
- 7. Make sure to select **All** from the drop-down menu.
- 8. Click on **Search**. The search should display the teacher's name. To the right of the name, click on the **Select** button.

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- 9. Use the Sections drop-down menu and select, All Current Sections
- 10. Make sure to check the box for Include barcode number.
- 11. Do not mark the box for Include Resource Circulation command barcodes.
- 12. Click on **Run Report**. You will be taken to the Report Manager page. Once the job status shows as complete, click on **View** to access and print the report.

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STEP THREE: GENERATING THE REPORT FOR ALL TEACHERS (NOTE: This option will generate a PDF report that will include all classes for each teacher, which may generate an extremely large report to print. Consider selecting the pages to print from the PDF or use the first option above to print barcodes for individual teachers. (Remember, not all teachers have a course requiring a textbook that is checked out to students. So, that teacher would not need the student barcodes.

- 1. Perform steps 1-3 from above.
- 2. On the Include drop-down menu, select All Teachers.
- 3. Leave the fields for **Starting on** blank.
- 4. Check the box for Include barcode number.
- 5. Do not mark the box for Include Resource Circulation command barcodes.
- 6. Click on **Run Report**. You will be taken to the Report Manager page. Once the job status shows as complete, click on **View** to access and print the report.

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