

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:

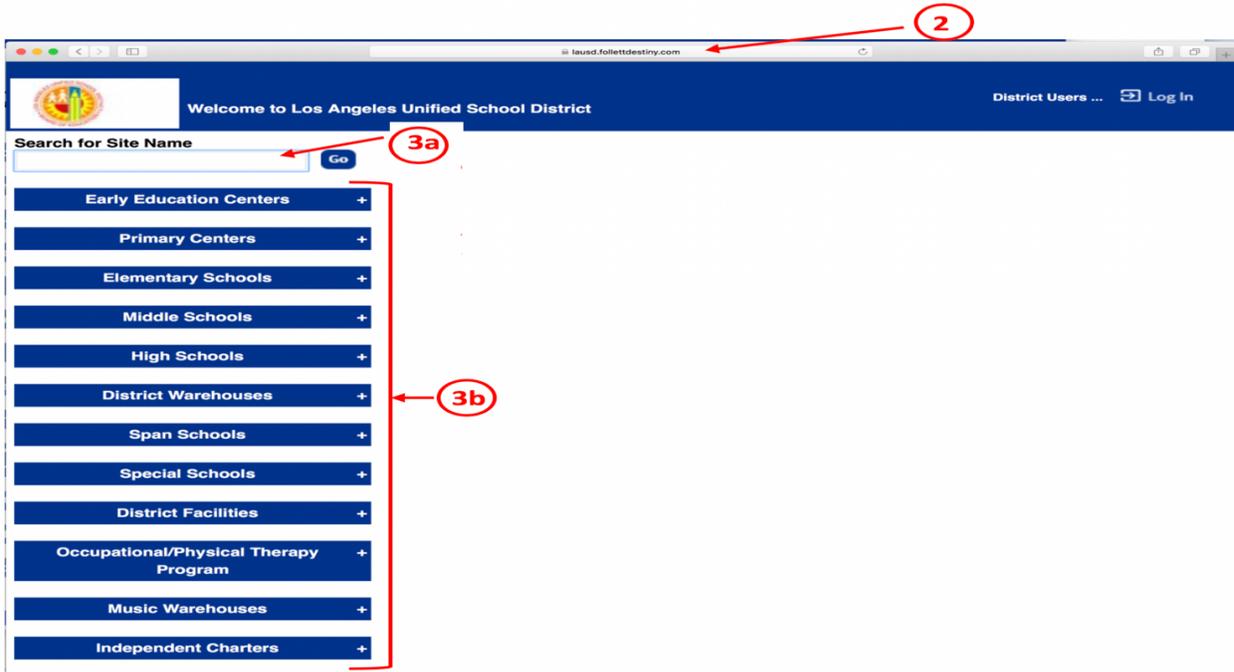
- Generate a student barcode report by teacher roster

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)

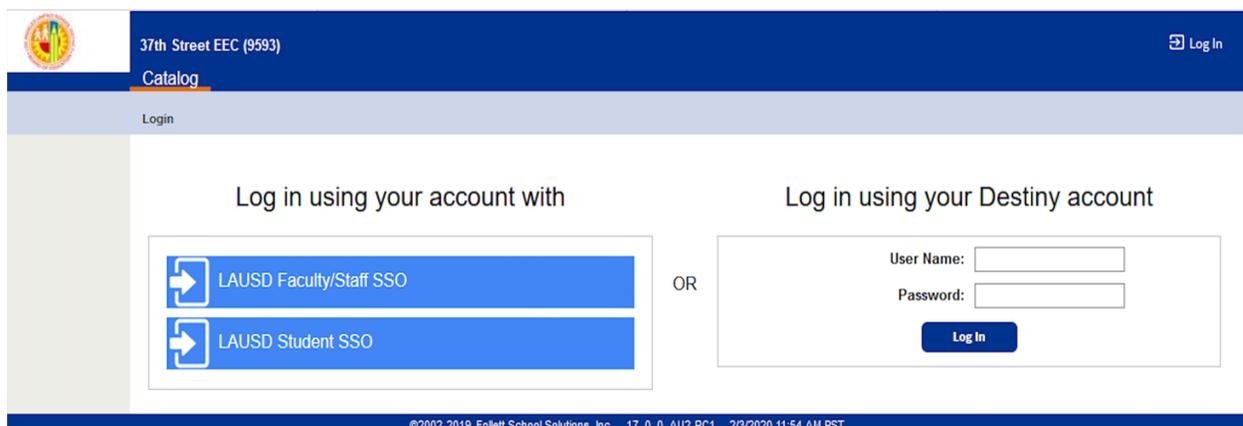
STEP ONE: LOG IN TO DESTINY

1. Open a web browser
2. In the address bar, type the following URL: <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.



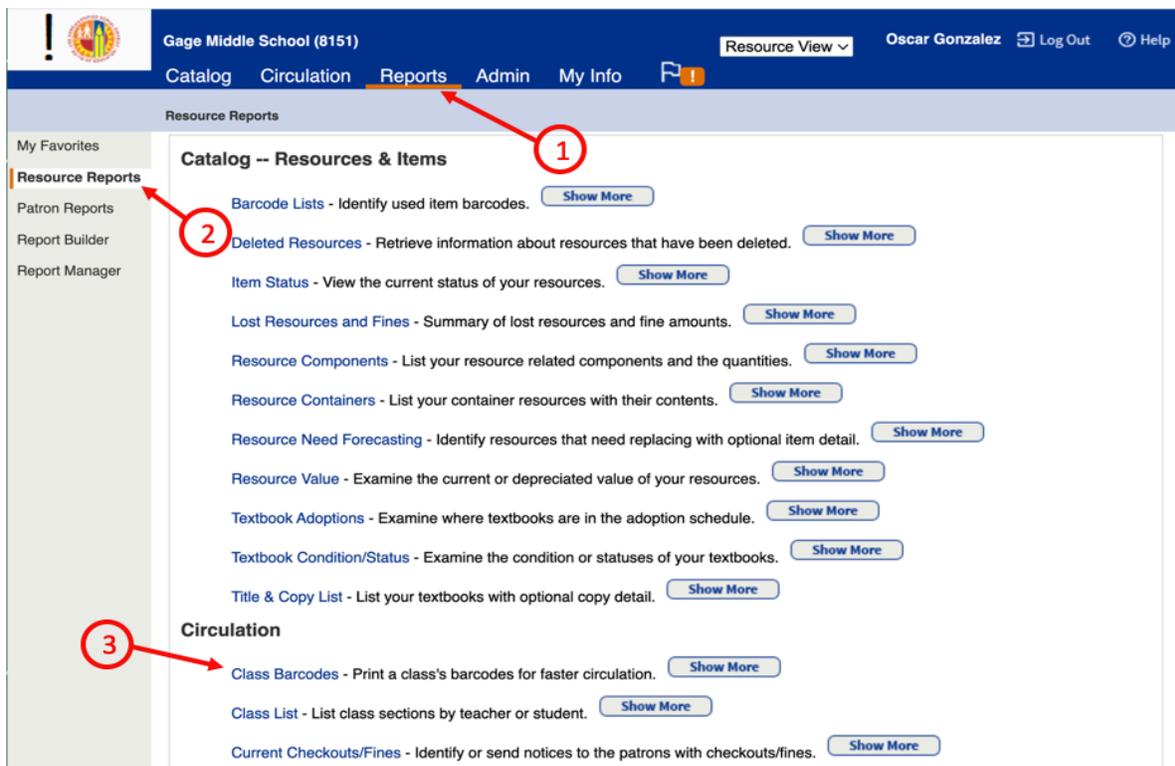
Select the **LAUSD Faculty/Staff SSO** to login. Enter your full LAUSD email (e.g. jane.doe@lausd.net) and password to log in.

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: GENERATING THE REPORT FOR ONE TEACHER

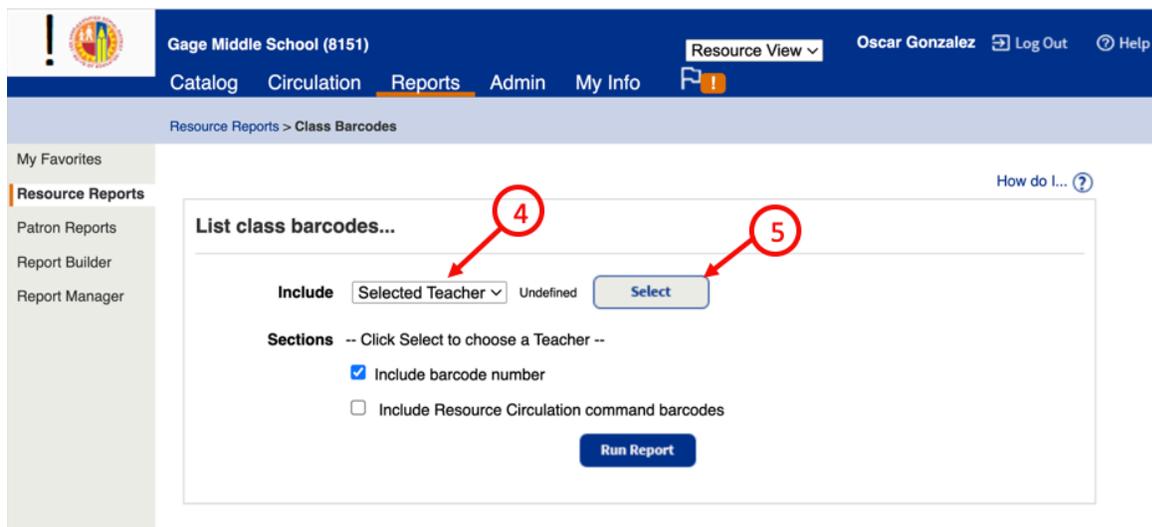
1. Click on the **Reports** tab.
2. Click on the **Resource Reports** option.
3. Under the **Circulation** section, click on the **Class Barcodes** report.



The screenshot shows the library management system interface for Gage Middle School (8151). The user is logged in as Oscar Gonzalez. The 'Reports' tab is selected in the top navigation bar. The 'Resource Reports' section is active, showing a list of reports under 'Catalog -- Resources & Items' and 'Circulation'. Red circles and arrows highlight the following steps:

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

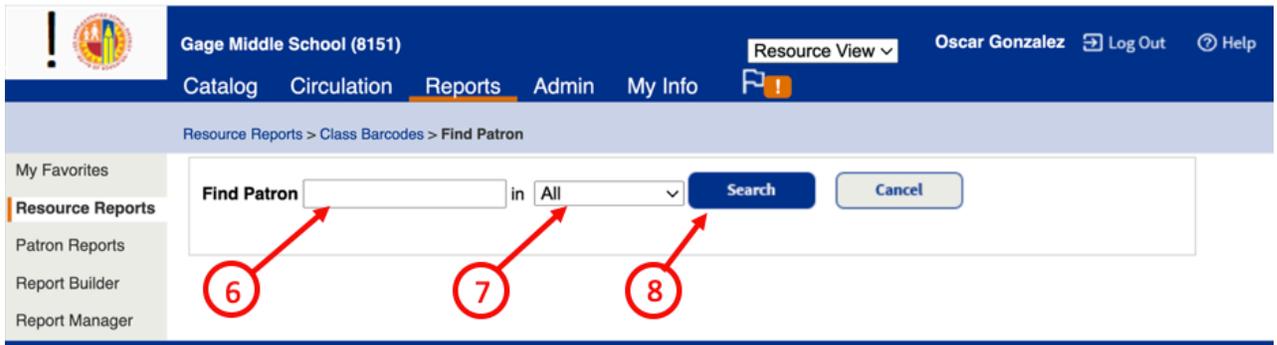
4. To generate a report for one teacher, use the **Include** drop-down menu and choose, **Selected Teacher**.
5. Click on the **Select** button.



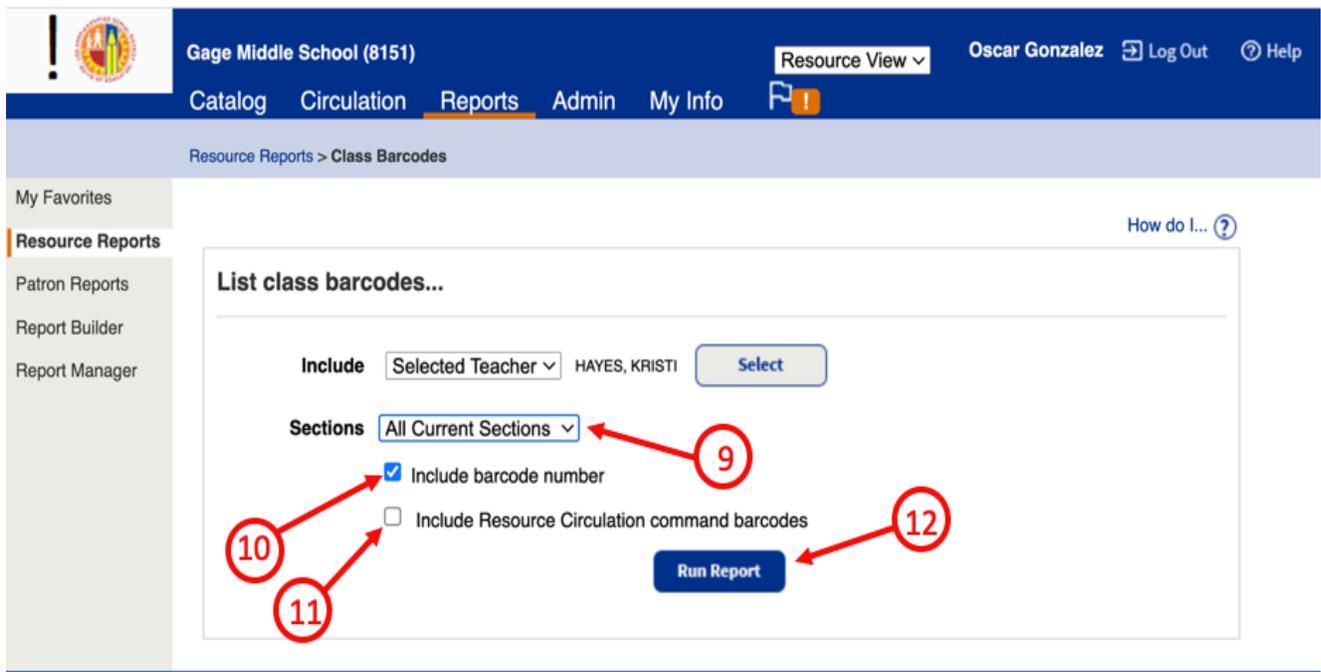
The screenshot shows the 'Class Barcodes' report configuration page. The user is logged in as Oscar Gonzalez. The 'Include' drop-down menu is set to 'Selected Teacher'. The 'Select' button is highlighted. Red circles and arrows highlight the following steps:

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

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.



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.



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.

The screenshot shows the 'List class barcodes...' form in the Gage Middle School (8151) library system. The form is titled 'List class barcodes...' and has a 'How do I...?' link. The form includes the following fields and options:

- Include:** A dropdown menu set to 'All Teachers' (highlighted with a red circle 2).
- Sections:** 'Starting on' and 'to' input fields (highlighted with a red circle 3).
- Include barcode number:** A checked checkbox (highlighted with a red circle 4).
- Include Resource Circulation command barcodes:** An unchecked checkbox (highlighted with a red circle 5).
- Run Report:** A blue button (highlighted with a red circle 6).