

TEXTBOOK INVENTORY






Destiny Resource Manager allows users with limited and full access to perform the yearly textbook inventory.

In this tutorial you will learn how to:

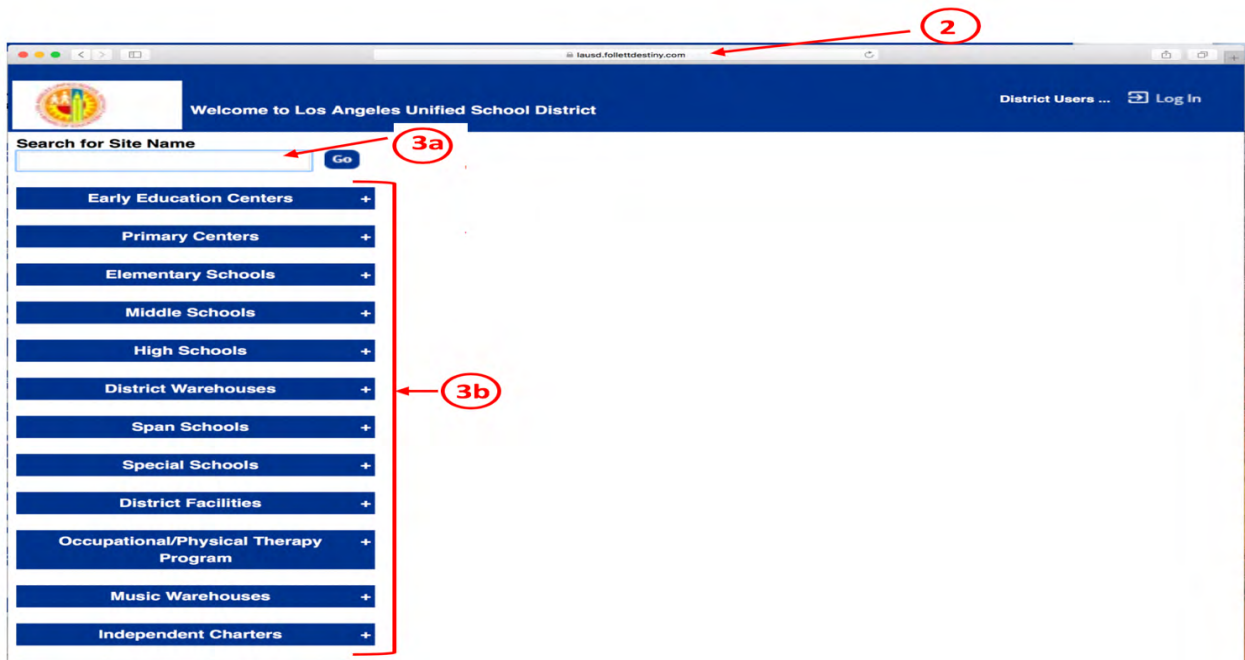
- Perform the annual Destiny Textbook Inventory

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)

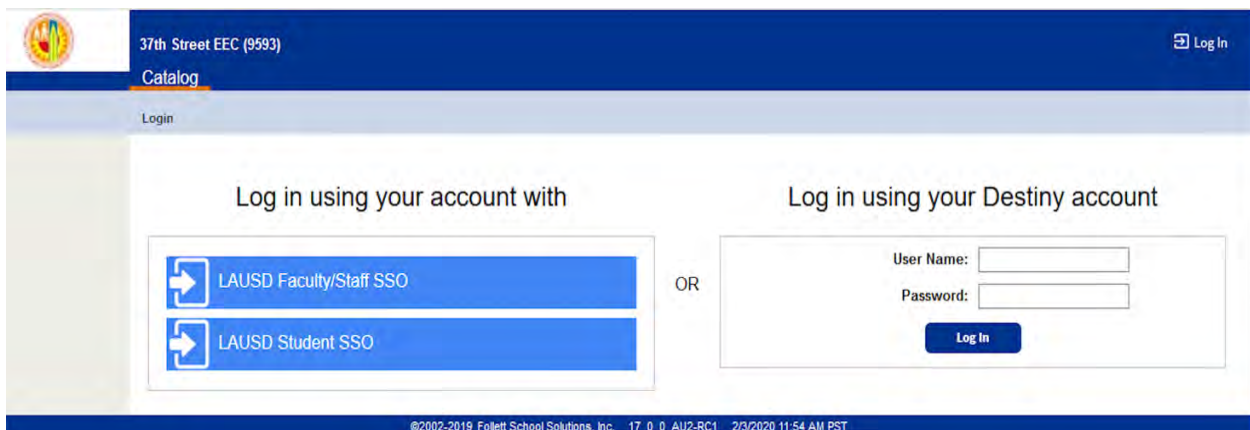
STEP ONE: LOG IN TO DESTINY

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: INVENTORY

District policy states that each school must conduct an annual inventory of textbooks. All barcoded textbooks not checked out to students through Destiny must be scanned into the Destiny inventory. **IMPORTANT: THIS YEAR, ONLY THOSE TEXTBOOKS THAT ARE PART OF THE WILLIAMS LIST OF DISTRICT ADOPTED TEXTBOOKS WILL NEED TO BE SCANNED INTO THE INVENTORY.** You can find the specific list for your school's grade level on our website. Also, **elementary schools DO NOT** need to address CKLA materials in this year's textbook inventory.

1. Once logged in to Destiny, make sure **Resource View** is selected
2. Click on the **Admin** tab at the top navigation.
3. Click the **Inventory** option.
4. To the right of **Resource Inventory** you will see the name of the inventory, usually denoted by the current school year.
5. The percentage shown is comprised of books that are checked out (these are automatically accounted for in the inventory) and books that have been marked as lost (these are also automatically accounted for in the inventory.) Remember, it is crucial that at the end of this school year every effort is made to get back all books that are checked out.
6. Click inside the field to the right of **Scan or enter one-at-a-time**, once you see the cursor blink inside the field, proceed to start scanning the barcodes of all available textbooks. **NOTE:** Do not upload barcode files, only use the **Scan or enter one-at-a-time** method. You do not need to save, Destiny does this automatically. It is okay if you scan a book multiple times, it will only be accounted for once. Books that show as being checked out will automatically be checked in and accounted for. Books marked lost will automatically be made available and accounted for.

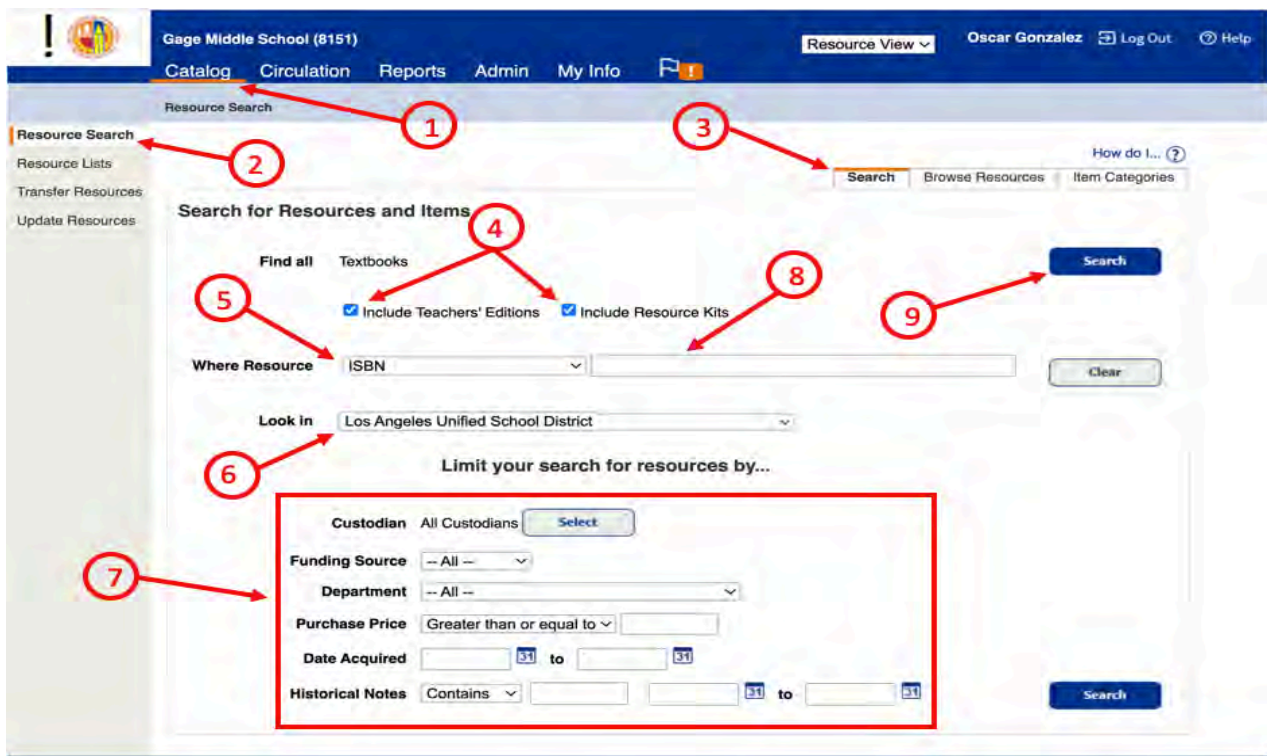
The screenshot shows the Destiny Inventory Management interface for Gage Middle School (8151). The top navigation bar includes 'Resource View', 'Oscar', 'Log Out', 'Help', 'Shop', and 'Community'. The 'Admin' tab is selected, and the 'Inventory' option is highlighted in the left sidebar. The main content area displays the 'Resource Inventory' section for 'SAMPLE INVENTORY 2021 - Started 10/7/2021'. It shows 'Items with barcodes 70.37% Complete as of 12:04 PM' and a 'Refresh' button. Below this, there are sections for 'Account for each Barcode' with 'Current scanning location: Unspecified' and 'Scan or enter one-at-a-time' fields. There is also an option to 'Or upload a file of barcodes' with a 'Choose File' button. The interface is annotated with red circles and arrows: 1 points to 'Resource View', 2 to 'Admin', 3 to 'Inventory' in the sidebar, 4 to the inventory name dropdown, 5 to the completion percentage, and 6 to the 'Scan or enter one-at-a-time' input field.

IMPORTANT: Once you have completed scanning all available textbooks and your percentage is below the minimum 95% completion, you will need to look for the unaccounted for books. To get a list of all the unaccounted for books, while on the inventory page, click on the **Details** button. Select the radio button for **Items that are "Unaccounted For"** and then click on, **Run Report**. The report will show the specific books that need to be found and scanned into inventory. It is possible that they are in teachers' classrooms. Make an announcement or send an email/memo to have teachers check their classrooms

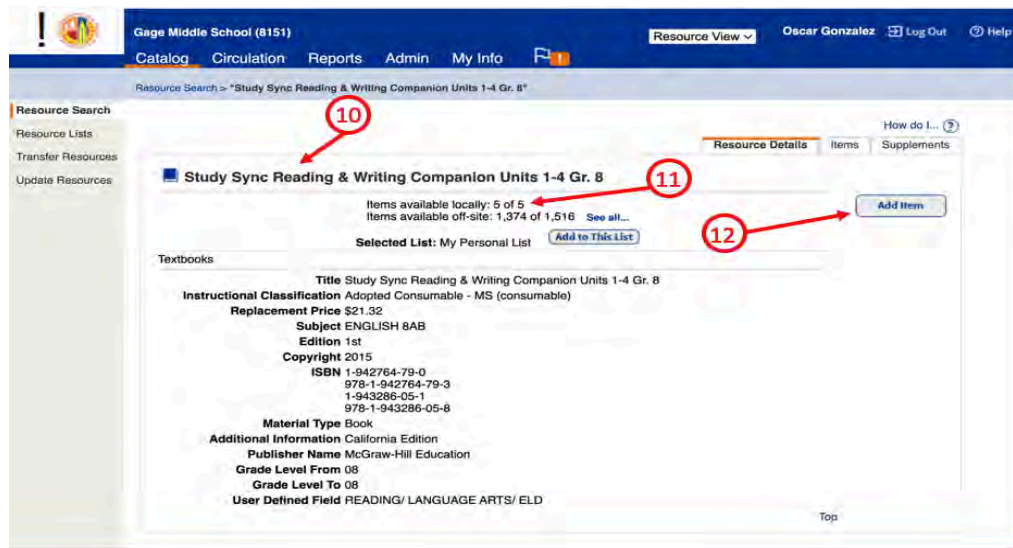
STEP THREE: ADDING CONSUMABLES TO DESTINY (You must have full access to Destiny to perform this task.)

NOTE: Destiny needs to accurately reflect the amount of surplus consumables available at your school. Your school needs to enter the number of available consumables into Destiny.

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.

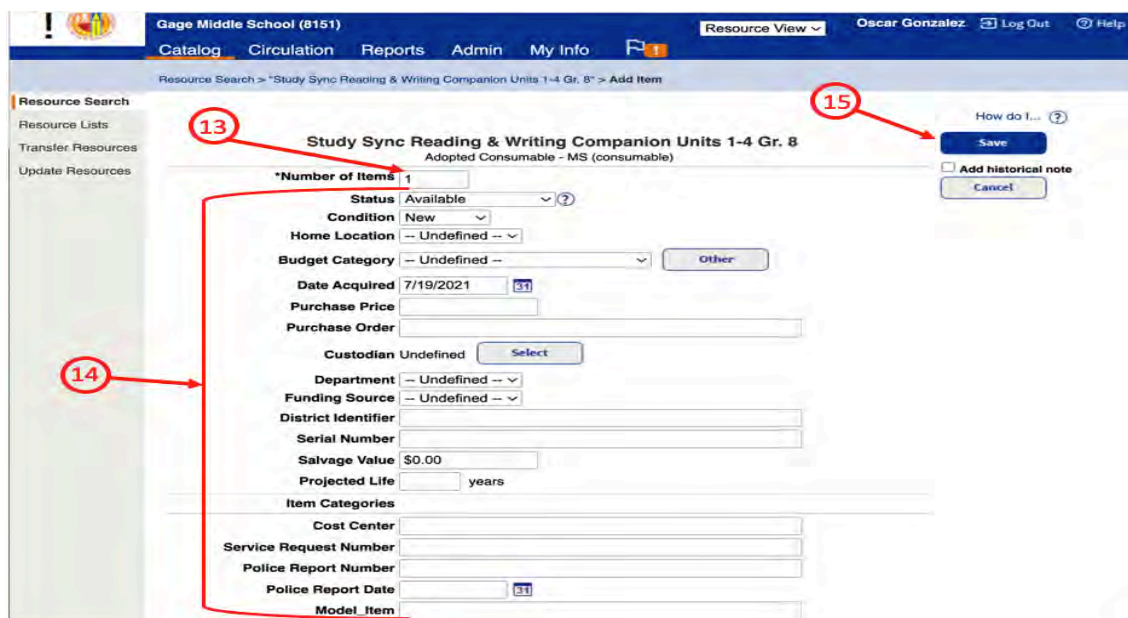


10. The search should display the title of the consumable. If it doesn't, submit an Online Service Request (Remedy Ticket) to have ILTSS add the title to Destiny.
11. It will also display the number of consumables available, if any.
12. Click on the **Add Item** button.



13. Enter the number of available consumables of this title at your site in the field for **Number of Items**. NOTE: In the sample above, there are already 5 copies available (refer to #11.) So, if your count is 30, only add 25, since this will be added to the 5 copies in Destiny.
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**.

Perform this step for all consumables.



There is no need to let us know when you have completed your inventory. We will be monitoring it. We may reach out to your school if the percentage is not at the minimum of 95% completion. If you have questions, you can contact us at textbooks@lausd.net