






Destiny Textbook Manager™ allows users with full access to create a report of all the instructional materials inventoried in Destiny for their school. This report helps in determining the need for instructional materials during the Road Show process.

In this tutorial you will learn how to:

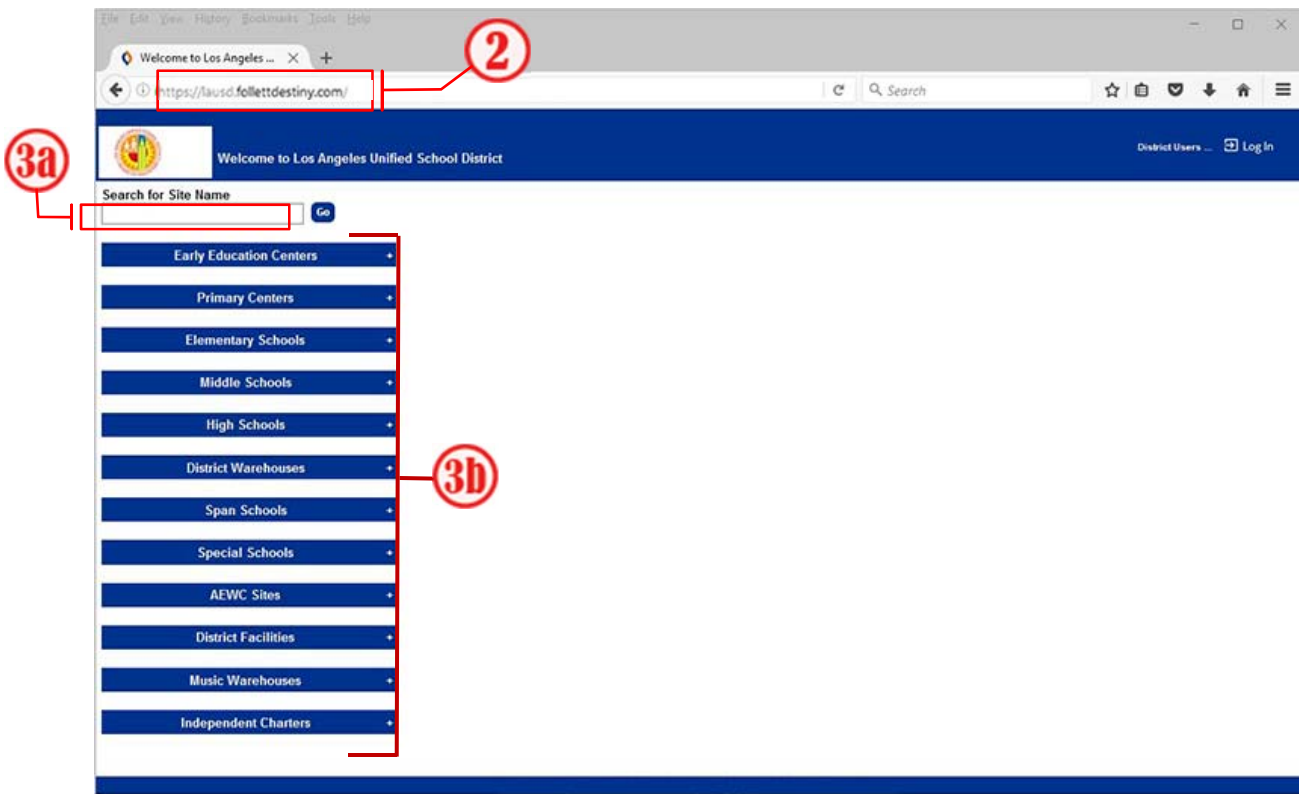
- * Login to Destiny Textbook Manager
- * Create a Title & Copy List Report

Requirements:

- * PC or MAC
- * A web browser such as:
 -  Chrome
 -  Explorer/
 -  Edge
 -  Firefox
 -  Safari
- * Full Access to Destiny Textbook Manager
- * An Internet connection
- * An LAUSD Single-Sign on

STEP 1: LOGIN TO DESTINY

1. Open a web browser
2. In the address bar, type the following URL and press the **Enter** key on the keyboard:
 - <http://lausd.follettdestiny.com>
3. There are two (2) 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



4. On the school's **Home** screen, click the **Log In** link located on the upper-right corner. Enter your username and password to login.

STEP 2: CREATING THE REPORT

1. Click the **Reports** tab located on the top navigation bar.
2. Click the **Textbook Reports** option located on the left-side of the screen.
3. Under the **Catalog--Titles & Copies** section of the page, click the **Title & Copy List** link.



4. Set up/make the selections as shown on the screenshot below then click on "**Run Report.**"
5. You will then see the report in the Job Manager, click on "**Refresh List**" until the Status shows "**Completed,**" then click on "**View.**"

