

TITLE & COPY LIST



Destiny Resource Manager allows users with limited and full access to generate the Title & Copy List report. This report lists all inventoried items in Destiny at your school.

In this tutorial you will learn how to:

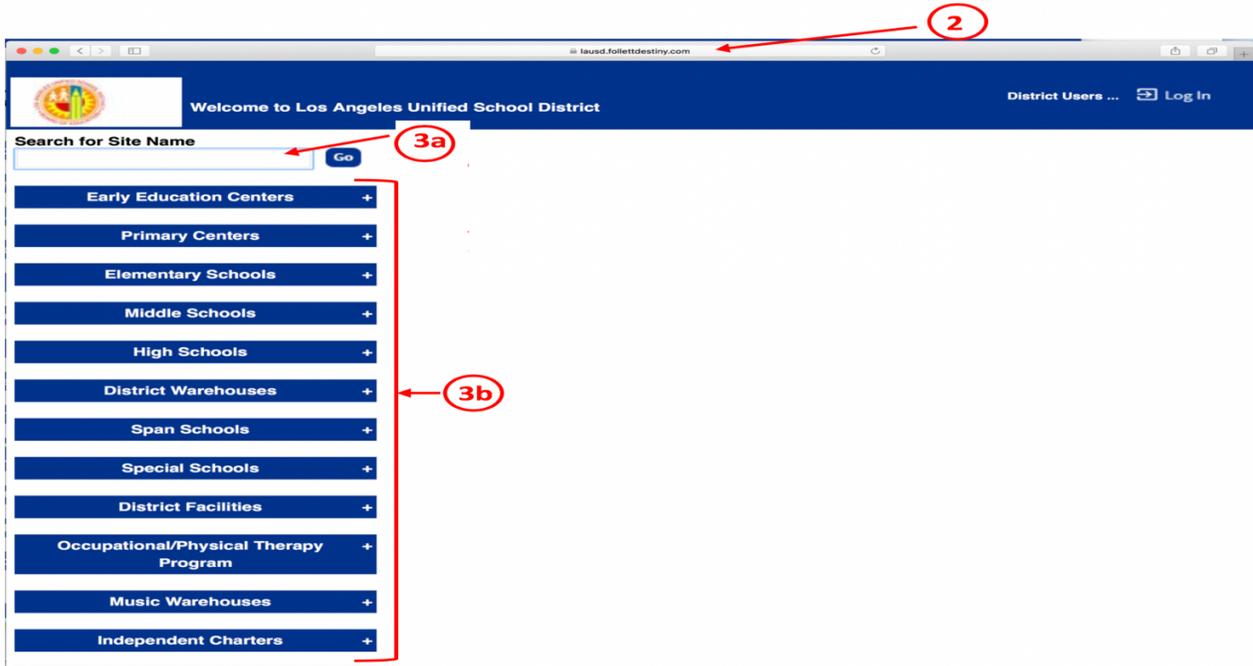
- *Generate the Title & Copy List report.*

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)

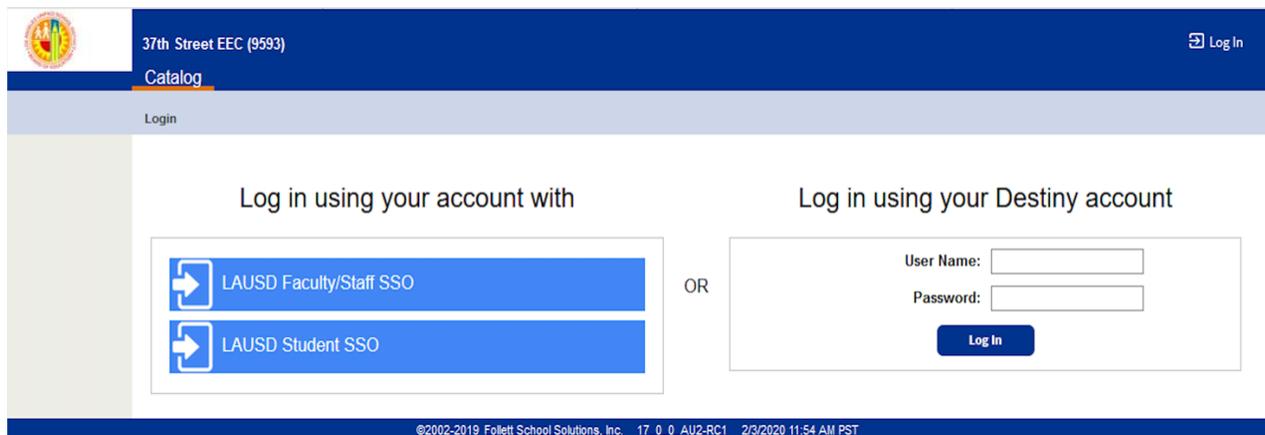
LOGGING IN TO DESTINY

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.



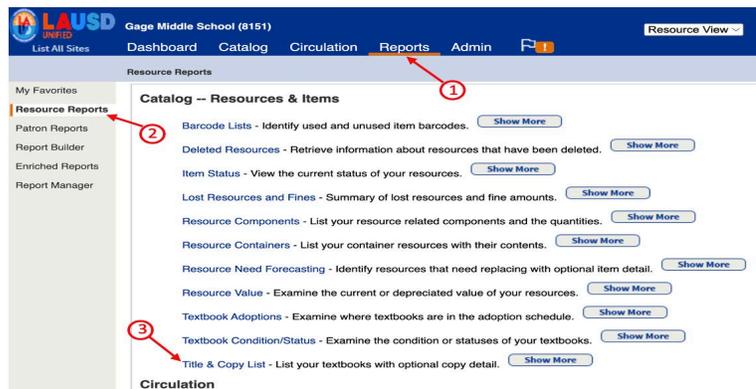
Select the **LAUSD Faculty/Staff SSO** to login. Enter your full LAUSD email (e.g. jane.doe@lausd.net) and password to log in.

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.

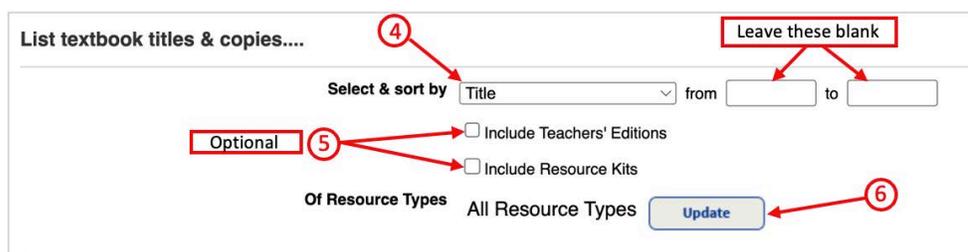


GENERATING THE TITLE & COPY LIST REPORT

1. Select the **Reports** tab.
2. Select the **Resource Reports** option.
3. Under the **Catalog -- Resource & Items** section, select the **Title & Copy List** report.



4. Use the **Select & Sort by** drop-down menu and choose **Title**.
5. Check the boxes for **Include Teachers' Editions** and/or **Include Resource Kits** if you want to include those items in the report.
6. Click on **Update** for All Resource Types

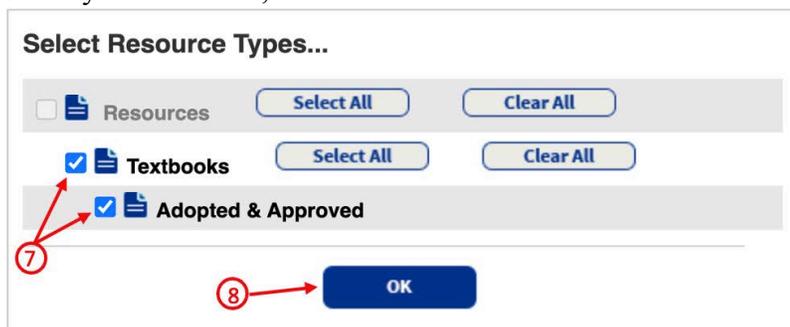


7. Check the box(s) for the resources you want to include in the report.

Textbook = includes all that is inventoried such as hardcovered barcoded textbooks (whether adopted & approved or not), novels, supplemental materials, teacher editions & teacher kits, etc.

Adopted & Approved = only those materials that are addressed by Williams sufficiency both hardcover and consumables.

8. Once you make your selection, click **OK**



8. Use the Show Titles drop-down menu and select **Only**.
9. Check all the boxes in the section, **Include the following information**.
10. Click on **Run Report**.

The screenshot shows a web interface for configuring a report. At the top, there is a section labeled "Show Titles" with a drop-down menu currently set to "Only". A red circle with the number "8" and an arrow points to this menu. Below this is a section titled "Include the following information" which contains three checked checkboxes: "Default Budget Category", "Grade Level", and "Instructional Classification". A red circle with the number "9" and three arrows points to each of these checkboxes. At the bottom of the interface is a blue button labeled "Run Report". A red circle with the number "10" and an arrow points to this button.