

GENERATING STUDENT BARCODES BY TEACHER



Destiny Library 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:

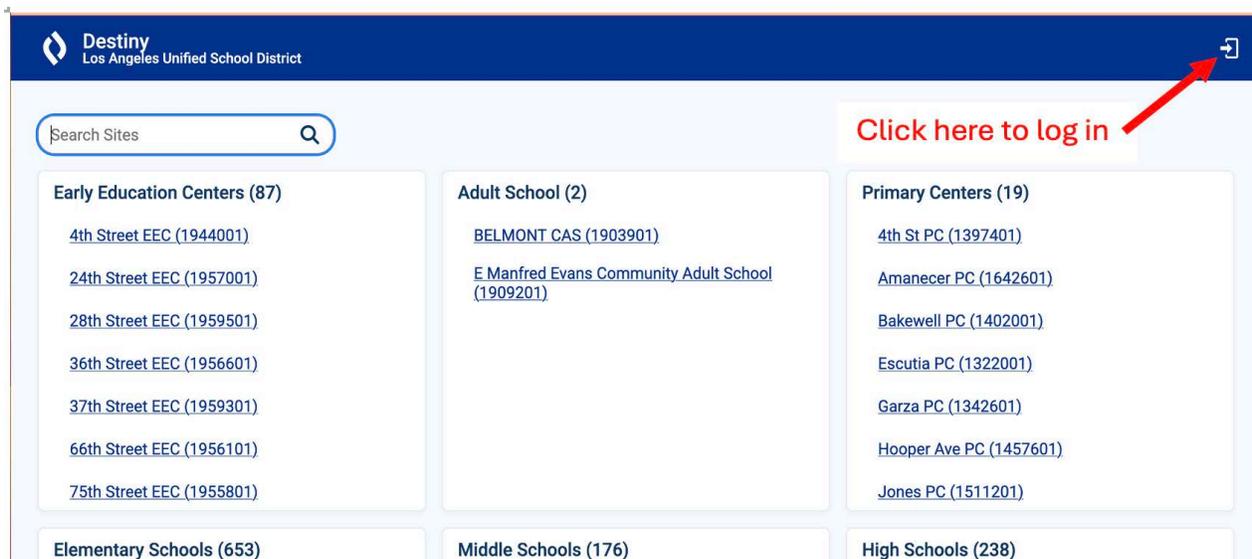
- Generate a student barcode report by teacher roster

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. Click on the arrow pointing to the right, located at the upper right-hand corner of the page. **NOTE:** If you are already logged in to you LAUSD email, clicking on the arrow pointing to the right will automatically log you in to Destiny.



Faculty and Staff: Select the **LAUSD Faculty/Staff SSO** to log in. Enter your full LAUSD email and password to log in.

Student: Select the **LAUSD Student SSO** to log in. Enter your full LAUSD email and password to log in.

LAUSD District Staff: select **LAUSD District Staff SSO** to log in. Enter your full LAUSD email and password to log in.

Individuals granted access to Destiny for a specific site(s) or District level access, use the right side of the log in and enter your assigned Username and Password.

Log into Follett

Los Angeles Unified School District

LAUSD Faculty/Staff SSO

LAUSD Student SSO

LAUSD District Staff SSO

Username

Password

Remember me

Forgot your password? [Recover password](#)

STEP TWO: GENERATING THE STUDENT BARCODE REPORT

1. Once logged in, use this drop-down menu and select **Back Office**.
2. Click on the **Reports** drop-down menu option
3. Select **Patron Reports**
4. Under the **Labels/Cards** section, click on **Barcode Labels**.

The screenshot displays the Los Angeles Unified School District library management system. The top navigation bar includes the district name, a school selection dropdown (Gage MS (1815101)), and a 'Back Office' dropdown menu. The left sidebar contains a navigation menu with options like Home, Catalog, Circulation, Reports, My Favorites, Library Reports, Patron Reports, Report Builder, Enriched Reports, Report Manager, Admin, and More. The main content area is titled 'Patron Reports' and is divided into several sections: Circulation, Patron Lists, Statistics, and Labels/Cards. Each section contains links to various reports and data views, each with a 'Show More' button. Red circles and arrows are overlaid on the image to indicate the steps: 1. 'Back Office' dropdown; 2. 'Reports' dropdown; 3. 'Patron Reports' sub-option; 4. 'Barcode Labels' link in the 'Labels/Cards' section.

Select all criteria for the report as shown below in red boxes.

5. Click on Update to select the patron for which you want barcodes generated.

6. When all criteria has been selected, click on **Run Report**. You will be taken to the **Report Manager**. Once the status shows as **Completed**, click on **View** to see the report.

Los Angeles Unified School District Gage MS (1815101) Back Office

Patron Reports / Print Patron Barcodes Library Manager

How do I... ?

Used Unused

Print used patron barcodes...

Select by **Homeroom**

From **Any Homeroom** to **Any Homeroom**

Sorted by Patron Name **Homeroom** and then by **Homeroom**

Limited to patrons Of these types All Patron Types **Update** ...with these statuses **Active** Restricted Inactive

Include the following **Barcode number**

Formatted for Barcode labels Export to Excel® **Use label stock** Avery white address labels (style 5160) Start on label 1 Printer offset - Horizontal: 0 Vertical: 0 **Use at the circulation desk** **Start a new page for each group** Include **Library** Circulation command barcodes

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6 **Run Report**

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned. For assistance configuring Adobe Reader or the printer offsets, see [Troubleshooting](#)

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