

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:

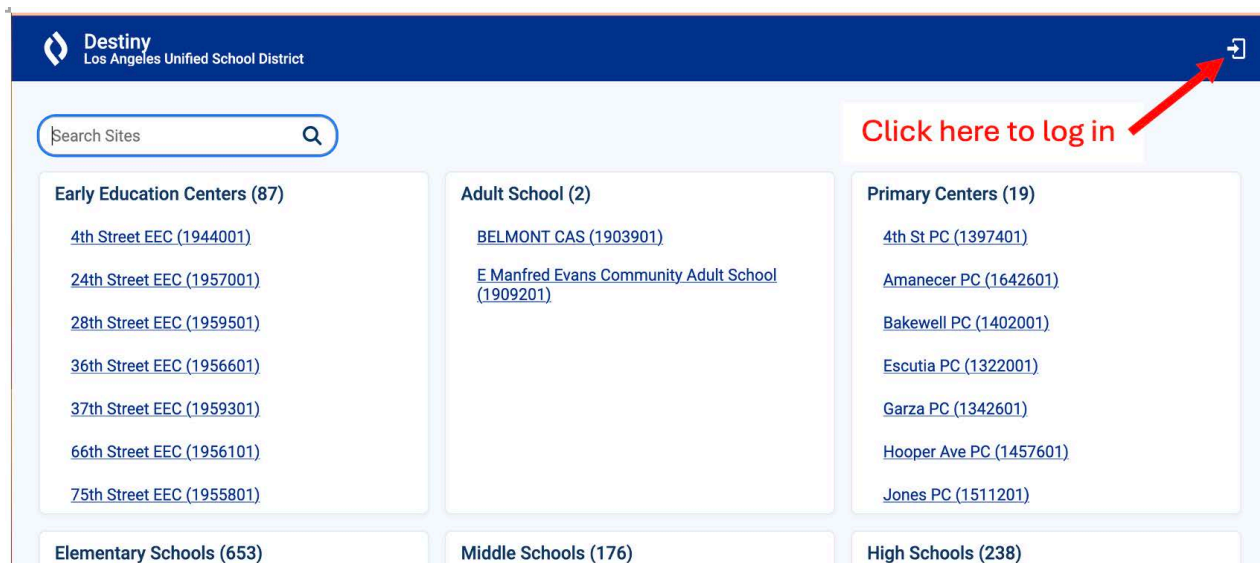
- Generate a student barcode report by teacher roster

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. 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

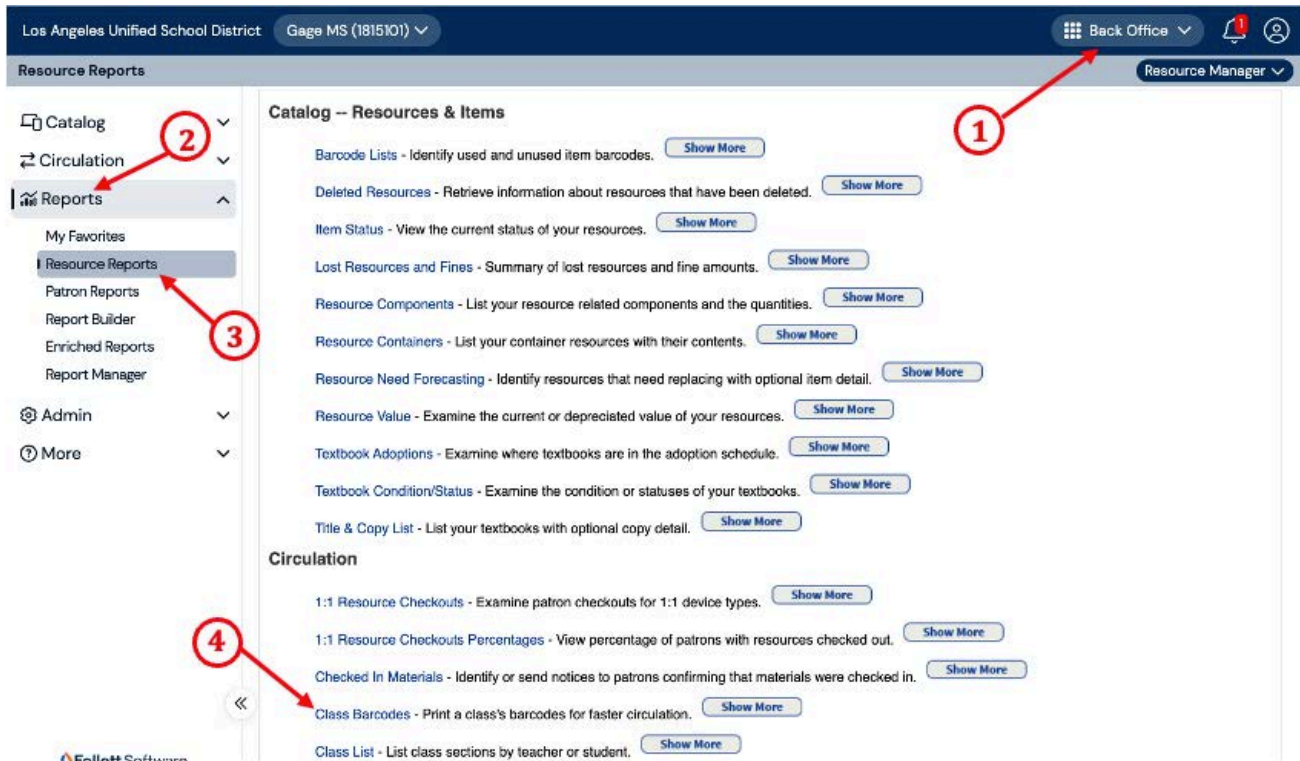
☐ Remember me

Forgot your password? [Recover password](#)

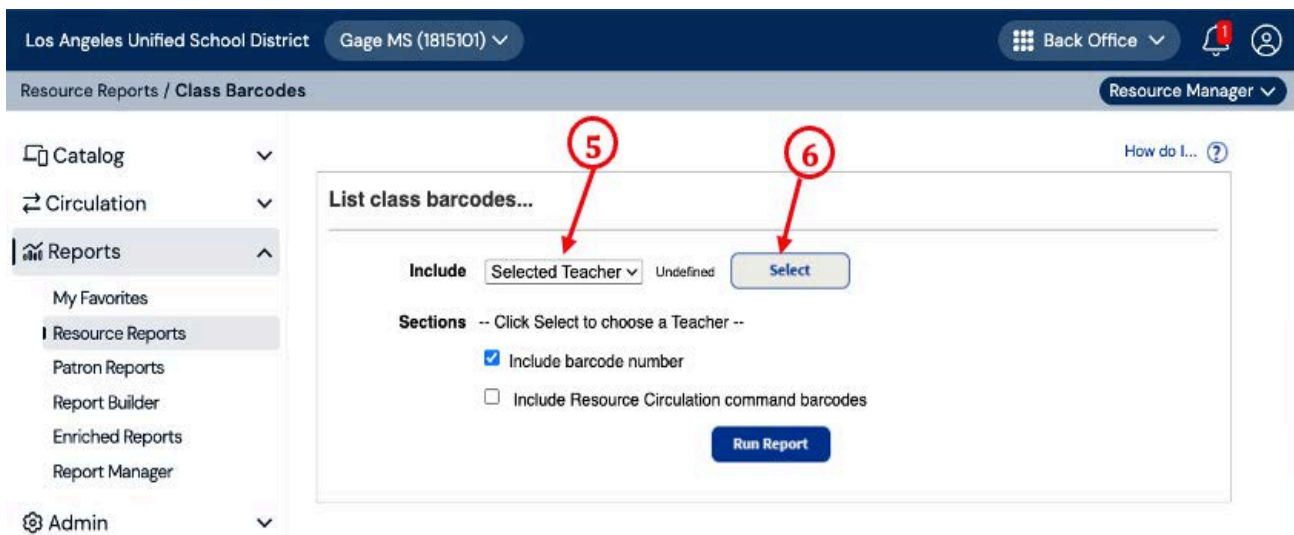
Log in

STEP TWO: GENERATING THE REPORT FOR ONE TEACHER

1. Once logged in, use this drop-down menu and select **Back Office**.
2. Click on the **Reports** drop-down menu option
3. Select **Resource Reports**
4. Under the **Circulation** section, click on **Class Barcodes**.



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



7. Type the teacher's name in the **Find Patron** field.
8. Make sure to select **All** from the drop-down menu.
9. Click on **Search**. The search should display the teacher's name. To the right of the name, click on the **Select** button.

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

Resource Reports / Class Barcodes / Find Patron Resource Manager

Catalog
Circulation
Reports

Find Patron in All Search Cancel

7 8 9

10. Use the **Sections** drop-down menu and select, **All Current Sections**
11. Make sure to check the box for **Include barcode number**.
12. Do not mark the box for **Include Resource Circulation command barcodes**.
13. 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.

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

Resource Reports / Class Barcodes Resource Manager

How do I... ?

List class barcodes...

Include Selected Teacher HAYES, KRISTI Select

Sections All Current Sections

11 12 13 10

Include barcode number
Include Resource Circulation command barcodes

Run 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 and will generally contain many pages. 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 2-4 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.

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Resource Reports / Class Barcodes Resource Manager

How do I... ?

List class barcodes...

Include All Teachers

Sections Starting on to

☒ Include barcode number

☐ Include Resource Circulation command barcodes

Run Report