

LOCATING THE AVERAGE AGE OF THE BIOGRAPHIES



Destiny Library Manager™ allows users with full access to extract the average age of the biographies located throughout the library's collection

The CDE Survey for the 2016 – 2017 school year requires library personnel to collect statistics on the biographies in the collection. Destiny Library Manager provides a report that has culled the data necessary to complete the survey by the deadline.

In this tutorial you will learn how to:

- ✪ View the average age of the biographies in the collection

Requirements:

- ✪ Full access to Destiny (*Library Aide Access*)
- ✪ PC or MAC
- ✪ A web browser such as:

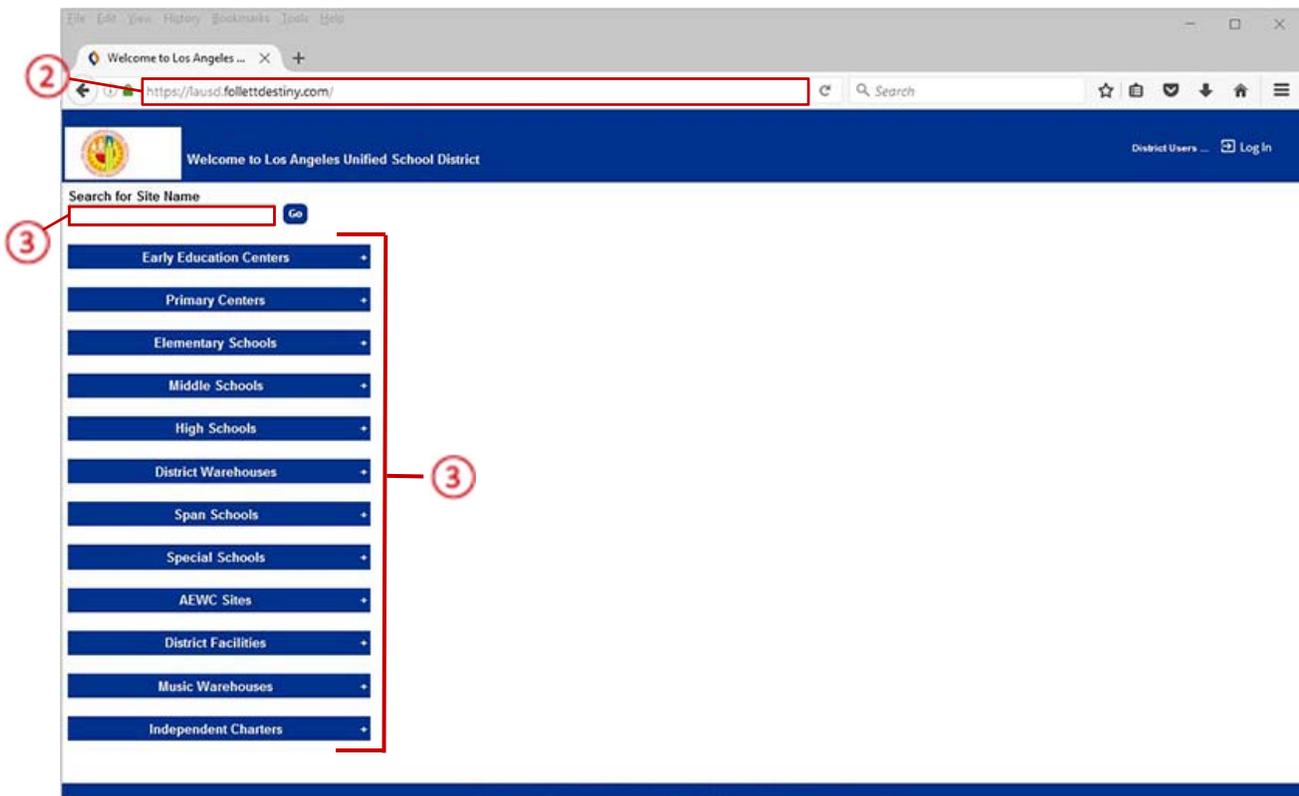
- *Google Chrome* 
- *Internet Explorer* 
- *Mozilla Firefox* 
- *Safari* 

- ✪ An Internet connection
- ✪ An LAUSD Single-Sign on [SSO]

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STEP 1: LOGIN TO DESTINY

1. Open a web browser
 - Google Chrome 
 - Internet Explorer 
 - Mozilla Firefox 
 - Safari 
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 to 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 and enter your username and password to login.

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STEP 2: REPORTS TAB

1. Click on the “Reports” tab
2. Click on the “Report Builder” option located on the left-side of screen
3. Locate the report title, “Biographies for CDE”
4. Click on the “Run” button to run the report

Report Builder

Name	Type	Created By	Last Run	
Access Levels	Patron - General Information	Diane Cole	11/6/2015	Run
Biographies for CDE	Library - Copies	destinyadmin	12/10/2015	Run

5. From the “Report Manager” screen select the “Refresh List” link

Report Manager

Jobs: 1 - 5 of 5

Job	Status	
Biographies for CDE	In Progress	
Class Barcodes	Completed (12/1/2016 2:14 PM)	View
Library Copy Barcode Labels	Completed (10/26/2016 2:09 PM)	View

6. Once the report indicates completed, click on the “View” link

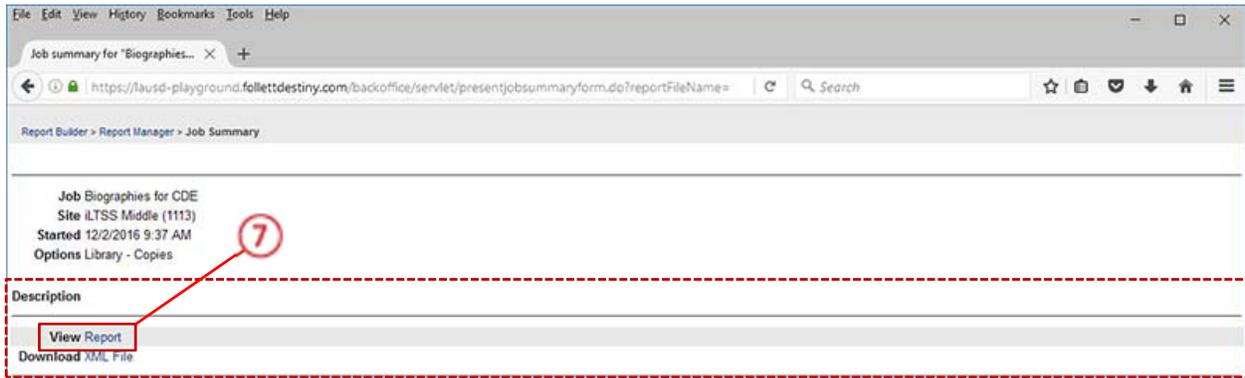
Report Manager

Jobs: 1 - 5 of 5

Job	Status	
Biographies for CDE	Completed (12/2/2016 8:37 AM)	View
Class Barcodes	Completed (12/1/2016 2:14 PM)	View
Library Copy Barcode Labels	Completed (10/26/2016 2:09 PM)	View

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7. On the “Description” section, next to the “View” option, click on the “Report” link



NOTE: The report may open in another tab in PDF format

8. Once the report opens, scroll down on the bottom of the report and you will find the Publication “Year” for all of the biographies located in the library’s collection
9. Next to the year, you will find the “Average” age of the biographies in the collection

