

MANAGING HOMEROOM SUPERVISORS



Destiny Library Manager allows users with full access to update/manage the Homeroom Supervisors. This will assure that reports such as the Email to Homerooms, will include all current homeroom teachers.

In this tutorial you will learn how to:

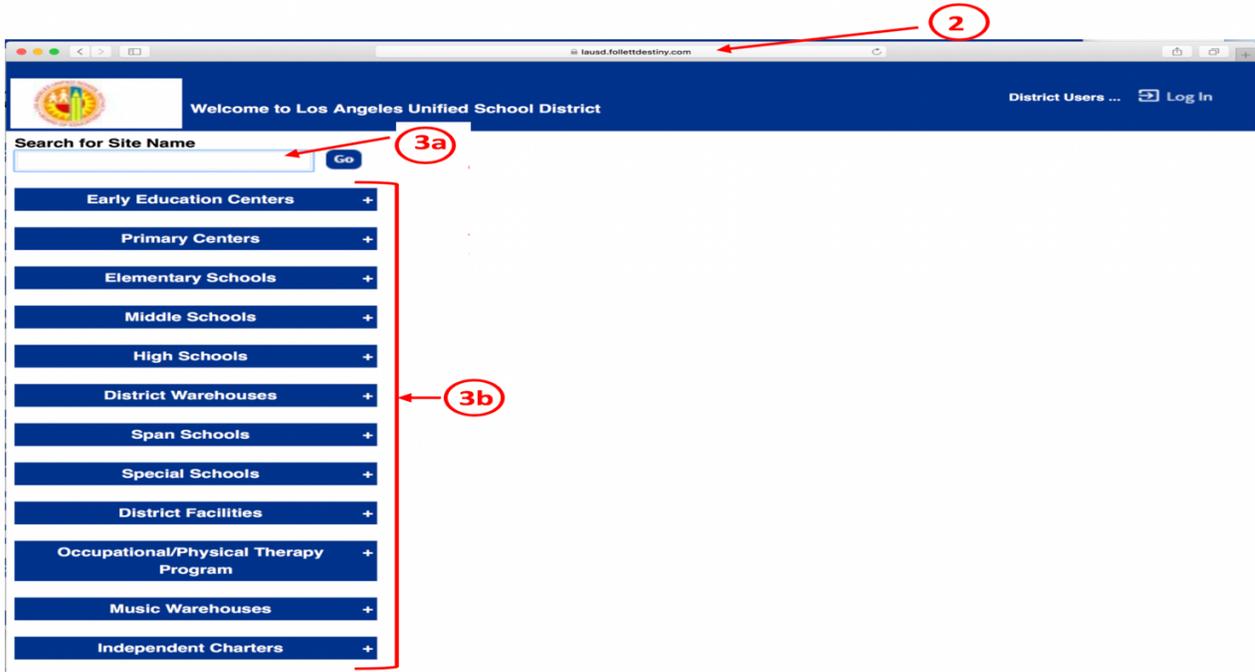
- Manage/update Homeroom Supervisors

Requirements:

- PC or MAC
- A web browser such as:
 - Google Chrome 
 - Mozilla Firefox 
 - Safari 
- Full access to Destiny Library Manager
- An Internet connection
- An LAUSD Single-Sign-On (SSO)

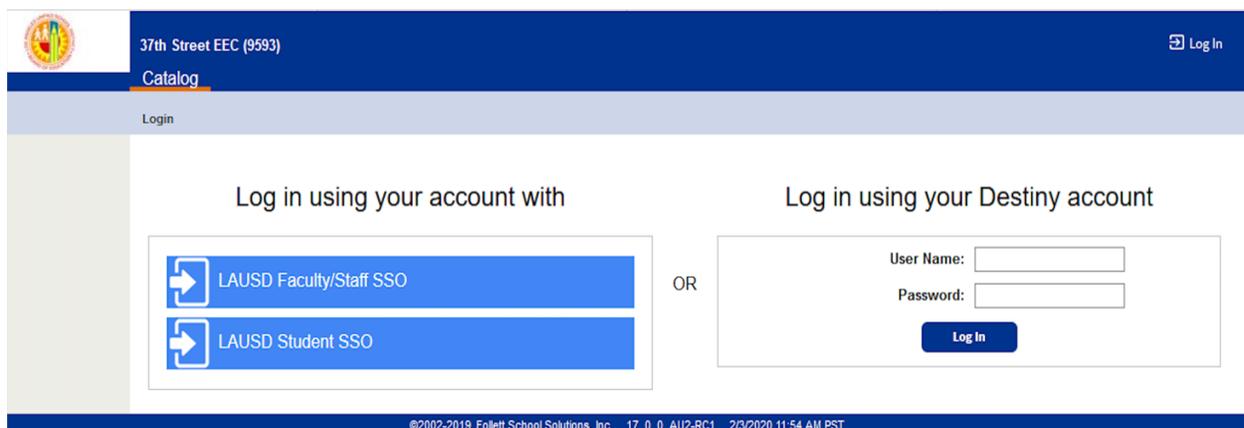
STEP ONE: LOG IN TO DESTINY

1. Open a web browser
2. In the address bar, type the following URL: <http://lausd.follettdestiny.com>
3. 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.



STEP TWO: MANAGING/UPDATING HOMEROOM SUPERVISORS

1. Click on the **Admin** tab.
2. Click on the **Manage Homerooms** option.
3. You will see the Current Homerooms list. By default, the teacher's name will denote the name of the homeroom.
4. The identified Supervisor needs to be the same as the Homeroom name.
5. There shouldn't be any "Email 1" noted for anyone.
6. The "Email 2" will be populated automatically once the Homeroom Supervisor is selected.

Deleting a Homeroom Supervisor

7. To remove a Homeroom (teacher) that is no longer at the school or not a homeroom teacher, click on the icon of the trash can to the far right of the name. You will be asked, **Are you sure you want to delete "teacher's name"?** Click on **Yes**.

Assigning a Homeroom Supervisor

8. To assign a Homeroom Supervisor to a Homeroom (teacher) click on the icon of the pencil to the far right of the name.

The screenshot shows the 'Manage Homerooms' interface for Gage Middle School (8151). The navigation bar includes 'Admin' (1), 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Admin'. The sidebar on the left has 'Manage Homerooms' (2) selected. The main content area features an 'Add Homeroom' (3) input field and a 'Supervisor' dropdown menu (4). Below is a table of 'Current Homerooms...' with columns for Homeroom, Supervisor, Email 1, and Email 2. The first row shows 'ACEVEDO, PATRICIA' as both Homeroom and Supervisor, with 'Email 2' as 'pxa03532@lausd.net'. The table also includes pencil (8) and trash (7) icons for editing and deleting rows.

Homeroom	Supervisor	Email 1	Email 2
ACEVEDO, PATRICIA	ACEVEDO, PATRICIA	Undefined	pxa03532@lausd.net
ADAME, ARLENE	ADAME, ARLENE	Undefined	axa9944@lausd.net
AJANEL, ZHANNDORR	AJANEL, ZHANNDORR	Undefined	zxa3427@lausd.net
ANDREWS, DAPHNE	Undefined	Undefined	Undefined
ARELLANO, LOURDES	ARELLANO, LOURDES	Undefined	lxa0167@lausd.net
BOCHE, KARLA	BOCHE, KARLA	Undefined	karla.boche@lausd.net
BONILLA, DEBRA	BONILLA, DEBRA	Undefined	djb5116@lausd.net
BORDEN, JAMES	BORDEN, JAMES	Undefined	jab8127@lausd.net
CABALLERO-CHAVEZ, ZAIDE	Undefined	Undefined	Undefined
CAMARENA-REYES, ERICA	Undefined	Undefined	Undefined

9. Copy the name of the Homeroom (teacher) shown in the Edit Homeroom field.
10. Click on the **Select** button.

Manage Homerooms

How do I... ?

Edit Homeroom ACEVEDO, PATRICIA Save Close

Supervisor Undefined Select

Current Homerooms...

Homeroom	Supervisor	Email 1	Email 2
ACEVEDO, PATRICIA	Undefined	Undefined	Undefined
ADAME, ARLENE	ADAME, ARLENE	Undefined	axa9944@lausd.net

11. Paste the Homeroom (teacher) name into the Find Patron Field.
12. Use the drop-down menu and select **Patron Names**.
13. Click on **Search**

Home Dashboard Catalog Circulation Reports Admin

Manage Homerooms > Find Patron

Find Patron ACEVEDO, PATRICIA in Patron Names Search Cancel

Only my patrons

14. The name will be displayed, now click on **Select**.

Find Patron in Patron Names Search Cancel

Only my patrons

Searched Patron Names for "ACEVEDO, PATRICIA"

Patrons: 1 - 1 of 1

Last ▾, First Middle	Barcode
ACEVEDO, PATRICIA	00780353

Patrons: 1 - 1 of 1

View Select

15. Finally, click on **Save**. That teacher will be assigned as the Homeroom Supervisor.

Edit Homeroom ACEVEDO, PATRICIA Save Close

Supervisor ACEVEDO, PATRICIA Select Clear