

# How to Reprint Barcodes

By Joseph Yune

# What you need:

- ▶ Access to the internet via browser
- ▶ We recommend Chrome browser for this purpose
- ▶ LAUSD Single Sign-On Username and Password
- ▶ Your Username must be in the Destiny system
- ▶ \*You need the barcode information your trying to reprint from your files

# Destiny Website

► Destiny Website: <https://lausd.follettdestiny.com> (Type in the URL and press Enter)

Secure | <https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd>

Apps Settings iCloud LAUSD Email Yahoo LAUSD AEB MyPLN Truenorthlogic Follett Destiny 2018-19 AEB Eleme... Symmetry MyPGS

Welcome to Los Angeles Unified School District District Users ... Log In

Search for Site Name Go

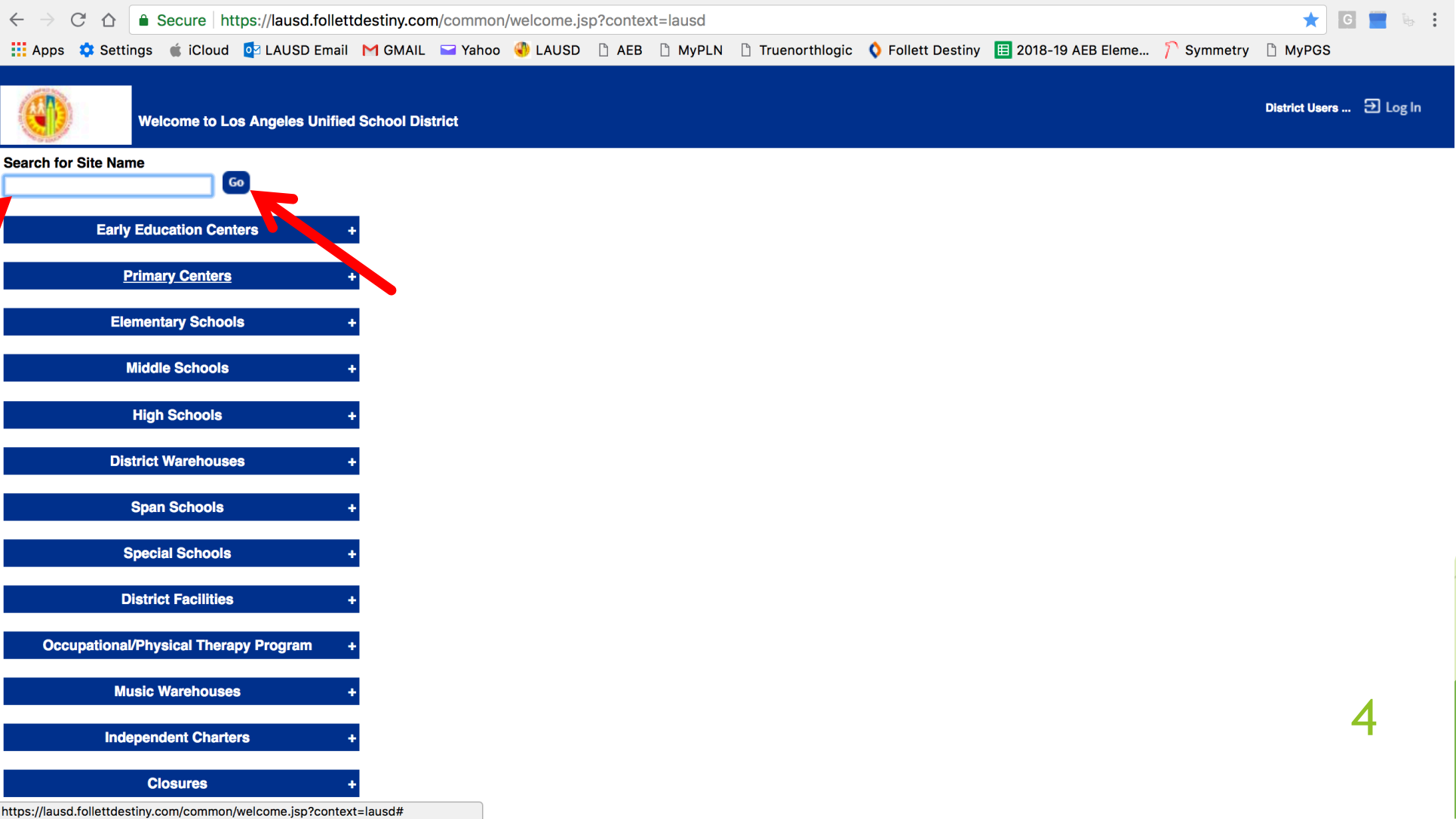
- Early Education Centers +
- Primary Centers +
- Elementary Schools +
- Middle Schools +
- High Schools +
- District Warehouses +
- Span Schools +
- Special Schools +
- District Facilities +
- Occupational/Physical Therapy Program +
- Music Warehouses +
- Independent Charters +
- Closures +

<https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd#>

Double check the spelling!

# Finding the School (Method 1)

► Type in the name of the school and press “Go” - then click on your school name



Secure | <https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd>

Apps Settings iCloud LAUSD Email GMAIL Yahoo LAUSD AEB MyPLN Truenorthlogic Follett Destiny 2018-19 AEB Eleme... Symmetry MyPGS

Welcome to Los Angeles Unified School District District Users ... Log In

Search for Site Name

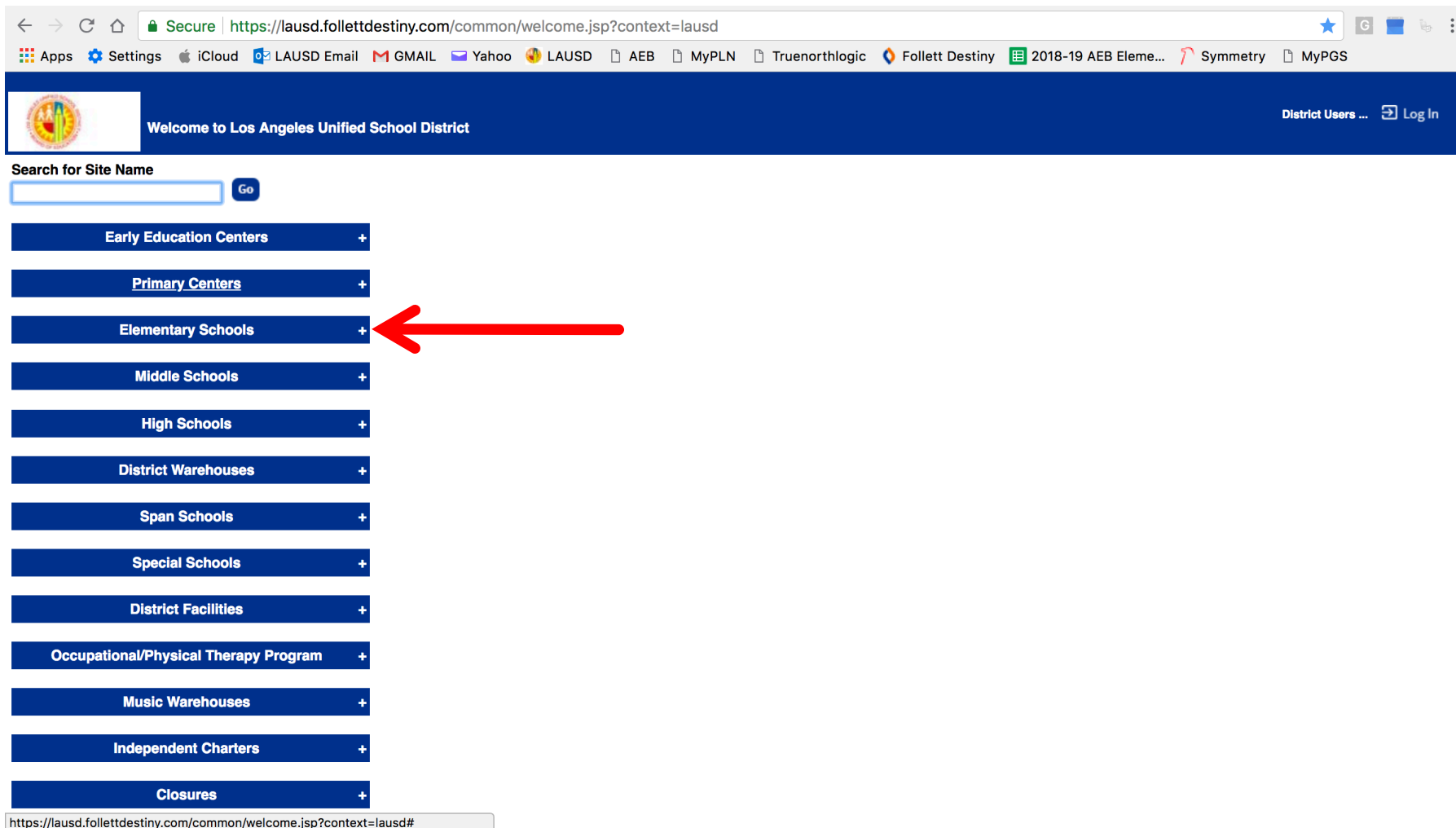
Go

- Early Education Centers +
- Primary Centers +
- Elementary Schools +
- Middle Schools +
- High Schools +
- District Warehouses +
- Span Schools +
- Special Schools +
- District Facilities +
- Occupational/Physical Therapy Program +
- Music Warehouses +
- Independent Charters +
- Closures +

<https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd#>

# Finding the School (Method 2)

- ▶ Click “Elementary Schools” tab to search for Elementary Schools
- ▶ Click “Middle Schools” tab to search for Middle Schools, etc.




The screenshot shows a web browser window with the URL <https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd>. The page header includes the LAUSD logo and the text "Welcome to Los Angeles Unified School District". Below the header is a search bar labeled "Search for Site Name" with a "Go" button. A list of school types is displayed, each with a plus sign to its right. A red arrow points to the "Elementary Schools" option in the list.

School Type	Plus Sign
Early Education Centers	+
Primary Centers	+
Elementary Schools	+
Middle Schools	+
High Schools	+
District Warehouses	+
Span Schools	+
Special Schools	+
District Facilities	+
Occupational/Physical Therapy Program	+
Music Warehouses	+
Independent Charters	+
Closures	+


The URL at the bottom of the browser window is <https://lausd.follettdestiny.com/common/welcome.jsp?context=lausd#>.

# Search for Your School

► Scroll down to search for your school



Welcome to Los Angeles Unified School District

District Users ...  Log In

Search for Site Name

Go

Early Education Centers




















+

Primary Centers

+






























Elementary Schools

-

- 1st Street Elementary (3836) 
- 2nd Street El DLC Spanish (2299) 
- 2nd Street Elementary (6575) 
- 3rd Street EL DLC Korean (2832) 
- 3rd Street Elementary (7110) 
- 4th Street Elementary (3973) 
- 6th Avenue Elementary (6781) 
- 7th Street Elementary (6616) 
- 9th Street Elementary (K-5) (5505) 
- 10th Street Elementary (7082) 
- 15th Street Elementary (3767) 
- 20th Street Elementary (7274) 
- 24th Street Elementary (7301) 
- 28th Street EL DLC Spanish (2833) 
- 28th Street Elementary (7288) 
- 32nd Street USC Performing Arts Magnet (7137) 
- 42nd Street Elementary (3959) 
- 49th Street Elementary (3932) 
- 52nd Street Elementary (3808) 

# Choose Your School

► Click on your school

- Vernon City Elementary (7493) 
- Victoria Elementary (7507) 
- Victory Elementary (7521) 
- Vine Elementary (7534) 
- Vinedale Elementary (7548) 
- Vintage Math/Science Magnet (7562) 
- Virginia Elementary (7575) 
- Vista Del Valle Academy (7400) 
- Vista Del Valle Academy DL (2835) 
- Wadsworth Elementary (7589) 
- Walgrove Elementary (7603) 
- Walnut Park El DLC Spanish (2293) 
- Walnut Park Elementary (4640) 
- Warner Elementary (7616) 
- Weemes Elementary (7151) 
- Weigand Elementary (7634) 
- Welby Elementary (7637) 
- Welby Way Gifted Magnet (7638) 
- West Athens Elementary (7644) 
- West Hollywood Elementary (7649) 
- West Vernon Elementary (7654) 
- Western Elementary (7671) 
- Westminster Computer Science/Math Magnet (7697) 
- Westminster El Math/Tech/Env Magnet (7699) 
- Westport Heights Elementary (7712) 
- Westside Leadership Magnet (3311) 
- Westwood Elementary (7740) 
- White Point Elementary (7767) 
- Wilbur Elementary (7774) 



# Logging In

- On the top right corner, click on “Log In”

Weigand Elementary (7634)

Home Catalog

Log In

Go Tigers!!!

**Destiny Resource Homepage**

LAUSD Digital Library

Digital Library

Digital Library Free Sites

©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 8/10/2018 3:34 PM PDT



# Logging In (Continued)

- Type in LAUSD Username (Without @lausd.net) & Password, then click on “Log In”

Weigand Elementary (7634) [Log In](#)

[Home](#) [Catalog](#)

[Login](#)

User Name:

Password:

[Log In](#) [Cancel](#)

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# Logging In Sample

- Type in LAUSD Username (Without @lausd.net) & Password, then click on “Log In”

Weigand Elementary (7634) [Log In](#)

[Home](#) [Catalog](#)

Login

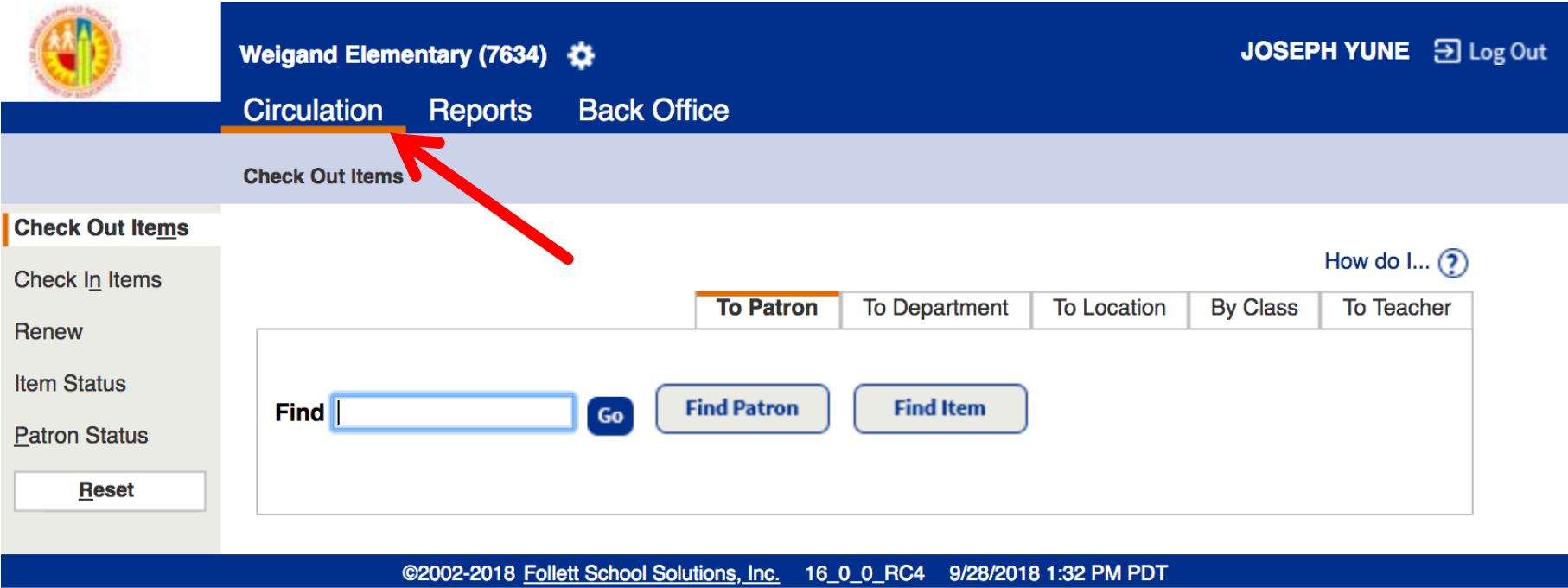
User Name:




Password:

©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 8/10/2018 3:35 PM PDT

# Reprinting Barcode P.1

- This screen will appear by default with “Circulation” selected




 **Weigand Elementary (7634)**  **JOSEPH YUNE**  Log Out

**Circulation** Reports Back Office

Check Out Items

**Check Out Items**

Check In Items  
Renew  
Item Status  
Patron Status  
**Reset**

How do I... 

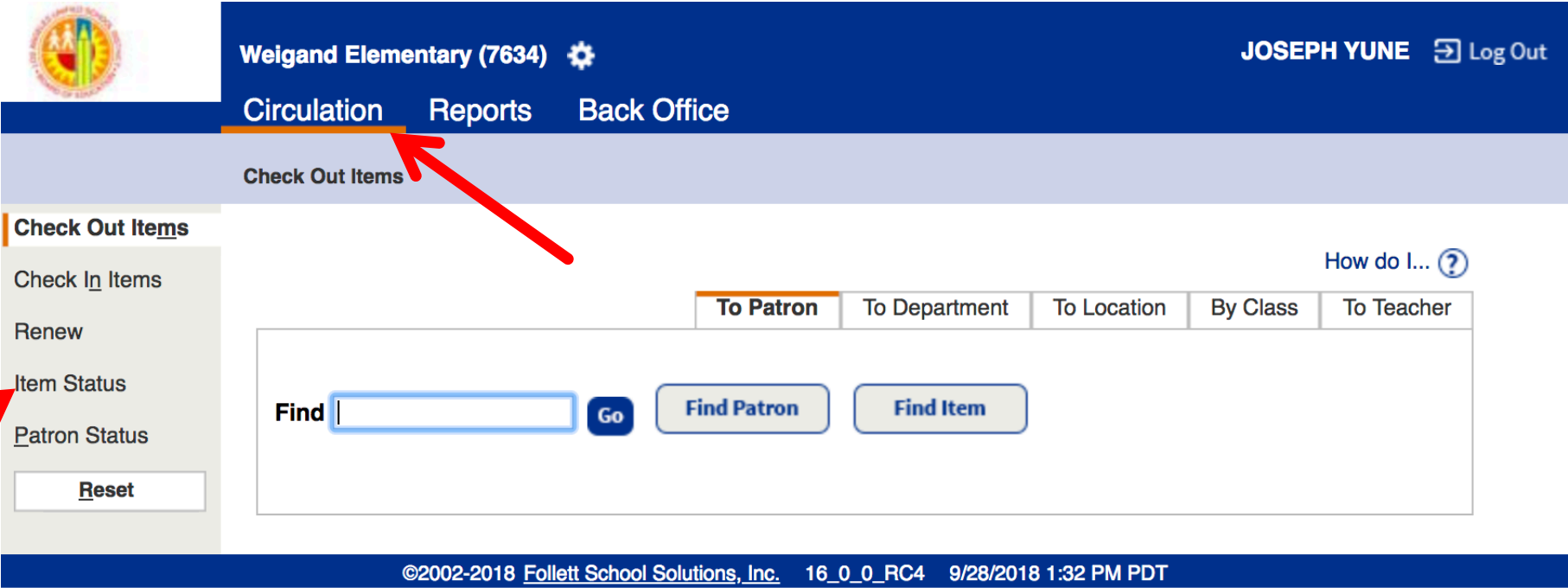
**To Patron** To Department To Location By Class To Teacher

Find  **Go** **Find Patron** **Find Item**



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# Reprinting Barcode P.2

- Click on “Item Status”



The screenshot shows a library system interface for Weigand Elementary (7634). The top navigation bar includes 'Circulation', 'Reports', and 'Back Office'. The 'Circulation' tab is active, showing a sidebar with options: 'Check Out Items', 'Check In Items', 'Renew', 'Item Status', 'Patron Status', and a 'Reset' button. A red arrow points to 'Item Status'. The main area has tabs for 'To Patron', 'To Department', 'To Location', 'By Class', and 'To Teacher'. Below these is a search section with a 'Find' label, a text input field, a 'Go' button, and 'Find Patron' and 'Find Item' buttons. A footer bar contains copyright and date information.

Weigand Elementary (7634)  JOSEPH YUNE  Log Out

Circulation Reports Back Office

Check Out Items

Check Out Items

Check In Items

Renew

Item Status

Patron Status

Reset

How do I... ?

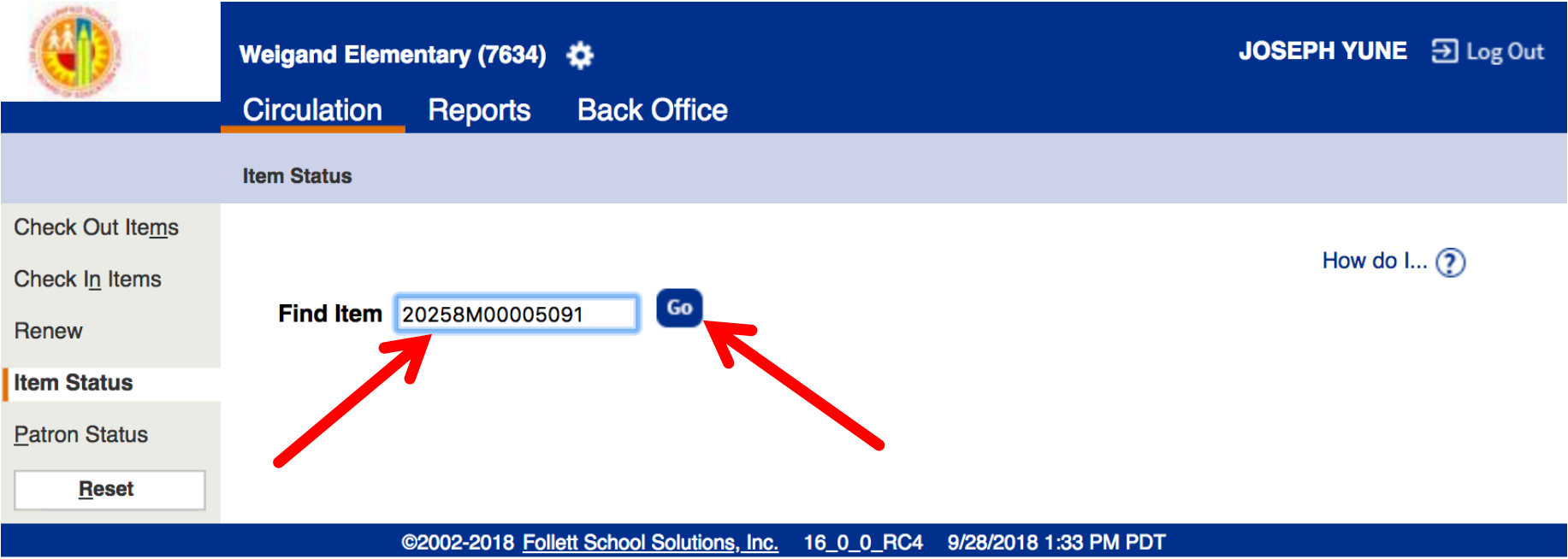
To Patron To Department To Location By Class To Teacher

Find  Go Find Patron Find Item

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# Reprinting Barcode P.3


- Type in the barcode information and click on “Go”



The screenshot displays the library system interface for Weigand Elementary (7634). The top navigation bar includes the school name, a settings gear icon, the user name JOSEPH YUNE, and a Log Out button. Below this, a secondary bar contains links for Circulation, Reports, and Back Office. The main content area is titled 'Item Status' and features a search section with the label 'Find Item'. A text input field contains the barcode '20258M00005091', and a blue 'Go' button is positioned to its right. Two red arrows point to the input field and the 'Go' button respectively. To the left of the search area is a sidebar with links: Check Out Items, Check In Items, Renew, Item Status (highlighted), and Patron Status. A 'Reset' button is located below the Patron Status link. A footer bar at the bottom contains copyright information: ©2002-2018 Follett School Solutions, Inc. 16\_0\_0\_RC4 9/28/2018 1:33 PM PDT. A 'How do I...' help link with a question mark icon is also visible in the top right of the main content area.

# Reprinting Barcode P.4

- Double check the information and click on “Print Labels”



**Weigand Elementary (7634)** ⚙️

**JOSEPH YUNE** [Log Out](#)

[Circulation](#) [Reports](#) [Back Office](#)

Item Status

[Check Out Items](#)  
[Check In Items](#)  
[Renew](#)

**Item Status**

[Patron Status](#)  
[Reset](#)

Find Item  [Go](#)

**BLESSING CORNET** 🔍

Barcode

20258M00005091

Date Acquired

Condition

Usable

District ID

Purchase Order

Serial Number

570905

Purchase Price

Home Location

Undefined

Custodian

Undefined

Department

Undefined

Projected Life

Undefined

Funding Source

Undefined

Status

Due: 6/10/2016 ?

[Print Labels](#)

**Current Checkout**

(Due: 6/10/2016)

Checked Out 9/28/2018 1:39 PM

User G [Student]

Barcode 0 [ ]

Grade Level 4

Homeroom D [ ]

Checked Out by ar [ ]

**Previous Checkout**

(Returned: 5/25/2018)

User G [Student]

Barcode 0 [ ]

Grade Level 4

Homeroom D [ ]

Checked In by jty9169

# Reprinting Barcode P.5

- Don't change anything and click on "Run Report"

**Weigand Elementary (7634)** **JOSEPH YUNE** Log Out

**Circulation** Reports Back Office

Item Status > Print Item Labels

Check Out Items  
Check In Items  
Renew  
**Item Status**  
Patron Status  
**Reset**

**BLESSING CORNET**

Print barcode labels

Include the ☐ Site Name ☐ Resource Name ☐ Home Location

Use label stock

Start on label

Printer offset Horizontal:  Vertical:


**Run Report**

How do I... ?

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# Reprinting Barcode P.6

- Click on “Refresh List” until status shows “Completed” - You may need to click it several times



Weiand Elementary (7634) ⚙

JOSEPH YUNE [Log Out](#)

[Circulation](#) [Reports](#) [Back Office](#)










Item Status > Report Manager

[Check Out Items](#)  
[Check In Items](#)  
[Renew](#)  
**Item Status**  
[Patron Status](#)  

Reset

Jobs: 1 - 23 of 23

Refresh List


Job	Status	
Resource Item Barcode Labels	In Progress Running	Stop
Resource Item Barcode Labels	Completed (9/28/2018 10:42 AM)	<a href="#">View</a> 
Item Status Report	Completed (9/28/2018 10:35 AM)	<a href="#">View</a> 
Class Barcodes	Completed (9/27/2018 8:39 AM)	<a href="#">View</a> 
Used Barcode List (Resource Items)	Completed (9/27/2018 8:13 AM)	<a href="#">View</a> 
Item Status Report	Completed (9/11/2018 3:26 PM)	<a href="#">View</a> 
Item Status Report	Completed (9/5/2018 3:08 PM)	<a href="#">View</a> 
Item Status Report	Completed (9/5/2018 2:26 PM)	<a href="#">View</a> 
Resource Checkout Summary	Completed (9/5/2018 11:29 AM)	<a href="#">View</a> 
EL Orchestra Instruments	Completed (9/5/2018 10:57 AM)	<a href="#">View</a> 

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# Reprinting Barcode P.7

► Click on “View”



Weigand Elementary (7634) ⚙

JOSEPH YUNE  Log Out

Circulation

Reports

Back Office

Item Status > Report Manager

Check Out Items

Check In Items

Renew














Item Status

Patron Status

Reset

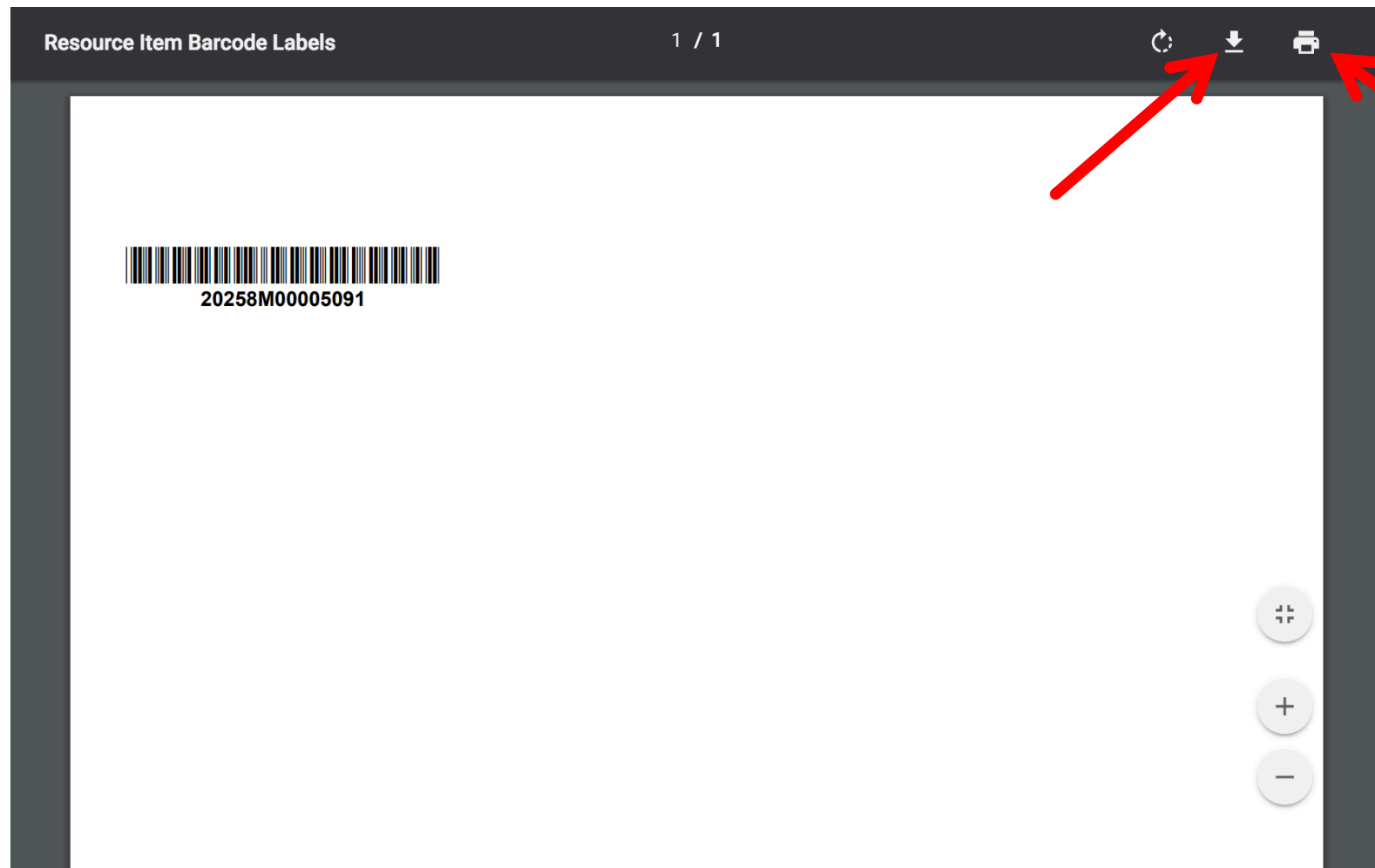
Jobs: 1 - 23 of 23

Refresh List

Job	Status		
Resource Item Barcode Labels	Completed (9/28/2018 1:53 PM)	<a href="#">View</a>	
Resource Item Barcode Labels	Completed (9/28/2018 10:42 AM)	<a href="#">View</a>	
Item Status Report	Completed (9/28/2018 10:35 AM)	<a href="#">View</a>	
Class Barcodes	Completed (9/27/2018 8:39 AM)	<a href="#">View</a>	
Used Barcode List (Resource Items)	Completed (9/27/2018 8:13 AM)	<a href="#">View</a>	
Item Status Report	Completed (9/11/2018 3:26 PM)	<a href="#">View</a>	
Item Status Report	Completed (9/5/2018 3:08 PM)	<a href="#">View</a>	
Item Status Report	Completed (9/5/2018 2:26 PM)	<a href="#">View</a>	
Resource Checkout Summary	Completed (9/5/2018 11:29 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (9/5/2018 10:57 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (9/5/2018 10:48 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (9/5/2018 10:33 AM)	<a href="#">View</a>	
EL Orchestra Instruments	Completed (9/5/2018 9:42 AM)	<a href="#">View</a>	

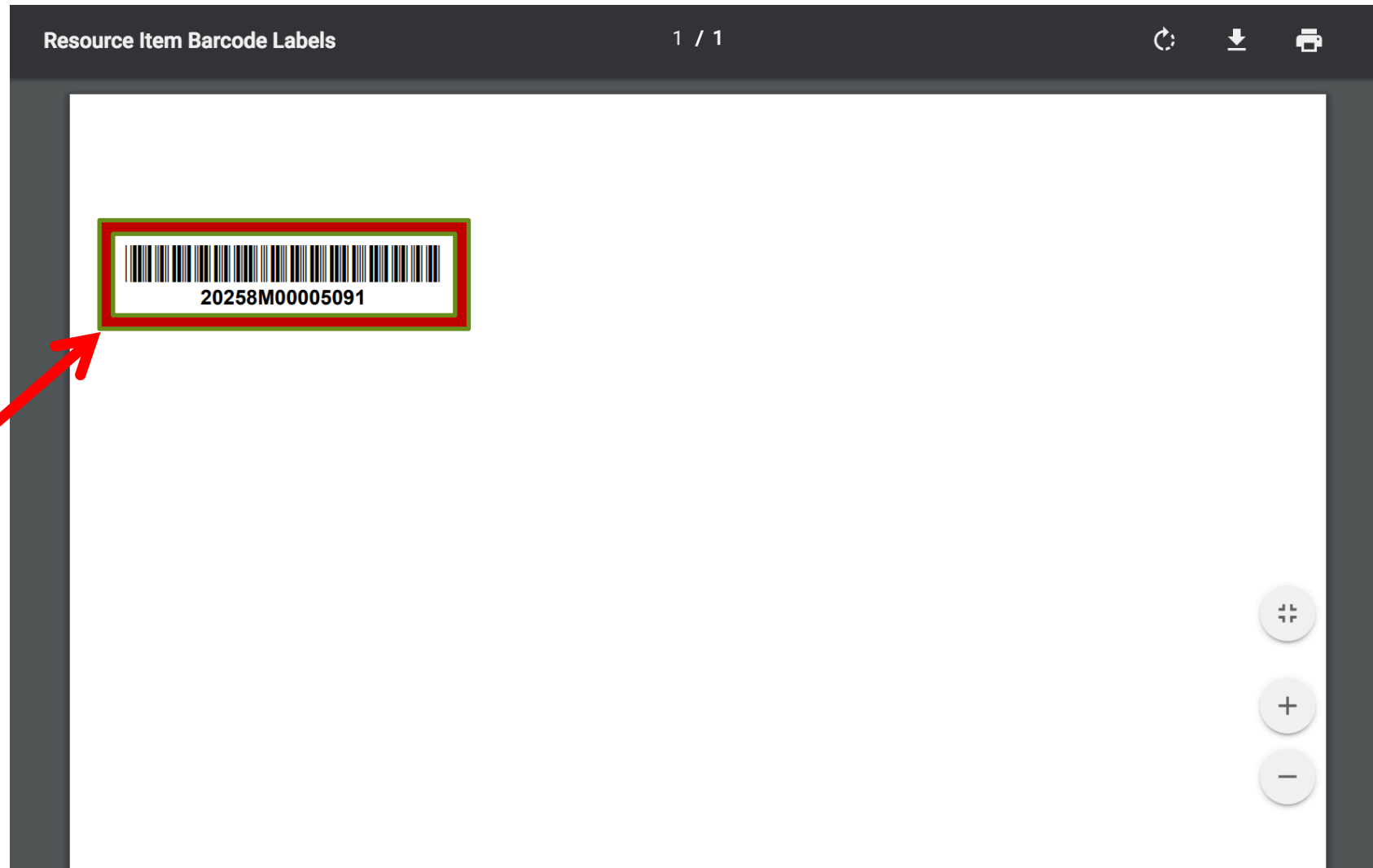
# Reprinting Barcode P.8

- ▶ You can choose to download (left) or print (right) the pages
- ▶ \*We recommend downloading, then printing (sometimes printing from the web browser does not work)




# Reprinting Barcode P.9

- You can cut out the barcode and tape it on the instrument




# Logging Out

- To Log Out from the Destiny page, click on “Log Out”



Weigand Elementary (7634) ⚙

JOSEPH YUNE  Log Out

Circulation

Reports

Back Office

Item Status > Report Manager

Check Out Items

Check In Items

Renew














Item Status

Patron Status

Reset

Jobs: 1 - 23 of 23

Refresh List

Job	Status		
Resource Item Barcode Labels	Completed (9/28/2018 1:53 PM)	View	
Resource Item Barcode Labels	Completed (9/28/2018 10:42 AM)	View	
Item Status Report	Completed (9/28/2018 10:35 AM)	View	
Class Barcodes	Completed (9/27/2018 8:39 AM)	View	
Used Barcode List (Resource Items)	Completed (9/27/2018 8:13 AM)	View	
Item Status Report	Completed (9/11/2018 3:26 PM)	View	
Item Status Report	Completed (9/5/2018 3:08 PM)	View	
Item Status Report	Completed (9/5/2018 2:26 PM)	View	
Resource Checkout Summary	Completed (9/5/2018 11:29 AM)	View	
EL Orchestra Instruments	Completed (9/5/2018 10:57 AM)	View	
EL Orchestra Instruments	Completed (9/5/2018 10:48 AM)	View	
EL Orchestra Instruments	Completed (9/5/2018 10:33 AM)	View	
EL Orchestra Instruments	Completed (9/5/2018 9:42 AM)	View	

# Questions?

- ▶ Arts Education Branch:
  - ▶ Joseph Yune ([jty9169@lausd.net](mailto:jty9169@lausd.net)) 213-241-3368
  - ▶ Christopher Rodriguez ([chris.j.rodriguez@lausd.net](mailto:chris.j.rodriguez@lausd.net)) 213-241-5529