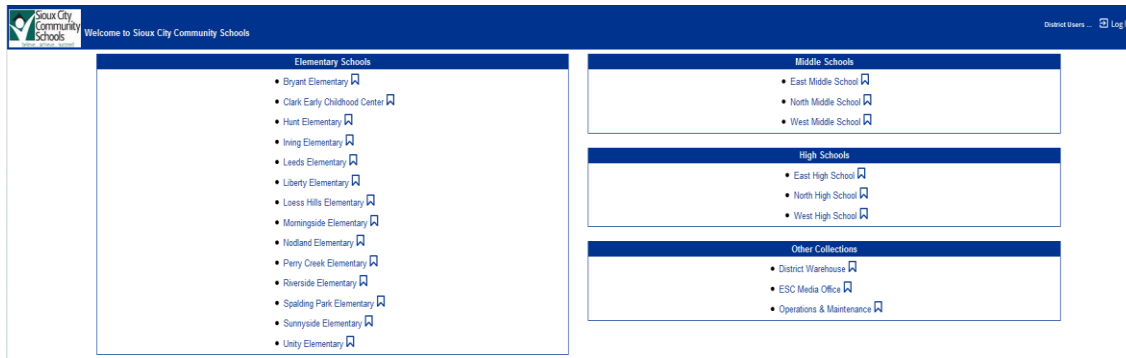


Teacher Textbook Inventory

Destiny URL is <http://destiny/>

1. Enter the URL for Destiny in the browser bar. Press the Enter key.
2. Click on your school.

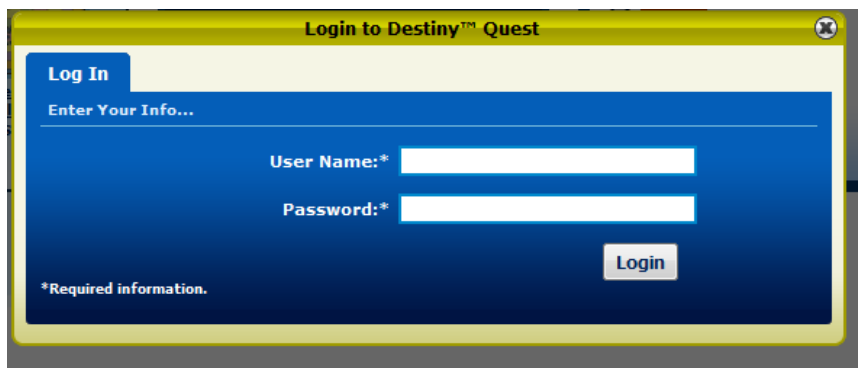


Elementary schools except Morningside and Spalding Park default to the Destiny Quest screen. It may not look exactly like this, but it will say Destiny Quest on the screen.

Click on Login.



Your User Name is your network user name. Your Password is F or f plus your district ID. It is not case sensitive.



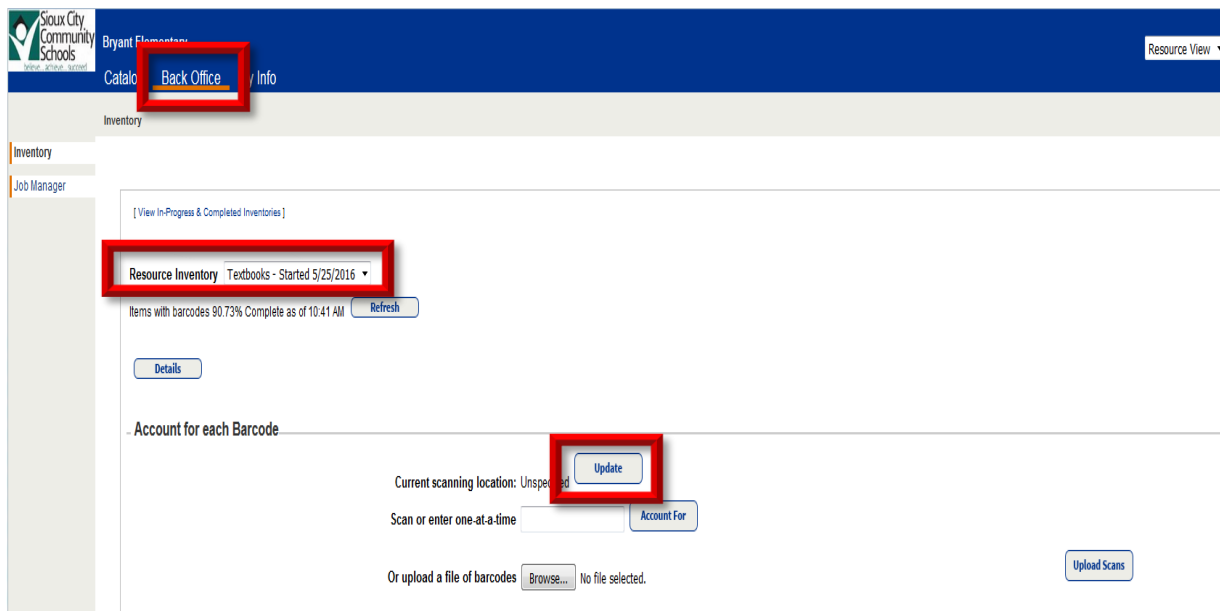
3. Exit this screen to get to the textbook inventory screen by clicking Exit.



You need to be in Resource View for textbook inventory. If the box beside your name on the upper right doesn't say Resource View, click on the arrow and select it.



4. Click on the Back Office tab to access the Inventory screen. Pick **Textbook Inventory (current year)**. Click on the Update button.



5. Click the arrow beside Location and choose your room number. (If your room number is not in the list, ask your librarian to add it.) **Do not scan** in the box to the right of “Scan a location barcode”. Click OK.

Scan a location barcode

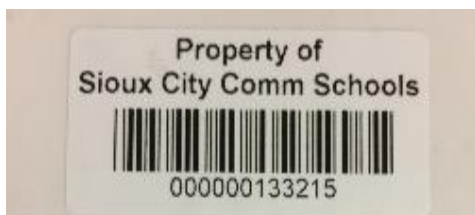
Location Unspecified

Your room number should show as the current scanning location. Put your cursor in the box beside “Scan or enter one-at-a-time”.

Current scanning location

Scan or enter one-at-a-time

Scan the **Property of Sioux City Comm Schools barcode**, not the ISBN number.



A list of what has been scanned shows up at the bottom of the screen.

When you scan a barcode, it is saved in Destiny. If you are interrupted or can't get all the textbooks scanned at one time, all the previous scans will be saved. When you are ready to proceed with your inventory, follow the steps above to begin scanning again. If you scan a book more than once, that is fine.

Account for each Barcode

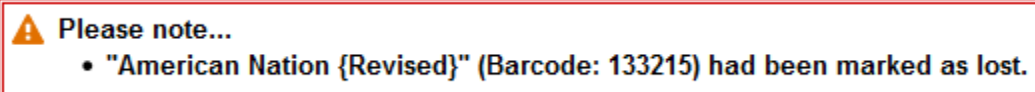
Current scanning location: Media Storeroom

Scan or enter one-at-a-time

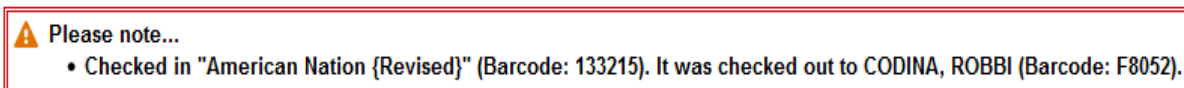
Or upload a file of barcodes No file selected.

Most Recently Accounted For		
Barcode	Resource Name	Location
133215	American Nation (Revised)	Media Storeroom

If a book had been marked lost, you will get this message.



If a scanned book had been checked out, you will get this message.



These messages are to inform you that the status of the book has changed. Proceed with your inventory.

If you get this message, set the book aside for now.



The first barcodes we used do not show the preceding zeros when scanned so you will see a mix of barcodes that show the zeros and barcodes that do not show the zeros.

If you have core curriculum books that do not have a barcode on them, set them aside. If you have core curriculum books that have a barcode, but when scanned, produce a message saying they are not in destiny, set them aside as well. Contact one of the people listed below about how to proceed with these books.

Once you have scanned all your books, log off and Exit Destiny. Your part of the inventory process is complete.

Contact if you have questions:

Principal	
Michelle Zimmerman	279-6669
Troy Thomas	279-6666

Scanner questions

If you have questions regarding how to plug a scanner in and use it, your library assistant/s should be able to assist you.