






DESTINY MEDIA MANAGER DIRECTIONS FOR TEACHERS

1. URL
 - a. From district building: type <http://destiny> into browser.
 - b. From home or non-district building: type <http://www.kusd.edu/destiny> into browser.
2. In the Destiny list of schools, **click the link for your school.**
3. Login
 - a. In the upper right-hand corner click **Login**. 
 - b. Type your **KUSD** email **username** (the part before @ sign) and KUSD email **password**. Then click **Login**.

User Name:

Password:

4. **Check box** for District Media Collection. **Uncheck box** for your school to see **only** District Media Collection items.

Limit your search for titles... 

Location

District Media Collection

5. Type search terms (title, author's name, keyword, etc.) in the **Find** box and complete search.
6. Search tips:
 - a. To get a list of all literature sets: type the search terms **literature set** in the **Find** box and then click **Subject**.



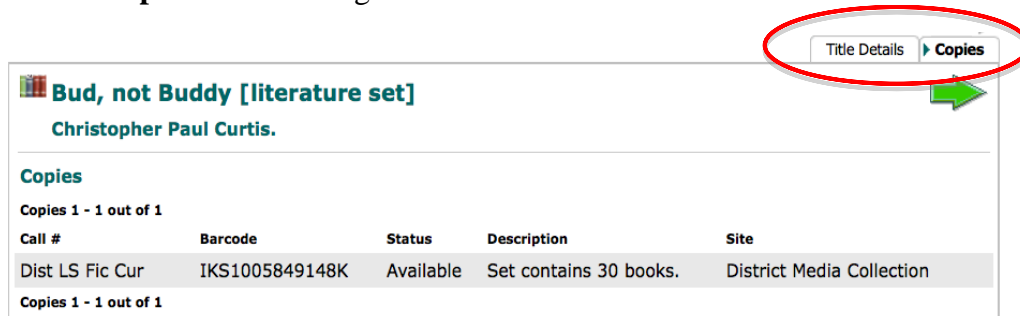


- b. Use other subject terms, such as **DVD**, **videocassette** (all one word), **district kit**, **district book** (for the professional collection), or **district game** (for educational games).
 - c. Subject searches can also be limited typing the terms **Elementary** or **Secondary** with the other terms above in the **Find** box (e.g., elementary literature set) to get a list of all elementary items or all secondary items.
7. When you find an item that you would like to book, click the title or Details button.



8. Checking numbers of copies in a set:

Click on the **Copies** tab on the right side of the screen. Then click back to **Title Details**.



9. Booking (Reserving) Items

- a. At the **Title Details** screen, click **Book It!**



- b. Choose the dates by clicking on the first day that you would like the item (the end date will fill in automatically). The loan period appears in the item details.



From District Media Collection Ship to patron's site

Bud, not Buddy

Curtis, Christopher Paul.

1 copy owned

Book [Refresh Calendar](#)

From to

The maximum loan period for this item is 20 open days.

<< August 2010 >>						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Book 1 copy
- Not Available
- Closed

Delivery & Pick Up for Hillcrest School is on Monday, Tuesday, Wednesday, Thursday, Friday



c. Click **Save** to complete your booking.

10. To see what you have booked and/or checked out, click **My Info** tab for a list.

My Info

Status for M Kastelic

How do I... ?

Items Out View History

Library Materials

There are no library materials checked out for this patron.

Fines

There are no fines for this patron

Holds

Title	Requested	Quantity	Status
Bud, not Buddy	[DMC] (8/24/2010 to 9/21/2010)	1	Pending

11. **Extending the due date** of an item you have checked out also can be done at the **My Info** tab. You cannot extend an item if another person has it booked.

My Info

Status for M Hillis

How do I... ?

Items Out View History

Library Materials

There are no library materials checked out for this patron.

Assets

There are no assets checked out for this patron.

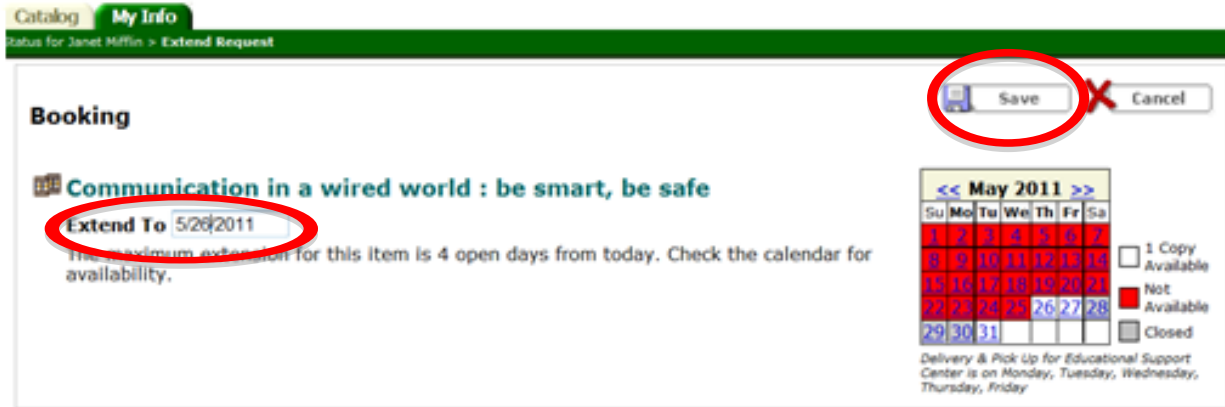
Media

Due Date	Title	Call Number	Price Shipped / Picked Up
5/25/2011	Communication in a wired world : be smart, be safe (Copy: Dist DVD 004.67 [DMC] DK51005857644K)	Com	5/18/2011

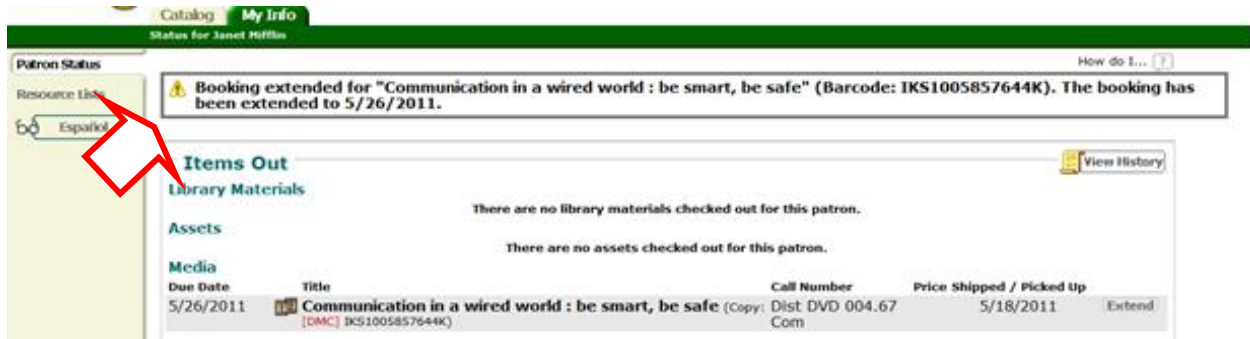
Fines

There are no fines for this patron

a. Click **Extend** button next to item.



- b. Pick new due date by clicking an **available** day (white) on the calendar, or by entering date in **Extend To** box. **System will not allow you to extend if chosen day is unavailable (red) or gray (school closed).**
- c. Click **Save**.



- d. A message will **pop up** with title, barcode, and **new due date**.

12. **(Recommended)** Before logging out (upper right-hand corner), click the **Reset All** link to the right of the **Find** box (click **Catalog Tab** if you don't see it) to clear all search limiters used. If this is not done, the same search limiters will be set the next time you log into Destiny.



Need more help with this process?

Please contact Virginia King at yking@kUSD.edu or 359-6239.