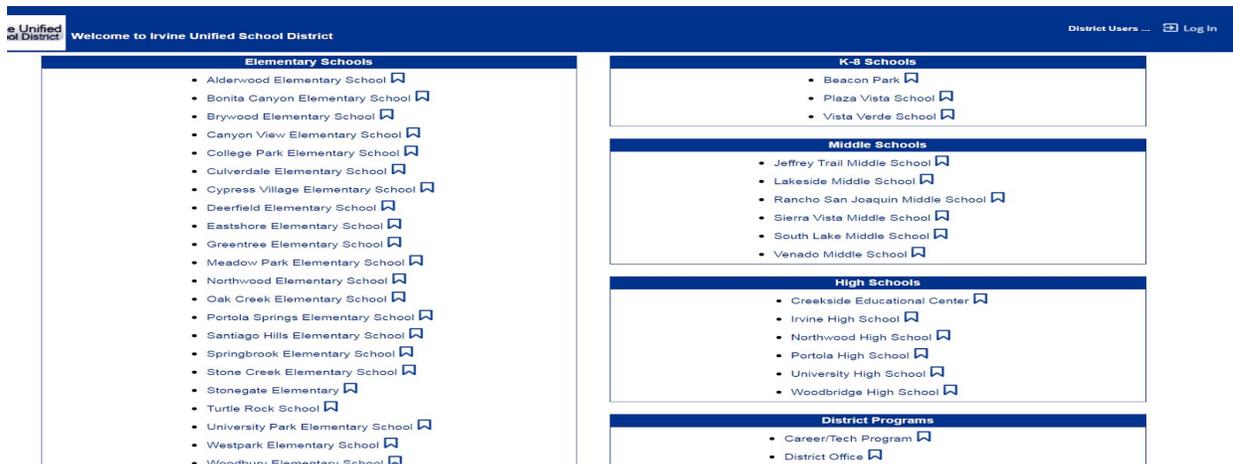


Destiny-Office Staff View

Destiny is the software that tracks library books/ textbook/instruments/devices checked out to students/staff. Students and teachers use it to search library books and ebooks. As of this moment, it is not fully integrated with Aeries. Consequently, any fines for loss or damaged materials in Destiny, need to be viewed in Destiny as they will not appear in Aeries.

Step 1.

Go to Destiny.iusd.org. Do not log in here but click on your school name instead:



The screenshot shows the website interface for Irvine Unified School District. At the top, there is a navigation bar with the district logo, the text "Welcome to Irvine Unified School District", and a "Log In" link. Below the navigation bar, the content is organized into several sections:

- Elementary Schools:** A list of 20 elementary schools, each with a link icon. Schools include Alderwood, Bonita Canyon, Brywood, Canyon View, College Park, Culverdale, Cypress Village, Deerfield, Eastshore, Greentree, Meadow Park, Northwood, Oak Creek, Portola Springs, Santiago Hills, Springbrook, Stone Creek, Stonegate, Turtle Rock, University Park, Westpark, and Woodhiv.
- K-8 Schools:** A list of 3 schools: Beacon Park, Plaza Vista, and Vista Verde.
- Middle Schools:** A list of 6 middle schools: Jeffrey Trail, Lakeside, Rancho San Joaquin, Sierra Vista, South Lake, and Venado.
- High Schools:** A list of 6 high schools: Creekside Educational Center, Irvine, Northwood, Portola, University, and Woodbridge.
- District Programs:** A list of 2 programs: Career/Tech Program and District Office.

Step 2.

On school's Destiny Home page, look to the top right corner for the login link.




The screenshot shows the Destiny Home page for Portola Springs Elementary School. The top navigation bar includes the school name "Portola Springs Elementary School" and a "Log In" link. Below the navigation bar, there are links for "Home" and "Catalog".

Portola Springs Library

Media Techs: Mrs. Trinh & Mrs. Houston

Public Libraries

- Library of Congress
- Newport Beach Public Library (Free card for CA residents)
- Orange County Public Library

Recommended Books

- ALA Notable Books
- CA Dept. Of Ed. Recommended Literature List
- Caldecott Award Books
- California Young Reader Medal
- Newbery Medal and Honor Books

Student Resources

- EB STAX (non-fiction eBooks)
- Encyclopedia Britannica (ask library staff for password)
- Overdrive eBooks
- Portola Student Resources Canvas Course

Step 3.

Login using your regular computer login (without the @iusd.org).



Step 4.

Once logged in, click on the “Circulation” tab to the top, left.



Step 5.

Verify that the drop down shows “**View all**” (red arrow) before you search instead of limiting to either “Library view “ or “Resource view”.

To **find the student**, enter their name in the find box and click “Go”. Then click on the student’s name.



Step 6.

In the student's record, you will be able to see what materials they have checked out and the site that "owns" the materials. In this example, you can see (red arrow) that the student has 2 library books and 5 resources checked out. You can see (green arrow) that this Beacon Park student has textbook materials from (CU) Culverdale.

Home Catalog Circulation

Check Out Items

Check In

Check In Items

Fines

Copy Status

Item Status

Patron Status

Library Information

Reset

How do I...?

To Patron To Department To Location

Find

Only my patrons Only search Last Name: Only Active Patrons

View Classes

Checked Out Library: 2 / Resources: 5

Overdue Library: 1 (View Estimate) / Resources: 0

Fines Library: \$0.00 / Resources: \$0.00

Patron: \$0.00

Grade Level 6

Homeroom

Nickname

Parent Guardian

Teacher Eagle # Tarapore, Zareen

Counselor Eagle # N/A

Student ID - 4 digit

Only today's check outs

Items Out

Due Date	Resource Name	Home Location	Checked Out
6/9/2017	Ancient Civilizations: Grade 6 - Reading Study Guide (Item: [CU] 2450001892)		8/24/2016
6/9/2017	Course 1 - Grade 6: Springboard Mathematics (Item: [CU] 2560075002)		8/24/2016
6/9/2017	Focus on Earth Science: Grade 6 - Reading Essentials: An Interactive Student Textbook (Item: [CU] 2450138220)		8/24/2016
6/9/2017	Focus on Earth Science: Grade 6 - Science Notebook: Active Reading and Note Taking Guide (Item: [CU] 2560008298)		8/24/2016
6/9/2017	Pilot - McGraw Hill - ELA - SE - StudySync - Ancient Realms - Grade 6 (Item: 2670088906)		1/20/2017

In order to see all the materials in detail (library and resource) that the child needs to return if they are leaving the site, go to left margin (purple arrow) and click on "Patron Status".

Step 7.

In the Patron Status view, you will see the details of items that need to be returned if student leaves the site. You can print the record (button at bottom right) for the parent and ask that these materials be returned. The price for lost library books appears next to the title. (red arrows)

Patron Status

Check Out Items

Check In

Check In Items

Fines

Copy Status

Item Status

Patron Status

Library Information

Reset

How do I...?

Find Patron

Only my patrons Only search Last Name: Only Active Patrons

Barcode

Status Active

Gender Female

Card Expires

Grad Year

Birthdate

District ID

Acceptable Use Policy on File? No

Nickname

Grade Level 6

Homeroom

Nickname

Parent Guardian

Teacher Eagle #

Counselor Eagle # N/A

Student ID - 4 digit

View History

Items Out

Library Materials

Due Date	Title	Call Number	Price	Checked Out	Buttons
1/11/2017	Leprechauns and Irish folklore (Copy: 177004988)	398.209 OSB	\$11.79	12/13/2016	Lost
2/7/2017	So B. It : a novel (Copy: 177001499)	FIC WEE	\$16.99	1/24/2017	Lost

Resources

Due Date	Resource Name	Home Location	Checked Out
6/9/2017	Ancient Civilizations: Grade 6 - Reading Study Guide (Item: [CU] 2450001892)		8/24/2016
6/9/2017	Course 1 - Grade 6: Springboard Mathematics (Item: [CU] 2560075002)		8/24/2016
6/9/2017	Focus on Earth Science: Grade 6 - Reading Essentials: An Interactive Student Textbook (Item: [CU] 2450138220)		8/24/2016
6/9/2017	Focus on Earth Science: Grade 6 - Science Notebook: Active Reading and Note Taking Guide (Item: [CU] 2560008298)		8/24/2016
6/9/2017	Pilot - McGraw Hill - ELA - SE - StudySync - Ancient Realms - Grade 6 (Item: 2670088906)		1/20/2017

Fines

View History

If the child has an instrument checked out, it will appear in the "resource materials" section of the record. If it came from the (VAPA) program, the instrument needs to be

returned at the site. Once returned, send the instrument through the district mail addressed to Nicole Reynolds at the District Office. Also please notify Nicole Reynolds the instrument is in the mail. Please contact Nicole Reynolds (NicoleReynolds@iusd.org or X 5080) for any questions.

Step 8.

When notifying teacher(s) that a child is transferring or leaving the district, please include library staff and counselors in the communication so that they are aware. Please work with your library staff for checking in materials and creating and applying payments to fines.

This document was created for the staff and administrators of the Irvine Unified School District by the EdTech division of the Information Technology Department.

Author: Kiyō Nagatomi

For technical assistance, please email helpdesk@iusd.org