This job aid provides instructions on how to run a report that includes teachers’ rosters of their students and the student IDs, which can be used to facilitate the issuance of textbooks for the summer term.

**Step 1**  Go to [http://achieve.lausd.net/iltss](http://achieve.lausd.net/iltss) and login to Destiny Textbook Manager by clicking on the link, “Destiny Manager” under the “Quick Links” section.

**Step 2**  Once logged-in, click on the “Reports” tab

**Step 3**  Select “Textbook Reports” from the options on the left

**Step 4**  Under the “Circulation – Title & Copies” section, click on the “Class Barcodes” link

**Step 5**  You can select to print out class rosters for individual teachers or all teachers. Selecting all teachers will prompt you to “Run Report.” Selecting individual teachers will prompt you for the name.
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Step 5a
If you click “Selected Teacher” you will have to enter the teacher’s name

Step 5b
Once the teacher’s name shows, click select

Step 5c
Select the section(s), then click “Run Report”

Step 6
Click on “Refresh List” until you see the status as “completed,” then click on view to see the report.

If you have any questions, please contact the Destiny Help Desk at 213-241-2733.