

Destiny Library Manager™ eLearning Curriculum

Welcome to Follett Software's Destiny Library Manager™ on-demand eLearning! We are excited to be able to offer a training solution that meets the needs of busy adults working in libraries and school media centers, and we hope that you enjoy your self-paced training journey through Destiny Library Manager™.

These modules were created with adult learning principles in mind, which means they are broken down into 10 minute segments that cover specific topics so you can get repeatable training on what you need, when you need it, for both new and existing staff members. Each module enables you to get hands on experience with the product in a controlled environment before you make any changes to your Destiny Library Manager™ database.

This curriculum document lists all the Destiny Library Manager™ essential eLearning modules in sequential order. We recommend that you take them in the order listed here as many of the modules build upon the information covered in previous modules. There are two pathways through this curriculum; one for those who oversee Destiny Library Manager™ at the site level, and one for all other Destiny Library Manager™ users. If you are the Destiny Library Manager™ site administrator, please follow the curriculum beginning with **Essentials-Administrative Functions**; if you are any other Destiny Library Manager™ user, please skip this section and proceed to **Essentials – Destiny® Basics**.

Administrative Functions – Essentials

The Essentials – Administrative Functions will help you learn about how to set up these aspects of Destiny:

- User log ins
- OPAC user interface
- Destiny Quest™
- Reading Programs (if applicable)
- Circulation, catalog and additional configuration options.

Courses/Modules

eLADM151- Site Administrator Basics

The Site Administrator Basics will help you understand what the Site Administrator is and what you should do to get Destiny Library Manager™ ready for your users.

- eLADM151a- Setting Up User Logins in Destiny Library Manager™
 - This training will teach you how to login to Destiny Library Manager™ as an administrator to create logins for your users for the first time.
- eLADM151b- Access Level Basics
 - Destiny Library Manager™ allows you to customize access based on the patron's job function in the Library. This module will explain the basic default access levels preconfigured in your Library Manager software and how they apply to the most common jobs in the Library.

eLCAT152- Destiny Quest™

- eLCAT152a- Setting Up and Configuring Destiny Quest™
 - Destiny Quest™ is designed specifically for K–12 students. Enhance their usage by enabling specific Site Configuration options and Access Levels to meet the needs of your students.

eLCAT154- One Search™

- eLCAT154a- Setting Up and Administering One Search™
 - One Search™ is a subscription service that searches your catalog, the Internet, and online databases with the click of a button. This module shows you how to set up and administer One Search™.

eLCAT155- WebPath Express™

- eLCAT155a- Setting Up and Administering WebPath Express™
 - WebPath Express™ is a subscription service that allows your students to have access to relevant, grade-appropriate Internet sites in just one click of a button. This module will introduce you to WebPath Express™, as well as assist you in properly setting up WebPath Express™.

Destiny Basics – Essentials

The Destiny Library Manager™ Basics will help learn how to use Destiny's Help systems, how to navigate in Destiny Library Manager™, search the Catalog, and more. This is a great place for new users to learn how to use Destiny Library Manager™.

Courses/Modules

eLBAS150- Online Help

- eLBAS150a- Online Help for Library Manager
 - At your fingertips are rich resources to help answer questions about your Destiny. Online help is designed to get you answers quickly and efficiently. This module outlines how to use online help.

eLBAS151- Navigation Basics

- eLBAS151a- Getting Around in Destiny Library Manager™
 - Easily navigate throughout Destiny Library Manager™ with breadcrumbs, action buttons, and various other tools. Concepts such as what Destiny Library Manager™ is and how to troubleshoot when an option is not working properly will also be revealed.

eLCAT151- Searching the Catalog

- eLCAT151a- Basic Search
 - This module will teach you how to search your catalog using the Basic Search subtab in Destiny Library Manager™.
- eLCAT151b- Power Search
 - Destiny Library Manager™ offers many ways to search your catalog. Power Search allows you to limit your searches using Boolean operators, Material Types and Publication years. This module will help you learn how to search using Power Search in Destiny Library Manager™.

eLCAT152- Destiny Quest™

- eLCAT152b- How to Use Destiny Quest™
 - Destiny Quest™ is designed to engage K – 12 students with a graphical, engaging interface that allows resources to be easily located. Students can see new titles, the top ten checked out titles, and suggestions of titles that are similar to the search terms being used.

Circulation – Essentials

These modules outline how you can check out items to patrons using barcodes, patron names, and homerooms for a quick and efficient check out.

Courses/Modules

eLCIR150- Checking Out and Checking In

- eLCIR150a- Checking Out and Checking In with Barcodes
 - One of the most fundamental tasks of any library or media center is to circulate items. In this module, you will learn how Destiny Library Manager™ can help you check out and check in using patron and copy barcodes.
- eLCIR150b- Checking Out and Checking In with Names
 - One of the most fundamental tasks of any library or media center is to circulate items. In this module, you will learn how Destiny Library Manager™ can help you check out and check in using patron names and titles.
- eLCIR150c- Checking Out by Homeroom
 - Destiny allows you to simply select a homeroom and see all of the students in that homeroom during circulation. No searching or scanning of the patron record required. In this module, learn how you can check out items by homeroom.

eLCIR151- Overdue Notices and Reports

- eLCIR151a- Creating Overdue Notices & Reports
 - This module will cover how to create notices and reports that notify you and your patrons of what items are overdue or will be overdue if not returned. Accountability is made easy by using the Destiny Library Manager™ reporting features.

eLCIR152- Offline Circulation

- eLCIR152a- Performing Offline Circulation
 - Whether you want to hold a reading session outside the library or if the internet is not accessible, circulation in Destiny Library Manager™ does not have to stop. This module will show you how to use offline circulation to document all circulation activity when you do not have access to the Destiny® server.

eLCIR250- Loan Policies

- eLCIR250a- Loan Policy Basics – Fines and Due Dates
 - Have you ever wondered how fines and due dates are calculated? How Destiny Library Manager™ knows when to alert if a hold is ready, or if someone has reached their checkout or renewal limit? The library policies

option helps you establish limits so Destiny Library Manager™ will automatically alert and manage all of these transactions. This module is an overview of some of the basic concepts related to the Library Policies feature.

- eLCIR250b- Loan Policies – Circulation and Patron Types
 - Library polices define the circulation periods for your library materials. They are used to monitor and control checkouts, fine calculations and holds. This module will define the difference between circulation types and patron types in your library help you learn how to better manage your loan policies.

eLCIR251- Customizing Circulation Options

- eLCIR251a- Site Configuration: Customizing Circulation Options
 - There are different options in Site Configuration that determine circulation settings. These options can be set once or reconfigured as your needs change. Options include: interlibrary loans, loan period calculations, patron pictures, setting up fines and holds, setting the preferred barcode symbologies, user-defined fields, and customizing circulation sounds.

Cataloging – Essentials

These modules will help you learn how to add titles and copies through a title import, how to update individual copies, and delete old or lost copies in your collection.

eLCAT250- Importing Titles

- eLCAT250a- Title Import
 - This course will teach the learner how to import a title into Destiny Library Manager™. Learners will become familiar with the terminology, navigation, procedures, and concepts related to importing a title.

eLCAT254- Customizing Catalog Options

- eLCAT254a- Site Configuration: Customizing Catalog Options
 - There are different options in Site Configuration that determine the features available in your catalog. These options can be set once or reconfigured as your needs change. Options cover: Reading Programs, order and availability of Title Details, Reader Reviews, search term settings and statistics, Visual Search display, foreign language settings, default sorting for search results, title deletion with no copies, and inventory settings.

eLCAT350- Editing Copy Records

- eLCAT350a- Editing Within A Copy Record
 - This module involves going into your copy and changing or updating fields within your copy record. You will have the chance to change a call number, update a circulation type and sublocation, select a copy category, and identify other fields that can be modified.

eLCAT352- Deleting Copy Records

- eLCAT352a- Deleting Individual Copies
 - This module will give you a chance to delete copies using the update copies option or locating your copy and selecting delete.

Enriched Content Subscription – Essentials

These modules outline how to use the Enriched Content Subscription services such as WebPath Express™, Accelerated Reader, and One Search™. Learn how the catalog becomes enriched with web based resources and Reading Programs with these subscriptions.

Courses/Modules

eLCAT153- Reading Programs

- eLCAT153a- Reading Programs- Reading Counts
 - In this module, you will learn how to search the catalog for Reading Counts! items, how to maintain your Reading Program's quizzes, the differences between Enterprise and downloading quizzes, how to manually add quizzes, and which reports will help you manage your quizzes.
- eLCAT153b- Reading Programs- Accelerated Reader
 - In this module, you will learn how to search the catalog for Accelerated Reader items, how to maintain your Reading Program's quizzes, the differences between Enterprise and downloading quizzes, how to manually add quizzes, and which reports will help you manage your quizzes.
- eLCAT153c- Reading Programs- Lexile
 - In this module, learn about how to use Lexile in your library. You will learn how to limit the catalog search to Lexile items, how to set up Lexile Measures in Destiny, and how to run a list of Lexile items at particular levels.

eLCAT154- One Search

- eLCAT154b- How to Search with One Search™
 - One Search™ is a subscription service that allows patrons to search multiple online resources at one time. Patrons will have a multitude of search results to choose from when utilizing One Search™ for searching.

eLCAT155- WebPath Express™

- eLCAT155b- How to Search with WebPath Express™
 - WebPath Express™ is a subscription service that allows your students to have access to relevant, grade-appropriate Internet sites in just one click of a button. This module will teach you how to search the various WebPath Express™ options and explore the search results.

These are elective modules for head librarians and library staff.

Administrative Functions – Electives

These modules illustrate various administrative tasks that can be run to customize Destiny to suit your site's needs.

Courses/Modules

eLCAT253- Visual Search

- eLCAT253a Setting up a Visual Search
 - To accommodate patrons of all ages and learning styles, Destiny Library Manager™ has the ability to search the catalog using graphics, pictures, and icons. As a library administrator, you can also use Visual Search to set up preconfigured searches based on faculty assignments, age level, and more. This module will outline how to use Visual Search, import graphics, and create searches.

Circulation – Electives

These modules feature how you can gather important circulation statistics and more from your circulating (and noncirculating) items.

Courses/Modules

eLCIR253- Circulation Statistics

Find out what is circulating in your library, what materials are getting used often (or not at all), the age, and overall value of your collection in these modules.

- eLCIR253a- Circulation Statistics
 - In this module, you will learn about how to use the Circulation Statistics Summary Report to obtain valuable circulation information such as number of circulations, age of copies, and overall value of copies.
- eLCIR253b- Reporting on Circulation Statistics
 - In this module, you will learn about how to use the Customize Copy View on the Collection Statistics Summary report to find specific circulation information about your collection.

Cataloging – Electives

These modules will help you learn about different tools to enhance the OPAC and manage your library collection.

Courses/Modules

eLCAT150- Resource Lists

- eLCAT150a – Using Resource Lists – Bibliographies and Citations
 - In this module, you will learn how you can create a list of resources, bibliographies, and citation lists in a few clicks.