

Overview

Beginning in April 2010, additional functions are being added to Destiny Textbook Manager to support the functions of ordering and distribution of new and replacement materials from the State Textbook Office. These improvements allow the state to combine all functions regarding textbook materials in one system, and eliminate the need for districts and schools to utilize separate systems. Maintaining all information in Destiny Textbook Manager greatly improves the state's ability to validate and control ordering.

These new functions replace the existing mysctextbooks.com functions. Districts and schools will be required to place all orders for new and replacement materials in Destiny Textbook Manager. The new functionality provides the districts and schools with additional functions to support:

- Districts must identify the approved programs they have selected for pre-ordering newly adopted textbooks.
- Schools must submit their annual pre-order information.
- Schools can also submit regular orders for new and replacement materials.
- Schools must receive shipments of new and replacement materials.

Programs

To support the pre-order of new materials, the State Textbook Office will define programs and assign textbook titles to them. Programs will be defined based on grade level and publisher. Your district's textbook coordinator will select the programs available to your schools for ordering during the pre-order period.

As a school textbook coordinator, you do not have to do anything to configure programs. The titles available for you to order will be selected for you by your district and the State Textbook Office.

Pre-orders

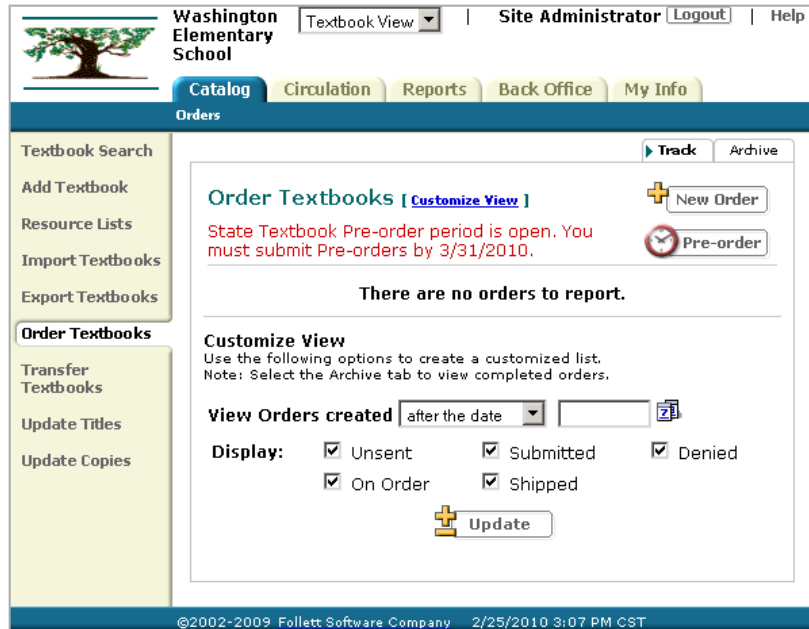
As a district textbook coordinator, you only need to select the programs available to your schools for ordering during the pre-order period. You do not have to do anything further to configure access for your schools. You can view pre-orders, but not create, edit, approve, or deny them.

As a school textbook coordinator, Destiny will display a message reminding you that the pre-order period is open when you log in. The message includes the date your pre-order is due and the number of days remaining in the pre-order period. Once you submit your pre-order, Destiny will no longer display the message.

To create your pre-order, open Order Textbooks in the Catalog and

click  Pre-order.

During the pre-order period, you can only order titles that have been newly adopted in the current school year. You can only create one pre-order, but you can save and edit it later. Once you submit your pre-order, the State Textbook Office can approve or deny it, or adjust the quantities for each title to be shipped.



The screenshot shows the Destiny software interface for Washington Elementary School. The user is logged in as Site Administrator. The main navigation bar includes Catalog, Circulation, Reports, Back Office, and My Info. The 'Orders' section is active, showing 'Order Textbooks' with a 'Pre-order' button. A message indicates the pre-order period is open until 3/31/2010. Below the message, it states 'There are no orders to report.' and provides options to 'Customize View' and 'Update'.

Regular orders

As a district textbooks coordinator, you can view orders, but not create, edit, approve, or deny them.

As a school textbooks coordinator, you can place regular orders in addition to pre-orders. The process for regular orders is similar to the process for pre-orders, except that you can order textbooks that were adopted in any year.

You can only place one order at a time, but you can save and edit it later. Once you submit your order, the State Textbook Office can approve or deny it, or adjust the quantities for each title to be shipped.

Receiving shipments

Once the State Textbook Office ships your order, you can track the shipment from **Order Textbooks** in the **Catalog**. (This function has been moved from **Transfer Textbooks**.) For each order, Destiny displays the following quantities:

- Titles ordered
- Copies ordered
- Copies shipped
- Copies canceled
- Copies received

Note: A single order may contain multiple shipments.