

Guilford County Schools

Library Media Services Department



Destiny Site Dashboard

School Site Dashboard

Each school has a unique Site Dashboard that can display a snapshot of data for specific periods of time. The Dashboard can be customized depending on what data is needed.

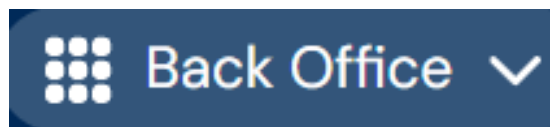
Accessing the Site Dashboard

Go to your school Destiny Discover or Back Office homepage.

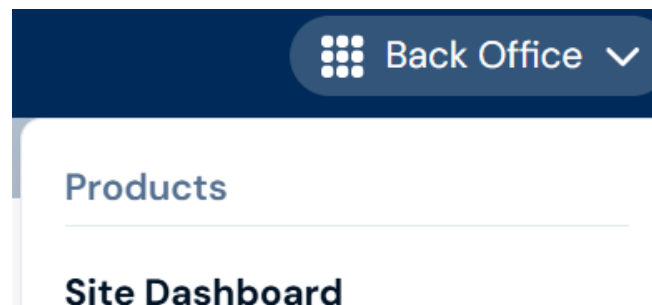
Login with the mediaspec user account.

A screenshot of the Follett Training Library login page. At the top, it says "Log into Follett" and "Training Library". Below this, there are two login options: "Clever" with a blue 'C' icon and "Guilford County Schools - SSO" with a key icon. To the right of these options, there are input fields for "Username" and "Password". The "Username" field has a red border and a red error message "Username is required" below it. The "Password" field has a red border and a toggle icon to the right. Below the password field, there is a checkbox labeled "Remember me". At the bottom, there are two buttons: "Log in as guest" and "Log in".

Click on the “waffle” to open the menu.



Click on Site Dashboard. It is the first item listed in the menu - you may need to scroll up to see it.



Customizing the Site Dashboard

Click “Edit Setting”.	<div>↻ As of: Just now • ✎ Edit Settings</div>
Select which Active Highlights to show on the Dashboard by clicking the box.	<div>Choose Active Highlights to show at the top of your dashboard</div> <div><input checked="" type="checkbox"/> Checkouts <input type="checkbox"/> Holds <input checked="" type="checkbox"/> Overdue <input checked="" type="checkbox"/> Checked-in Today <input checked="" type="checkbox"/> Copies Added</div> <div><input type="checkbox"/> ILLs <input type="checkbox"/> DD Users</div>
Select which Reporting to show on the Dashboard by toggling the button on or off.	<div>Reporting</div> <div><div><div>Library Circulations</div><div>View trends of circulation activity</div><div><input checked="" type="checkbox"/></div></div><div><div>Most Popular</div><div>View most popular titles and series</div><div><input checked="" type="checkbox"/></div></div><div><div>Items on Hold</div><div>View trends of holds activity</div><div><input type="checkbox"/></div></div></div>
Select whether or not to show Recommendations by checking the box.	<div>Recommendations</div> <div><input checked="" type="checkbox"/> Show book recommendations for my library</div>
Click Save Configuration.	<div>Cancel Save Configuration</div>
Changing the Reporting Date	
Click on the Calendar icon.	<div>This Week </div>
Select the reporting time period.	<div>Today This Week This Month This Year Exact Dates</div>
For Custom Dates, select the beginning and ending date on the calendar.	<div><div>Today This Week This Month This Year Exact Dates</div><div><div>Start Date</div><div>JUN 2024 < ></div><div>S M T W T F S</div><div>1</div><div>2 3 4 5 6 7 8</div></div><div><div>End Date</div><div>JUN 2025 < ></div><div>S M T W T F S</div><div>1 2 3 4 5 6 7</div><div>8 9 10 11 12 13 14</div></div></div>

Click Save Configuration.	<div> <div>Cancel</div> <div>Save Configuration</div> </div>
Changing the Reporting Grades	
Click on All Grades.	<div>All Grades</div>
<p>Either toggle on Select all grades or select specific grades by checking the box.</p> <p>Click Done.</p>	<div> <div>Grade Filter</div> <div>×</div> <div>Select all grades <input type="checkbox"/></div> <div> <div><input checked="" type="checkbox"/></div> <div>01</div> </div> <div> <div><input checked="" type="checkbox"/></div> <div>02</div> </div> <div>Done</div> </div>
Help and Questions	
<p>Please contact the Library Media Services Department for assistance with Destiny.</p> <p>Nancy Cravey, Library Media Services Lead Teacher craveyn@gcsnc.com</p> <p>Natalie Strange Director of Library Media Services strangn@gcsnc.com</p>	