

Destiny® Textbook Manager

Getting Started with Material Orders

Destiny Textbook Manager supports the ordering and distribution of new and replacement materials from the Office of Instructional Materials (OIM). Districts and schools are required to place all orders for new and replacement materials in Textbook Manager.

Following are some guidelines:

- 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 OIM will define programs, and assign textbook titles to them. Programs will be defined based on grade level and publisher. During the pre-order period, the district's textbook coordinator will select the programs available to schools for ordering.

School textbook coordinators do not have to do anything to configure programs. The titles available to order will be selected by the district and the OIM.

Pre-Orders

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

When a school textbook coordinator logs in to Textbook Manager, a reminder message appears stating the pre-order period is open. The

message includes the date the pre-order is due and the number of days remaining in the pre-order period. Once the pre-order is submitted, the message will no longer appear.

State Textbook Pre-order period is open

You must submit your Pre-order to the Office of Instructional Materials by 5/7/2021. Days to submit your Pre-order: 4

To create a pre-order, select **Catalog > Order Textbooks**, and then click **Pre-Order**.

Date Created	Date Approved	Order #	Titles	ORDERED Total Copies	Amount
4/25/2021 3:58 PM	4/25/2021 4:07 PM	RS21001220	4	48	\$1,198.35

During the pre-order period, only titles that have been newly adopted in the current school year can be ordered. A pre-order can only be created once, but it can be saved and edited later. Once the pre-order is submitted, the OIM can approve, deny, or adjust the quantities for each title to be shipped.

Regular Orders

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

A school's textbook coordinator can place regular orders in addition to pre-orders. The process for regular and pre-orders is similar, except orders can include textbooks that were adopted in any year.

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Only one order can be placed at a time, but it can be saved and edited it later. Once the order is submitted, the OIM can approve, deny, or adjust the quantities for each title to be shipped.

Receive Shipments

Once the OIM ships the order, the shipment can be tracked in **Catalog > Order Textbooks**. For each order, Textbook Manager displays the following quantities:

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

A single order can contain multiple shipments.

