

# Destiny® Textbook Manager

## Textbook Orders at a School

Place an order with the State Office of Instructional Materials for materials needed at a school.

### Create an Order

1. Log in to the school.
2. Select **Catalog > Order Textbooks > Track** sub-tab.

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

3. Click **Add New Order**.

4. Enter the contact information.
5. Do one of the following:

To...	Then...
Use the	a. In the first drop-down, select <b>Create List</b> .

To...	Then...
State ID	<ol style="list-style-type: none"> <li>Enter the <b>State ID</b> and <b>Quantity</b>.</li> <li>Click <b>Add</b>. The order information appears in the <b>Order Details</b> section.</li> </ol> <ol style="list-style-type: none"> <li>To change the number of items being ordered, enter the number in <b>Site Requested</b>.</li> </ol>

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To...	Then...															
Search for a title	<p>a. In the first drop-down, select <b>Search for Titles</b>.</p> <p>b. Enter the search term in the <b>Find</b> field.</p> <p>c. Select the field to search from the <b>in</b> drop-down.</p> <p>d. Click <b>Go</b>.</p> <p>e. Enter the quantity being ordered in <b>Site Requested</b>.</p> <div data-bbox="394 540 989 797" data-label="Image"> <table border="1"> <thead> <tr> <th>Textbook title Price / Adoption Year</th> <th>ISBN Edition</th> <th>State / Textbook ID Publisher</th> <th>Current Enrollment</th> <th>Site Requested</th> </tr> </thead> <tbody> <tr> <td>Full Option Science System (FOSS), Grade 1, Sound and Light (NG) -- Kit-64 \$1,085.28 Adoption Year: 2016</td> <td>978-1-82571-272-1</td> <td>1630110 Delta Education, LLC</td> <td>0</td> <td><input type="text"/></td> </tr> <tr> <td>Full Option Science System (FOSS), Grade 2, Balance and Motion -- Kit-64 \$833.28 Adoption Year: 2016</td> <td>978-1-00902-005-4 3rd Edition</td> <td>1630111 Delta Education, LLC</td> <td>0</td> <td><input type="text"/></td> </tr> </tbody> </table> </div> <p>f. Click <b>Select</b>.</p>	Textbook title Price / Adoption Year	ISBN Edition	State / Textbook ID Publisher	Current Enrollment	Site Requested	Full Option Science System (FOSS), Grade 1, Sound and Light (NG) -- Kit-64 \$1,085.28 Adoption Year: 2016	978-1-82571-272-1	1630110 Delta Education, LLC	0	<input type="text"/>	Full Option Science System (FOSS), Grade 2, Balance and Motion -- Kit-64 \$833.28 Adoption Year: 2016	978-1-00902-005-4 3rd Edition	1630111 Delta Education, LLC	0	<input type="text"/>
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## Submit an Order

To submit the order immediately, click **Save & Send**; otherwise, to make changes and submit the order later, click **Save**.

**Unsent Order**

[Add Note](#)

\* Name  Email

\* Phone Number  Ship After

\* Fax  \* = Required

**Save & Send** **Save** **Cancel**

**Select Titles to Order**

State ID  Quantity  **Add**

**Create List**

**Order Details**

Textbook title Price / Adoption Year	ISBN Edition	State / Textbook ID Publisher	Current Enrollment	Current Site Inventory	Other Open Site Orders	Site Requested
Full Option Science System (FOSS), Grade 1, Sound and Light (NG) -- Kit-64 \$1,085.28 Adoption Year: 2016	978-1-62571-272-1	1630110 Delta Education, LLC	0	2	0	<input type="text" value="25"/>
Full Option Science System (FOSS), Grade 3, Energy and Electromagnetism -- Kit-64 \$1,695.68 Adoption Year: 2016	978-1-60902-011-8 3rd Edition	1630112 Delta Education, LLC	0	2	0	<input type="text" value="25"/>

To submit the order and send it to the OIM, click **Save & Send**. A message confirms the order is in compliance with the order guidelines for the state.

**⚠ I certify that this order is in compliance with the Ordering Guidelines for the state.**

**Yes** **No**

A sent order appears in the **Submitted** section. The Office of Instructional Materials can handle the order in one of the following ways:

- Approve the order as it was sent. When the order is approved and finalized, it moves to the **On Order** section. When it is fulfilled, it moves to the **Shipped** section.
- Adjust the quantities of some or all of the titles in the order, and then approve it. When the order is approved and finalized, it moves to the **On Order** section. When it is fulfilled, it moves to **Shipped**.

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- Revive or send the order back to the school to make changes be resubmitted. The order moves to the **Unsent** section.
- Deny the order. The order moves to the **Denied** section.

## Track the Shipment

Once the Office of Instructional Materials ships the order, it appears in the **Shipped** section.

Order Textbooks [Customize View] Track Archive Add New Order

Unbarcoded copies must be received through shipments.

Submitted (1) ▾

Shipped (3) ▲ View details for the order.

Date Ordered ▾	Order #	Titles	Total Copies	Amount	Shipped	Canceled	Received
5/6/2021 10:25 AM	RS21001187	6	559	\$4,472.00	559	0	0

⌚ = Pre-order   📄 = View Note   👁 = View   🗑 = Remove   📦 = View Shipments View individual shipments for the order.

## View Shipment Details

Shipments Order #: RS21001187 Close

Add Note

Shipments Show Less or Show More.

Date Shipped ▾	Carrier	Tracking Number	Weight	Value
5/6/2021	UPS		0	\$4,472.00 <span>Show Less ▲</span>

Title/Price	Ordered	Canceled	Barcoded	Unbarcoded	Shipped/Received --	Value
South Carolina Journeys, Grade 1 -- Online Student Pack, 1-Year (State ID: 1210013) \$8.00	103	0	0/0	103/0	\$824.00	
South Carolina Journeys, Grade 2 -- Online Student Pack, 1-Year (State ID: 1210015) \$8.00	80	0	0/0	80/0	\$640.00	
South Carolina Journeys, Grade 3 -- Online Student Pack, 1-Year (State ID: 1210023) \$8.00	107	0	0/0	107/0	\$856.00	
South Carolina Journeys, Grade 4 -- Online Student Pack, 1-Year (State ID: 1210033) \$8.00	91	0	0/0	91/0	\$728.00	
South Carolina Journeys, Grade 5 -- Online Student Pack, 1-Year (State ID: 1210053) \$8.00	94	0	0/0	94/0	\$752.00	
South Carolina Journeys -- Online Student Pack, 1-Year (State ID: 1210003) \$8.00	84	0	0/0	84/0	\$672.00	
<b>Order Total</b>					<b>\$4,472.00</b>	

The value for each title in the shipment and total copies ordered, canceled, barcoded and unbarcoded copies shipped and received is displayed. To receive copies, click **Receive**. Once all copies are received, the order moves to the **Completed** section on the **Archive** sub-tab.

## Create and View Orders as a District User

Welcome to Aiken County School District Current user: PLD1 Log Out District Help

**Elementary Schools**

- Aiken Elementary School - 0201016
- Belvedere Elementary School - 0201019
- Byrd Elementary School - 0201021
- Chukker Creek Elementary School - 0201056
- Cleanwater Elementary School - 0201024
- Cyril B. Busbee Elementary School - 0201051
- East Aiken School of the Arts - 0201027
- Gloverville Elementary School - 0201029
- Graniteville Elementary School - 0201066

**High Schools**

- Aiken County Career & Technology Center - 0201995
- Aiken High School - 0201002
- Aiken Scholars Academy - 0201061
- Midland Valley High School - 0201006
- North Augusta High School - 0201012
- Ridge Spring Monetta High School - 0201060
- Silver Bluff High School - 0201001
- South Aiken High School - 0201003
- Wagener Salley High School - 0201015

As a district user, view orders for all schools in the district by clicking **District**.

If you have permission to access individual schools, you can place orders for them directly. To place an order for a school, click the name, and then follow the process above.