

Setting Up Biblionasium in Destiny Discover

Before you begin

Before synchronizing your Destiny patron records with Biblionasium™, you need to make sure the person setting it up has Destiny Administrator rights.

Note: For help with setting up Biblionasium in Destiny Discover™, contact Follett Technical Support at 888.511.5114 + Option 3.

Setup Checklist






This guide walks you through the steps needed to set up Biblionasium in Destiny Discover:

- 1. Make sure homerooms are set up in Destiny with the respective teacher assigned as the supervisor.
- 2. Set access levels for patrons.
- 3. Enable Biblionasium integration.

Step 1: Set up homerooms


Do one of the following:

- If your school's Destiny patron records CONTAIN up-to-date homerooms and grade levels, skip to the *Set up access levels for Biblionasium* section of this document.
Note: For homeroom groups to transfer to Biblionasium correctly, ensure that all homerooms have the appropriate homeroom supervisor assigned, all teachers have an email address in their patron record and each student is assigned to the appropriate homeroom.
- If your school's Destiny patron records DO NOT CONTAIN up-to-date homerooms and grade levels, use the following table to choose a way to update your patron records:

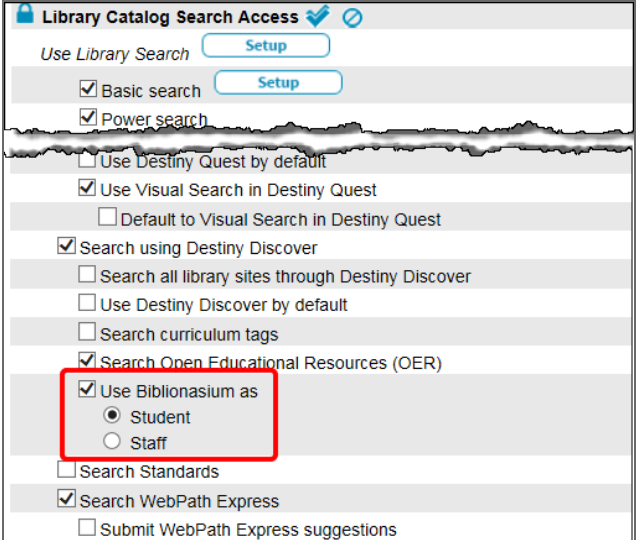
If you want to...	Then...
<p>Update Destiny patrons via the Patron Import process (requires CSV file)</p>	<p>Assign grade levels and homerooms in the CSV file. After, you must assign teachers to each homeroom.</p> <p>Note: If the file contains a homeroom that does not exist in the Destiny site, the Patron Import process creates it and assigns it to the patron.</p> <p> After you create and assign homerooms via the Patron Import process, you need to assign each homeroom to the appropriate homeroom Supervisor in Destiny.</p> <p>For example, if you created the homeroom, "2nd Grade - Mrs. Becker," you need to assign that homeroom to Mrs. Becker's patron record. Then, when you integrate with Bibliationasium, Mrs. Becker will automatically be assigned as the teacher of the group.</p> <ol style="list-style-type: none"> Go to Back Office > Manage Homerooms. Click  next to the homeroom. To assign a supervisor, click Select. Search for the patron to assign as Supervisor, and then click Select next to that person's name. Repeat steps a–d for each homeroom.
<p>Update Destiny patrons manually</p>	<p>Add homerooms to your Destiny site using the following steps:</p> <ol style="list-style-type: none"> Go to Back Office > Manage Homerooms. In the Add Homeroom field, type the name of the homeroom. <p> You must assign the appropriate homeroom Supervisor to the homeroom.</p> <ol style="list-style-type: none"> To assign a Supervisor, click Select. <p>Note: The homeroom Supervisor is the teacher. For example, if the homeroom is "2nd Grade - Mrs. Becker," you need to assign Mrs. Becker as the Supervisor.</p> <ol style="list-style-type: none"> Search for the patron to assign as Supervisor, and then click Select next to that person's name. Repeat steps a–d for all homerooms you want to add. <p>Once homerooms are added, you are ready to assign students and grade levels using one of the recommended methods:</p> <ul style="list-style-type: none">  From the Update Patrons page, update homerooms and grade levels based on a list of patrons or a barcode list or file.  From the Manage Patrons page, update patron records one-by-one.



Step 2: Set up access levels for Biblionasium

To give patrons access to Biblionasium, you need to assign the appropriate access level permission using the following steps:

1. Log in as a site administrator or Destiny administrator.
2. Select **Back Office > Access Levels**.
3. Next to the access level you want to edit, click .
4. From the Library Materials subtab, Library Catalog Search Access section, select the **Use Biblionasium as** checkbox.
Note: Patrons must also have the "Search using Destiny Discover" permission to access Biblionasium from Destiny.
5. Select **Student** or **Staff**.
Note: For teacher and librarian access levels, select **Staff**.
6. Click **Save**.

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Library Catalog Search Access  

Use Library Search

Basic search

Power search

Use Destiny Quest by default

Use Visual Search in Destiny Quest

Default to Visual Search in Destiny Quest

Search using Destiny Discover

Search all library sites through Destiny Discover

Use Destiny Discover by default

Search curriculum tags

Search Open Educational Resources (OER)

Use Biblionasium as

- Student
- Staff

Search Standards

Search WebPath Express

Submit WebPath Express suggestions

Step 3: Enable Biblionasium

Reminder: For homeroom groups to transfer to Biblionasium correctly, ensure that all teachers have an email address in their patron record and that each student is assigned to the appropriate homeroom.

To enable the integration between Destiny Discover™ and Biblionasium:

1. Log in as a site administrator or Destiny administrator.
2. Select **Back Office > Site Configuration > Site Info**.
3. Select the **Use Biblionasium** checkbox.
Note: Clicking **Save** after each step of the configuration process is recommended.
4. The terms and conditions appear. To accept them, type your name, and then click **Sign**.
5. Before you can enable Biblionasium, you need to assign a Biblionasium Supervisor. The Biblionasium Supervisor has administrative rights in Biblionasium, including group management. To assign a user, click **Select**.
Note: Typically, the school librarian's patron record is selected as the Biblionasium Supervisor.
6. Search for a patron to assign as the Biblionasium Supervisor, and then click **Select**.
Note: The Biblionasium Supervisor must have the access level permission "Use Biblionasium as Staff".
7. Click **Synchronize** to synchronize Destiny patron records with Biblionasium.
Note: Allow 15–30 minutes (depending on the size of your school) after the job has successfully finished in Destiny Job Manager for Biblionasium to receive all the information.
8. If you want to automatically synchronize every week, select the **Automatically synchronize every 7 days** checkbox. You can manually synchronize at any time by clicking **Synchronize**.

The screenshot shows the 'Site Customer Number' field with a value of '00000000'. Below it is a checked checkbox for 'Use Biblionasium' with a help icon. A message states: 'To complete this integration, you must configure the "Use Biblionasium" access right through Back Office > Access Levels. In order to select your Biblionasium Supervisor you will first need to set their Access level to "Use Biblionasium".' Below this is the text 'Supervisor: Seth Cooper' and a 'Select' button. A second message says: 'Once a Biblionasium Supervisor is defined, synchronize Destiny and Biblionasium.' Below that is a 'Synchronize' button and an unchecked checkbox for 'Automatically synchronize every 7 days'. At the bottom, it says 'Synchronization Completed: 6/21/2016 10:51 AM'.

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