

CANYONS SCHOOL DISTRICT

INSTRUCTIONAL SUPPORT CENTER

STEPS FOR ORDERING INSTRUCTIONAL MEDIA MATERIALS ONLINE

1. Internet Web Site – destiny.canyonsdistrict.org
2. Click on School Site
3. Login – teacher’s first name.last name
Password – teacher’s last name
4. Click Login.
5. Catalog tab is displayed.
6. Click **OFF** School Location Site.
7. Click on **CANYONS DISTRICT MEDIA CENTER**.
8. In **FIND** field, type in Title of Selection, the Series, Keyword or Subject that you want to search.
9. Click on Title, Keyword, Series or Subject icon – it brings up selections.
10. Click on **DETAILS** of selection to view information and to book.
11. Hit **GREEN** arrow if you want to see other selections on this title.
12. Click on **GREEN** arrow if you want to go back.
13. Select the item that you want and click **BOOK IT** displayed at the right of the screen – it brings up Calendar.
14. Click on Date desired (click on arrows displayed at the top of calendar to change months).
15. Return date automatically sets. If the check out and return dates are the same, call ISC for help.
16. Click on **SAVE**.
17. Item is booked.
18. Teachers can go into **MY INFO** to view selections.
19. Teachers can trash selection or edit and change date of delivery in **MY INFO**.
20. **TEACHERS CANNOT ALTER THE RETURN DATE.** Call ISC if you need to extend videos.

**TRUNKS, GAMES AND STAFF DEVELOPMENT MATERIALS MUST BE
ORDERED BY CALLING THE INSTRUCTIONAL SUPPORT CENTER:
801-826-5405.**