Generating a Student to Textbook Statistics report

Student to Textbook Statistics provides you with a list of your textbook(s), the total number of copies that you have, the number needed for classes, the number already checked out, and any surplus or shortage.

The list can include one or all departments, one or all textbooks, and can be limited to a single school term. District report creators and textbooks managers can report on the entire district, a group of schools, or a single school. Site administrators can report on just their school or on the entire district.

Note: To generate an informative report, you must already have set up your classes in Update Classes in the Back Office and assigned textbooks and students to them. This report requires that you've assigned students to the classes; it does not use any Estimated Enrollment numbers.

How do I create the list I need?

To generate the list

1. Open the Textbook page of Reports and select Student to Textbook Statistics.
2. If you are a district textbooks manager or reports creator, select the district, a group, or an individual school from the For list.
3. In the Show list, choose to include all departments, or select a single one.
4. To limit the report to a particular textbook, choose "by Title" or "by ISBN" in the Select list, and then enter the name or number in the box that appears.
5. To limit the report to classes in a particular term or other date range, enter the range in the starting date and ending date boxes. Click for a calendar or use the mm/dd/yy format. If you don't enter a date range, all classes for the selected school(s), department(s), and textbook(s) are included in the report.
6. If you're generating the report at a school, choose whether you want statistics for just your school or the entire district. A district summary does not include the department and class details (see below).
7. To run the report now, click .
   To save the setup, click and enter a name for the report. You must choose a name that is unique for the report at your school. Then click either or .

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How do I work with saved lists?

Once you save the report setup, it appears on the Saved Reports tab, where you have more options for working with it:

- **Add to Favorites**: Click to add a Saved Report to your My Favorites list. Saved Reports already in your My Favorites list are designated with.
- **Run**: Click to run the report. Each time you run the report, the results reflect the current contents of your collection. Other users with permission to run reports can also run your Saved Reports.
- **Edit**: Click to edit the report. When you edit a saved report setup and re-save it (even with a different name), the original report setup is overwritten.
- **Duplicate**: Click to duplicate an existing Saved Report. This is a quick way to create one or more additional Saved Reports based on the configuration of the original Saved Reports.
- **Delete**: Click to delete the report. Destiny notifies you if the report is a favorite of any other users. When you delete a Saved Report, previous reports from the Saved Report are not deleted from the Report Manager.

When you run a saved Student to Textbook Statistics report with a date limiter, Destiny again displays the saved date and reminds you to change it.

What information does the list include?

If you're running the report for a single school, the report lists the following information for every textbook that's been assigned to a class section:

- The textbook title and ISBN
- The default budget category (if available)
- The department
- The class name and ID
- The number of students enrolled in all sections of the class

**Note**: This report does not use any Estimated Enrollment numbers.

- The total number of copies at the school with a Status of Available, Checked Out, or In Transit. This number does not include those with a Status of Loaned Out, Lost, On Order, or Out for Repairs, or those that have a condition of Unusable.
- It does not include any teacher's editions or resource kits.
- The total number of students enrolled in all classes that use the title
- Any shortage or overage

If you're running the report for a group of schools or for the district, the report lists the following information for every textbook that's been assigned to a class section:

- The textbook title and ISBN
- The default budget category (if available)
- The name of each school that has copies of the textbook
  - The total number of copies at that school
  - The number of incoming transferred copies for that school
  - The total number of students enrolled in all classes at that school that use the textbook

**Note**: If a student is enrolled in multiple classes that use the same textbook, Destiny assumes that the student needs only one copy of the textbook.
Any shortage or overage

- The total number of copies of a textbook at all included schools, minus those that have a Status of Lost, Loaned Out, On Order, or Out for Repairs, and those that have a condition of Unusable. It does not include any teacher editions or resource kits.
- The total number of students enrolled in all classes that use the title
- Any shortage or overage

At the bottom, the summary lists the number of titles with extra copies, and the number of titles with a shortage.

Note: For a textbook title to appear on this report, it must be assigned to at least one class section.

How is the list sorted?

The report is in title order.
For school reports, departments appear alphabetically under the titles.
Classes appear alphabetically under the department.
For group or district reports, schools appear alphabetically under the titles.

Note: If you generated the report at a school and chose "District summary", your school is listed first and the other schools appear alphabetically after yours.

How can I use this list?

This report allows you to determine whether you have sufficient quantities of textbooks for your students.
If generated at the district, it can help you to determine whether you need to transfer copies from one school to another to meet demand.
It can assist you on textbook distribution days, when budgeting, and when ordering replacement materials.

See Also:
Transfer books from classes that have them to classes that need them in Transfer Assigned Copies reached from the Currently Teaching section of a teacher's record in Patron Status in Circulation.
Transfer books from schools that have them to schools that need them in Transfer Textbooks in the Catalog.