

How To Check Out Art Kits ([video demo](#) in Google Drive T&L Art Center shared folder)
The FNSBSD library catalog called 'Destiny,' is found linked in a variety of places on the FNSBSD website. However, the browser web address is <https://destiny.k12northstar.org/>

Once in Destiny:

- 1 – In the school list, click on your school.
- 2 – Click the 'log in' button in the upper right-hand corner of the blue bar.
- 3 – Log in with your 'f#' and district password. Your name should now appear on the log in bar.

Get ready to do a catalog search:

Click on the 'Catalog' tab in the left column.

Alter the filters in the 'search' box.

- 1 – Uncheck the 'location' box next to your school's name.
- 2 – Check the 'location' box next to *District Media*.
- 3 – *District Media* is a drop-down menu. Click on it and choose 'Art Center.'

Now that the 'Art Center' is chosen you can begin looking for Art Kits in two ways. It is VERY IMPORTANT to use your 'breadcrumb' trail to return to a previous step in your search process. DO NOT use the browser back arrow!

- 1 – Key Word Search: a key word (such as 'color') will show results for any Art Kit containing the word in the title and/or description.
- 2 – From a Resource List: click on 'Resource Lists' in the left column. Make sure the 'Public Lists' sub-tab on the right is chosen/highlighted as well.
 - a. Scroll down until you see the 'Art Kits' section. It is organized by 'Art Kits-Adaptive,' then Grades 1-6, and ending with 'Art Kits-Kindergarten.' This allows you to narrow your search to a specific grade.

NOTE: Any kit listing that shows a picture of the project will likely have a downloadable lesson plan. Although this may not provide you with all the resources in a kit bag, it allows you to get started before a kit can arrive.

To book a kit once you find what you want:

- 1 – Click on the 'Book It' tab to the right.
- 2 – Using the calendar, you can choose the month you want to book in, up to a year ahead of time. This can be useful if you will be at the same school/grade level in the following year.
- 3 – Find a date (numbers with white backgrounds). Clicking on the date will automatically record the time span requested in the spaces on the left.
- 4 – BEFORE LEAVING THIS WINDOW: click the SAVE tab.

To confirm your booking success or check on materials borrowed, click on the 'My Info' tab at the top.