

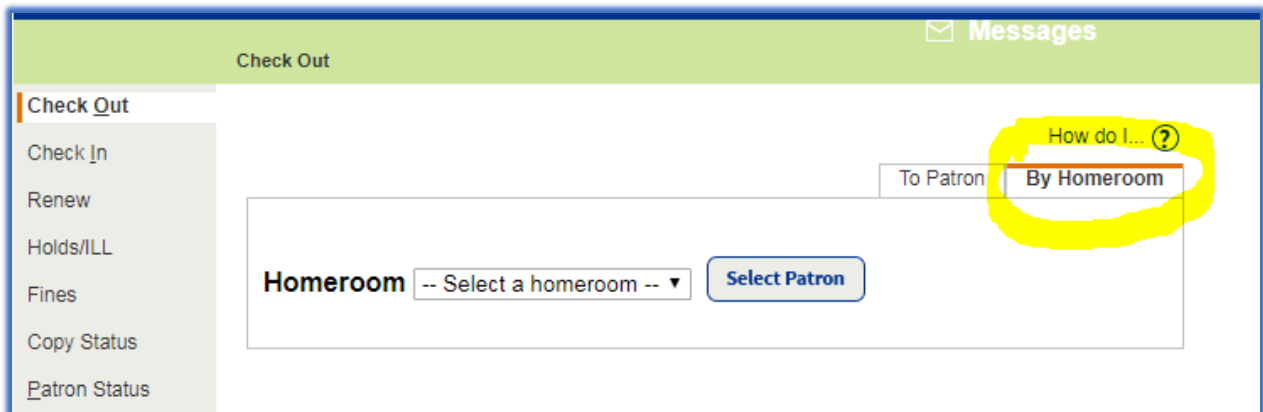
Check Out By Homeroom

Go the Circulation Tab

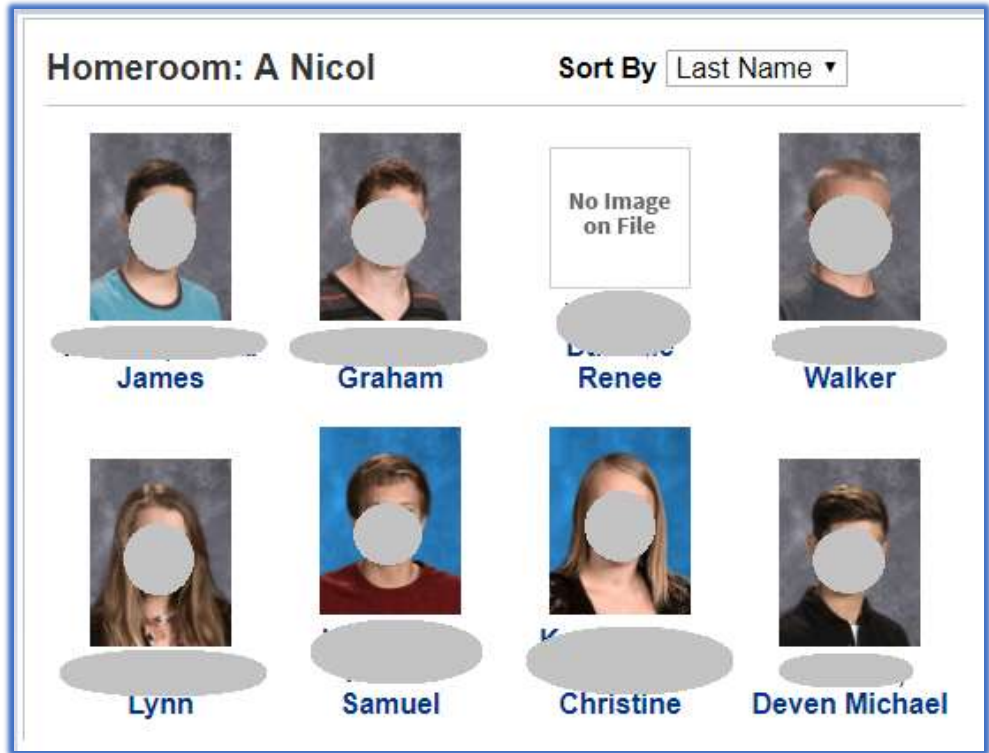


From the **Options** Menu select Check Out

Once on the Check Out screen, click on the tab **By Homeroom**

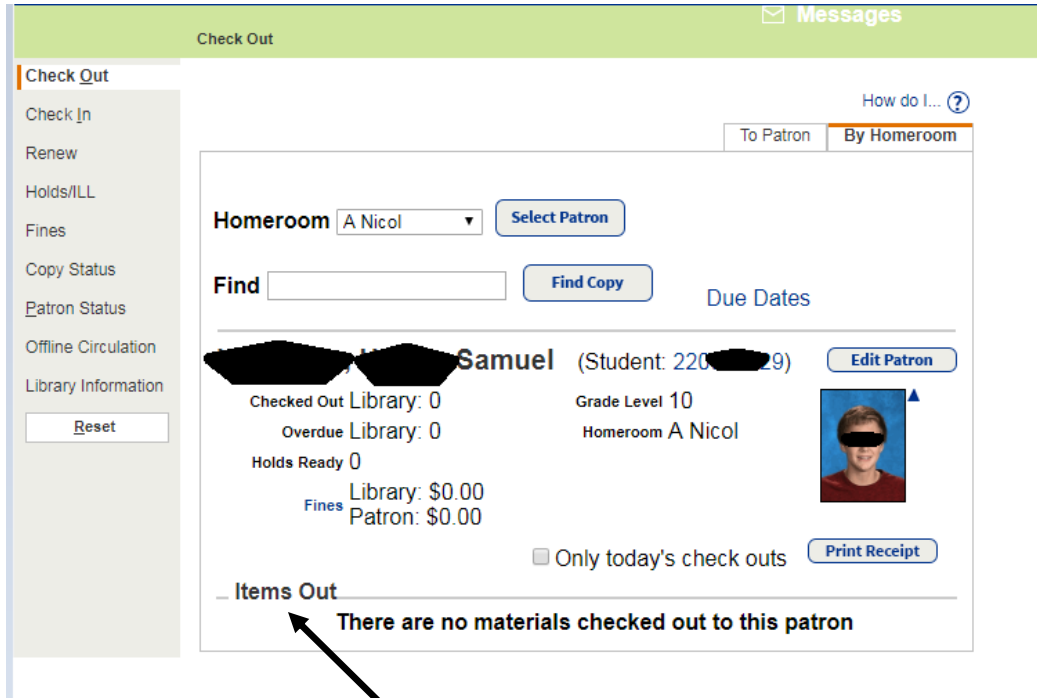


Note: Homeroom codes are setup in Skyward Homeroom field and are imported into Destiny for elementary students



Select the patron who is checking out copies.

The Check Out page appears. Make sure your cursor is in the **Find** box.



Scan the barcode of the copy(ies) that the patron is checking out.

The most recent copy that was checked out appears in the Items Out section.

When copies are in the **Items Out** section, you have the option to change the due date.