

Edit a placed order

Coordinators and instructors may edit orders. Order editing includes adding and removing: Sections, Catalog items, and Content Requests to and from an order.

- Instructors may edit orders that they have created.
- Coordinators may edit any order they have the permission to view.

To edit a placed order, navigate to the order number located to the right of a section on the Courses page. Clicking the order number will present an Order summary screen summarizing information about the order.

BIOL-L 323 MOLECULAR BIOLOGY LABORATORY Bloomington

Laboratory 1/2 ordered

Select All [Any](#) [Unordered](#) [Ordered](#) 2 Sections

<input type="checkbox"/> 1132 (Laboratory) Stefan Surzycki	IU-20181112-133
<input type="checkbox"/> 1133 (Laboratory) Stefan Surzycki	

0 Sections Selected [Start Order](#)

You will be taken to the Order summary screen. Click "Edit order" at the very bottom of the page.



You may edit the following items within an existing order: Sections, Catalog items, and Content Requests. These three items can be added to or removed from an existing order. Once any change has been placed within the order, a prompt will appear to confirm that change.

ORDER DETAILS FOR
BIOL-L 323 - MOLECULAR BIOLOGY LABORATORY Order # IU-20181112-133
Created by Lynette Mercado
Created on Nov 12

Bloomington / Fall 2018 / Regular STUDENTS SAVE
\$60.86

SECTIONS

1132 (Laboratory)

[Edit](#) ←

CATALOG

Case Studies in Microbiology: A Personal Approach 1st Edition by Anderson Publisher: Wiley ISBN: 9780470631225	\$30.07 \$42.95 (30% savings)
Essential Microbiology, 2nd Edition 2nd Edition by Hogg Publisher: Wiley ISBN: 9781119978916	\$111.97 \$159.95 (30% savings)

[Add Catalog Items](#) ←

CONTENT REQUESTS

No content requests have been added to this order.

[Add Content Requests](#) ←

When you have finalized all edits to your existing order, click "Submit order" at the bottom of the screen.

ROYALTIES

I stand to earn royalties from the student purchase of this content.

Terms & Conditions

You must agree to the following to submit your order.

1. I understand that students will be charged the fee for this title on their Bursar account
2. I understand I may not change or delete this request beginning 30 days before the start of the term
3. I understand these Terms and Conditions apply to all the orders I place while in this session

I agree

[Submit order](#)

[Cancel editing](#)

A prompt will appear at the top of the screen to confirm your order has been updated.



Your order was successfully updated