

Place an order

Placing orders for course materials is the main user activity in the Unizin Order Tool.

This article covers how **Instructors** and **Coordinators** place an order for a Course Offering in a particular Session of an Academic Term.

This article explains how users place an order. In particular, you will learn how to:

1. Select a course offering for which to place an order
2. Select the course offering's relevant sections
3. Search for and select course materials
4. Add a content request
5. Review and place your order

1. Select a Course offering

After logging into the Order Tool, **Instructors** and **Coordinators** are presented with Course offerings in one or more open [Ordering periods](#).

Instructors are presented a unique list of Course offerings they're assigned to teach. As an **Instructor**, identify the Session, Course, and Section type you are assigned to teach and the sections for which you want to order course materials.

Instructor Courses

These are your teaching assignments for the open ordering period(s). Select sections to order content.

SESSION
16 Weeks Oct 04 - Mar 03 **5 courses**

BIO 102 Continued Biology Capital Campus

Lecture 0/1 ordered

Coordinators are presented a list of Course offerings for which they are permitted to place orders. Coordinators may order the same content for many sections taught by different instructors. As a **Coordinator**, identify the Session, Course, Section type, Section, and instructor for whom you are placing an order. Then, identify the Course assignment of that instructor for which you want to order course materials.

Coordinator Courses

Coordinators may submit orders on behalf of instructors.

SESSION
16 Weeks Oct 04 - Mar 03 **5 courses**

BIO 102 Continued Biology Capital Campus

Lecture 0/1 ordered

Instructors of each section are presented when selecting the ordered drop-down menu of a section type.

CHEM 104 Molecular Chemistry Capital Campus

Discussion 0/1 ordered

Class 6225.8 Discussion
Melissa Nolan

Once you have identified a course offering and Instructor for which you wish to place an order, click "**Start Order.**"

CHEM 104 Molecular Chemistry Capital Campus

Discussion 0/1 ordered

Class 6225.8 Discussion
Melissa Nolan

Start Order

2. Select one or more Sections

After selecting a Course, users must select one or more Sections for which to place an order. In most cases, users will wish to place a course

materials order for all of the available Sections of a section type associated with an Instructor's course assignment.

SESSION
8 Weeks - 1

Oct 04 - Mar 03 **2 courses**

ENG 156 Modern Essay Writing

Rural Campus

Engagement

0/2 ordered

Select All

Any Unordered Ordered 2 Sections

Class 1460.90 Engagement
Stacey Burgess

Class 8912.29 Engagement

2 Sections Selected

Start Order

Select the Sections for which you want to include in your order. The sections are listed by their Section number within that particular section type.

3. Search for content and select course materials

After selecting the Sections of a course offering assignment, you will search for content and select course materials!

IU eTexts LM Coordinator

Courses > New Order

INTRODUCTION TO RESEARCH
CHEM-C 500 / Fall 2018: Regular / 1 Section Cancel Order

Add Content

Not finding what you're looking for? Add a [Content Request](#).

chemistry

Search by Title, Author, Publisher, and ISBN

General Chemistry: Principles, Patterns, and Applications (1st Edition) by Bruce Averill; Patricia Eldredge; Publisher: Flat World Knowledge ISBN: 9781453322314	\$24.00 \$49.95 (52% savings)	
Introductory Chemistry (2nd Edition) by David W. Ball; Publisher: Flat World Knowledge ISBN: 9781453383155	\$24.00 \$49.95 (52% savings)	
The Basics of General, Organic, and Biological Chemistry (2nd Edition) by David W. Ball; John W. Hill; Rhonda J. Scott; Publisher: Flat World Knowledge ISBN: 9781453384985	\$24.00 \$49.95 (52% savings)	

YOUR ORDER 3 ITEMS

CATALOG

General Chemistry: Principles, Patterns, and Applications 1st Edition
by Bruce Averill; Patricia Eldredge;
Publisher: Flat World Knowledge ISBN: 9781453322314

The Basics of General, Organic, and Biological Chemistry 2nd Edition
by David W. Ball; John W. Hill; Rhonda J. Scott;
Publisher: Flat World Knowledge ISBN: 9781453384985

Selecting course materials works like shopping in an online marketplace:

- Search for course materials you wish to use in your course
- Add the course materials to your shopping cart
- Review and place your order

Searching for course materials

When searching for course materials, the following metadata about books is searched:




- Author
- Title
- Publisher name
- ISBN

Search by Title, Author, ISBN, etc...

Note: You must enter at least three characters into the search bar to identify course materials.

Selecting course materials

After searching, the Unizin Order Tool will display course materials that match your search criteria. The title, author(s), publisher, and ISBN are presented for each course materials. Users may then select course materials items to add to their order by clicking the "+" button next to each course materials item. That action adds the course materials item to the order and confirms the action with a notification.

Realize minute work surface theory. (8th Edition) by Richard Steele; Jo Robinson; George Parks Publisher: publisher_2 ISBN: 978-1-69545-638-9	\$71.50 \$286.00 (75% savings)	
Reduce people two room theory town. (3rd Edition) by Daniel Hall; Jesse Maynard; Amber Curtis DVM Publisher: publisher_5 ISBN: 978-0-569-16377-4	\$68.50 \$274.00 (75% savings)	
Inside theory law. (10th Edition) by Brittany Blackburn; Anthony Terry; Alexandra Griffith Publisher: publisher_5 ISBN: 978-1-67025-515-0	\$35.00 \$140.00 (75% savings)	




Removing course materials from your order

Course materials items can be removed from an order at any time in the ordering workflow, including the "Review order" step.

YOUR ORDER

3 ITEMS

CATALOG

Realize minute work surface theory. 8th Edition by Richard Steele; Jo Robinson; George Parks Publisher: publisher_2 ISBN: 978-1-69545-638-9	
Reduce people two room theory town. 3rd Edition by Daniel Hall; Jesse Maynard; Amber Curtis DVM Publisher: publisher_5 ISBN: 978-0-569-16377-4	
Inside theory law. 10th Edition by Brittany Blackburn; Anthony Terry; Alexandra Griffith Publisher: publisher_5 ISBN: 978-1-67025-515-0	

Course materials items can also be removed from your order from the content search results.

Realize minute work surface theory. (8th Edition)

by Richard Steele; Jo Robinson; George Parks
Publisher: publisher_2

ISBN: 978-1-69545-638-9

\$71.50
~~\$286.00~~ (75% savings)



Reduce people two room theory town. (3rd Edition)

by Daniel Hall; Jesse Maynard; Amber Curtis DVM
Publisher: publisher_5

ISBN: 978-0-569-16377-4

\$68.50
~~\$274.00~~ (75% savings)



Inside theory law. (10th Edition)

by Brittany Blackburn; Anthony Terry; Alexandra Griffith
Publisher: publisher_5

ISBN: 978-1-67025-515-0

\$35.00
~~\$140.00~~ (75% savings)



A notification will confirm that a course materials item was removed from your order.

4. Adding a course materials Content Request

If you are unable to find the course materials you seek in Unizin's course materials offer catalog, you may add a custom course materials request—called a **Content Request**—to your order. Content requests are *not guaranteed* to be delivered by Unizin. Content requests are evaluated by Unizin's Publisher Services team. Users who submit a Content request will be contacted by Unizin Publisher Services before and after a determination is made about whether the course materials can be acquired and delivered.

Users may submit a Content request by clicking the Content Request link on the "Add Content" page in Unizin Order tool.

☰ IU eTexts

[Courses](#) > New Order

INTRODUCTION TO RESEARCH
CHEM-C 500 / Fall 2018: Regular / 1 Section

Add Content

Not finding what you're looking for? Add a [Content Request](#)

When clicked, a form appears that invites the user to include information describing the requested course materials item. The information includes:

- Title (*required*)
- Publisher
- Author(s)
- Edition
- ISBN

Add Content Request

Didn't find what you were looking for? Fill out the form below to add a content request. ?

Accurate book information will expedite your content request.

TITLE	<input type="text" value="theory"/>	PUBLISHER	<input type="text"/>
AUTHOR	<input type="text"/>	EDITION	<input type="text"/>
		ISBN	<input type="text"/>

When you click "Add content request," the Content request is added to your order under the "Requests" section.

YOUR ORDER

4 ITEMS

CATALOG

Realize minute work surface theory. 8th Edition by Richard Steele; Jo Robinson; George Parks Publisher: publisher_2 ISBN: 978-1-69545-638-9	
Reduce people two room theory town. 3rd Edition by Daniel Hall; Jesse Maynard; Amber Curtis DVM Publisher: publisher_5 ISBN: 978-0-569-16377-4	
Inside theory law. 10th Edition by Brittany Blackburn; Anthony Terry; Alexandra Griffith Publisher: publisher_5 ISBN: 978-1-67025-515-0	

REQUESTS

theory 5th Edition Publisher: publisher_2 ISBN: 12369872353902469	
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5. Review and place your order

When you have completed selecting course materials to include in your order, click the "Checkout" button at the bottom right of the screen to progress to the Review screen. The Review screen asks users to review their course materials selections and confirm that they wish to place the order. This is a final review of your order.

On the Review screen, the Unizin Order Tool will remind you of the Course and Sections for which the items in your cart will be ordered. It will also provide valuable information about the cost savings you're providing your students by ordering course materials through the Unizin Marketplace.

INTRODUCTION TO RESEARCH
CHEM-C 500 / Fall 2018: Regular / 1 Section

LM Coordinator

[Cancel Order](#)

NEW ORDER FOR
CHEM-C 500 - INTRODUCTION TO RESEARCH
Bloomington / Fall 2018 / Regular

Created by Lynette Mercado
Created on Nov 12

STUDENTS SAVE
At least \$51.90

SECTIONS

1498 (Ind Study)


[Edit](#)

CATALOG

General Chemistry: Principles, Patterns, and Applications 1st Edition by Bruce Averill; Patricia Eldredge; Publisher: Flat World Knowledge ISBN: 9781453322314	\$24.00 \$49.96 (52% savings)
The Basics of General, Organic, and Biological Chemistry 2nd Edition by David W. Ball; John W. Hill; Rhonda J. Scott; Publisher: Flat World Knowledge ISBN: 9781453384985	\$24.00 \$49.96 (52% savings)

[Add Catalog Items](#)

CONTENT REQUESTS

Chemistry: Atoms First 11th Edition by Angela Wayz Publisher: Pearson Books ISBN: 9999999999991	
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Content requests are not guaranteed to be available. Our Publisher Services will keep you informed on the status of these content requests.

[Add Content Requests](#)

ROYALTIES

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

Earning royalties

Optionally, Institutions may require Faculty or Instructors to declare if they stand to earn royalties from the course materials they ask their students to buy.

If checked, the user declares that they stand to earn royalties from their course materials selection. This information is provided to your institution, who may review your order. Selecting this box *does not* delay the delivery of ordered course materials to your students.

ROYALTIES

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

Note: The option to require a royalties declaration is configured at the institutional level during the implementation of the Unizin Order Tool.

Amend or cancel your order

On the Review screen, users may remove course materials items from their order. Users may also navigate back to the course materials and section selection screens if they wish to change the scope of their order.

Users may cancel an order by selecting the "Cancel order" link at the top right of the screen at any time. Users will be prompted to confirm this action prior to cancelling the order. A notification will appear on the screen to confirm the order has been cancelled.

Place your order

When you are satisfied with your order, click the "Submit Order" button at the bottom of the screen.

[Submit order](#)

The Unizin Order Tool will confirm that your order has been placed. You will then be returned to the Courses screen, where you can begin a new order.



Your order was successfully submitted

If you ordered digital textbooks, they will automatically be delivered in Engage.

If you ordered a digital product, it will be configured for your course in advance of the term.

If you submitted a Content Request, Unizin Publisher Services will contact you via email about the request.