

# Place an order

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

This article covers how **Instructors**, **Coordinators**, and **Program Administrators** 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, Order Tool users 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**

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**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**

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**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**

**Program Administrators** are presented a list of all Course offerings available to the institution. These administrator users inherently have access place orders for all Sessions, Courses, and Sections in Order Tool. The workflow to select a Course offering is the same as that of a **Coordinator**. (See above)

## 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.

Lecture 1/4 ordered

Select All Any 4 Sections

2394 (Lecture)  
Gabriele Abowd Damico IU-20190225-181

9025 (Lecture)  
John Andresen

5083 (Lecture)  
Regina Weir

4298 (Lecture)  
Gretchen Butera

3 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.

FIELD-BASED SEM IN TEACHER ED  
EDUC-S 500 / Spring 2019: Regular / 3 Sections Cancel Order **Checkout**

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

Chemistry **Search**

**112 results** Per Page 25  Page 1 of 5

**Filters**

**PUBLISHERS** [Select all](#)

Flat World Knowledge (3)  
 IU eTexts (1)  
 Jones & Bartlett (8)  
 Wiley (100)

**MATERIAL TYPE**

eText (112)

for "Chemistry"		Title	
	<b>Essentials of Geochemistry</b> Edition 2 Waltner, John V 9780763759223 Jones & Bartlett	<b>\$154.98</b> <del>\$209.95</del> (50% savings)	<input checked="" type="checkbox"/>
	<b>Hazardous Materials Chemistry</b> Edition 3 Bevelacqua, Armando (Toby) 9781284041996 Jones & Bartlett	<b>\$46.98</b> <del>\$92.95</del> (50% savings)	<input type="checkbox"/>
	<b>Engineering Chemistry</b> Pahari, A. 9780977858286 Jones & Bartlett	<b>\$59.48</b> <del>\$118.95</del> (50% savings)	<input checked="" type="checkbox"/>
	<b>Plant Biochemistry</b> Gleason, Florence 9780763764012 Jones & Bartlett	<b>\$112.98</b> <del>\$225.95</del> (50% savings)	<input type="checkbox"/>

Selecting course materials works like shopping in an online marketplace:

- Search for course materials you wish to use in your course
- Apply the available filters to fine-tune your search results
- 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:

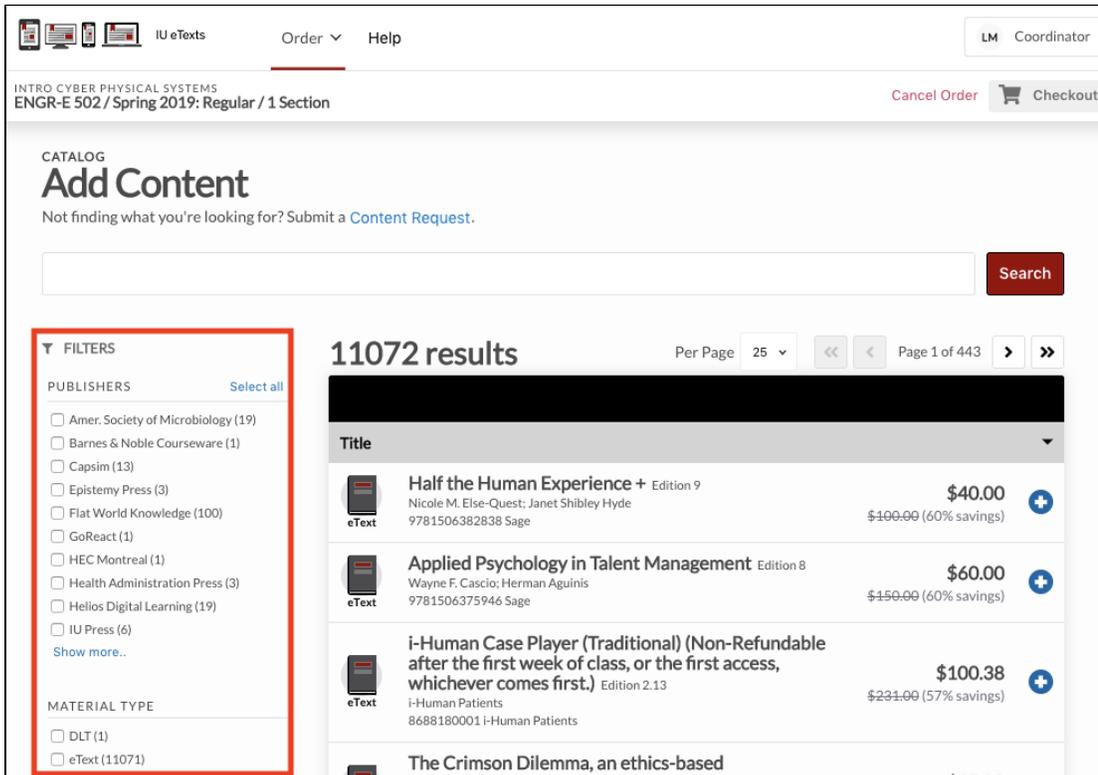
- Author
- Title
- Publisher name
- ISBN

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

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

## Apply filters to narrow search results

While searching for course materials, you may select additional filters to fine tune the search results.



The screenshot displays the IU eTexts search results page for the course ENGR-E 502 / Spring 2019: Regular / 1 Section. The page features a search bar with a 'Search' button and a 'Cancel Order' button. The search results are displayed in a table format, showing the title, author, edition, and price of each item. A sidebar on the left contains filters for publishers and material types. The 'PUBLISHERS' filter is highlighted with a red box, showing a list of publishers with checkboxes and a 'Show more..' link. The 'MATERIAL TYPE' filter shows checkboxes for DLT (1) and eText (11071).

Title	Price	Savings
<b>Half the Human Experience +</b> Edition 9 Nicole M. Else-Quest; Janet Shibley Hyde 9781506382838 Sage	\$40.00	<del>\$100.00</del> (60% savings)
<b>Applied Psychology in Talent Management</b> Edition 8 Wayne F. Cascio; Herman Aguinis 9781506375946 Sage	\$60.00	<del>\$150.00</del> (60% savings)
<b>i-Human Case Player (Traditional) (Non-Refundable after the first week of class, or the first access, whichever comes first.)</b> Edition 2.13 i-Human Patients 8688180001 i-Human Patients	\$100.38	<del>\$231.00</del> (57% savings)
<b>The Crimson Dilemma, an ethics-based</b>		

## Filter by publishers

The publishers' filter allows users to select the publisher or publishers of the course material they may be searching for, which will narrow the search criteria to include only the selected publisher(s).

Select "Show more" to expand the full list of available publishers.

IU eTexts    Order ▾    Help    LM Coordinator

INTRO CYBER PHYSICAL SYSTEMS  
 ENGR-E 502 / Spring 2019: Regular / 1 Section    [Cancel Order](#)    Checkout

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

Search

**FILTERS** Select all

**PUBLISHERS**

- Amer. Society of Microbiology (19)
- Barnes & Noble Courseware (1)
- Capsim (13)
- Epistemy Press (3)
- Flat World Knowledge (100)
- GoReact (1)
- HEC Montreal (1)
- Health Administration Press (3)
- Helios Digital Learning (19)
- IU Press (6)
- [Show more..](#)

**MATERIAL TYPE**

- DLT (1)
- eText (11071)

**11072 results**    Per Page 25 ▾    << < Page 1 of 443 > >>

Title			
	<b>Half the Human Experience +</b> Edition 9 Nicole M. Else-Quest; Janet Shibley Hyde 9781506382838 Sage	<b>\$40.00</b> <del>\$100.00</del> (60% savings)	
	<b>Applied Psychology in Talent Management</b> Edition 8 Wayne F. Cascio; Herman Aguinis 9781506375946 Sage	<b>\$60.00</b> <del>\$150.00</del> (60% savings)	
	<b>i-Human Case Player (Traditional) (Non-Refundable after the first week of class, or the first access, whichever comes first.)</b> Edition 2.13 i-Human Patients 8688180001 i-Human Patients	<b>\$100.38</b> <del>\$284.00</del> (57% savings)	
	<b>The Crimson Dilemma, an ethics-based</b>		

Select a publisher or multiple publishers to narrow the search results for the class material you'd like to locate.

IU eTexts    Order ▾    Help    LM Coordinat

INTRO CYBER PHYSICAL SYSTEMS  
 ENGR-E 502 / Spring 2019: Regular / 1 Section    [Cancel Order](#)    Check

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

Search

**FILTERS** Select all

**PUBLISHERS**

- Amer. Society of Microbiology (19)
- Barnes & Noble Courseware (1)
- Capsim (13)
- Epistemy Press (3)
- Flat World Knowledge (100)
- GoReact (1)
- HEC Montreal (1)
- Health Administration Press (3)
- Helios Digital Learning (19)
- IU Press (6)
- IU eTexts (5)
- Indiana CPA Society (8)
- Intl. Society of Automation (1)
- Jones & Bartlett (2365)
- Knowledge Matters (16)
- Nursing Knowledge Internationa (9)
- Responsive Learning Tech. (19)
- Sagamore (131)
- Sage (8)
- Taylor & Francis (2)
- West Academic (1735)
- Wiley (6606)
- i-Human Patients (1)
- [Show fewer..](#)

**MATERIAL TYPE**

- eText (3)

**3 results**    Per Page 25 ▾

Epistemy Press ✕

Title			
	<b>Business Process Integration with SAP ERP</b> Edition 1 Simha R. Magal; Jeffrey Word 9780985600822 Epistemy Press	<b>\$37.50</b> <del>\$50.00</del> (25% savings)	
	<b>Practical Analytics: Applied Analytics Concepts Using Market-Leading Software Tools</b> Edition 1 Nitin Kale & Nancy Jones 9780985600891 Epistemy Press	<b>\$37.50</b> <del>\$50.00</del> (25% savings)	
	<b>Business Process Configuration with SAP ERP</b> Edition 1 Simha R. Magal; Raymond Boykin; Mary Beth Goodrich; Bipin Prabhakar 9780997209211 Epistemy Press	<b>\$37.50</b> <del>\$50.00</del> (25% savings)	

Filter by material type

You may fine-tune the search results further by utilizing the material type filter. This filter displays the type of materials that you may order in the catalog. There are two types of materials: **eText** and **DLT**.

An **eText** material is an ebook, PDF version of the class material. It will be delivered in Unizin's Engage platform for the section(s) associated with your order.

The screenshot shows the Unizin Order Tool interface. At the top, there are navigation links for 'IU eTexts', 'Order', and 'Help', along with a user profile 'LM Coordinator'. The course information is 'INTRO CYBER PHYSICAL SYSTEMS ENGR-E 502 / Spring 2019: Regular / 1 Section'. There are 'Cancel Order' and 'Checkout' buttons. The main heading is 'CATALOG Add Content' with a subtext 'Not finding what you're looking for? Submit a Content Request.' and a search bar. On the left, there are filters for 'PUBLISHERS' (listing various publishers like Amer. Society of Microbiology, Epistemy Press, etc.) and 'MATERIAL TYPE' (with 'eText (3)' selected). The search results show '3 results' with a 'Per Page' dropdown set to 25. The results list three eText items from Epistemy Press, each priced at \$37.50 (a 25% savings from \$50.00). The items are: 'Business Process Integration with SAP ERP', 'Practical Analytics: Applied Analytics Concepts Using Market-Leading Software Tools', and 'Business Process Configuration with SAP ERP'.

A **DLT** material is digital courseware, which is specific to each individual publisher. Courseware materials will be configured and delivered by the appropriate publisher's representatives for the section(s) associated with your order. Courseware may include learning, lab, and homework platforms offered by each publisher.

The screenshot shows the Unizin Order Tool interface with the same course information as the previous screenshot. The search results now show '1 results' with a 'Per Page' dropdown set to 25. The result is a DLT material from Barnes & Noble Courseware, titled 'Introduction to Psychology LoudCloud Courseware', priced at \$13.00. The filters on the left show 'Barnes & Noble Courseware (1)' selected under 'PUBLISHERS' and 'DLT (1)' selected under 'MATERIAL TYPE'.

The publishers and material type filters may be used individually or in combination with one another if desired.

## 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 material. Users may then select course material 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.

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

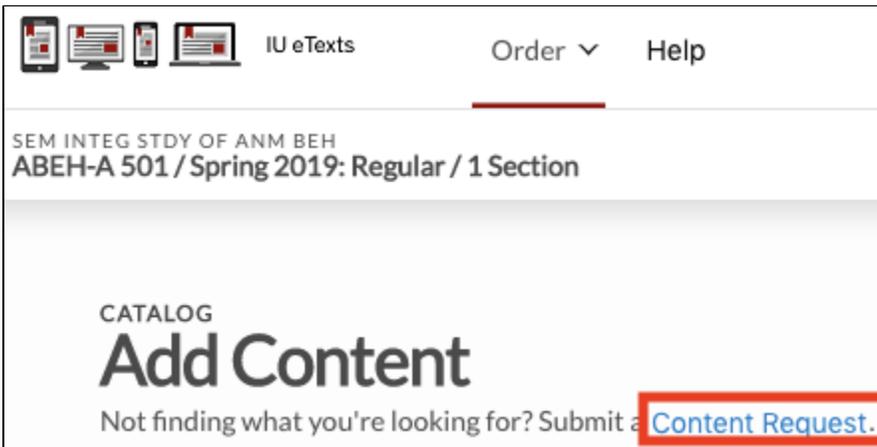
<b>Realize minute work surface theory. (8th Edition)</b> by Richard Steele; Jo Robinson; George Parks Publisher: publisher_2 ISBN: 978-1-69545-638-9	<b>\$71.50</b> <del>\$286.00</del> (75% savings)	✖
<b>Reduce people two room theory town. (3rd Edition)</b> by Daniel Hall; Jesse Maynard; Amber Curtis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



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	PUBLISHER	
<input type="text" value="theory"/>	<input type="text"/>	
AUTHOR	EDITION	ISBN
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add content request"/>		

When you click "Add Content Request," the Content request is added to your order under the "Content Requests" section. To close out of the Add Content request screen, click the "X" button at the top right of the frame to be brought back to the Catalog view.

## 5. Review and place your order

When you have completed selecting course materials to include in your order, click the "Checkout" button at the top right of the screen to progress to the order 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.

FIELD-BASED SEM IN TEACHER ED  
EDUC-5 500 / Spring 2019: Regular / 3 Sections Cancel Order

NEW ORDER FOR  
**EDUC-S 500 - FIELD-BASED SEM IN TEACHER ED** Created by Jakob Greinert  
Bloomington / Spring 2019 / Regular Created on Mar 28

STUDENTS SAVE  
**\$214.44**

SECTIONS

4298 (Lecture)	5083 (Lecture)
9025 (Lecture)	

CATALOG

	<b>Engineering Chemistry</b> Pahari, A. 9780977858286 Jones & Bartlett	<b>\$59.48</b> <del>\$118.95</del> (50% savings) 
	<b>Essentials of Geochemistry</b> Edition 2 Walther, John V. 9780763759223 Jones & Bartlett	<b>\$154.98</b> <del>\$309.95</del> (50% savings) 

CONTENT REQUESTS

No content requests have been added to this order.

## 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 canceling the order. A notification will appear on the screen to confirm the order has been canceled.

## Place your order

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



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.



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