

Edit a placed order

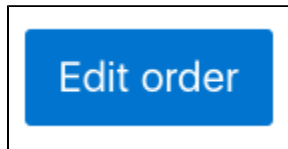
Instructors, Coordinators, and Program Administrators may edit orders. Order editing includes adding and removing: Sections, Catalog items, and Content Requests to and from an order.

- Instructors may edit orders that they have created.
- Coordinators may edit any order they have the permission to view.
- Program Administrators may edit any and all orders ever created.

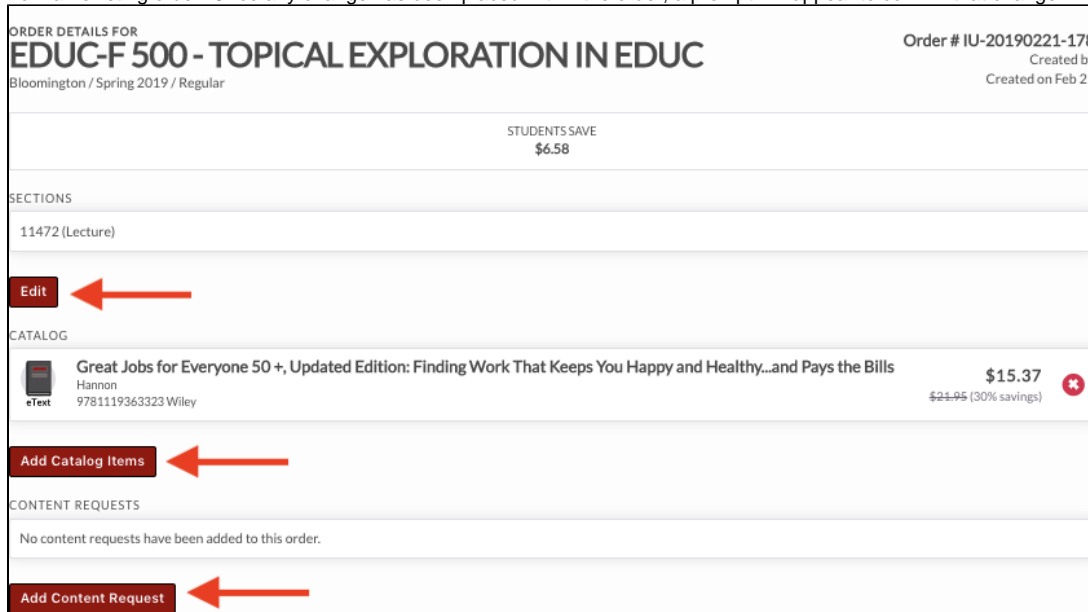
To edit a placed order, navigate to the order number located to the right of a section on the Courses page. Clicking the order number will present an Order summary screen summarizing information about the order.



Upon clicking the order number, a user 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.



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