

# Add sections to a placed order

Teaching assignments change before and during an Ordering period. It is not uncommon for sections to be added to or removed from an Instructor's teaching load. The Unizin Order Tool makes it easy to enable changes in a placed order when a section is removed or added to a teaching load.

## Removed sections

The Order Tool *automatically detects* that Sections were added to or removed from a teaching load for an Instructor during the Ordering period. If a Section has been removed from a course for which an order is placed, the order will not be fulfilled for that section.

## Adding sections to a placed order

If one or more Sections have been added to a course for which an order is already placed, then Order Tool will signal this fact in the user interface and an **Instructor**, **Coordinator**, or **Program Administrator** must add it to an existing order. The representation of the course and section type will indicate that N of N sections are ordered for.

MUS-I 500 STUDIO MASTERCLASS Bloomington

Activity 1/2 ordered

Select All Any 2 Sections

6358 (Activity)  
Stephen Wyrzynski

6874 (Activity) Wolfgang Brendel IU-20190327-190

0 Sections Selected Start Order

The new sections in a Course teaching load can be added to the existing order:

- Select the link to the order that was placed for the existing sections. Orders and order numbers are represented to the right of a section.

6874 (Activity) Wolfgang Brendel IU-20190327-190

- You will be taken to the Order page. Select "Edit order" at the bottom of the page.

Edit order

- Click "Edit" under the Sections at the top of the screen to edit the Sections for which an order has been placed.

ORDER DETAILS FOR BIOL-L 323 - MOLECULAR BIOLOGY LABORATORY

Bloomington / Fall 2018 / Regular

STUDENTS SAVE \$60.86

SECTIONS

1132 (Laboratory)

Edit

Order # IU-20181112-133  
Created by Lynette Mercado  
Created on Nov 12

- From the Editing Sections page, you will see any new Sections that may be added to your order. Click on the "Select All" checkbox or click the checkbox next to the new section to add it to the existing order. Click "Save."

## Editing Sections

MUS-I 500 STUDIO MASTERCLASS

Add or remove sections that are not already on another order. Any sections that are already on another order will need to be removed from the existing order before they can be added here.

Activity 1/2 ordered

<input checked="" type="checkbox"/> Select All
<input checked="" type="checkbox"/> 6874 (Activity) <i>Wolfgang Brendel</i>
<input checked="" type="checkbox"/> 6358 (Activity) <i>Stephen Wyrzynski</i>

2 Sections Selected Save

- A prompt will appear at the top of the screen confirming that your changes to the order have been saved.

 **Your changes will be saved**

- Select "Submit order" at the bottom of the page to complete the changes to your existing order.

[Submit order](#)

- A prompt will appear at the top of the screen confirming that your order was successfully updated.

 **Your order was successfully updated**