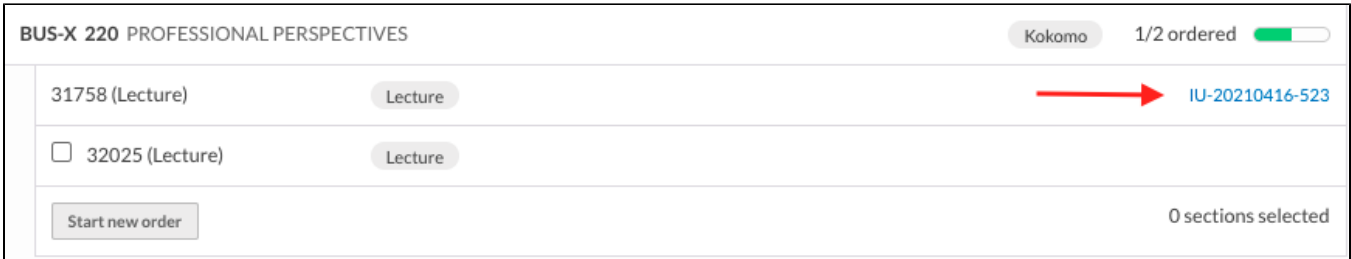


# Edit a placed order

**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.



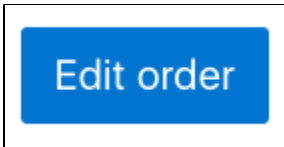
**BUS-X 220 PROFESSIONAL PERSPECTIVES** Kokomo 1/2 ordered

31758 (Lecture) Lecture [IU-20210416-523](#)

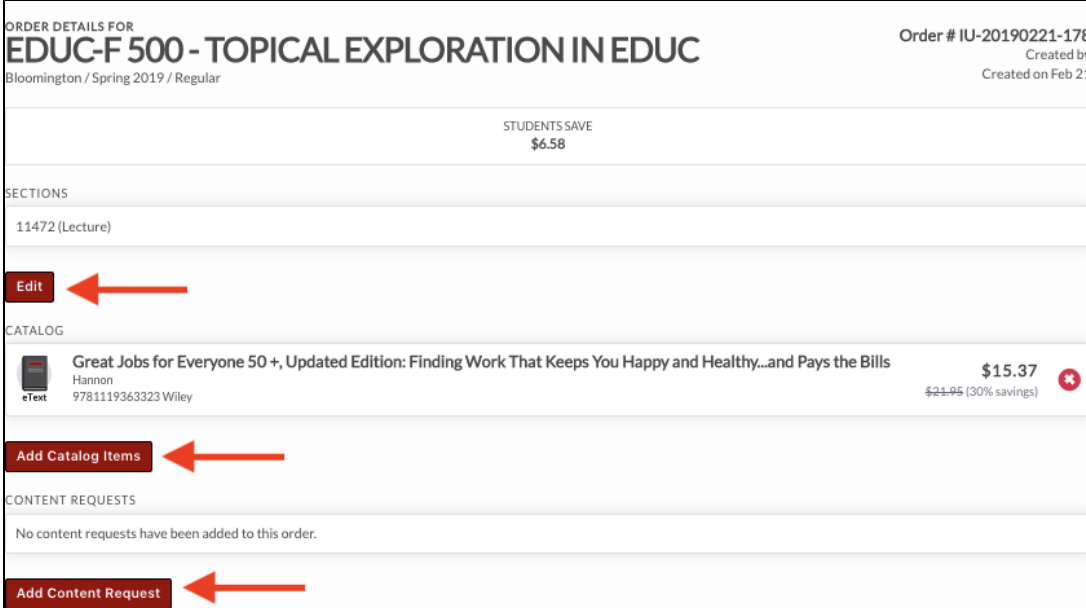
32025 (Lecture) Lecture

Start new order 0 sections selected

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.



ORDER DETAILS FOR **EDUC-F 500 - TOPICAL EXPLORATION IN EDUC** Order # IU-20190221-178  
Bloomington / Spring 2019 / Regular Created by  
Created on Feb 21

STUDENTS SAVE \$6.58

SECTIONS  
11472 (Lecture)  
Edit

CATALOG  
Great Jobs for Everyone 50+, Updated Edition: Finding Work That Keeps You Happy and Healthy...and Pays the Bills \$15.37  
Hannon 9781119363323 Wiley ~~\$21.95~~ (30% savings)

Add Catalog Items

CONTENT REQUESTS  
No content requests have been added to this order.  
Add Content Request

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**

You will also receive an email receipt, notifying you of the update. This email will include the Course and Term information, update details, Order Details, and a link to return to the Order Summary Page.

IU ETEXTS

## Order IU-20210414-507 Receipt

Tracy Thompson made the following updates to your INTRODUCTORY CREATIVE WRITING UGRD - Fall 2021 order.

### Removed course materials



**Teaching Literacy**

Author(s): Fred Sedgwick / Publisher: Bloomsbury  
GB / Edition: 1.0 / ISBN: 9780826451729

**\$18.10**

~~\$37.96~~ 52% off

ORDER DETAILS FOR

**INTRODUCTORY CREATIVE  
WRITING UGRD**

Fall 2021 / Regular

Order #IU-20210414-507

Submitted by Tracy Thompson

### Sections

10687 (Discussion)

### Digital Course Materials



**Beyond Stories, Young Children's Nonfiction**

**Composition**

Author(s): Susan Britsch / Publisher: Taylor & Francis  
/ Edition: 1.0 / ISBN: 9781930556409

**\$5.97**

~~\$9.96~~ 40% off

All digital course materials delivered to Unizin Engage will be available to students through the LMS.

Your order will save each student at total of **\$3.98**

[Go to IU eTexts](#)