

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.

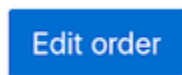
<input type="checkbox"/>	HPER-E 190 YOGA I	Kokomo	1/3 ordered	<div style="width: 20px; height: 10px; background-color: green;"></div>
	31268 (Activity)	Activity	Allison Duffitt	IU-20210416-524
<input type="checkbox"/>	31795 (Activity)	Activity	Linda Herr	
<input type="checkbox"/>	31238 (Activity)	Activity	Allison Duffitt	
<input type="button" value="Start new order"/>				0 sections selected

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



- 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	Order # IU-20181112-133 Created by Lynette Mercado Created on Nov 12
STUDENTS SAVE \$60.86	
SECTIONS	
1132 (Laboratory)	
<input type="button" value="Edit"/>	

- 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."

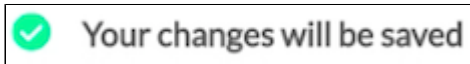
Editing Sections

HPER-E 190 YOGA I

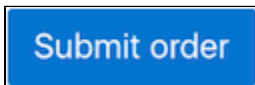
Add or remove sections that are not already on another order. Any sections that are already on another order will need to be removed from the existing order before they can be added here.

<input type="checkbox"/>	1/3 ordered	<div style="width: 20px; height: 10px; background-color: green; border: 1px solid gray;"></div>	
<input checked="" type="checkbox"/>	31268 (Activity)	Activity	Allison Duffitt
<input type="checkbox"/>	31795 (Activity)	Activity	Linda Herr
<input type="checkbox"/>	31238 (Activity)	Activity	Allison Duffitt
<input type="button" value="Save"/>			1 section selected

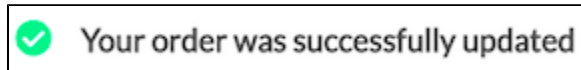
- A prompt will appear at the top of the screen confirming that your changes to the order have been saved.



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



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



- You will also receive an email receipt, notifying you of the update to the order. This email will include the Course and Term information. It will also include the Section(s) added, Order Details, and a link to return to the Order Summary Page.

Order IU-20210416-522 Receipt

made the following updates to your EXPRNCE IN PHYSICAL ACTIVITY UGRD - Fall 2021 order.

Added sections

31811 (Activity) & 31620 (Activity)



ORDER DETAILS FOR
**EXPRNCE IN PHYSICAL
ACTIVITY UGRD**
Fall 2021 / Eight Wk 2

Order #**IU-20210416-522**
Submitted by Tracy Thompson

Sections

31811 (Activity), 31620 (Activity) & 31812 (Activity)

Digital Course Materials

	Total Fitness & Wellness Author(s): Scott K. Powers, Stephen L. Dodd & Erica M. Jackson / Publisher: Pearson / Edition: 6.0 / ISBN: 9780321840523	\$33.28 \$64.00 60% off
	Connect Online Access for Questions and Answers: A Guide to Fitness and Wellness Author(s): LIGUORI / Publisher: McGraw Hill / Edition: 4.0 / ISBN: 9781260155167	\$50.00 \$80.00 38% off

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

Your order will save each student at total of **\$80.72**

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