Approving and Rejecting Submitted Orders

- Check order status

Welcome back, Dr. Professor X,
What Would You Like To Do Today?

ⓘ User Profile Successfully updated

Order Course Materials
Order course materials for the upcoming term   ›

Check Order Status
Check the status of an order or make changes to an existing order.   ›

Update Profile
Update your profile info, including contact and login info.   ›

- Find previous orders by order number, order criteria or date range

— or —

DDCS searches are not specific to user id

Program
All

Term
TETEST2/2010

Division
Default

Department
ENG

Course
1003

Section
100

Instructor
Professor X,

— or —

Order #

‹ Back   Continue ›

- Put a checkbox next to the order
- Approve or Reject the submitted order

Check Order Status

From this page, you can approve/reject, view/edit, print, or export single or multiple orders.

Results for:"All,TETEST2/2010, Default, ENG , 1003, 100, Professor X,"
Selected Items: 1
Clear All Selections

Select Order(s) to: ✎ Edit | ✔ Approve ⊘ Reject | 🖨 Print 📄 Export

	Status	Term	Division	Department	Course	Section(s)	Instructor
☑	SUBMITTED	TETEST2/2010	Default	ENG	1003	100	Professor X

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Check Order Status

From this page, you can approve/reject, view/edit, print, or export single or multiple orders.

2108875 : Order successfully updated.
Number of Orders that have been Approved :1

Results for:"All,TETEST2/2010, Default, ENG , 1003, 100, Professor X,"
Selected Items:
Clear All Selections

Select Order(s) to: ✎ Edit | ✔ Approve ⊘ Reject | 🖨 Print 📄 Export

	Status	Term	Division	Department	Course	Section(s)	Instructor
☐	APPROVED	TETEST2/2010	Default	ENG	1003	100	Professor X

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Note: Once an order has been **approved**, it **can't be rejected**. However, **rejected** orders **can be approved.**