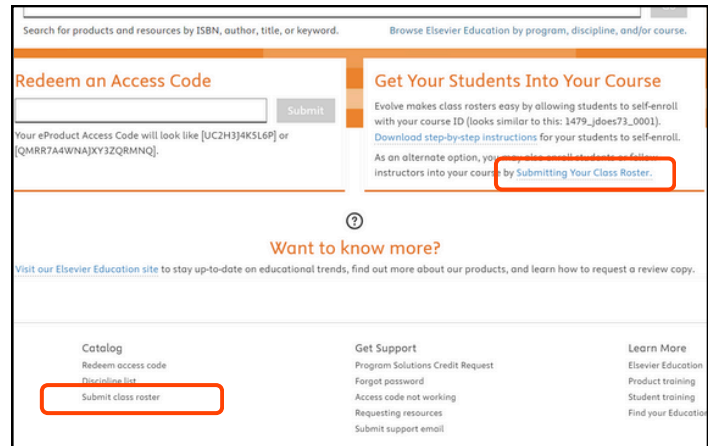


Adding Faculty to an Evolve Course

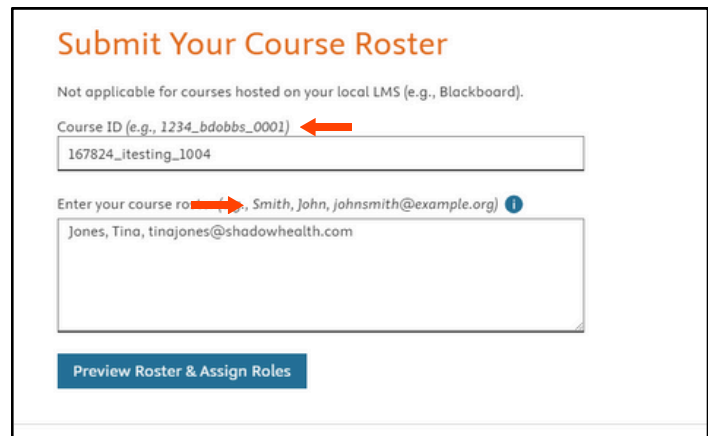
We know that part of the success in using Elsevier Evolve products is allowing other faculty members to access your course. Doing this is simple: all you need is your Course ID, the first and last name of the instructor, and a valid institutional e-mail address.

1 From your Elsevier Evolve product page, you can add a new instructor either by selecting [Submitting Your Course Roster](#) or scrolling down to the bottom and clicking on [Submit Class Roster](#).



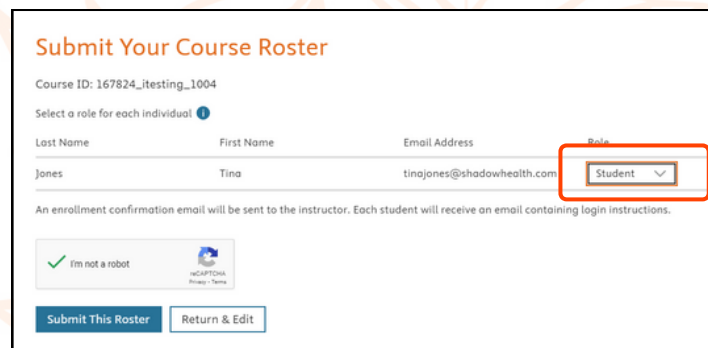
The screenshot shows the Elsevier Evolve product page. At the top, there is a search bar and a link to 'Browse Elsevier Education by program, discipline, and/or course.' Below this, there are two main sections: 'Redeem an Access Code' and 'Get Your Students Into Your Course'. In the 'Get Your Students Into Your Course' section, the link 'Submitting Your Course Roster' is highlighted with a red box. At the bottom of the page, there is a 'Submit class roster' link also highlighted with a red box.

2 A new window will pop up. You will need to insert your Course ID and type in the name and email of the instructor you'd like to add. Be sure to use the **exact format** provided in the example, making sure to avoid any trailing spaces. Then select *Preview Roster & Assign Roles*.



The screenshot shows the 'Submit Your Course Roster' form. It has a title 'Submit Your Course Roster' and a note 'Not applicable for courses hosted on your local LMS (e.g., Blackboard)'. Below this, there is a 'Course ID (e.g., 1234_bdobbs_0001)' field with an example '167824_testing_1004' entered. To the right of the Course ID field, there is a red arrow pointing to the 'Course ID' label. Below the Course ID field, there is a text area for 'Enter your course roster' with an example 'Smith, John, johnsmith@example.org' and a blue information icon. Below the text area, there is a 'Preview Roster & Assign Roles' button.

3 From the drop-down menu, you will need to assign a role to the name you just added. It defaults to *Student*, so please be sure to **change it to Instructor** before selecting *Submit This Roster*. A confirmation box will appear, and your instructor will now have access to the course!



The screenshot shows the 'Submit Your Course Roster' form with the 'Course ID' field filled with '167824_testing_1004'. Below this, there is a table with columns 'Last Name', 'First Name', 'Email Address', and 'Role'. The first row has 'Jones', 'Tina', 'tinajones@shadowhealth.com', and a dropdown menu for 'Role' with 'Student' selected. The dropdown menu is highlighted with a red box. Below the table, there is a note 'An enrollment confirmation email will be sent to the instructor. Each student will receive an email containing login instructions.' At the bottom, there is a 'Submit This Roster' button and a 'Return & Edit' button.