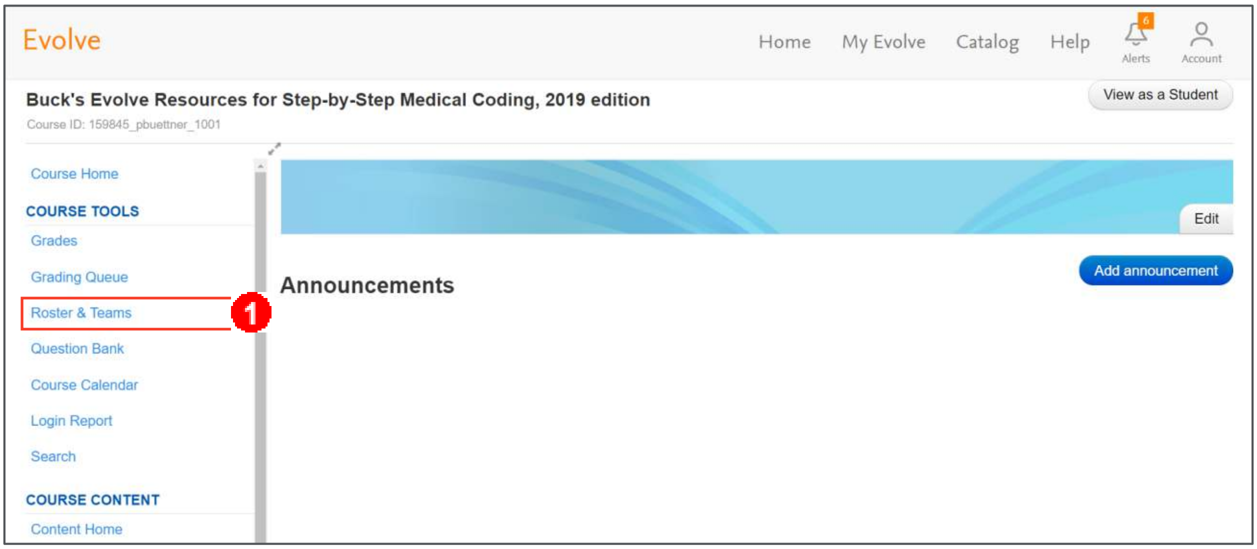
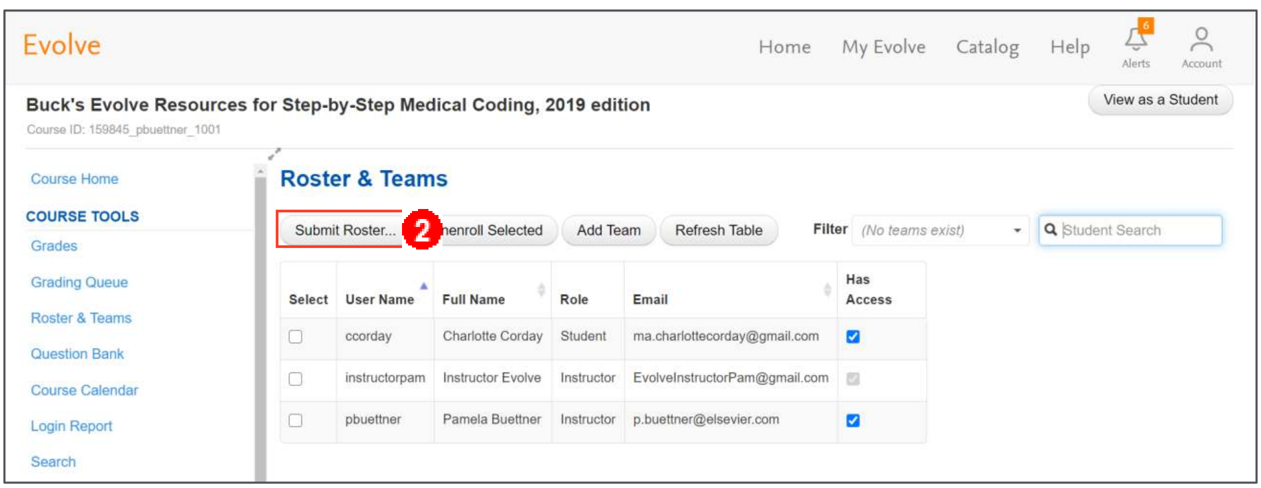
Evolve: Adding Faculty to an Evolve Course

To add additional faculty to an Evolve course (including adding teaching assistants, administrators, etc.), you can use the **Submit Roster** tool on the **Roster & Teams** page. You will need to know the instructors' names and the email addresses from their Evolve accounts.

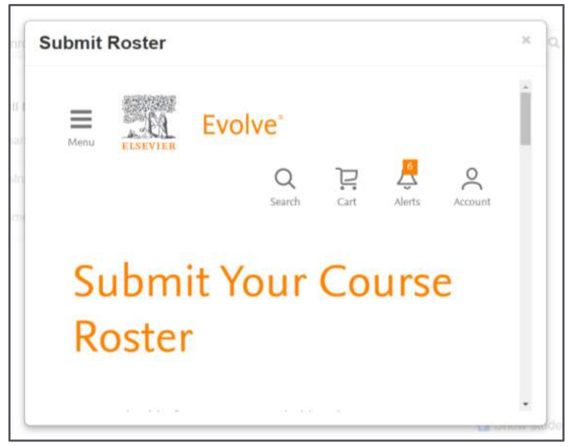
1. Start by entering your course and clicking the **Roster & Teams** link in the left column.



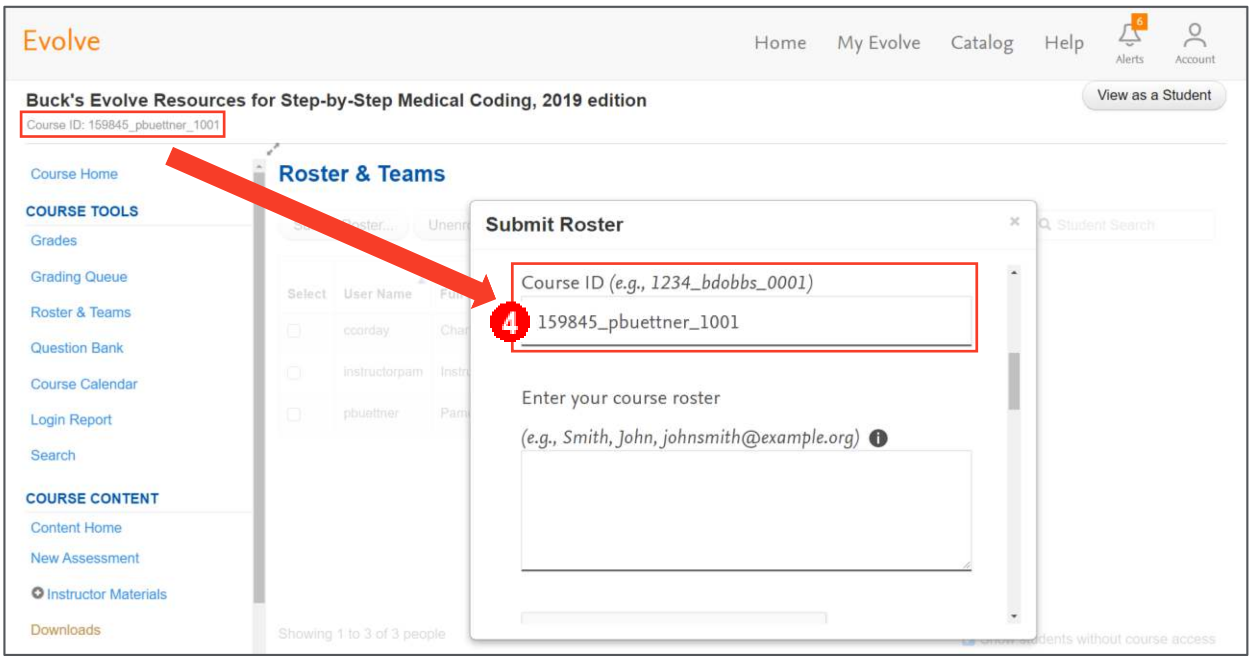
2. Then, click the **Submit Roster** button.



3. A **Submit Roster** pop-up box will open.



4. Scroll down and enter your **Course ID** *(visible just below the course title in the top left.)*



5. Enter your course roster information. Faculty members should be listed one per row in the following format: **Last Name, [comma] First Name, [comma] E Mail Address**

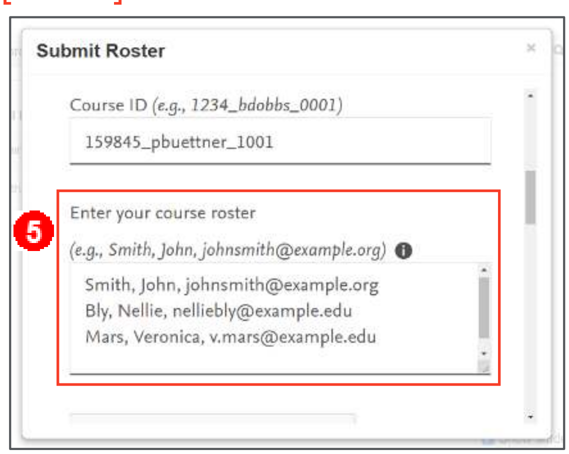
NOTE: Separate each part with commas, but there is no comma after the email address.

Example:

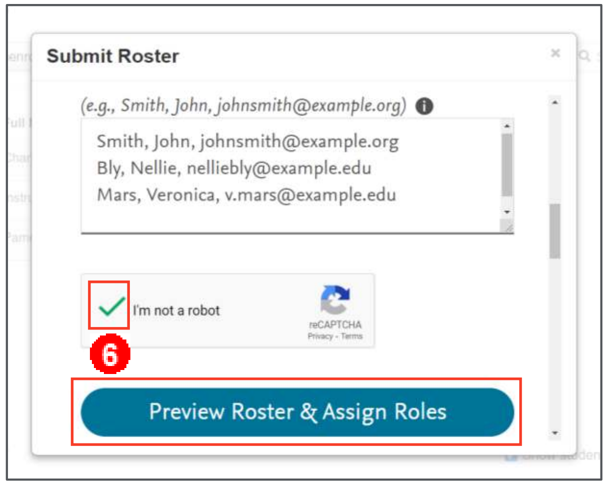
Smith, John, johnsmith@example.edu

Bly, Nellie, nelliebly@example.edu

Mars, Veronica, v.mars@example.edu

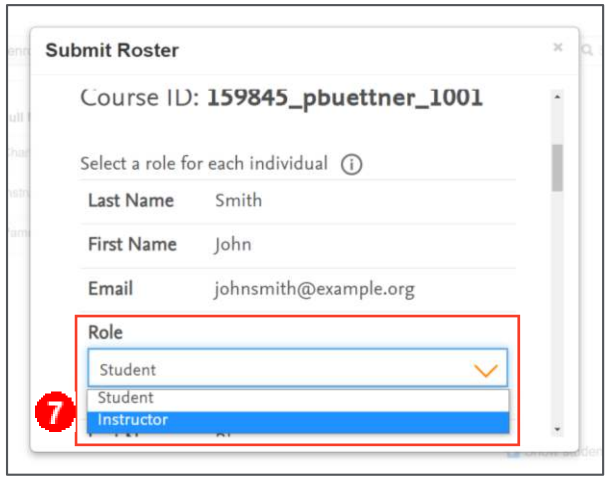


6. Verify that you are not a robot and click **Preview Roster & Assign Roles.**

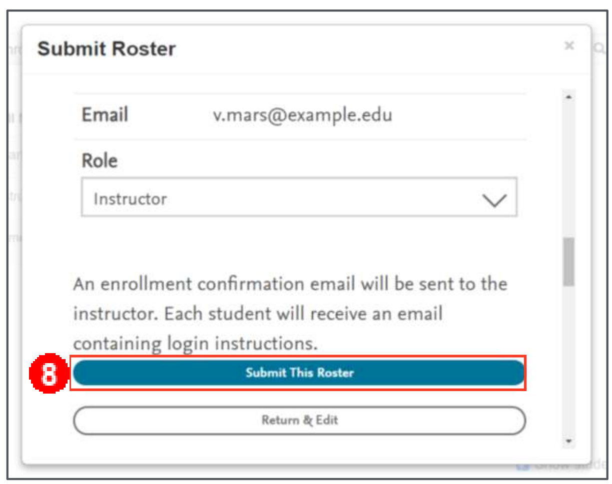


7. On the next page, you will see the instructors listed. *(You may need to scroll up to the first entry.)* Each user will have a **Role** drop-down box to select the user's role. Select **Instructor** under each user.

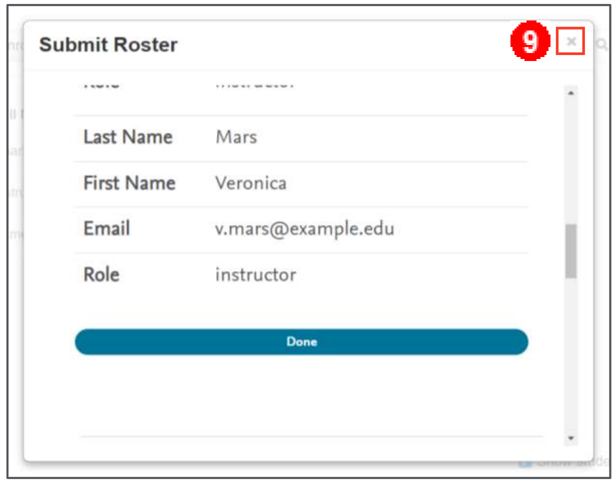
   NOTE: The Evolve LMS has *Instructor* and *Student* role choices; therefore, all faculty roles including teachers, teaching assistants, administrators, etc. should be given an **Instructor** role.



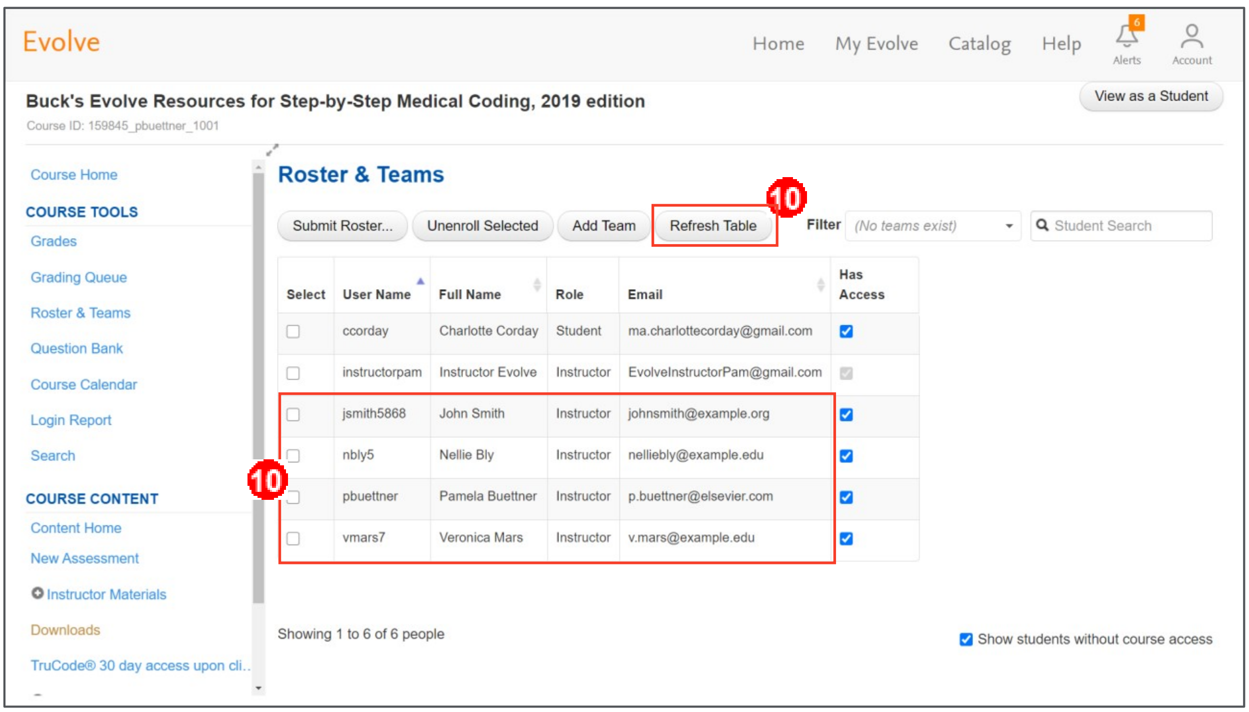
8. Once you have selected the **Instructor** role for each user, click **Submit This Roster** at the bottom. You will receive a confirmation email for each instructor you added, and each instructor will receive a confirmation email with the course ID enrollment.



9. You will see you successfully added the instructors. *(You may need to scroll up to see all entries.)* Once the roster is submitted, you may click the **X** at the top right to close the pop-up box. *(You do not need to click **Done** at the bottom.)*



10. The **Roster & Teams** page should update to show the additional instructors. If the page does not update, click the **Refresh Table** button. The additional instructors will now have full instructor access to your course. You are finished.



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