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.