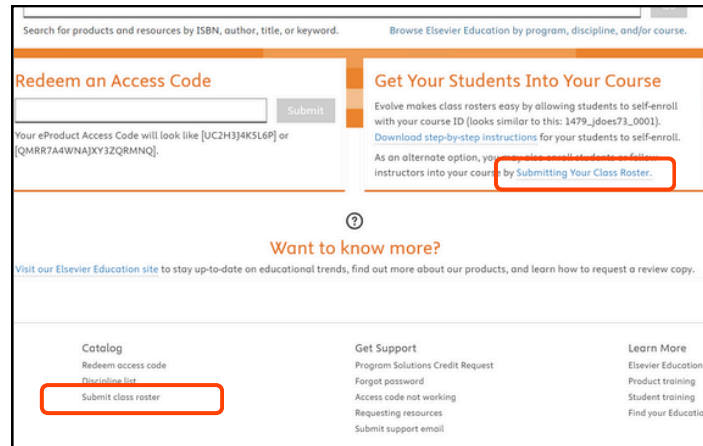


# Adding Faculty to an Evolve Course

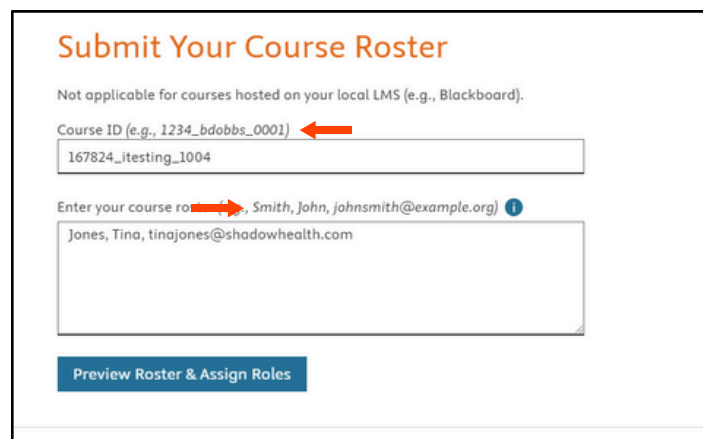
We know that part of the success in using Elsevier Evolve products is allowing other faculty members to access your course. Doing this is simple: all you need is your Course ID, the first and last name of the instructor, and a valid institutional e-mail address.

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 Course Roster*.



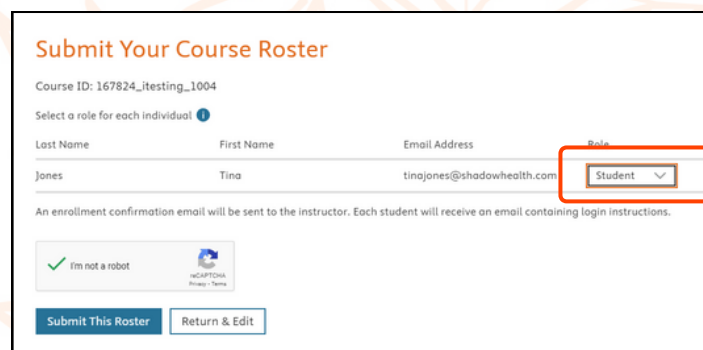
This screenshot shows the top section of the Elsevier Evolve product page. It features a search bar at the top. Below it, there are two main sections: 'Redeem an Access Code' and 'Get Your Students Into Your Course'. The 'Get Your Students Into Your Course' section includes a link to 'Submitting Your Class Roster', which 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. Then select *Preview Roster & Assign Roles*.



This screenshot shows the 'Submit Your Course Roster' form. It includes a field for 'Course ID (e.g., 1234\_bdobbs\_0001)' with an example '167824\_testing\_1004' and a red arrow pointing to it. Below that is a field for 'Enter your course roster (e.g., Smith, John, johnsmith@example.org)' with an example 'Jones, Tina, tinajones@shadowhealth.com' and a red arrow pointing to it. A 'Preview Roster & Assign Roles' button is at the bottom.

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!



This screenshot shows the 'Submit Your Course Roster' form with the role assignment step. The 'Course ID' is '167824\_testing\_1004'. Below it, there is a table with columns for 'Last Name', 'First Name', 'Email Address', and 'Role'. The 'Role' column has a dropdown menu with 'Student' selected, highlighted by a red box. At the bottom, there is a 'Submit This Roster' button and a 'Return & Edit' button.