

# 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.

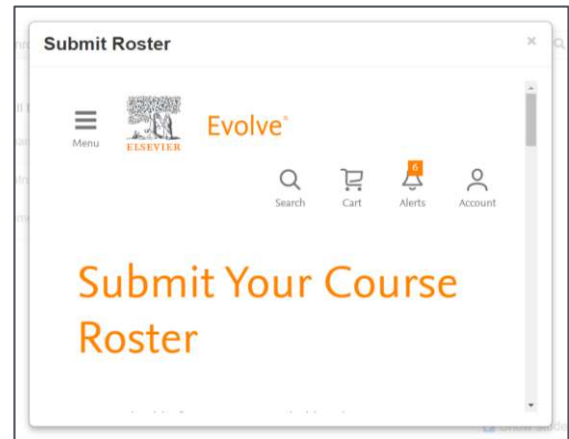
The screenshot shows the Evolve course interface for 'Buck's Evolve Resources for Step-by-Step Medical Coding, 2019 edition'. The left sidebar contains a list of 'COURSE TOOLS' including Course Home, Grades, Grading Queue, Roster & Teams, Question Bank, Course Calendar, Login Report, and Search. The 'Roster & Teams' link is highlighted with a red box and a red circle containing the number 1. The main content area shows an 'Announcements' section with an 'Add announcement' button.

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

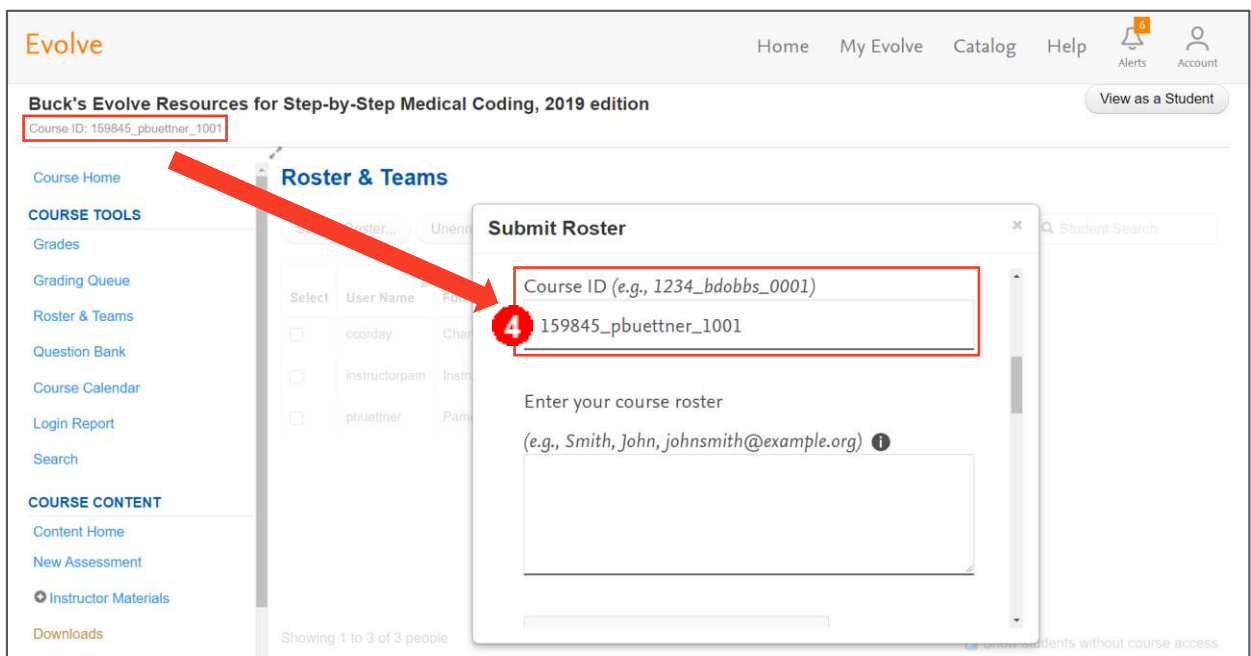
The screenshot shows the 'Roster & Teams' page in the Evolve course. The 'Submit Roster...' button is highlighted with a red box and a red circle containing the number 2. Below the button is a table of users with columns for Select, User Name, Full Name, Role, Email, and Has Access. The table contains three rows of data.

Select	User Name	Full Name	Role	Email	Has Access
<input type="checkbox"/>	ccorday	Charlotte Corday	Student	ma.charlottecorday@gmail.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	instructorpam	Instructor Evolve	Instructor	EvolveInstructorPam@gmail.com	<input type="checkbox"/>
<input type="checkbox"/>	pbuettner	Pamela Buettner	Instructor	p.buettner@elsevier.com	<input checked="" type="checkbox"/>

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**

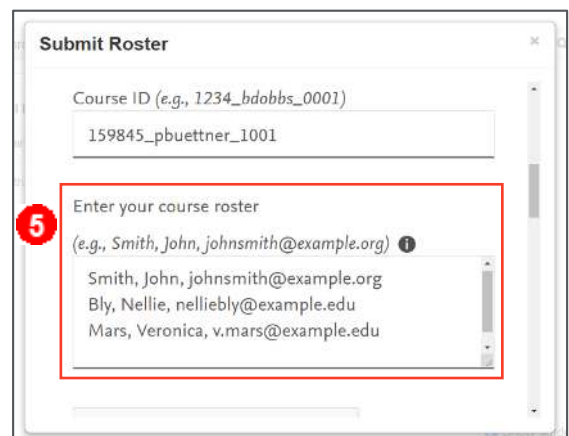
**NOTE:** Separate each part with commas, but there is no comma after the email address.

Example:

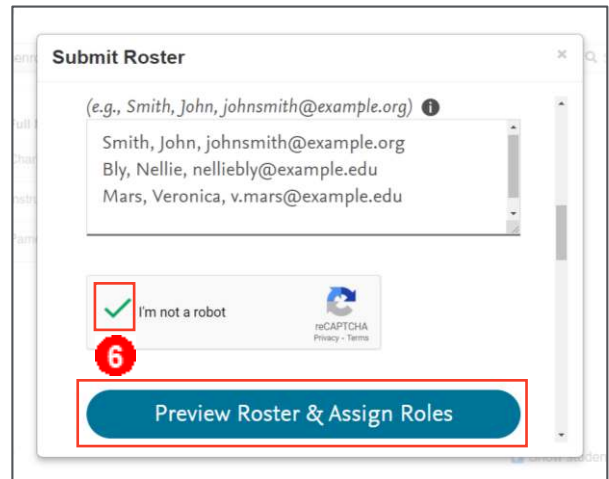
Smith, John, johnsmith@example.edu

Bly, Nellie, nelliebly@example.edu

Mars, Veronica, v.mars@example.edu



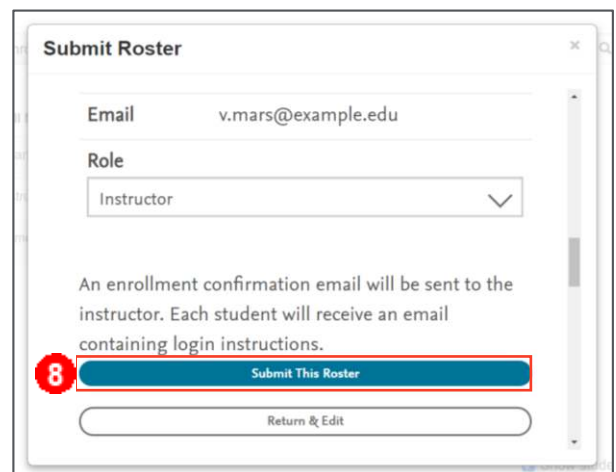
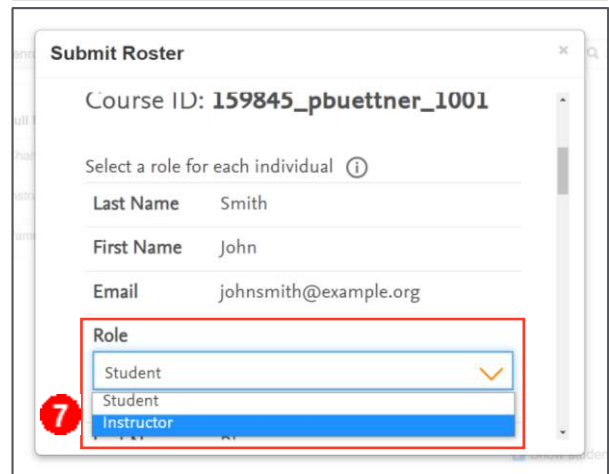
6. Verify that you are not a robot and click **Preview Roster & Assign Roles**.



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.

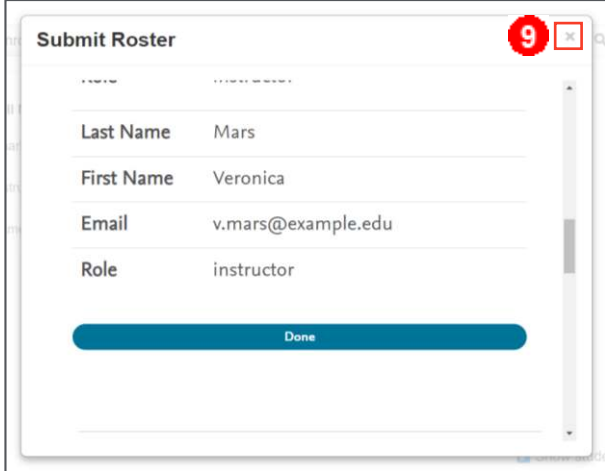
**NOTE:** The Evolve LMS has *Instructor* and *Student* role choices; therefore, all faculty roles including teachers, teaching assistants, administrators, etc. should be given an **Instructor** role.

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.



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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.)

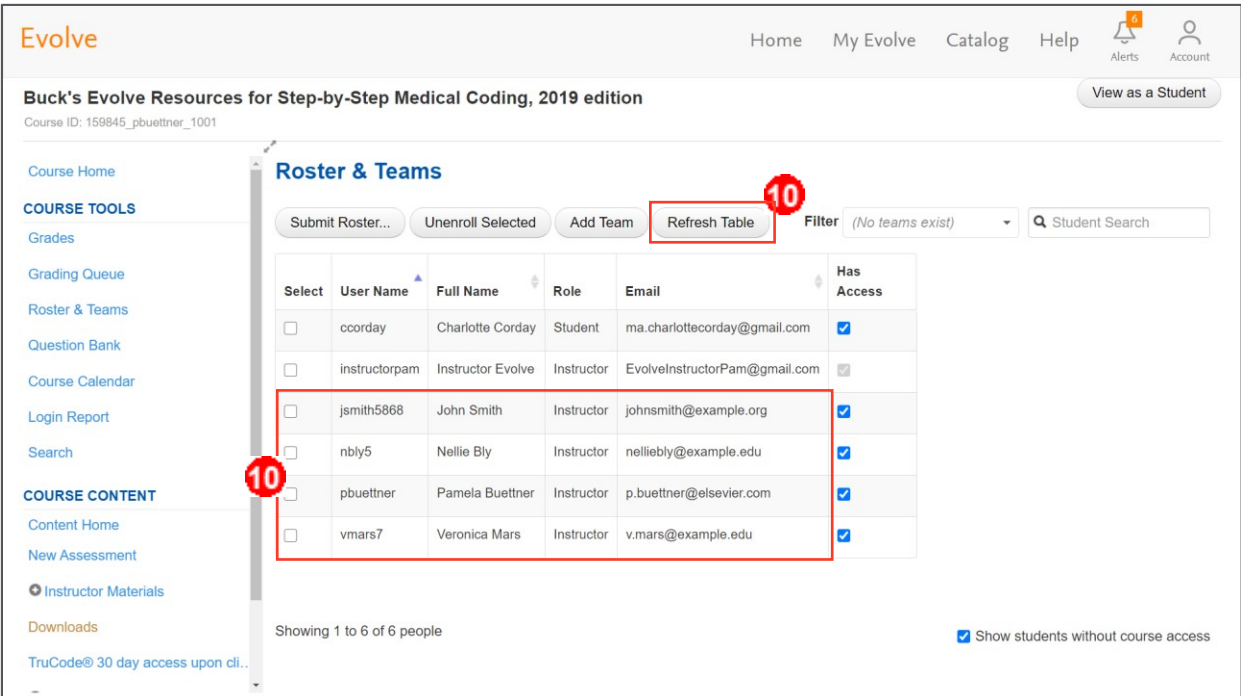


A pop-up window titled "Submit Roster" with a close button (X) and a red circle with the number 9. The form contains the following fields:

Last Name	Mars
First Name	Veronica
Email	v.mars@example.edu
Role	instructor

At the bottom of the form is a blue button labeled "Done".

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.



The Evolve interface shows the "Roster & Teams" page for the course "Buck's Evolve Resources for Step-by-Step Medical Coding, 2019 edition". The "Refresh Table" button is highlighted with a red circle and the number 10. The roster table is as follows:

Select	User Name	Full Name	Role	Email	Has Access
<input type="checkbox"/>	ccorday	Charlotte Corday	Student	ma.charlottecorday@gmail.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	instructorpam	Instructor Evolve	Instructor	EvolveInstructorPam@gmail.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	jsmith5868	John Smith	Instructor	johnsmith@example.org	<input checked="" type="checkbox"/>
<input type="checkbox"/>	nbly5	Nellie Bly	Instructor	nelliebly@example.edu	<input checked="" type="checkbox"/>
<input type="checkbox"/>	pbuettner	Pamela Buettner	Instructor	p.buettner@elsevier.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	vmars7	Veronica Mars	Instructor	v.mars@example.edu	<input checked="" type="checkbox"/>

Below the table, it says "Showing 1 to 6 of 6 people". There is also a checkbox for "Show students without course access" which is checked.

END OF GUIDE

