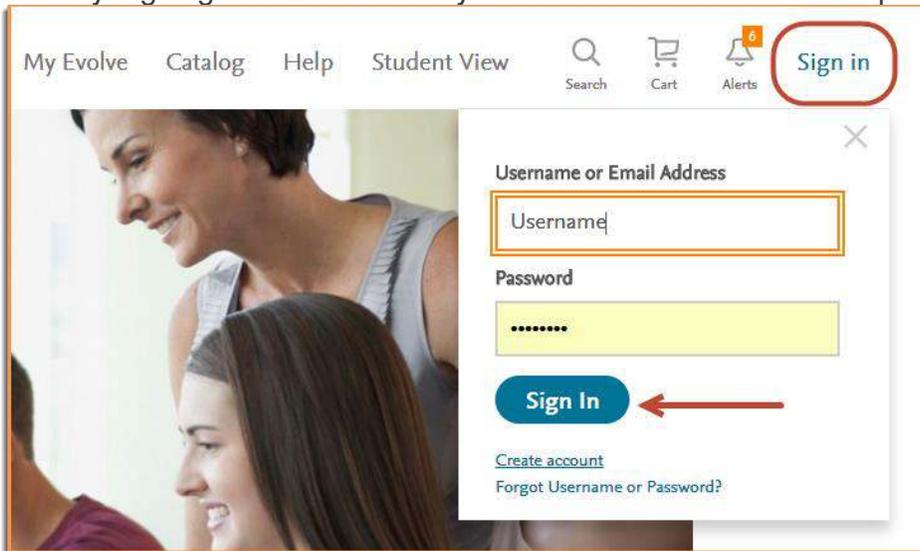
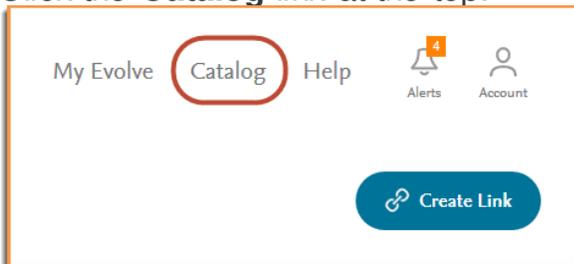


Enrolling Students into an Online Course on Evolve

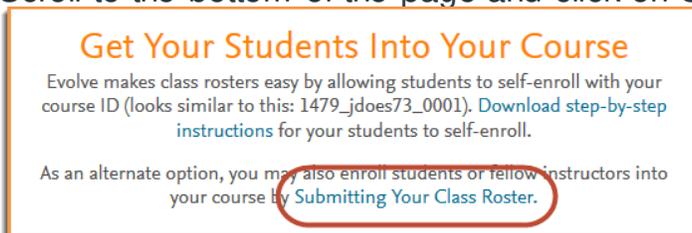
1. Start by signing into Evolve with your instructor username and password.



2. Click the **Catalog** link at the top.



3. Scroll to the bottom of the page and click on **Submitting Your Class Roster**



4. Enter your course ID and course roster in the provided boxes. The course roster must be in the format "lastname, firstname, email@address.edu" with one entry per line. When finished, click on **Preview Roster & Assign Roles**.

Need Help? Visit the Evolve Support Center at <https://evolvesupport.elsevier.com>

Submit a Support ticket:
[Email Support](#)

Phone:
 1.800.222.9570
 Mon-Fri: 7am-11pm CST
 Sat: 8am-6pm CST
 Sun: 12pm-10pm CST

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 Sat: 8am-6pm CST
 Sun: 12pm-10pm CST

5. From the drop-down assign roles to each roster member. In this case I am enrolling one instructor and two students. Then, click the **Submit This Roster** button.

| Last Name | First Name | Email Address | Role |
|-----------|------------|-------------------------|------------|
| Oswald | Clara | c.oswald@coalhill.edu | Instructor |
| Pond | Amy | a.pond@coalhill.edu | Student |
| Williams | Rory | r.williams@coalhill.edu | Student |

6. You will be presented with the Confirmation page. Click **Done** to finish, and those individuals you added will now show up on the roster for your course.

| Last Name | First Name | Email Address | Role |
|-----------|------------|-------------------------|------------|
| Oswald | Clara | c.oswald@coalhill.edu | Instructor |
| Pond | Amy | a.pond@coalhill.edu | Student |
| Williams | Rory | r.williams@coalhill.edu | Student |

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