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

![Login Page]

2. Click the Catalog link at the top.

![Catalog Link]

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

![Submit 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](https://evolvesupport.elsevier.com)

Submit a Support ticket: [Email Support](mailto:service@elsevier.com)

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

Chat With Us  
Mon-Fri: 7am-11pm CST  
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.

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.