Evolve: Requesting Products and Resources for Use with Your Institution's LMS

Contents

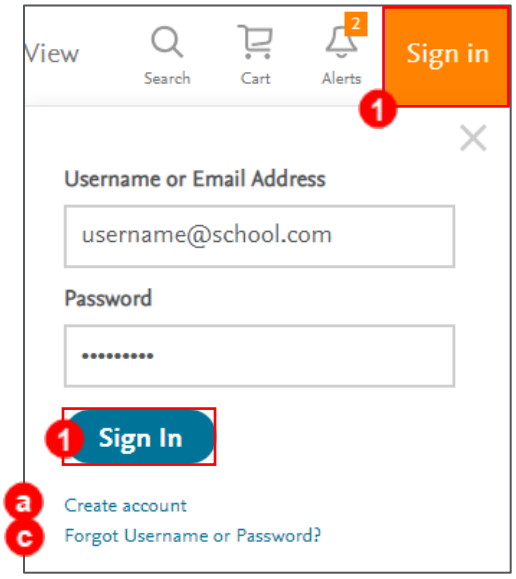
Search for the Product or Resource 1

Request the Product or Resource 3

Complete Checkout 5

Use the Product or Resource 7

Search for the Product or Resource



1. Go to the Evolve site at **evolve.elsevier.com.** Click on **Sign In** at the top right to log in to your Evolve instructor account. Click the **Sign In** button to enter your account.

   NOTE: If you do not have an Evolve instructor account:

   a. Click on **Create account.** On the pop-up that appears, check the **Faculty** radio button, fill in your **First name, Last name, Email address, Password,** and **Confirm Password** fields, check whether you **reside in the United States,** and click the **Submit** button.

   b. You will see a box saying **You're signed up!** It will also show you your **Username.** Click the **Continue** button to continue into your new Evolve instructor account.

   NOTE: If you have an account, but cannot remember your username or password:

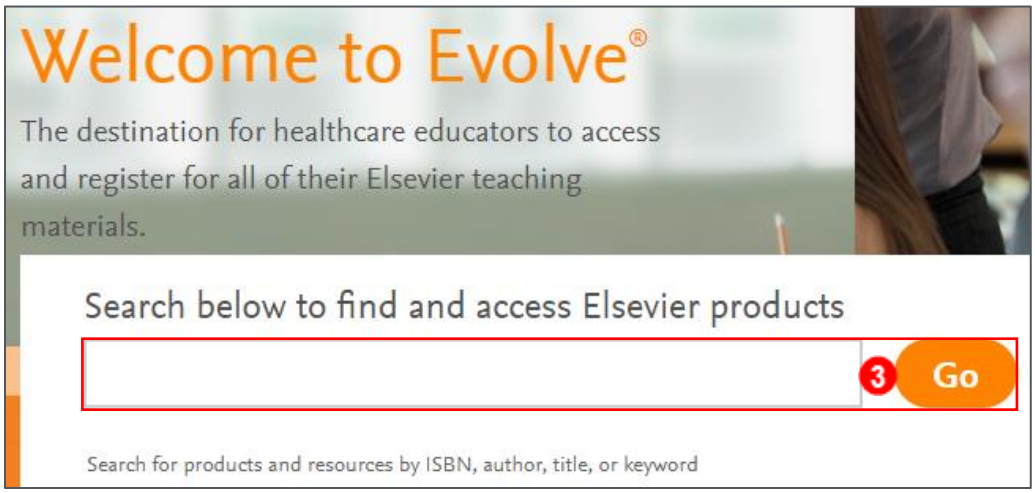
   c. click **Forgot Username or Password?**

d. Enter your **username** or **email address** on the pop-up that appears. You will an email containing your username and a link to a secure web page where you can reset your password. Click **Submit** and log into your Evolve instructor account after you reset your password from the associated email.

NOTE: If you originally signed up with Evolve using a personal email because you did not yet have a school email, do not create another new account with your school email. Instead, sign in to your account with your personal email, then click on **Account,** located where the orange **Sign in** was. You can update the school email here.

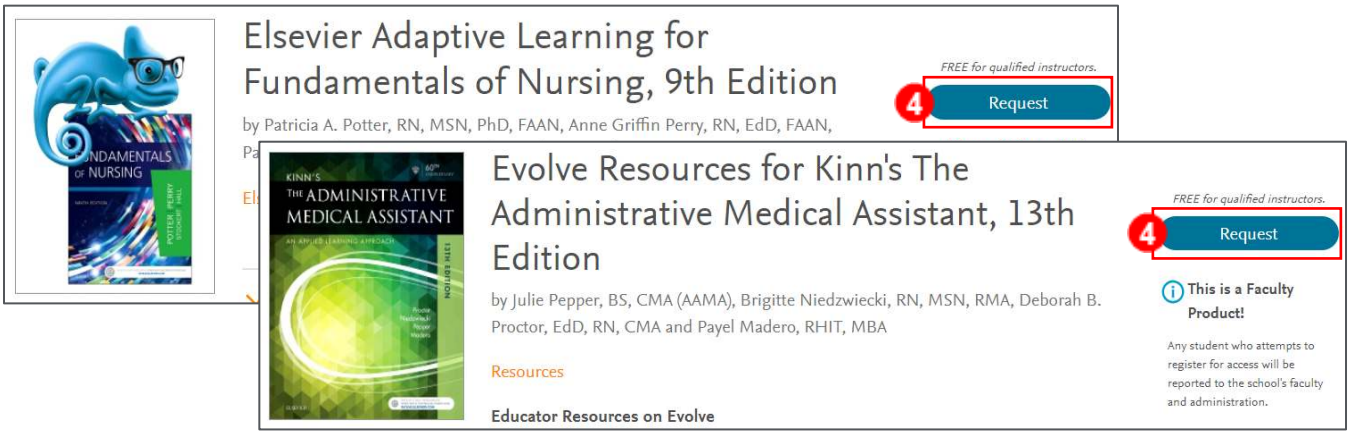
2. Once you log in, your **My Evolve > My Content** list displays, showing any existing Evolve products or resources you have. Click on **Catalog.**

3. Search for the desired product or resource by typing the in the title, author, ISBN, or keyword, then click **Go.** You will get a list of results. Click the one you want to request.

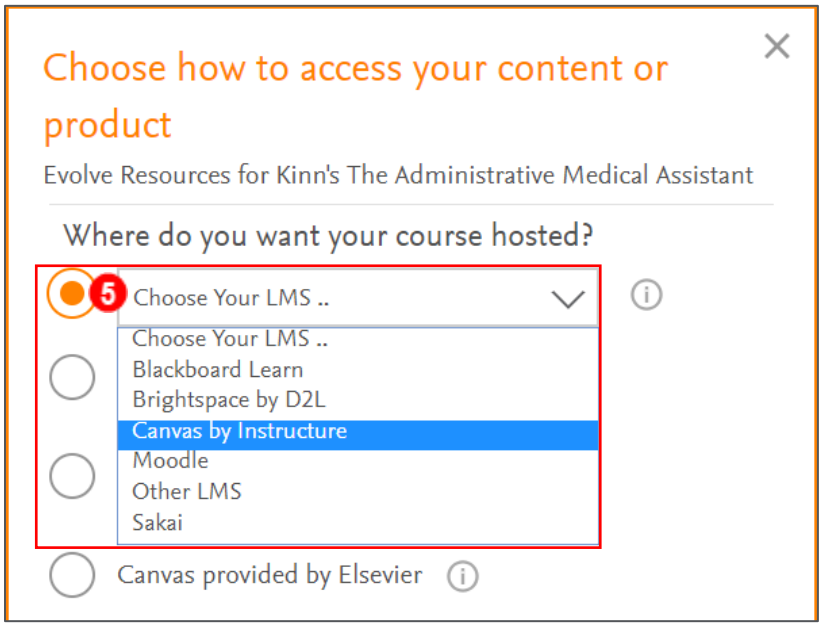


Request the Product or Resource

4. The product or resource page displays, showing the product or resource, along with a description and additional details. Click **Request** to request this product or resource.

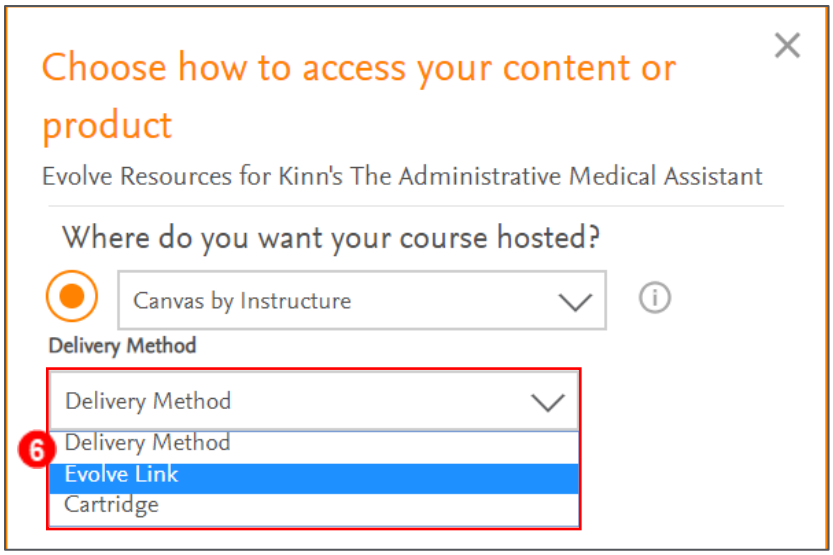


5. A **Choose how to access your content or product** window appears. Under **Where do you want your course hosted?,** click the radio button next to **Choose Your LMS,** and select your LMS from the drop-down menu. For this example, we are selecting *Canvas by Instructure*.

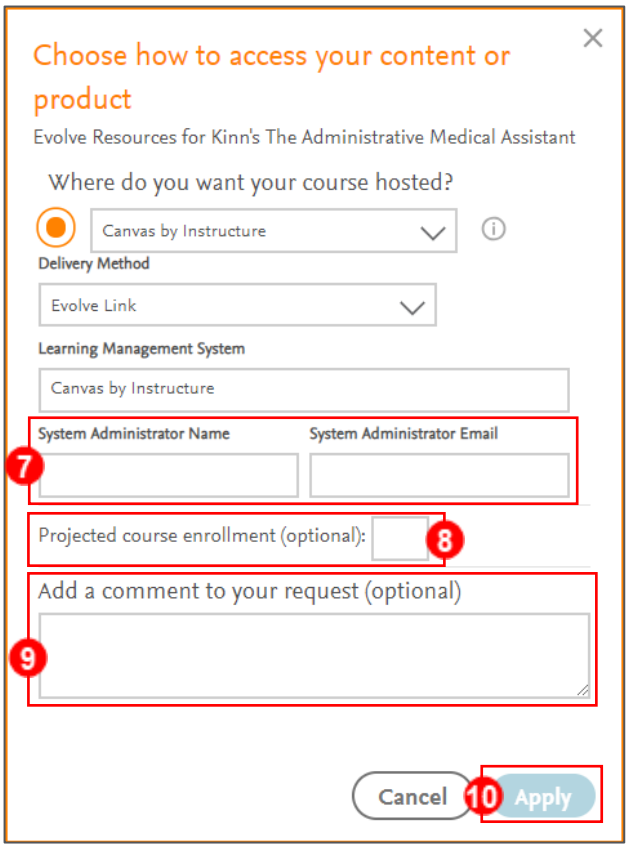


NOTE: If your institution uses Canvas, choose Canvas by Instructure. If your institution uses D2L, choose Brightspace by D2L. If you do not see your LMS, choose Other LMS.

6. In the **Delivery Method,** select **Evolve Link** from the drop-down menu.

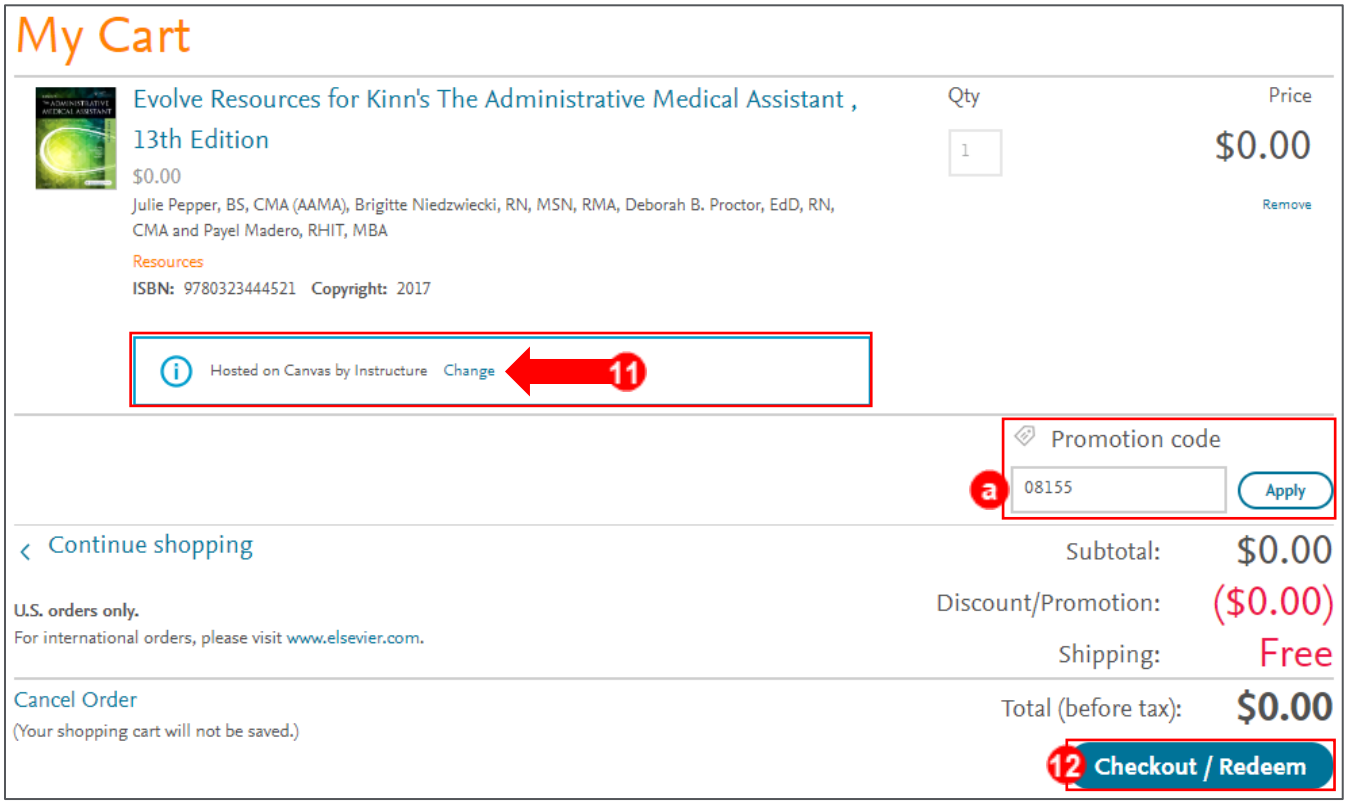


7. Enter your LMS administrator's name and email in the **System Administrator Name** and **System Administrator Email** fields.
8. Enter the **Projected course enrollment** (optional).
9. **Add a comment to your request** (optional).
10. Click **Apply.** Your content is placed into **My Cart.**

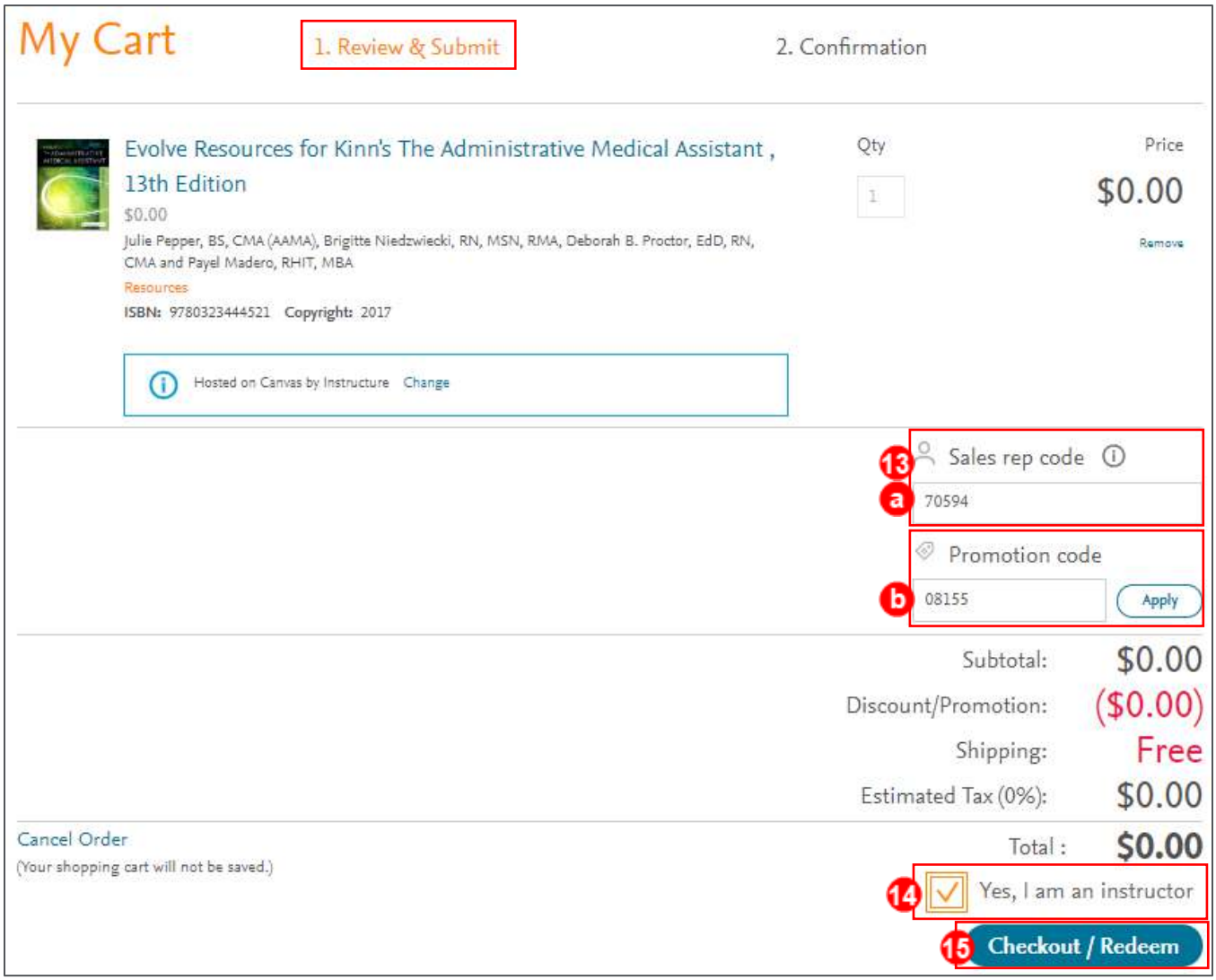


Complete Checkout

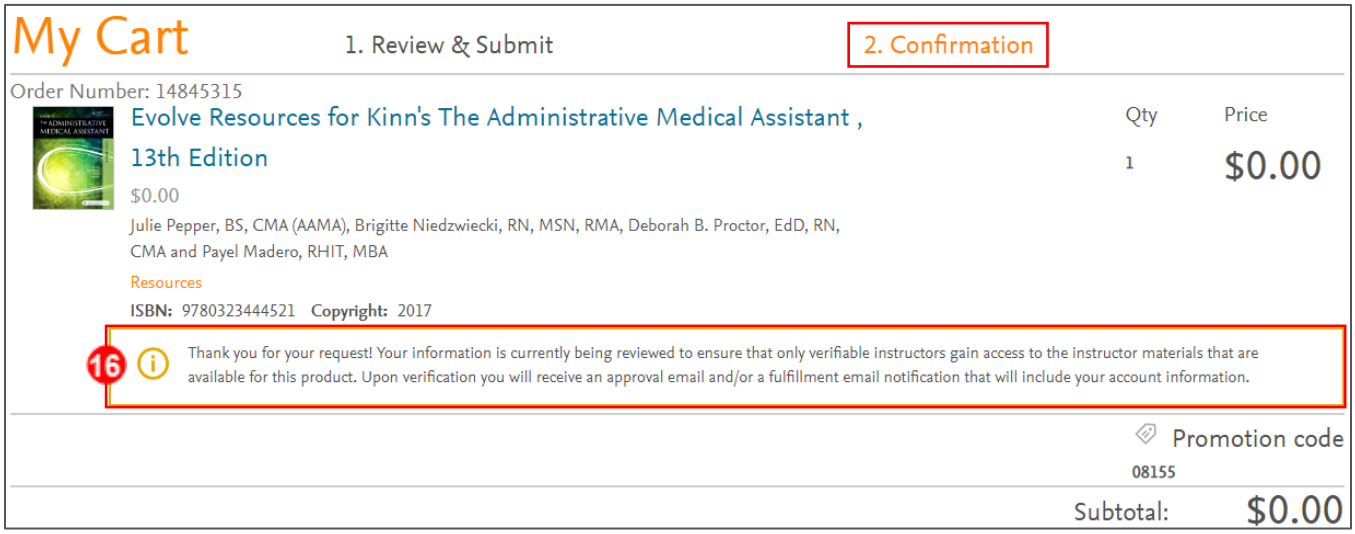
11. If you selected the wrong LMS, click **Change** (if needed).
    a. The **Promotion code** field typically pre-populates, but if the sales rep for your institution provided a different code, enter it here and click **Apply**.
12. Click **Checkout / Redeem.**



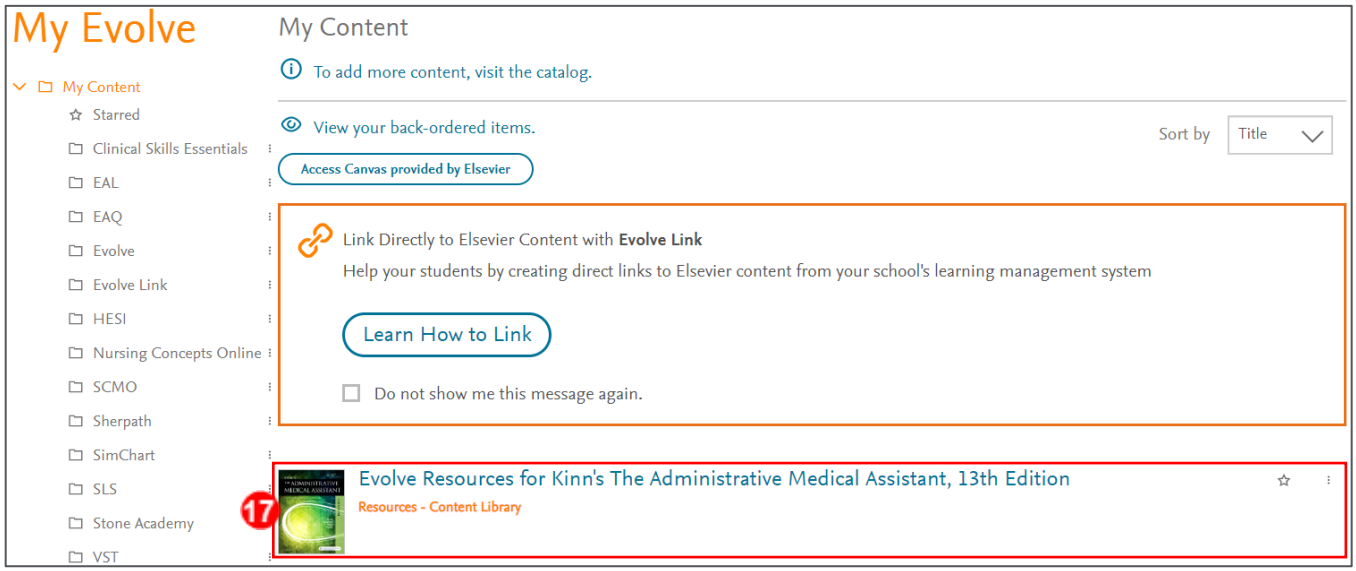
13. The **1. Review & Submit** page displays.
    a. The **Sales rep code** field typically pre-populates, but if the sales rep for your institution provided a different code, enter it here to help speed up the ordering process.
    b. The **Promotion code** field typically pre-populates, but if the sales rep for your institution provided a different code, enter it here and click **Apply**. If you entered it on the previous screen, you can skip this step.
14. Check the box next to **Yes, I am an instructor.**
15. Click **Checkout / Redeem.**



16. The **2. Confirmation** page displays. Review the message about the instructor verification process. You will receive an email once your order is verified and fulfilled. This can take up to a few days.



17. Once your request has been approved and fulfilled, verify the product or resource is in your **My Evolve > My Content** list.



Use the Product or Resource

NOTE: If you download a resource (i.e., content library) like the one used in this guide, it is possible to click on it directly from your My Evolve > My Content list and use the content as reference within

Evolve; however, to link the content into your institution's LMS so that things like test banks will pass back grades to your gradebook, you must access the resource through your institution's LMS using Evolve Link (below).

18. Open a new web page and log into your institution's LMS.
19. Open your course or create a new course in your LMS.
20. Add your Evolve content using **Evolve Link.**

NOTE: If you need help with using Evolve Link, scroll to the footer area at the bottom of your Evolve account and click on **On-demand Training** under the **Training** heading. Once there, click **Evolve Link** under the **Next Generation Products,** and refer to the video and PDF guide entitled **Adding Evolve Content to [LMS Name]** for help.