

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

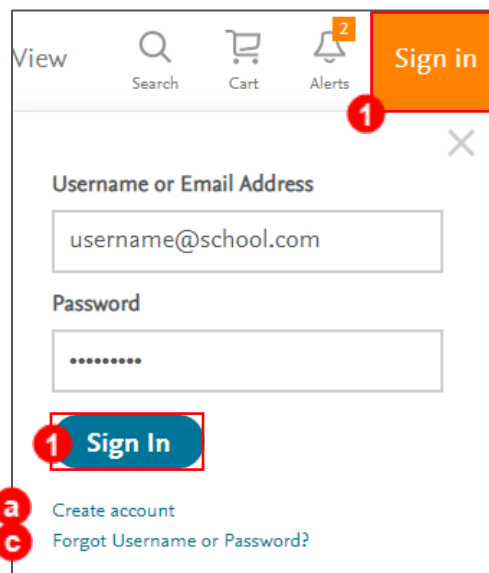
1. Go to the Evolve site at evolve.elsevier.com. Click on **Sign In** at the top right to log in to your Evolve instructor account. Click the **Sign In** button to enter your account.

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?**



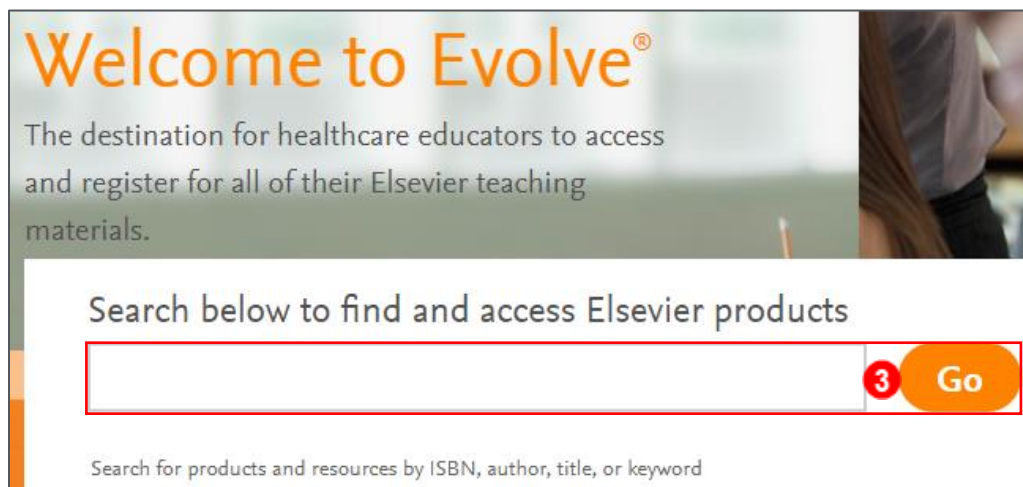
- d. Enter your **username** or **email address** on the pop-up that appears. You will an email containing your username and a link to a secure web page where you can reset your password. Click **Submit** and log into your Evolve instructor account after you reset your password from the associated email.

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

- 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.

Elsevier Adaptive Learning for Fundamentals of Nursing, 9th Edition
by Patricia A. Potter, RN, MSN, PhD, FAAN, Anne Griffin Perry, RN, EdD, FAAN,
Pa
El
FREE for qualified instructors.
4 Request

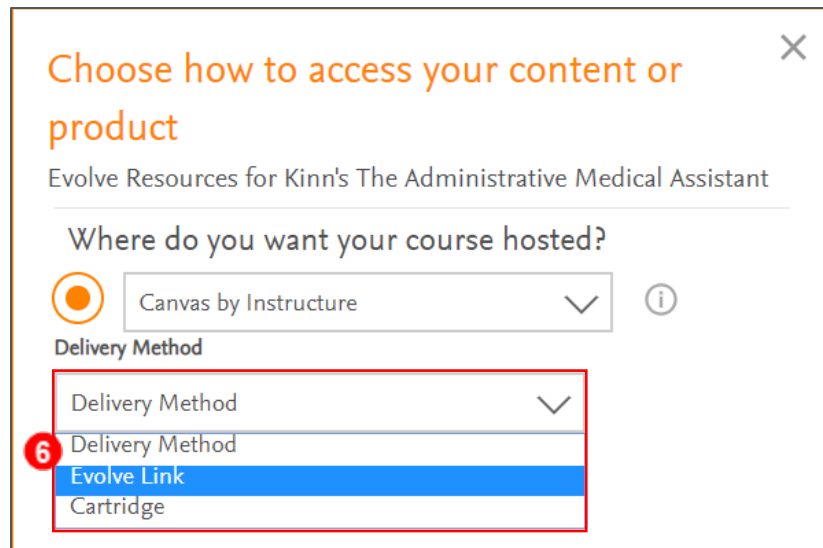
Evolve Resources for Kinn's The Administrative Medical Assistant, 13th Edition
by Julie Pepper, BS, CMA (AAMA), Brigitte Niedzwiecki, RN, MSN, RMA, Deborah B. Proctor, EdD, RN, CMA and Payel Madero, RHIT, MBA
Resources
Educator Resources on Evolve
FREE for qualified instructors.
4 Request
i This is a Faculty Product!
Any student who attempts to register for access will be reported to the school's faculty and administration.

- 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*.

Choose how to access your content or product
Evolve Resources for Kinn's The Administrative Medical Assistant
Where do you want your course hosted?
5 Choose Your LMS ..
Choose Your LMS ..
Blackboard Learn
Brightspace by D2L
Canvas by Instructure
Moodle
Other LMS
Sakai
Canvas provided by Elsevier

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.



Choose how to access your content or product

Evolve Resources for Kinn's The Administrative Medical Assistant

Where do you want your course hosted?

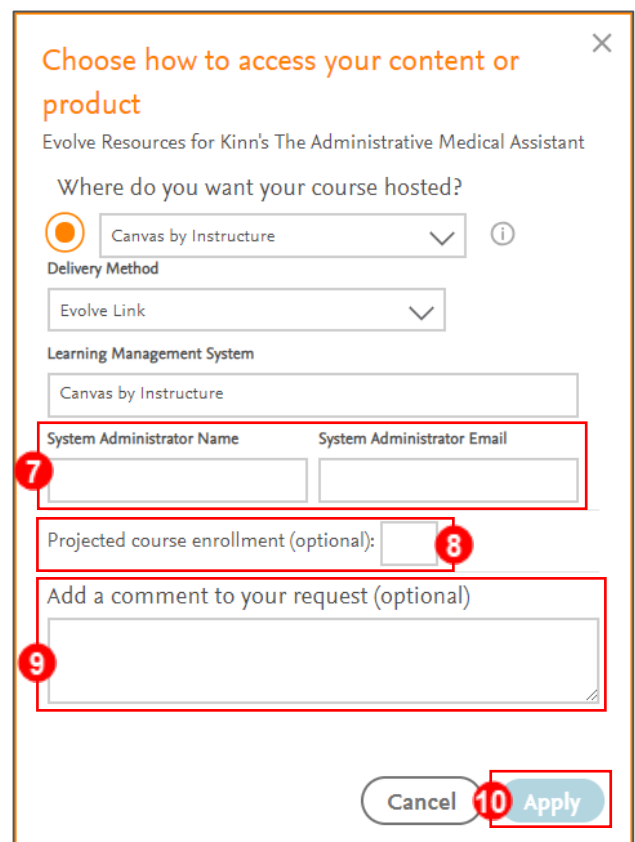
Canvas by Instructure ⓘ

Delivery Method

Delivery Method ⌵

- Delivery Method
- Evolve Link**
- Cartridge

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**.



Choose how to access your content or product

Evolve Resources for Kinn's The Administrative Medical Assistant

Where do you want your course hosted?

Canvas by Instructure ⓘ

Delivery Method

Evolve Link ⌵

Learning Management System

Canvas by Instructure

System Administrator Name	System Administrator Email
<input type="text"/>	<input type="text"/>

Projected course enrollment (optional):


Add a comment to your request (optional)

Cancel **Apply**

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**.

My Cart

	Qty	Price
 <p>Evolve Resources for Kinn's The Administrative Medical Assistant , 13th Edition \$0.00 Julie Pepper, BS, CMA (AAMA), Brigitte Niedzwiecki, RN, MSN, RMA, Deborah B. Proctor, EdD, RN, CMA and Payel Madero, RHIT, MBA Resources ISBN: 9780323444521 Copyright: 2017</p>	<input type="text" value="1"/>	\$0.00 Remove

Hosted on Canvas by Instructure [Change](#) **11**

a [Apply](#)

[Continue shopping](#)

U.S. orders only.
For international orders, please visit www.elsevier.com.

[Cancel Order](#)
(Your shopping cart will not be saved.)

Subtotal: **\$0.00**
Discount/Promotion: **(\$0.00)**
Shipping: **Free**
Total (before tax): **\$0.00**

12 [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**.

My Cart 1. Review & Submit 2. Confirmation

	Evolve Resources for Kinn's The Administrative Medical Assistant , 13th Edition \$0.00 Julie Pepper, BS, CMA (AAMA), Brigitte Niedzwiecki, RN, MSN, RMA, Deborah B. Proctor, EdD, RN, CMA and Payel Madero, RHIT, MBA <small>Resources</small> ISBN: 9780323444521 Copyright: 2017	Qty <input type="text" value="1"/>	Price \$0.00 <small>Remove</small>
--	---	---------------------------------------	---

i Hosted on Canvas by Instructure [Change](#)

	<div style="border: 1px solid red; padding: 5px;">13 <input type="text" value="Sales rep code"/> i</div> <div style="border: 1px solid red; padding: 5px;">a <input type="text" value="70594"/></div> <div style="border: 1px solid red; padding: 5px;">b <input type="text" value="Promotion code"/> <input type="text" value="08155"/> <input type="button" value="Apply"/></div>
--	---

	Subtotal: \$0.00
	Discount/Promotion: (\$0.00)
	Shipping: Free
	Estimated Tax (0%): \$0.00
	Total : \$0.00

[Cancel Order](#)
(Your shopping cart will not be saved.)

14 **Yes, I am an instructor**

15 **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.

The screenshot shows the 'My Cart' page with a '2. Confirmation' tab highlighted. The cart contains one item: 'Evolve Resources for Kinn's The Administrative Medical Assistant, 13th Edition' with a quantity of 1 and a price of \$0.00. A message box with a red border and a circled '16' icon contains the following text: 'Thank you for your request! Your information is currently being reviewed to ensure that only verifiable instructors gain access to the instructor materials that are available for this product. Upon verification you will receive an approval email and/or a fulfillment email notification that will include your account information.' The subtotal is \$0.00.

Qty	Price
1	\$0.00

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

The screenshot shows the 'My Evolve > My Content' page. A message box with a red border and a circled '17' icon contains the following text: 'Link Directly to Elsevier Content with Evolve Link. Help your students by creating direct links to Elsevier content from your school's learning management system. Learn How to Link. Do not show me this message again.' Below this, a resource is listed: 'Evolve Resources for Kinn's The Administrative Medical Assistant, 13th Edition' with a star icon and a menu icon.

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.