

Evolve: Requesting Products and Resources for Use with Evolve and the Evolve LMS

The Evolve catalog contains Evolve products (like Elsevier Adaptive Quizzing, Sherpath, SimChart, etc.), books, and Evolve resources. Evolve products always come with Evolve LMS course tools so you can enroll students and record grades.

Evolve resources are content library supplements to books. They are usually entitled *Evolve Resources for [Book Title]*. They contain things like teacher/student guides, test banks, slides, etc. You can request these with Evolve LMS course tools, so that you can enroll students and record grades. They come with a course ID with your user name (72560_[username]_0001).

You can also request Evolve resources as content only. This method is used if you need them for reference only and *will not allow you to enroll students* or record grades. They may come with a global course ID (72560_global_0001) or may say **Resources – Content Library**. If you are unsure which way to request a resource, choose the **Evolve, Content Plus Course Tools** option.

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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:

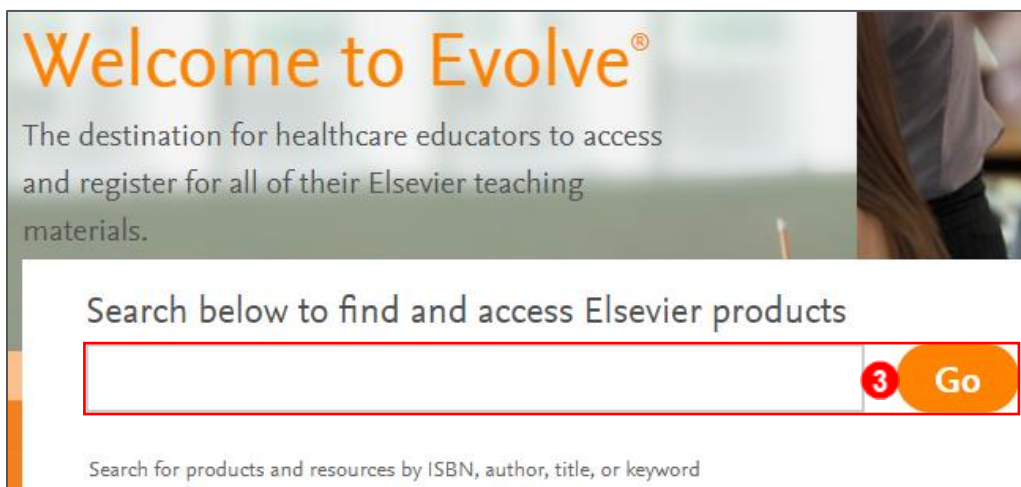
- c. click **Forgot Username or Password?**
- d. Enter your **username** or **email address** on the pop-up that appears. You will an email containing your username and a link to a secure web page where you can reset your password. Click **Submit** and log into your Evolve instructor account after you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

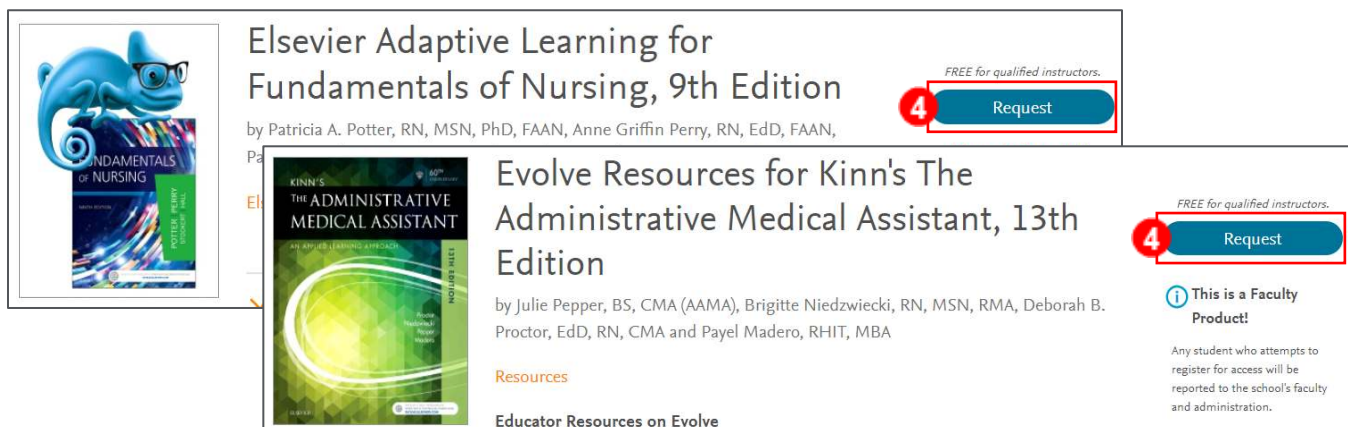


3. Search for the desired product or resource by typing the in the title, author, ISBN, or keyword, then click **Go**. You will get a list of results. Click the one you want to request.



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?:**

- a. select **Evolve, Content Plus Course Tools**, or
- b. for Evolve resources, there is a second available option called **Evolve, Content Only**. *You cannot enroll students if you select this option. Only select this option if you need the associated content library resources simply for reference. If unsure, you can always select **Evolve, Content Plus Course Tools**.*

6. Enter the **number of course sections you need**.

NOTE: In most instances, the default **1 course section** is correct. Add more sections if:

- you plan on customizing your course in different ways to different groups of students, or
- you teach the same course to different groups of students, and the duration differs between the courses.

If unsure, use the default of 1. You can request additional sections later.

7. Enter the **Projected course enrollment** (optional).

8. **Add a comment to your request** (optional).

9. Click **Apply**. Your content is placed into **My Cart**.

The screenshot shows a window titled "Choose how to access your content or product" for "Evolve Resources for Kinn's The Administrative Medical Assistant". It contains the following elements with numbered callouts:

- 5 a**: Radio button selected for "Evolve, Content Plus Course Tools".
- b**: Radio button for "Evolve, Content Only".
- 6**: "How many course sections do you need?" dropdown menu set to "1".
- 7**: "Projected course enrollment (optional):" text input field.
- 8**: "Add a comment to your request (optional)" text area.
- 9**: "Apply" button.


Complete Checkout



10. If you accidentally selected something other than **Evolve, Content Plus Course Tools** (or **Evolve, Content Only**), 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**.

11. Click **Checkout / Redeem**.

My Cart

	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	Qty <input type="text" value="1"/>	Price \$0.00 Remove
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 Hosted on Evolve, Content Plus Course Tools [Change](#) 


 Promotion code
 [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

 [Checkout / Redeem](#)



12. 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.

13. Check the box next to **Yes, I am an instructor**.

14. Click **Checkout / Redeem**.

The screenshot shows the 'My Cart' page with the following elements:

- 1. Review & Submit** (highlighted in a red box)
- 2. Confirmation**
- Cart item: **Evolve Resources for Kinn's The Administrative Medical Assistant , 13th Edition** (price: \$0.00)
- Quantity:
- Remove button
- Resources: Julie Pepper, BS, CMA (AAMA), Brigitte Niedzwiecki, RN, MSN, RMA, Deborah B. Proctor, EdD, RN, CMA and Payel Madero, RHIT, MBA
- ISBN: 9780323444521 Copyright: 2017
- Hosted on Evolve, Content Plus Course Tools (Change)
- Sales rep code: (12 a)
- Promotion code: (b)
- 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.)
- Yes, I am an instructor (13)
- Checkout / Redeem (14)





15. 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.

My Cart

1. Review & Submit 2. Confirmation

Order Number: 14865433

	Qty	Price
 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	1	\$0.00

15  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.

Promotion code
08155

Subtotal: **\$0.00**

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

- a. Products will have a **COURSE ID** with your name in it. They will also list you as an **INSTRUCTOR**.
- b. Resources that you requested as **Evolve, Content Plus Course Tools** will have a **COURSE ID** with your name in it. They will also list you as an **INSTRUCTOR**.
- c. Resources that you requested as **Evolve, Content Only** will either have a **COURSE ID** with **global** in it and no instructor listed, or they will say **Resources – Content Library**.
You cannot enroll students into either of these.

My Content

To add more content, visit the catalog.

View your back-ordered items.

Access Canvas provided by Elsevier

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.

	Elsevier Adaptive Quizzing for The Human Body in Health & Illness - Classic Version, 6th Edition Elsevier Adaptive Quizzing COURSE ID 161368_es..._1001 ← 16 a INSTRUCTOR Eric S...
	Evolve Resources for Essentials for Nursing Practice, 9th Edition Resources COURSE ID 159694_global_0001 ← c
	Evolve Resources for Insurance Handbook for the Medical Office, 14th Edition Resources - Content Library ← c
	Evolve Resources for Kinn's The Administrative Medical Assistant, 13th Edition Resources COURSE ID 156357_es..._1001 ← b INSTRUCTOR Eric S...

Use the Product or Resource

17. Click on the product or resource, and it will either open into the Evolve LMS course in which it is housed, or into its own content library (if you chose Evolve, Content Only for a resource.)

