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

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.