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**.
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.
12. The **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**.
15. The **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](image)

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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.
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.)