Evolve: Requesting Products and Resources for Use with Canvas Provided by Elsevier

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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?, click the radio button next to Canvas provided by Elsevier.

6. Enter the Projected course enrollment (optional).

7. Add a comment to your request (optional).

8. Click Apply. Your content is placed into My Cart.
Complete Checkout

9. If you accidentally selected something other than Canvas Provided by Elsevier, 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.

10. Click Checkout / Redeem.
11. 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.

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

13. Click **Checkout / Redeem**.

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## My Cart

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Qty</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evolve Resources for Kinn's The Administrative Medical Assistant, 13th Edition</td>
<td>1</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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11. **Sales rep code**: 70594

12. **Promotion code**: 08155

12. **Yes, I am an instructor**

13. **Checkout / Redeem**
14. 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.

15. 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 Canvas Provided by Elsevier so that things like test banks will pass back grades to your gradebook, you must access the resource through Canvas Provided by Elsevier using Evolve Link (below).

16. Click on Access Canvas provided by Elsevier. Elsevier’s instance of Canvas opens.

17. Open your course or create a new course in Canvas Provided by Elsevier.

18. 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 Canvas for help.