



# Student Quick Start Guide

Welcome to Top Hat! This guide will help you register a student account and understand how to use Top Hat for your class.

## Creating an Account

- If you received an email invitation from your instructor, be sure to click the link within the email to advance directly through the Top Hat registration process. You can also open a web browser and navigate to [tophat.com/register/student/](https://tophat.com/register/student/)
- Creating an account:
  - Enter your school's name or your course's 6-digit code to begin the registration process.

The screenshot shows the 'Select your school' step of the registration process. At the top, there is a progress bar with five icons: 1. School (active), 2. Account Info, 3. Grading Setup, 4. Phone, and 5. Course. Below the progress bar, the heading 'Select your school' is centered. Underneath, it says 'Use the dropdown to select your school, or find your school using your 6-digit Course Code.' There are two input fields: 'Find your school' (a dropdown menu) and 'Type to search for your school' (a search bar with a magnifying glass icon). Below these is an 'Or' separator and another input field for 'Or enter your 6-digit Course Code'. A blue 'Next' button is centered below the input fields. At the bottom, there is a blue link that says 'Can't find your school?'.

- Enter your name and email address then choose a username and password.

The screenshot shows the 'Account Details' step of the registration process. At the top, there is a progress bar with five icons: 1. School, 2. Account Info (active), 3. Grading Setup, 4. Phone, and 5. Course. Below the progress bar, the heading 'Account Details' is centered. Underneath, it says 'Enter all your details below to create your Top Hat account.' There are four input fields: 'Your Name' (split into 'Keen' and 'Student'), 'Email' (containing 'keener@school.com'), 'Choose a Username' (containing 'smartguy'), and 'Your Password' (containing '\*\*\*\*\*') and 'Confirm' (containing '\*\*\*\*\*'). Below the password fields is a checkbox that is checked, with the text 'I agree with the terms and conditions'. A blue 'Next' button is centered at the bottom.



3. Enter your student ID number. Be sure to enter your school-issued student ID number. This will assist your instructor when it comes time to upload any of your grade data and ensures you are properly credited.

4. Enter your mobile phone number. This will link your phone to your account, should you ever submit an answer to Top Hat via text message. The system will send you a verification text message as confirmation. If you don't own a mobile phone and will be participating with a laptop or tablet device, don't sweat it! Simply click "Skip, I don't want to use my phone."



5. Find your course from the available list of classes. You can search by the last name of your instructor or by the name of the course. Once you find your course in the list, simply click the “Enroll” button to continue.

1. School 2. Account Info 3. Grading Setup 4. Phone 5. Course

### Find Your Course

To begin your search, enter the name of your course or professor.

 

Name	Code	Subject	Professor	Enroll
8 a.m. Principles of Macroeconomics	ECON 2105-07124		Levent Bulut	<input type="button" value="Enroll"/>
2 p.m. Principles of Macroeconomics	Econ 2105-97132		Levent Bulut	<input type="button" value="Enroll"/>
ADSC 2000 Animal Practicum Fall 2014	82388 / 84109 / 84099 / 84117		Robert Dove	<input type="button" value="Enroll"/>
ADSC 3610 Swine Production Fall 2014	54381 /		Robert Dove	<input type="button" value="Enroll"/>
ADSC 4310 Quant Feeding of livestock	91447 / 91542		Robert Dove	<input type="button" value="Enroll"/>
Anatomy and Physiology I (Fall 2014) (Tu/Thurs 2:00 PM)			Vanessa Williams	<input type="button" value="Enroll"/>
Anatomy and Physiology I (Fall 2014) (Tu/Thurs 9:30 AM)			Vanessa Williams	<input type="button" value="Enroll"/>
Anthropology of Religion	ANTH4640/6640	Anthropology	Christina Joseph	<input type="button" value="Enroll"/>
RCMR 3100 - 85391 (Fall 2014)			Paula Lemons	<input type="button" value="Enroll"/>

6. **Congratulations!** You’ve just created your Top Hat student account and have entered your course. In the event you need to enroll in another Top Hat course, click the arrow in the top-left corner (next to the Top Hat logo) to go back to your course lobby. From there you can click the blue “Add a Course” button to repeat Step 5 and add an additional course.

## Accessing Top Hat

Once you have an account, you can log in by visiting [tophat.com/login](http://tophat.com/login) from your web browser and typing in your username and password. It’s usually a good idea to consider bookmarking this login page for quick access!



## Answering Questions

Now that you're enrolled in your course, it's time to answer a few questions! You can use any of the following methods:

### Laptop, tablet, or web-enabled smartphone

You can submit answers by accessing the Top Hat web interface using a web browser. There are known compatibility issues with Internet Explorer, so we highly recommend using Google Chrome or Mozilla Firefox instead. If you're using a smartphone, please use the native Android or Safari web browser that came standard with your device, or try downloading a copy of Google Chrome from your phone's app store. All active items should appear on the left side of your screen depending on how your instructor decides to use the system. If you can't see anything, your instructor either disabled reviewing questions or no items have been created yet. Android and iPhone users can also download the free Top Hat app from Google Play or the Apple App Store.

### SMS submissions

You can submit answers in class using any phone by sending a message to your course's texting number. The number is displayed on the right side of your screen as well as your instructor's screen. Each question is assigned a unique **4-digit ID**; this is also displayed on your instructor's screen.

For example: our phone number in the USA is **+1 (315) 636-0905** and if you'd like to send "A" as an answer to a question with **1234** as an ID, all you have to do is send a message to that number with the text: **1234 a**. Notice that the space between the code and your answer is optional.

**You should always receive a confirmation message** that the submission has been received, if you don't please check the number and make sure you have good reception. **We highly recommend that you retain a record of your SMS submissions and do not delete your messages from your phone.** If you ever find that your messages have not been successfully registered within Top Hat, our support representatives will be able to use your saved SMS logs as a method of verification of your attempts.

### Common error messages

**The 4-digit ID is not in use. Please verify that the identification code is correct.**

This happens when you submit an answer to a question that has already been closed by your instructor. This sometimes happens due to a weak signal, let us know if this seems to be a persistent issue.

**You must be enrolled in this course to submit answers. Please enroll from a computer.**

This message most likely means that you haven't completed the enrollment process. Please access Top Hat from a computer and make sure that you're enrolled in the correct course. This can also happen if you've entered the wrong SMS ID, please check to see if the 4-digit ID number is correct.



## Checking your grades

If you'd like to see how you're doing in a course, access Top Hat from a computer or web-enabled device and click the **Gradebook** link towards the left side of the screen. **We highly recommend that you keep track of your grades and check the gradebook often.** The gradebook will show you a list of all active, answered and unanswered items in the course. The bottom row also has some important statistics:

**Percent Average (% avg.):** This is the overall graded average reflected by the total number of points received (correctness & participation) divided by the total number of possible points available.

**Correctness Points:** The correctness points that you received in comparison to the course total.

**Participation Points:** The participation points that you received in comparison to the course total.

**Percent Answered (% answered):** This average reflects the total number of graded items (i.e. Questions and Graded Discussions) that you attempted in relation to those items that you missed. Please note that this doesn't reflect your participation grade since non-credit questions are also counted in this calculation.

## Support

Your instructor is extremely busy and is simply a user of our system, just like you!

Please do not waste valuable class time by asking your instructor technical questions, we have a team dedicated to that. To reach us, click **Support** at the bottom left corner of your screen, email [support@tophat.com](mailto:support@tophat.com) or visit [support.tophat.com](https://support.tophat.com) to access our support forum. You will be able to search our knowledge base, stay up to date with our news, and even suggest features!