STUDENT: TOP HAT OVERVIEW & GETTING STARTED GUIDE
ACCOUNT CREATION & COURSE ENROLMENT
On the Signup page, click Student.
You will be prompted to input the 6-digit code associated with your instructor’s Top Hat course.

Find your course with a JOIN CODE

The quickest way to join your course is with its unique 6-digit join code. Every course has one.

Join code

631158

Introductory Psychology
School: Top Hat University - Demos
Join Code: 631158
Professor: Professor Top Hat
If you do not know the 6-digit join code for your course or your instructor has not shared it with you yet:

- Click Search by school
- Search for your school by name and select it from the drop-down menu
- Click Next - find your course
• Input your instructor’s name or the title of the course you are looking for and select it from the drop-down menu.
• Click Join this Course

Find your course
Enter the name of your course or professor

Course
Introductory Psychology

Introductory Psychology
School: Top Hat University - Demos
Join Code: 631158
Professor: Professor Top Hat
Create your account

Enter a few details below to create an account

First name (Required)  Last name (Required)
Top Hat  Student

Email (Required)
zach+THstudent@tophat.com

Password (Required)
When a Virtual Classroom session is launched in a course, a banner will appear beneath the course header notifying students that a virtual class has started (this banner will also appear for any Co-Instructors or Teaching Assistants in the course). Students must click Join Class on the banner to enter the Virtual Classroom.
When a Virtual Classroom session is launched by an instructor in a Top Hat course, students in the course on the Top Hat mobile app will see the session appear in the Classroom tab.

Upon clicking the Join button, students will be prompted with a question asking them where they are joining the Virtual Classroom from. If a student selects I'm joining remotely, the presenter's audio and video stream as well as any shared screens will be fed through to the student's device upon entering the Virtual Classroom. If a student selects I'm in the classroom, the presenter's audio and video feeds as well as any shared screens will not be connected (with the presumption being that the student will be able to see and hear the presenter physically in the classroom).
TOP HAT COMMUNITY

Before getting started, note that you can only access Top Hat Community from within your Top Hat account if you are using Top Hat on a web browser. To access Top Hat Community on a mobile device, download and open the Top Hat Community mobile app.

Web Browser

To access Top Hat Community, click the Community tab in your account header located in the upper-left corner of the screen.
TOP HAT COMMUNITY MOBILE APP

Top Hat Community mobile app allows students to be less reliant on email notifications from Top Hat Community that they receive when they are offline, by enabling them to respond to messages and posts in Top Hat Community as they would other notifications that they receive on their mobile device.
ATTENDANCE

Recording your attendance on a web browser

Start by making sure the CLASSROOM tab is selected along the course header. The attendance prompt will appear in the content tree on the left side of the screen under the Questions & Attendance header. Input the 4-digit attendance code that appears on your instructors projected or shared screen and click Submit.
Recording your attendance on the mobile app

First, ensure that the Classroom tab is selected along the bottom of the screen. The attendance prompt will appear in the main body of the screen under the Presenting header. Tap the attendance item, input the 4-digit attendance code that appears on your instructor's projected or shared screen and click Continue.
IN-CLASS QUESTIONS

If you do not click the Submit button after you input your response, your answer will not be saved. If you wish to change your response to the question after you have clicked the Submit button, you can do so by simply inputting your new response and clicking Resubmit. Your response will not be locked until your instructor closes the question.
ANSWERING IN-CLASS QUESTIONS ON THE MOBILE APP

First, ensure that the Classroom tab is selected along the bottom of the screen. The question will appear in the main body of the screen under the Presenting header. Tap the question, input your response and click Submit.

If you do not click the Submit button after you input your response, your answer will not be saved. If you wish to change your response to the question after you have clicked the Submit button, you can do so by simply inputting your new response and clicking Resubmit. Your response will not be locked until your instructor closes the question.
DISCUSSIONS

Participating in discussions on a web browser

Start by making sure the CLASSROOM tab is selected along the course header. The discussion will appear in the content tree on the left side of the screen under the Questions & Attendance header. Once you select the discussion, it will appear in the preview pane on the centre of your screen. Posts made by others will appear in the preview pane beneath the discussion prompt. To add a post of your own, click the Reply button beneath the discussion prompt, type your response and click Post.

You can upvote and comment on posts made by others in the discussion by using the thumbs up and comment buttons on the corresponding posts in the feed.
PARTICIPATING IN DISCUSSIONS ON THE MOBILE APP

First, ensure that the Classroom tab is selected along the bottom of the screen. The discussion will appear in the main body of the screen under the Presenting header. Tap the discussion icon, type your post in the field provided and click Reply.

You can upvote and comment on posts made by others in the discussion by using the thumbs up and comment buttons on the corresponding posts in the feed.
ASSIGNED COURSE MATERIAL

Assigned material on a web browser

Select the ASSIGNED tab along the course header. Any assigned course material will be listed in the content tree on the left side of the screen. Assigned material may be kept within a folder, which you can click to expand within the content tree. Select the item to bring it up in the preview pane.
ASSIGNED MATERIAL ON THE MOBILE APP

Tap the Assigned tab along the bottom of the screen. Any assigned items will be listed in the main body of the screen. If the assigned items are kept within a folder, tap the folder to reveal them or tap Unanswered on the screen header. Tap the item to bring it into full view.

In addition to the questions and discussions described above, instructors can also assign Pages (shown above) and Tests. Instructors normally use Pages for reading material and assignments, and reserve Tests for more structured assessments like quizzes and exams.
GRADES

Top Hat can record grades for attendance as well as correctness and participation for presented questions, questions assigned as Homework and those embedded within Tests. It is up to your instructor what they choose attach grades to. You can review your grades at any time in the course’s Gradebook.

Viewing the Gradebook on a web browser

Select the GRADEBOOK tab along the course header. All graded items that have been presented or assigned in the course up to that point will be listed in the table in the centre of the screen including questions, attendance, Pages and Tests. To the upper-right of the table you will find your grade totals.

![Gradebook Example](image-url)
VIEWING THE GRADEBOOK ON THE MOBILE APP

Tap the Gradebook tab along the bottom of the screen. All graded items that have been presented or assigned in the course up to that point will be listed in the centre of the screen including questions, attendance, Pages and Tests. Above the list, you will find your grade totals.
For the quickest resolution to a problem, search for an answer in the help articles on our support site - the Top Hat Success Centre - or refer to one of the following articles to troubleshoot common issues:

- Student: Requesting a refund
- Student: Troubleshooting login and course access issues
- Student: Troubleshooting question response issues
- Student: Troubleshooting attendance issues
- Student: Troubleshooting Top Hat Test issues
Live Chat

You can start a live chat any time while using Top Hat by clicking the question mark icon at the top of your screen and selecting the chat option.
CONTACT SUPPORT

support@tophat.com