STAFF: TOP HAT OVERVIEW & GETTING STARTED GUIDE
CREATING YOUR ACCOUNT AND COURSES

Creating a Top Hat Professor account

Navigate to www.tophat.com and click Sign Up in the upper-right corner.

On the signup page, click Educator.

Sign up: Are you an educator or a student?

Educator
Create your perfect course

Student
Find your course
Next, input the email address you would like to associate with your Professor account. It is recommended that you use your school email address as this will ensure that you will not be blocked at any potential login gates mediated by your institution’s Single Sign On system. Once you have input your email address, you will then be prompted to search for your school. Type the name of your school in the field provided and select it from the drop-down menu. Finally, input a password. After you have agreed to Top Hat’s Terms of Service and Privacy Policy you can proceed by clicking Next Step.
On the next page, input your first name and last name in the fields provided. If you wish to enable two-factor authentication, enter your mobile phone number, click Send verification code, input the code that you receive via text, and click Confirm to verify your account. Otherwise, click Skip phone verification to proceed.
Welcome to Your Course Lobby

Get started with Top Hat by creating a course for students.

Create Course
CREATING TOP HAT COURSES

To start, click the Create Course button in the upper-right corner of your course lobby.
In the course creation modal that appears, input your course title, start date, subject and course code. Note: if your course subject does not appear in the drop-down menu of available subjects, you can add it to the list by clicking Add [course subject] as a new subject at the bottom of the drop-down menu. Once you have filled in the necessary information, click the Create button in the lower-right corner of the modal.

You will then be brought to the Content section of the course you just created. From here, click the Create button in upper-left corner to start filling your course with content such as questions and slides.
ADDING AND MANAGING STUDENTS

- This has been automated by IT Services. If there is any issues please contact itservices@unifiiji.ac.fj

- Always request all students to use University student email address at all times for proper attendance and assessment records

Removing students

If a student does not appear on your classist for the unit, please remove them as
Top Hat's Virtual Classroom functionality is optimized for use on a laptop or desktop computer with a built-in or connected microphone and/or camera. Instructors cannot run a Virtual Classroom from a tablet/Mobile Phone.
To launch a Virtual Classroom, instructors must first select the blue Create button in the upper left corner of the Content section of their course and select Virtual Classroom from the menu that appears.

In the dock screen, instructors must select the option to enable their microphone and/or their camera (instructors will be unable to start the stream without at least one of these options selected). Instructors will need to allow Top Hat to access their microphone and their camera via their browser and/or system settings in order to proceed. Once enabled, instructors will see their camera feed appear in the centre of the dock screen.
Instructors that wish to broadcast their Virtual Classroom session to all participants in the course (including students, teaching assistants and co-instructors) will need to select *Everyone* from the options below the video feed preview in the dock screen. In the upper-right corner of the dock screen, instructors will see the total number of students currently active in the Top Hat course. This indicates the number of students that will be able to join the Virtual Classroom once the instructor clicks *Start Streaming Now*. 
RECORDERING OF LIVE LECTURE/VIRTUAL CLASSROOM

- All Virtual lectures can be recorded. You will need to select record in the additional options. If the lecture is 2 hours or more, you will need to stop little before 2 hours and then start again.

- All recorded lectures are automatically saved on the left hand side of the content page. You may rename lectures if you wish to.
VIDEO & SCREEN SHARING

Upon entering the Virtual Classroom, a collapsable sidebar will appear along the right-side of the web page. Assuming an instructor enabled both their microphone and camera feed on the dock screen, the video stream will appear at the top of the sidebar.
Screen Share

To share their screen, instructors must simply click the green screen share icon to the left of their video feed. Instructors will be prompted to select whether they want to share their entire desktop, a specific application window, or an individual browser tab.

Live Chat

Instructors and students can use the live chat functionality to interact with each other and share sentiment in a Virtual Classroom. The live chat appears beneath the video feed in the Virtual Classroom sidebar on the right side of the webpage.
When there are multiple presenters in a Virtual Classroom, the camera feeds will appear picture-in-picture to the host of the Virtual Classroom (the instructor). Instructors can click the smaller camera feed to swap it with the larger camera feed. Participants in a Virtual Classroom will only see the camera feed of the presenter that is speaking.
USEFUL LINK:

Featured Articles for an Educator can be found on the below link:

https://success.tophat.com/s/

All the best