

# **STAFF: TOP HAT OVERVIEW & GETTING STARTED GUIDE**

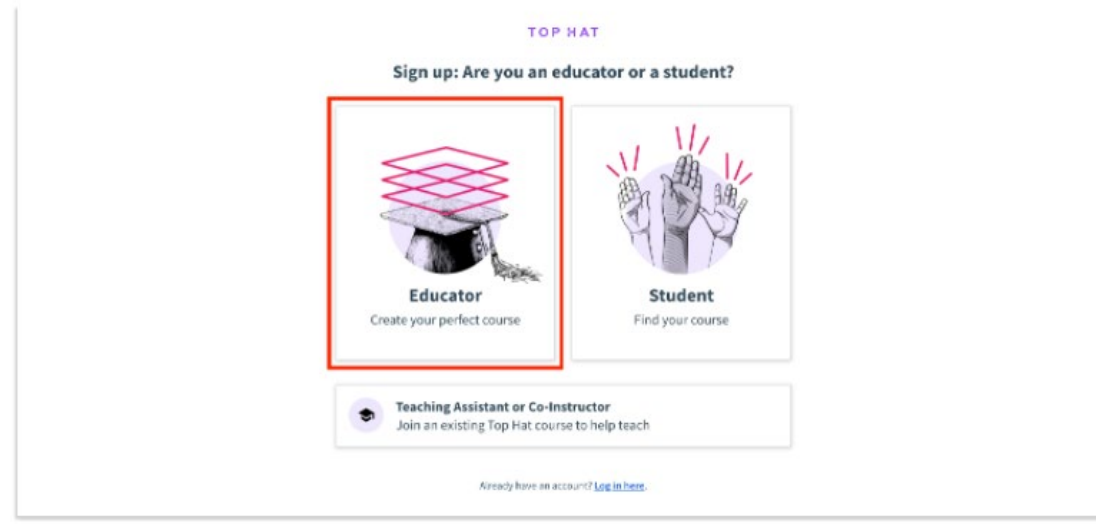
# CREATING YOUR ACCOUNT AND COURSES

## Creating a Top Hat Professor account

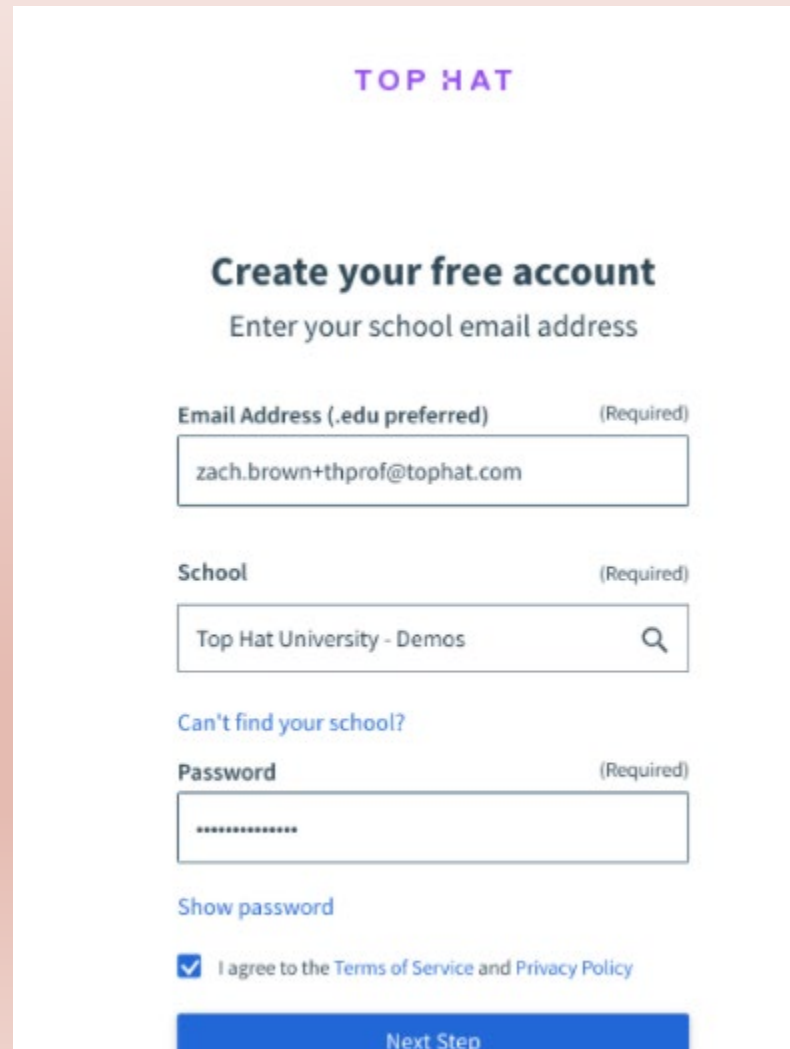
Navigate to [www.tophat.com](https://www.tophat.com) and click *Sign Up* in the upper-right corner.



On the signup page, click *Educator*.



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*.



The image shows a web form for creating a free account on Top Hat. The form is titled "TOP HAT" in purple and "Create your free account" in bold dark blue. Below the title is the instruction "Enter your school email address". The form contains three main input fields: "Email Address (.edu preferred)" with a "(Required)" label, containing the text "zach.brown+thprof@tophat.com"; "School" with a "(Required)" label, containing a search bar with "Top Hat University - Demos" and a magnifying glass icon; and "Password" with a "(Required)" label, containing a masked password "\*\*\*\*\*". Below the password field is a link "Show password". At the bottom, there is a checked checkbox and the text "I agree to the Terms of Service and Privacy Policy". A blue button labeled "Next Step" is at the very bottom.

**TOP HAT**

**Create your free account**  
Enter your school email address

Email Address (.edu preferred) (Required)  
zach.brown+thprof@tophat.com

School (Required)  
Top Hat University - Demos

Can't find your school?

Password (Required)  
\*\*\*\*\*

[Show password](#)

☒ I agree to the Terms of Service and Privacy Policy

**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.

TOP HAT

### Create your free account

Fill in your name and phone number

First Name (Required) Last Name (Required)

Professor Top Hat

Preferred Phone Number

US +1 999 999 9999

You will be sent a 4-digit verification code to confirm your number. Your number will always be kept private.

Send verification code

[Skip phone verification](#)

This completes the account creation process. You will be brought to your Top Hat course lobby where you can create your first course



COURSES MARKETPLACE COMMUNITY



Professor Top Hat ▾

## Your Courses

Top Hat University - Demos

Sort by Creation Date (Newest First) ▾



Available Courses (0)

Create Course

Welcome to Your Course Lobby

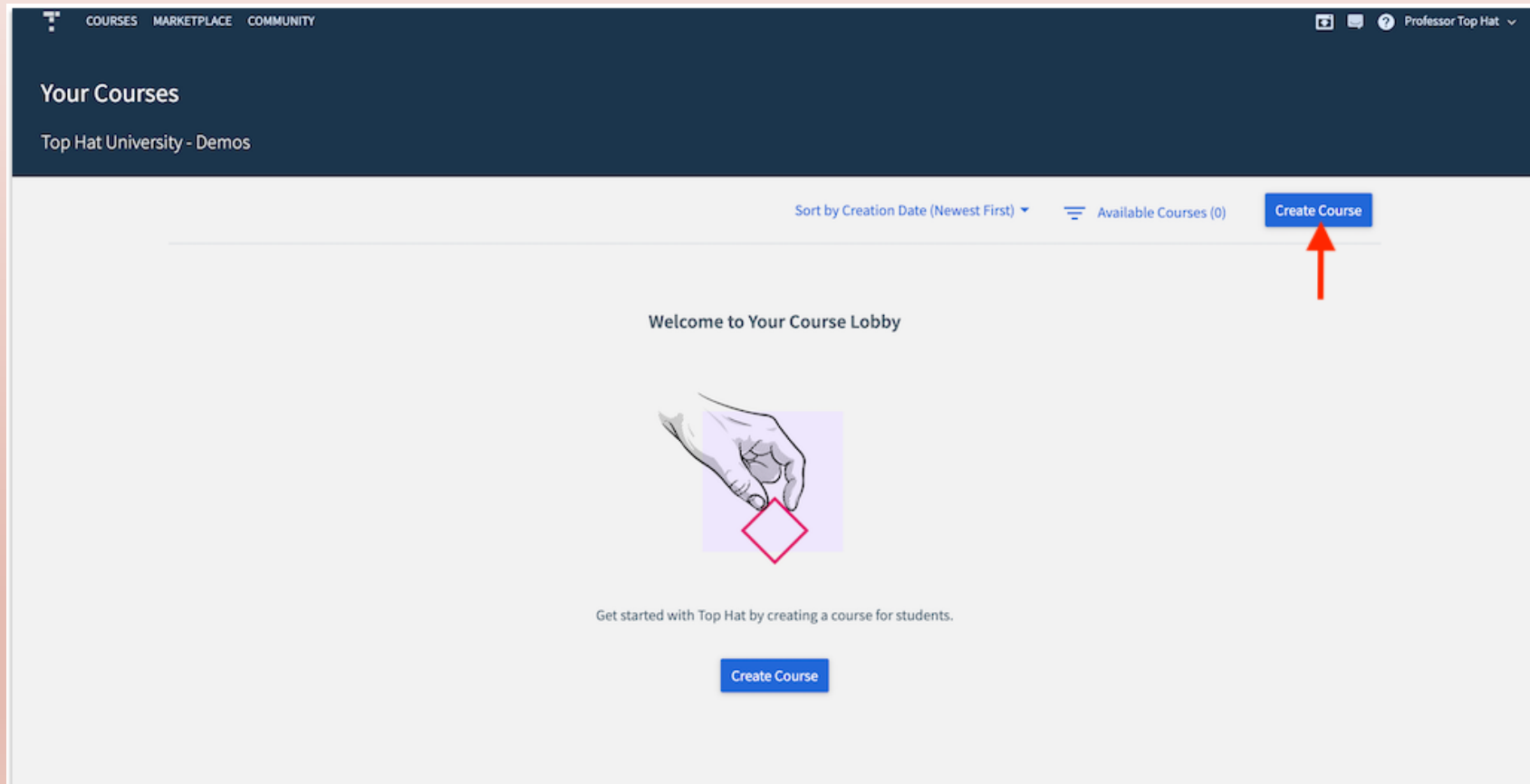


Get started with Top Hat by creating a course for students.

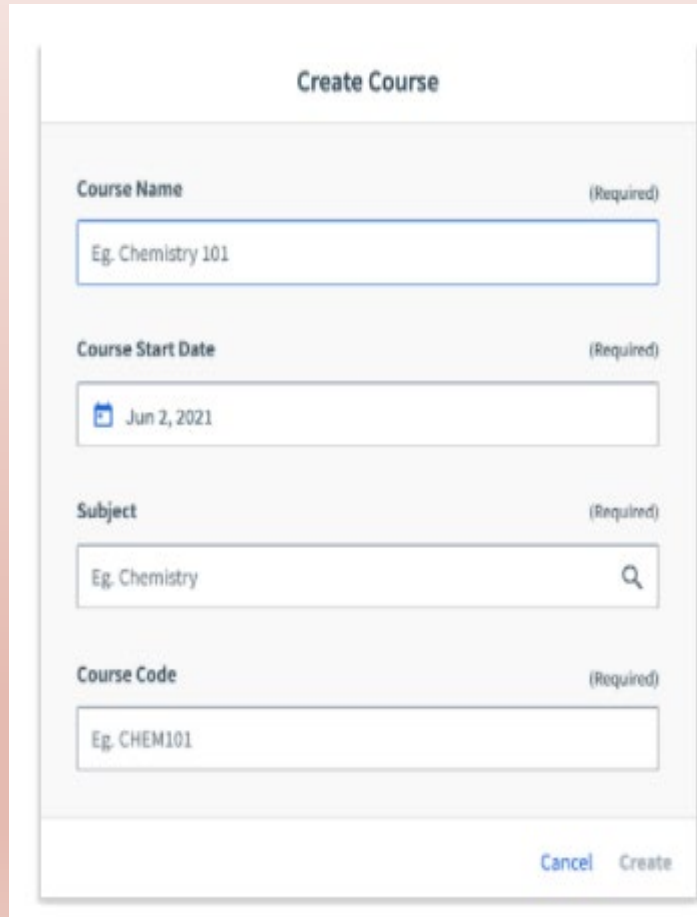
Create Course

# 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.



The 'Create Course' modal is a light gray box with a white background. It contains four input fields, each with a label, a value, and a '(Required)' note. The first field is 'Course Name' with the value 'Eg. Chemistry 101'. The second is 'Course Start Date' with a calendar icon and the value 'Jun 2, 2021'. The third is 'Subject' with the value 'Eg. Chemistry' and a magnifying glass icon. The fourth is 'Course Code' with the value 'Eg. CHEM101'. At the bottom right, there are two buttons: 'Cancel' and 'Create'.

Create Course

Course Name (Required)  
Eg. Chemistry 101

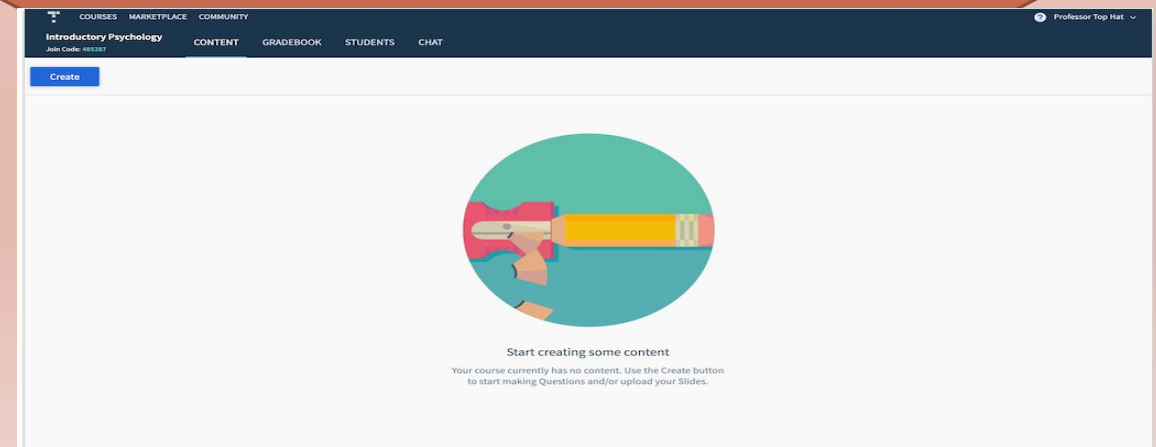
Course Start Date (Required)  
Jun 2, 2021

Subject (Required)  
Eg. Chemistry

Course Code (Required)  
Eg. CHEM101

Cancel Create

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@unifiji.ac.fj](mailto:itservices@unifiji.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 classlist for the unit , please remove them as

To remove a student from your Top Hat course, check the box next to their name in the Student Manager and click the *Remove* button that appears on the upper-left of the header.

The screenshot shows the Top Hat Student Manager interface for the course 'Anatomy & Physiology 101'. The interface includes a header with navigation tabs (COURSES, AUTHORIZING, MARKETPLACE) and a sub-header with tabs (CONTENT, GRADEBOOK, STUDENTS). Below the sub-header, there are buttons for 'Student Deselect', 'Invite Selected', and 'Remove' (highlighted with a red arrow). A search bar and 'Add Students' button are also present. The main area displays a table of students with the following columns: Status, Student Name, Email Address, Student ID, Matches Roster, Group, and Course Access. The table lists four students: Francisco Fry, Gillian Glen, Heather Hahn, and Irma Island. Each student row has a checkbox in the Status column and an 'Invite' button in the Course Access column.

Status	Student Name	Email Address	Student ID	Matches Roster	Group	Course Access
<input checked="" type="checkbox"/>	Francisco Fry	francisco.fry@tophat.com	66666	No	...	Not invited
<input type="checkbox"/>	Gillian Glen	gillian.glen@tophat.com	77777	No	...	1 Invite Sent
<input type="checkbox"/>	Heather Hahn	heather.hahn@tophat.com	88888	No	...	Not invited
<input type="checkbox"/>	Irma Island	irma.island@tophat.com	99999	No	...	Not invited

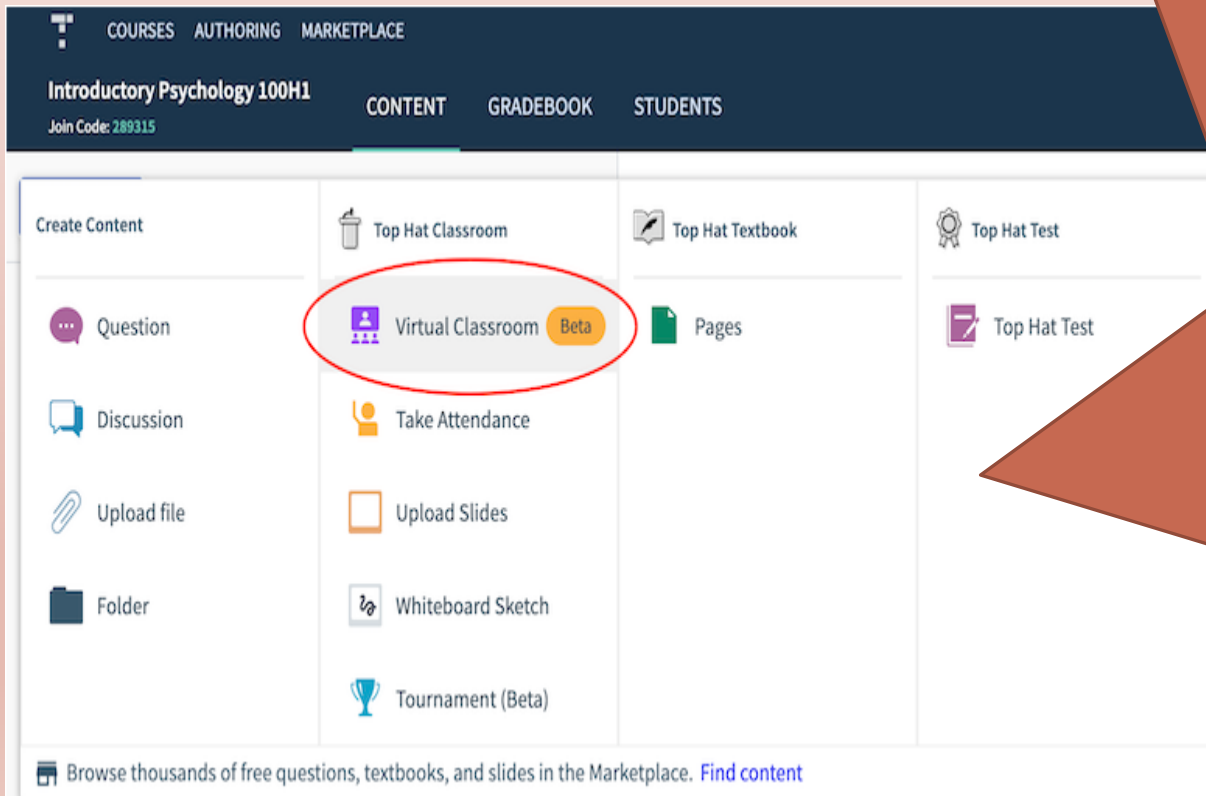


# **VIRTUAL CLASSROOM**

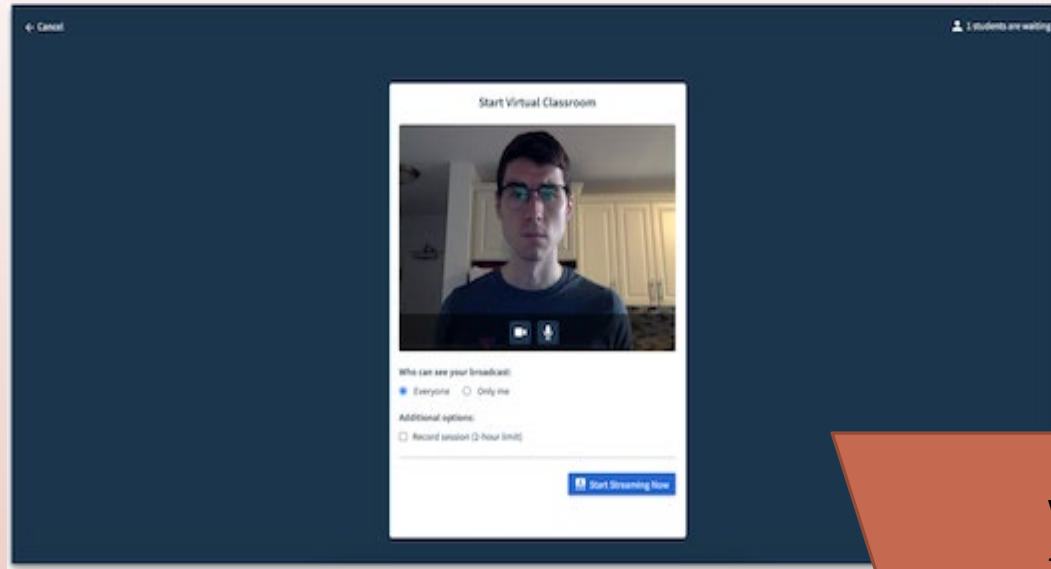
**Top Hat's Virtual Classroom functionality is optimized for use on a laptop or desktop computer with a built-in or connected microphone and/or camera. Instructors cannot run a Virtual Classroom from a tablet/ Mobile Phone.**

# LAUNCHING A VIRTUAL CLASSROOM

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*.

# RECORDING 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 than start again .

❖

### Start Virtual Classroom



Who can see your broadcast:

☒ Everyone ☐ Only me

Additional options:

☒ Record session (2-hour limit)

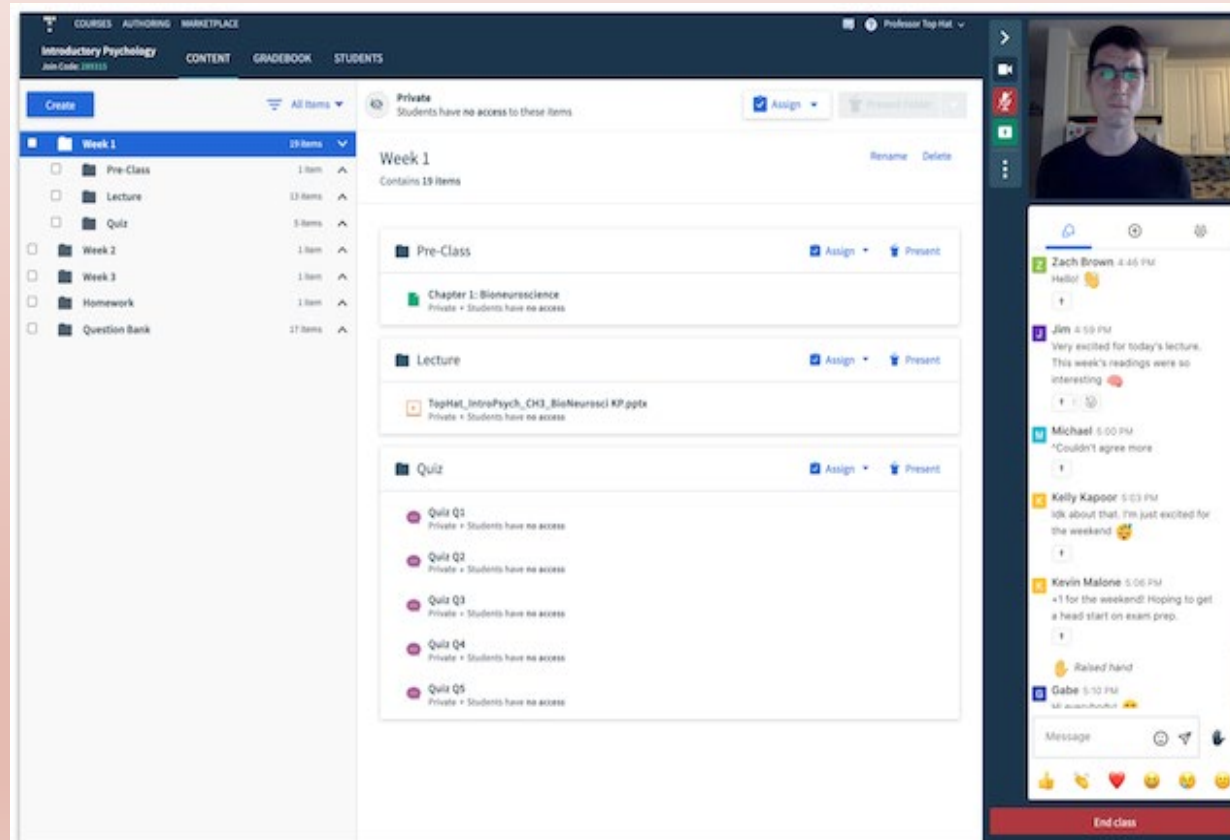
☐ Enable dial-in

Start Streaming Now

All recorded lectures are automatically saved on the left hand side of the content page , You may rename lectures if you wish to .

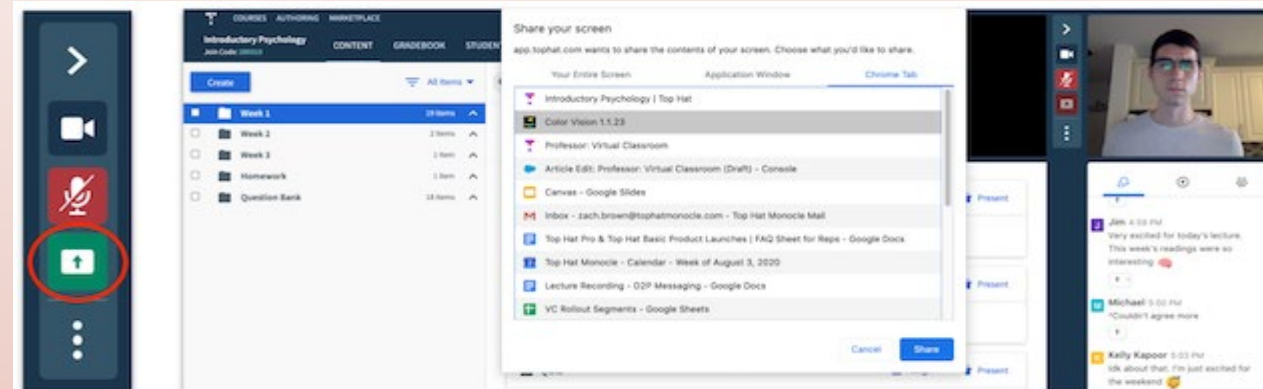
# VIDEO & SCREEN SHARING

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.



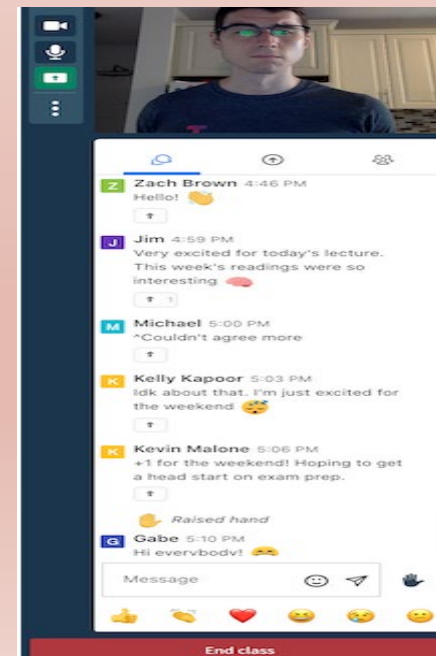
## Screen Share

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.



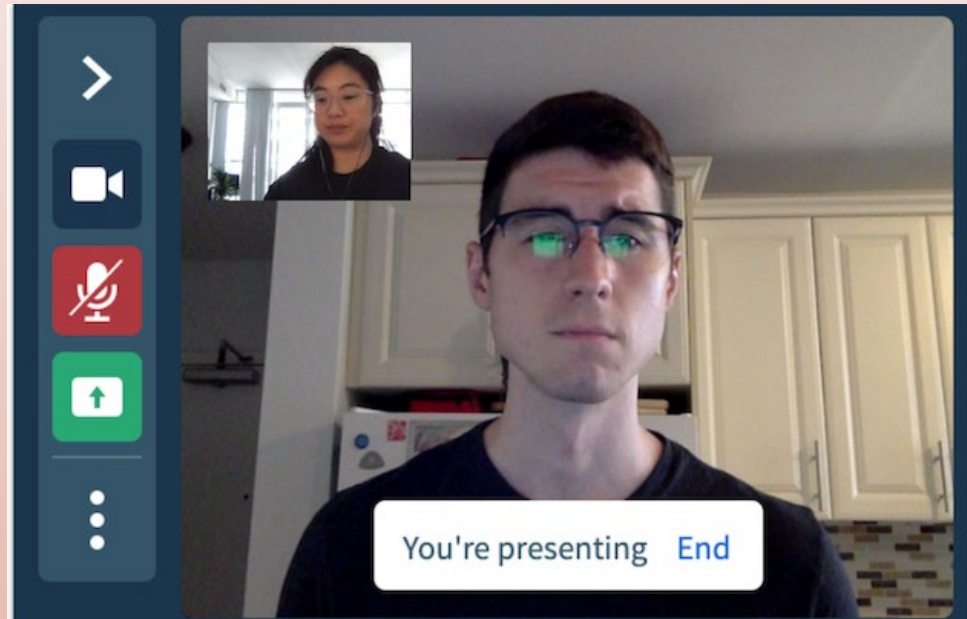
## Live Chat

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.



# CO-PRESENTER LAYOUT

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.



Below is a list of the other privileges and settings that can be configured for individual participants in a Virtual Classroom:

🔍 Make Co-Presenter

🛡️ Set as owner

🛡️ Set as moderator

🚫 Ignore

🔇 Mute user

🚪 Remove from room

# USEFUL LINK:

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

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

All the best