1. Go to http://www.tophat.com
2. Click on Sign-up and select Professor.
3. Select Loyola University Chicago from the drop-down menu and clickNext.
4. Complete the Account information form, using your Loyola emails address and then click Next.

5. Complete the Course form and click Next. This will then take you into your Top Hat account.
6. To add additional course, click on the back arrow on the top menu bar.

7. Click on **Create a Course**.

8. Enter a course title and click OK, this will then take you into your new course.