Participating in Attendance

1. Login to you Top Hat account and enter the course.
2. An Attendance poll will appear at the top of the list of questions, enter the four digits that are displayed by the instructor and select Submit.
   a. This number is only displayed on the instructor’s screen.
   b. This number changes every time attendance is taken.
3. Once your attendance has been recorded, a confirmation screen will appear.
4. Select Close to close the attendance poll.