Creating an Account

2. Select Sign-up and then choose Professor.
3. From the drop-down menu, select Loyola University Chicago and select Next.
4. Complete the **Account Information Form** by typing in your **Name**, **Loyola email address**, and a password specific to Top Hat. Then select **Next**.

5. Complete the **Course form** by entering a **Course Name** and then select **Next**. This will take you into your Top Hat account.
Creating Additional Courses

1. From within the Top Hat main page, select **Create a Course**

   ![Create a Course Button](image)

2. Enter a **Course Title** and select **OK**, this will automatically take you into the new course.

   ![Course Title Entry](image)

3. To return to the main page, select the **back arrow** in the top left corner.

   ![Back Arrow](image)
Manage Student Enrollment

1. Select **Students** from the top menu bar.

2. **Enrollment** will display a list of students that are currently enrolled in the course.

3. Select **Pending** to view a list of students that are listed on the Sakai roster, but have not enrolled within the Top Hat course.

   a. Details will display when the last invitation email was sent as well as how many invites have been sent out.

   b. To email a particular student, select **Invite**.

   c. To email all pending students, select **Email all**.

4. To invite additional students, select **Invite Student**, enter their email address and select **Submit**.

   ![Invite students to your Top Hat course](image)
**Taking Attendance**

1. From the menu bar, select **Take Attendance**.

2. A window will display on the screen showing the **Attendance Code**.

3. After all students have entered the code to record their presence, select **Finish Attendance**.
**Question Types**

There are 5 different types of polling questions available:

- **Multiple Choice** - allows the ability to create between 2 (true/false) and 25 different answers with the answer key being a combination of any number of values.
- **Word Answer** - used for one or two word answers with the option of displaying answers as a bar graph or word cloud. This question type can also be used as a survey if you select to not include a correct answer.
- **Numeric Answer** – used for a calculated response that provides the option to set a tolerance to determine how close a response must be to the correct answer to receive full credit. Full stats can also be included such as max/min answers, mean and standard deviation. (LaTeX MathType and Syntax are supported)
- **Sorting Problem** – used to ask participants to arrange and sort values in a pre-defined order. Also used as part of ranking and polling questions.
- **Matching Problems** – require students to match two sets of fields together, also provides the option to have more choices than matches.
- **Click on Target** – provides the ability for students to identify a specific area on an image.

**Adding a Question**

1. From within the main menu bar, under Content select the Create drop-down menu and select Question.

2. Select the type of question you would like to use and then select **Next**.

3. Complete the **Question Form** with the question and answer. To change the grading or timer, select the **Show advanced setting** box. When finished, select **Save** or **Save and Create Another** to create another question.
Polling Question
Each poll question can be set to one of the five poll statuses:

- **Ask** - Poll question is viewable and students can submit their answers.
- **Show** - Poll question is viewable but students cannot submit their answers.
- **Close** - Poll question is not viewable to students.
- **Homework** - Poll question is viewable for students to submit their answers within a given time period.
- **Review** – Poll question is viewable for students but answers are provided, students cannot submit their answer.
To change the status of a polling question (i.e., to open the poll so students can submit a response), select the question status and select the new status for that question.
Question Options
To change the options of a question, click on the Question Status select one of the following:

- **Assign to Individual** – to assign to a specific user or group of users.
- **Schedule Item** – to set a specific time and date for the question to open.
- **Show Answers** – to see submitted responses.
- **Preview Item** – to view the question as a participant.
- **Edit Item** – to make changes to the question.
- **Duplicate Item** – to make a duplicate of the question.

Gradebook
1. To access the Gradebook, select **Gradebook** from the top menu bar.
2. A warning message will always appear, select **Yes, show grades**.
3. **Course Content** will display all of the polling questions, the score for correctness, the score for participation, average score, and average participation.

<table>
<thead>
<tr>
<th>Content</th>
<th>Correct Weight</th>
<th>Participation Weight</th>
<th>Avg Score</th>
<th>Avg Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started</td>
<td>3</td>
<td>4</td>
<td>14.8%</td>
<td>19.7%</td>
</tr>
<tr>
<td>Jan 11, 2016 11:32 AM</td>
<td>0</td>
<td>0.5</td>
<td>50.8%</td>
<td>50.85%</td>
</tr>
<tr>
<td>Questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you use iClicker?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experiences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is your experience with class participation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. To view additional details on a specific question, select **Details**.
5. Select **Students** from the top menu bar to view questions broken down by student.

   a. Select a student to view a summary of their scores and attendance.
   b. Select **Details** in order to see information in regards to that specific question.

---

**Syncing with a Sakai Gradebook**

1. From the within Content, select **Settings**.
a. Select LMS and enter your Loyola UVID and Password and select Login.

b. From the list of Sakai courses, select the course and select Save.

2. Enter the Gradebook (top menu bar)
   a. Select LMS Sync.

b. Enter the max grad value and select Sync your Course Data with Sakai.
c. Once the sync is complete, select **Close.**