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Creating an Account
1. From the Top Hat web page, select Sign-up
2. Choose Student.
3. Select Loyola University Chicago from the drop-down
4. Select Next.
5. Complete the Account Information form by entering:
   a. Your first and last name
   b. Loyola email address
   c. Create a specific username and password for Top Hat
6. In the Setup Gradebook form,
   a. Enter your *Loyola UVID*
   b. Select *Next*.

7. If you wish to answer through *text message*, provide a phone number or select *Skip, I don’t want to use my phone*.

8. Enter the class code provided by an instructor

9. Select *Enroll*.
   a. A list of courses will appear, select *Enroll* to join that specific class.
   b. If you do not have code, select *Skip this step* as this information can be entered later.

10. Choose the subscription period for which you wish to purchase

11. Select *Buy Now*. 
12. Select **Go to my Lobby** to enter your Top Hat account.

**Participating in Attendance**

1. Enter the course.
2. An Attendance poll will appear at the top of the list of questions,
3. Enter the four digits that are displayed by the instructor.
4. Select **Submit**.
   a. This number is only displayed on the instructor’s screen.
   b. This number changes every time attendance is taken.
5. Once your attendance has been recorded, a confirmation screen will appear.

Answering a Question

1. Each poll question can be set to one of the four poll statuses with the status of each question being indicated by the icon next to the question title.
   - **Ask** - Poll question is viewable and students can submit their answers.
   - **Show** - Poll question is viewable but students cannot submit their answers.
   - **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.

2. There are five different types of polling questions:
   a. **Multiple Choice** – select a single correct answer.
   b. **Word Answer** – provide one to two word answers.
   c. **Numeric Answer** – provide a calculated (number) response.
   d. **Sorting Problem** – Arrange and sort values in a pre-defined order.
   e. **Match Problems** – Connect two sets of items together.
   f. **Click on Target** – Identify a specific area on an image and place a marker in that location.

3. To answer an open poll question, choose or input your answer and select **Submit**.
*Note: If multiple questions are asked at the same time, scroll down to see each additional question.

1. Once your answer has been submitted, the given response will display about the submit button.
   - a. To change the response, select the new answer and then select Submit again.

4. For polling questions that are in Show status, the submit button will now appear within that question.
   - a. The correct response will appear above the Submit button.
   - b. Select Hide Answer to have the correct response disappear.

5. For polling questions that are in Review status, enter your response and select Show Answer.
   - a. The correct response will appear above the Submit button.
   - b. Select Hide Answer to have the correct response disappear.
6. When answering a Target question, click on the image to place an icon in the correct location and then select Submit.

Gradebook within Top Hat
1. To access the gradebook, select Gradebook from the top menu bar.
2. The top bar will display your total score for ALL sessions and the overall attendance score.
3. Each question will show the question information.
   a. Information will include the question title, your response, if the response was correct, points awarded (both correctness and participation).
   b. For short-answer response, select Short Answer to view your response.
4. On the left-hand side will display the attendance log indicating either attended or absent.

<table>
<thead>
<tr>
<th>Lecture 36</th>
<th>Jan 22 2016 12:04 PM</th>
<th>Attended</th>
<th>Absent</th>
</tr>
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<tbody>
<tr>
<td>Lecture 26</td>
<td>Aug 18 2015 1:40 PM</td>
<td>Attended</td>
<td>Absent</td>
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