1. Open the Top Hat Presentation tool for the saved location (Start on PC or within the application folder on a Mac) and log into your Top Hat account
2. The Items menu will appear, allowing questions status to be changed
3. Once a question status changed, click **Content** from the top menu bar to view the content currently being displaying to student

4. To minuses the tool, click the **Claps icon** from the top menu bar

And to return to full tool menu, click the **Expand icon** from the top menu bar
5. To take attendance, click the check bobble icon and the attendance code will appear, click the **X** to finish and close the attendance session.

6. To create a new question on the fly, click the **plus** icon. If you wish for the question to be saved with a screenshot, **click Attach Screenshot**. Click the **arrow** to open the question.
7. The question code will appear. Click the **Graph** to display results or the **lock** to stop allowing responses. To close the question and go back to the presentation tool, click the **X**.