

Creating Your Top Hat Educator Account

*Before continuing, be sure to **log out of any temporary accounts** you may have been testing.*

*Complete the following on a web browser, preferably **Google Chrome browser**.*



EXISTING TOP HAT USERS

1. Go to tophat.com
-> Click on “Login”
button.

2. Enter “Texas A&M
International University”.

3. Click “Log in with
school account”.



Log in to Top Hat

Welcome back! Please log in below

School

[Texas A&M International University](#)

Don't have an account yet? [Create one](#)



Log in to Top Hat

Welcome back! Please log in below

School

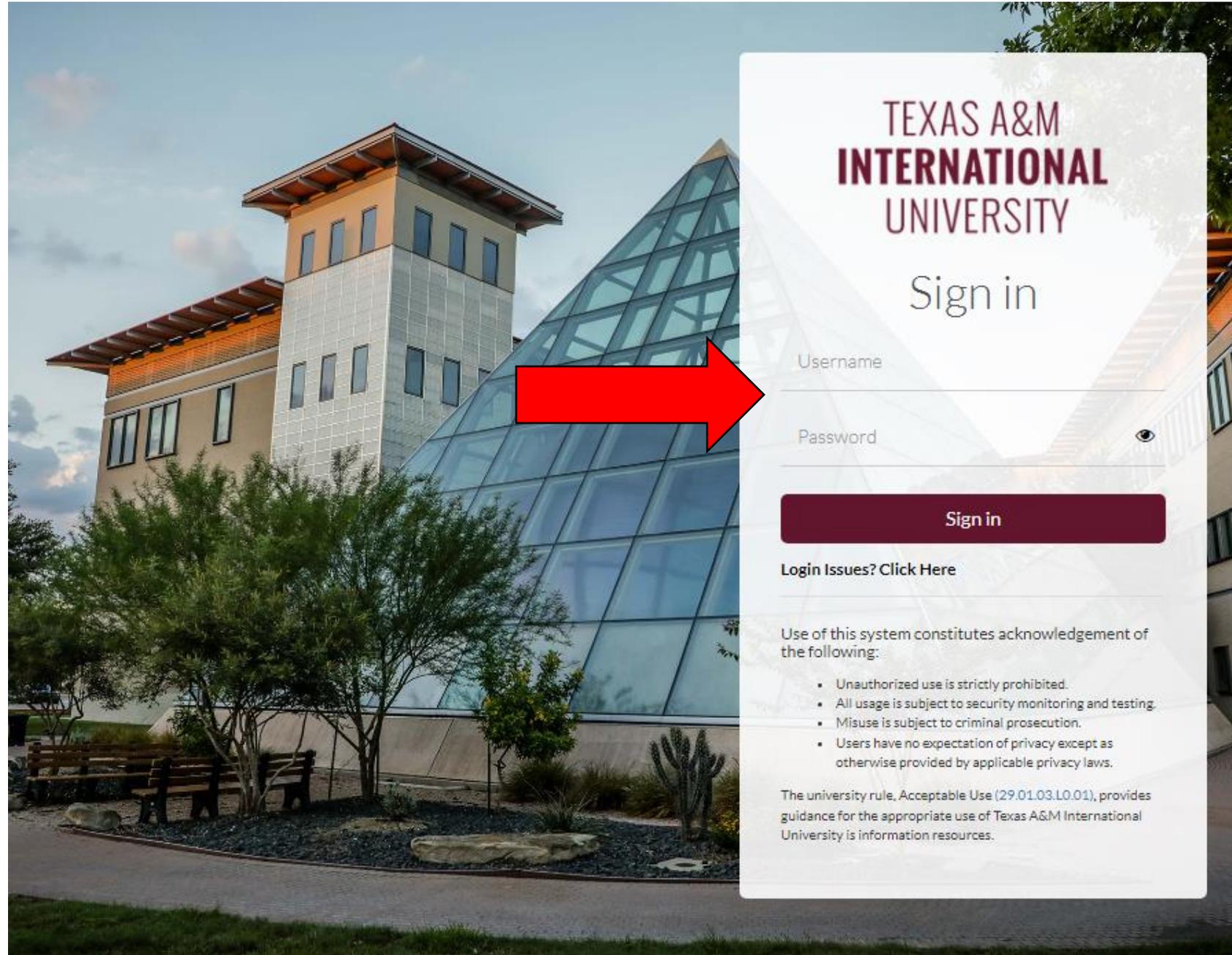
This school uses single sign-on (SSO)

In order to log in to Top Hat, you must verify your account through your school's system. You will be redirected to your school's website to do this and will be returned to Top Hat afterwards.

Log in with school account

EXISTING TOP HAT USERS

4. Log into SSO with your TAMIU employee credentials.



EXISTING TOP HAT USERS

5. As a returning user, whether you see either of these screens on the site, use the option to enter your Top Hat username and password to MERGE your account with TAMIU's SSO.

You'll be entering the Top Hat password (NOT the TAMIU password) in this section.

6. Click the blue button to merge your account.

TOP HAT

Create Account or Merge Existing Account

School
Texas A&M International University

I'd like to create a new account

Professor Student

Enhance your lectures with Top Hat Participate in your teacher's lecture

Sign-up as a Professor Sign-up as a Student

Have an existing account? Merge it with your school's SSO

Email
Enter a valid email in the format example@example.com

Password

Merge my existing account with SSO

[Forgot password?](#)

Doing this will carry-over any previous activity you may have had on Top Hat. Merging your account with SSO can't be undone.

OR

TOP HAT

Verify Top Hat Account Ownership to Merge with SSO

An existing Top Hat account was found. Please sign in to verify ownership and merge this account with your school's single sign-on (SSO).

School
Texas A&M International University

Top Hat Account Email
carlosvallarta@dusty.tamiau.edu

Top Hat Password
This field is required

Merge Top Hat Account with SSO

[Forgot password?](#)

Merging your account with SSO can not be undone. All future access will require SSO.

Completing this merge will carry over any previous activity you may have had on Top Hat.



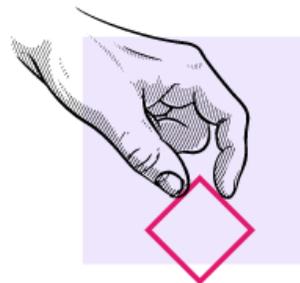
Sort by Creation Date (Newest First)

Available Courses (0)

Create Course

View of Course Lobby (Home page in Top Hat)

Welcome to Your Course Lobby



Get started with Top Hat by creating a course for students.

Create Course

You are now in your Top Hat educator account!

NEW TOP HAT USERS

1. Go to tophat.com
-> Click on “Sign Up”
button.

2. Select “Educator”.

TOP HAT

Educators ▾

Students

Teaching Resources ▾

Pricing

Events

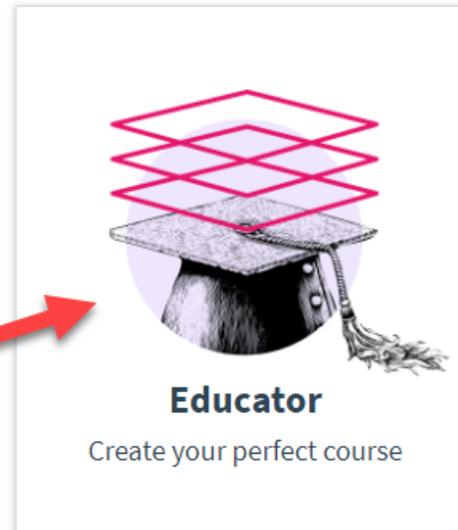
Login

Sign Up

Request A Demo

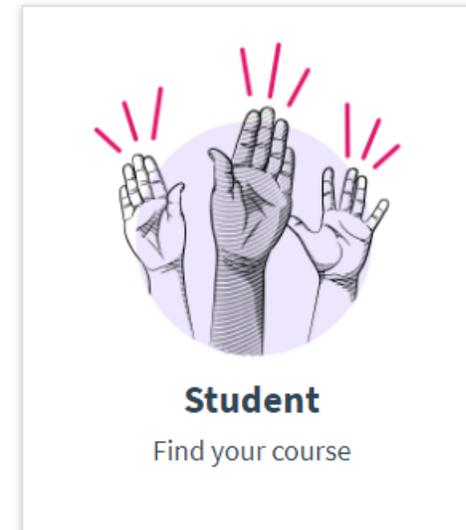
TOP HAT

Sign up: Are you an educator or a student?



The card features a circular illustration of a graduation cap with a tassel, overlaid with a red diamond-shaped grid pattern. A red arrow points to the bottom-left corner of the card.

Educator
Create your perfect course



The card features a circular illustration of three hands raised in the air, with red lines radiating from the palms to indicate movement or excitement.

Student
Find your course



Teaching Assistant or Co-Instructor

Join an existing Top Hat course to help teach

Already have an account? [Log in here.](#)

NEW TOP HAT USERS

3. Enter your employee email.

4. Enter
“Texas A&M
International University”
as the school.

5. Check the box to
agree to the terms.

6. Click “Log in with
school account”.

TOP HAT

Educator Account Profile

Create your free account
Enter your school email address

Email Address (.edu preferred) (Required)

your.email @tamiu.edu

School (Required)

Texas A&M International University 🔍

[Can't find your school?](#)

This school uses single sign-on (SSO)

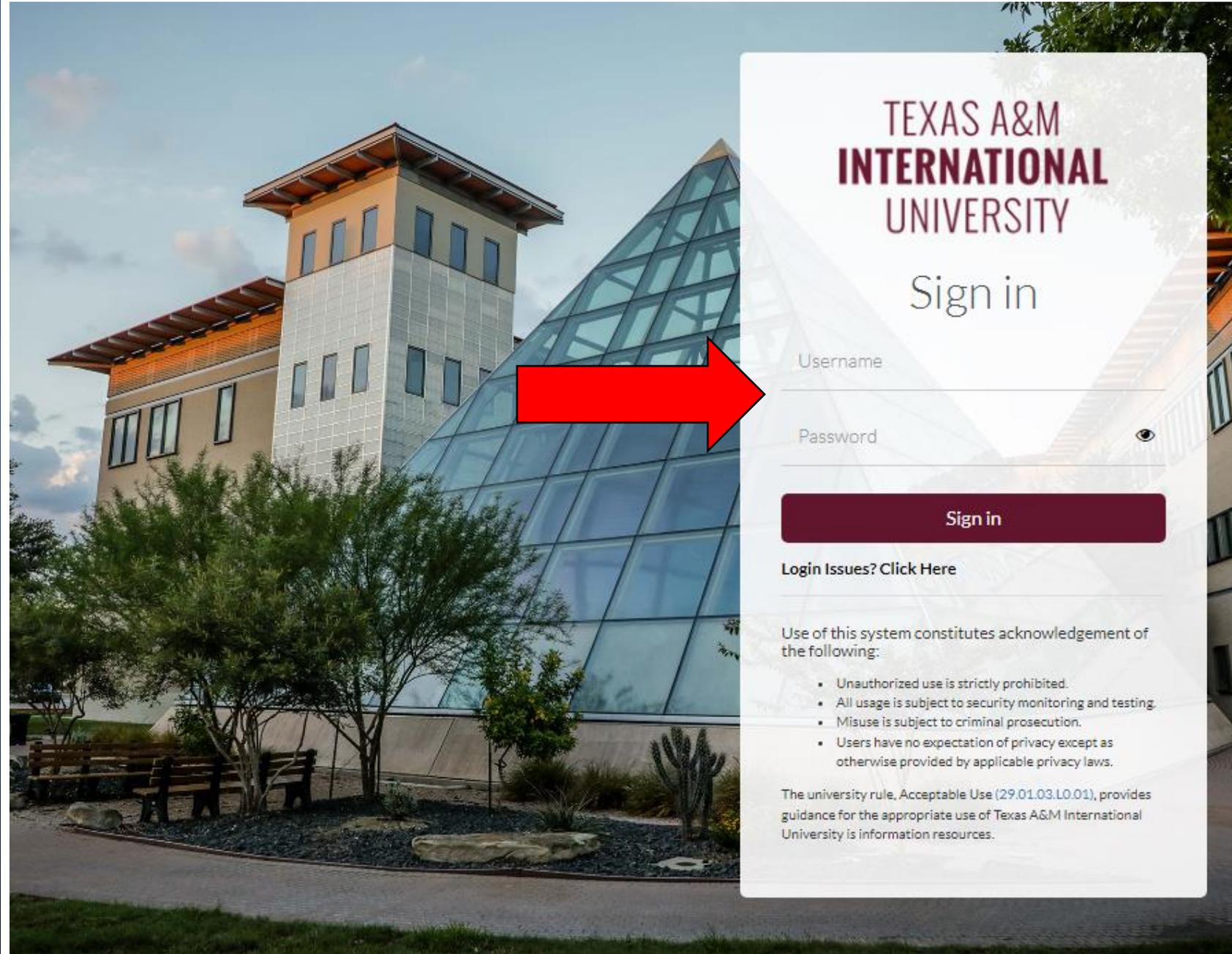
In order to sign in to Top Hat, you must verify your account through your school's system. You will be redirected to your school's website to do this and will be returned to Top Hat afterwards. The email you use on the school's website will be the email used for your Top Hat account.

I agree to the Terms of Service and Privacy Policy

Log in with school account

NEW TOP HAT USERS

7. Log into SSO with your TAMIU employee credentials.



TEXAS A&M
INTERNATIONAL
UNIVERSITY

Sign in

Username

Password

Sign in

[Login Issues? Click Here](#)

Use of this system constitutes acknowledgement of the following:

- Unauthorized use is strictly prohibited.
- All usage is subject to security monitoring and testing.
- Misuse is subject to criminal prosecution.
- Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

The university rule, Acceptable Use (29.01.03.L0.01), provides guidance for the appropriate use of Texas A&M International University information resources.

NEW TOP HAT USERS

8. As a new user, click on the “Sign-up as a Professor” button.



TOP HAT

Create Account or Merge Existing Account

School

Texas A&M International University



I'd like to create a new account



Professor

Enhance your lectures
with Top Hat

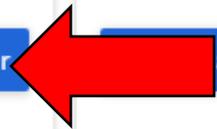
Sign-up as a Professor



Student

Participate in your
teacher's lectures

Sign-up as a Student



Have an existing account? Merge it with your school's SSO

Email

Enter a valid email in the format [example@example.com](#)

Password

Merge my existing account with SSO

[Forgot password?](#)

Doing this will carry-over any previous activity you may

NEW TOP HAT USERS

9. Enter your First and Last Name for the system.

10. Click the “Confirm” button.

TOP HAT


Educator Account Profile

Create your free account
Enter a few details to create an account

Email Address

First Name (Required) Last Name (Required)

Eg. Steve Eg. Aoki

Confirm



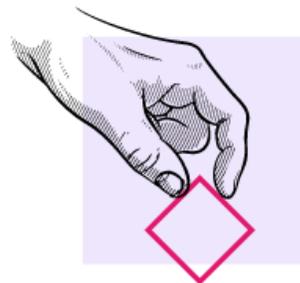
Sort by Creation Date (Newest First)

Available Courses (0)

Create Course

View of Course Lobby (Home page in Top Hat)

Welcome to Your Course Lobby



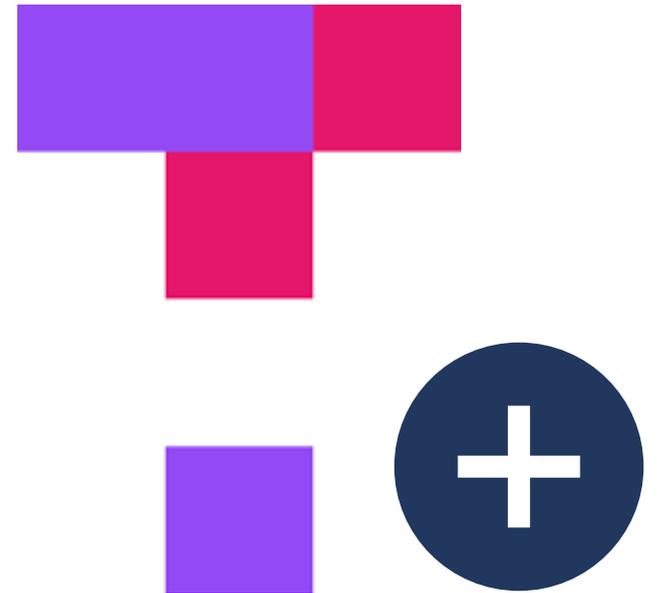
Get started with Top Hat by creating a course for students.

Create Course

You are now in your Top Hat educator account!

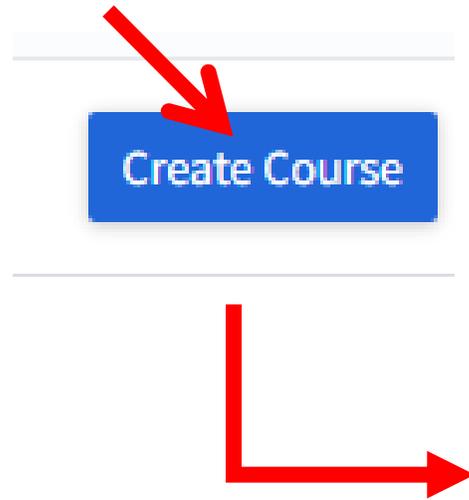
Create a Course from Top Hat Course Lobby

Once you've established your Top Hat account, begin creating a new course Top Hat course section for each Blackboard course.



Create a Course from Top Hat Course Lobby

1. Click “Create Course” from Top Hat Home (Course Lobby).
2. Enter your course section’s information.
 - Create one course shell per course in Blackboard.
 - Use a similar naming convention that is used in Blackboard. (See example.)
3. Click “Create” when complete.



Create Course

Course Name (Required)
UNIV 1201 201 SP23 - Title of Course

Start Month (Required) **Start Year** (Required)
January 2023

End Month (Required) **End Year** (Required)
May 2023

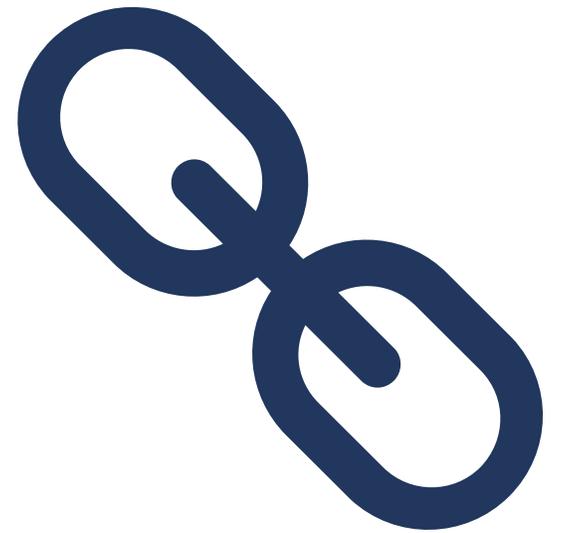
Subject (Required)
UNIV

Course Code (Required)
UNIV1201201SP23

Cancel Create

Connecting Your Top Hat Course to Your Blackboard Course

*Add a link inside your Blackboard course
to direct students to your Top Hat
course.*



Linking your Top Hat Course to Your Blackboard Course

Content ▾

1 *Hover over "Tools"*

Build Content ▾ Assessments ▾ **Tools** ▾ Partner Content ▾

4 *When ready, click on link to Top Hat Course Launch.*

2 *Click on "Move Tools"*

3 *Click on "Top Hat Course Launch".*

Top Hat Course Launch

Discussion Board
Blogs
Journals
Wiki
Groups
Tools Area
Eco360 Lecture Capture
Pearson's MyLab & Mastering (Content)
Achievements
McGraw-Hill Content

AEFIS Tools
Academic Materials
Achievements
Announcements
Blackboard Collaborate Ultra
Blackboard Help
Calendar
Contacts
Content Market Tools
Course Messages
Email
Evolve Link
Examinations
ExaminationsTAMU/USC
Follett Discover

Glossary
Hoonuit tool
McGraw-Hill Higher Education
My Grades
Odigia Course
OneNote Class Notebook
Pearson's MyLab & Mastering (Tools)
Portfolios
Portfolios Homepage
Purchase Course Materials
Research and Adopt Course Materials
Roster
Tasks
Top Hat Course Launch
Wiley Course Resources

More Tools

When ready, click on link to Top Hat Course Launch.

NOTE: You may rearrange the location of this link, or even add an additional Blackboard Course Link on the menu to this tool.

Click on "Top Hat Course Launch".

NOTE: When creating the Top Hat Course Launch page, immediately click Submit to accept default setup.

Connect Your Courses

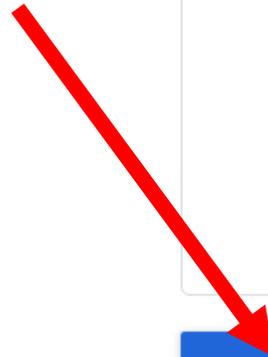
Choose a course to connect with **UNIV 1101 101 SP23 - Sample Course**
or [create a new course](#) in Top Hat

UNIV 1201 201 SP23 - Title of Course

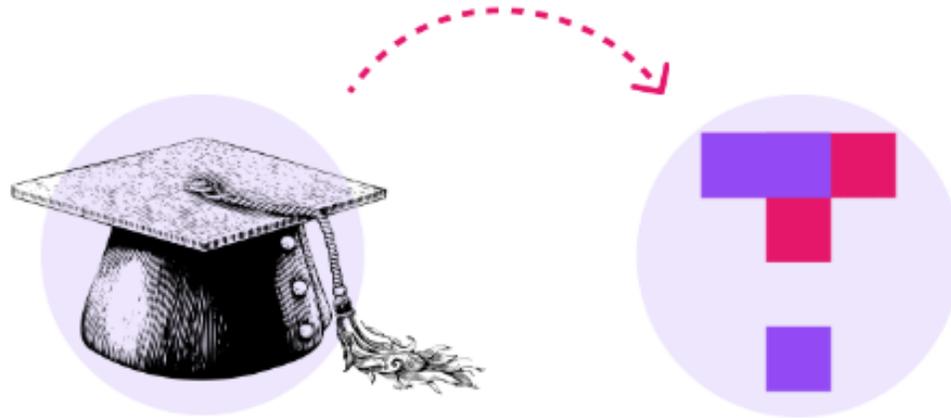
Continue

Select the corresponding Top Hat course.

Click "Continue".



✓ Your courses are connected!



UNIV 1101 101 SP23 - Sample
Course

UNIV 1201 201 SP23 - Title of
Course

[View Course in Top Hat](#)

You can also close this browser tab and return to your LMS.

Two Options for Taking Attendance

*Watch the following for a thorough presentation of
Top Hat Attendance taking:*

bit.ly/3XLVYNF



Option 1 – Attendance at Any Time

The image shows two overlapping screenshots of the Canvas LMS interface. The top-left screenshot shows the course navigation menu with the 'Create' button highlighted by a red arrow. The bottom-right screenshot shows the 'Create Content' menu with the 'Take Attendance' option highlighted by a red arrow.

Top Hat Demo Course

Content Gradebook Student

Create All Items

Presentations

Top Hat Demo Course

Content Gradebook Students

Private

Create Content	Top Hat Classroom	Top Hat Textbook	Top Hat Test
Question	Take Attendance	Pages	Test
Discussion	Upload Slides		
Upload File	Whiteboard Sketch		
Folder			

Browse thousands of free questions, textbooks, and slides in the Catalog. [Find content](#)

Option 1 – Attendance at Any Time

Attendance Code:

 **2758**

Enter the above code into the
Top Hat app now

Enter **Join Code** **160784** to join this course

0% verified (0/0 submitted)



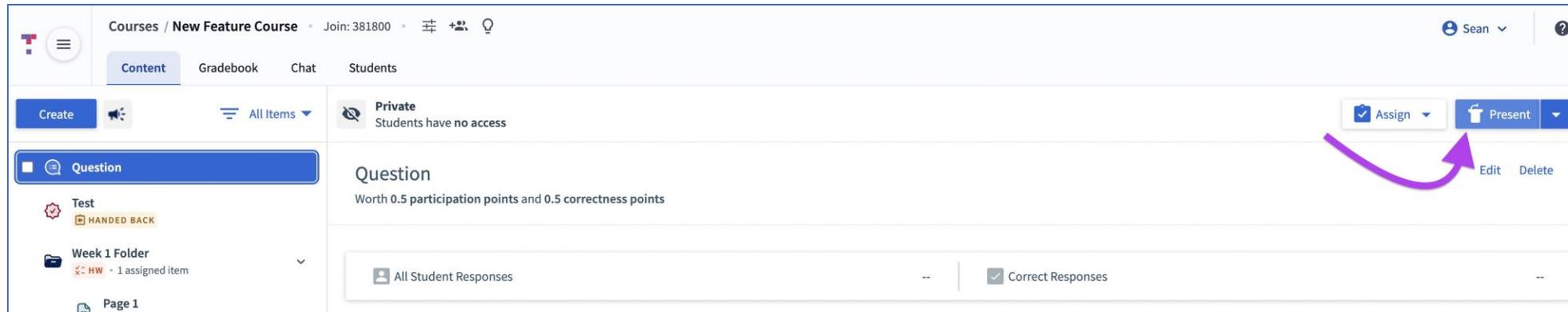
Secure Attendance enabled for Top Hat Demo Course

Students require a device with location access to verify their location and be marked present

Minimize and keep open

Finish

Option 2 – Before or During Lecture

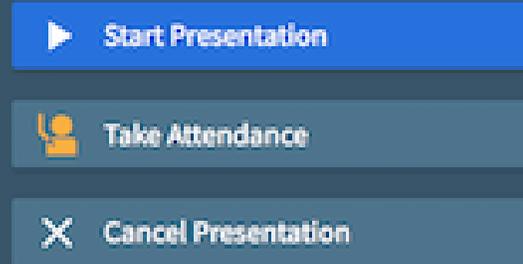


The screenshot shows the Top Hat course interface for 'New Feature Course'. The 'Content' tab is active, and a question item is selected. The question is titled 'Question' and is worth 0.5 participation points and 0.5 correctness points. The 'Assign' and 'Present' buttons are highlighted with a purple arrow. The 'Present' button is a blue button with a white icon of a person at a podium. The 'Assign' button is a blue button with a white icon of a checkmark and a document. The 'Edit' and 'Delete' buttons are also visible.

Intro to Top Hat - F17 - Sec. 002

Join Code: 677260

Students can go to [TopHat.com](https://www.tophat.com) or use our mobile apps and enter this join code to participate



The presentation control panel contains three buttons: 'Start Presentation' (blue button with a play icon), 'Take Attendance' (grey button with a person icon), and 'Cancel Presentation' (grey button with an 'X' icon). A pink arrow points to the 'Take Attendance' button.

Option 2 – Before or During Lecture

Attendance Code:

 **7607**

Students - please enter the above code into the Top Hat app now.

Text **7607** to **(647) 931-6505**

Attendance for Intro to Top Hat - F17 - Sec. 002 0% (0/3)

Minimize and keep open Finish

HISTORY OF TOP HAT

Course:
Intro to Top Hat

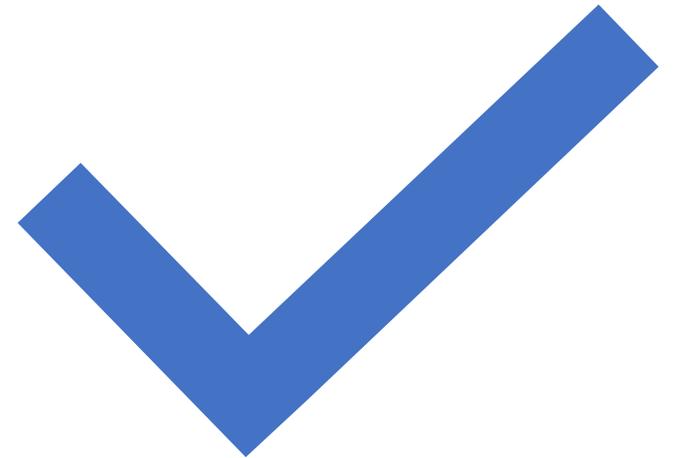
Professor:
Lindsay Petersen

  **7607**

A red arrow points to the user icon and name '7607' in the bottom right corner of the Zoom interface.

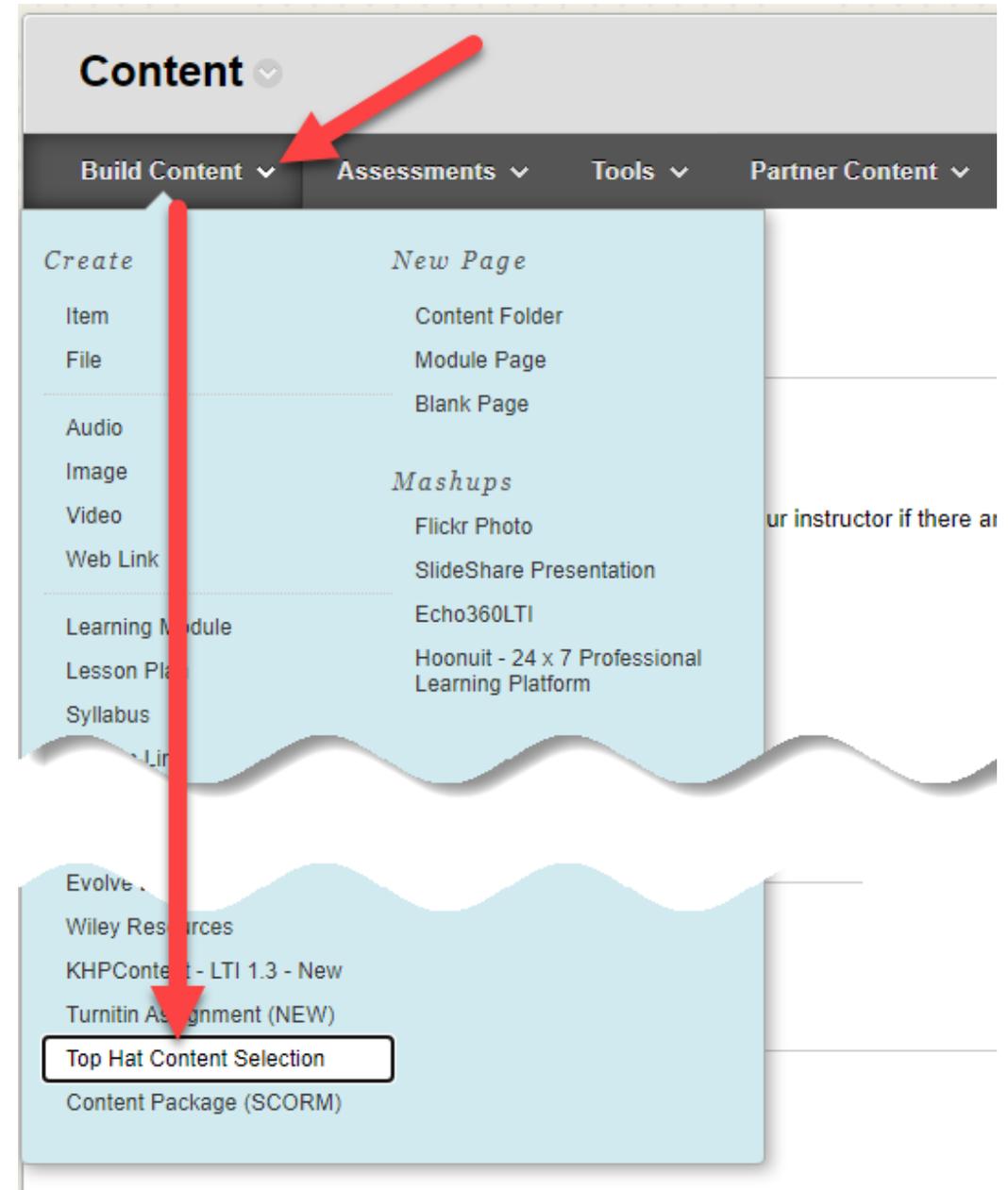
Adding Top Hat Content Links inside Blackboard

Once you've been creating assignments in Top Hat, link these assignments inside your Blackboard course shell to provide easy access for students.



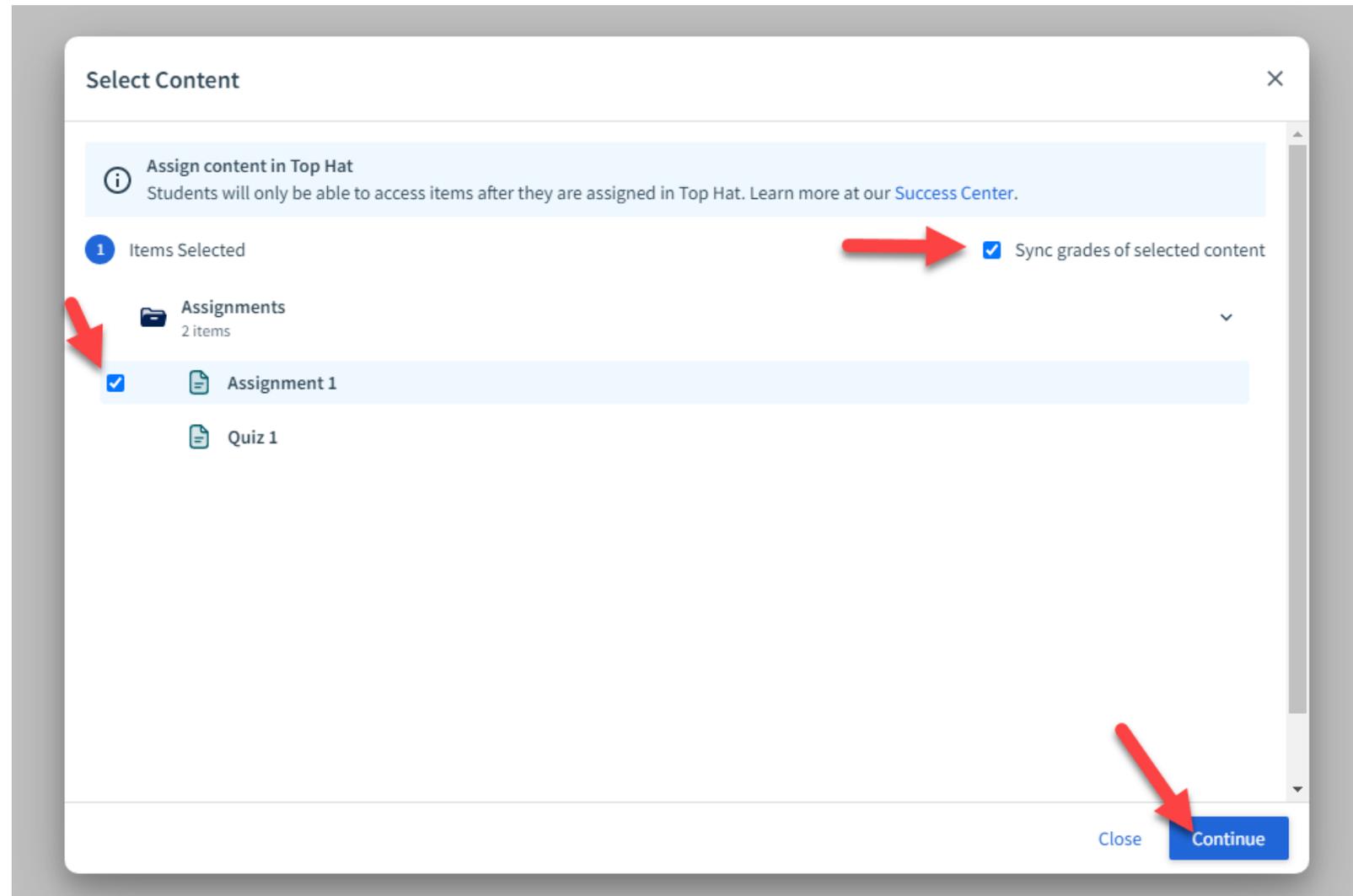
Adding Top Hat Content Links inside Blackboard

- Go to “Build Content”
- Select “Top Hat Content Selection”



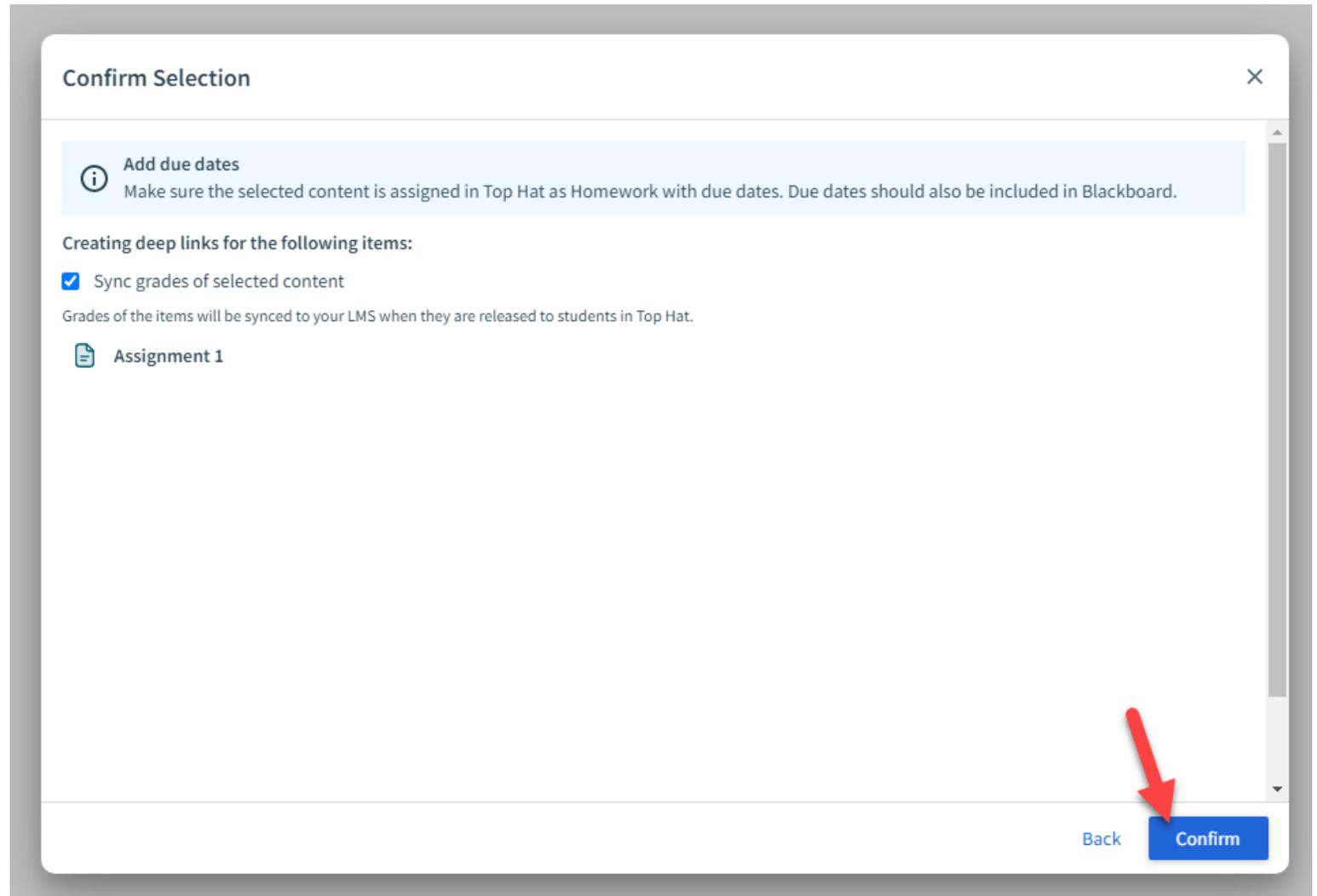
Adding Top Hat Content Links inside Blackboard

- Select the assignment you wish to connect to from Top Hat.
- Be sure “Sync grades of selected content” is enabled.
- Click “Continue”.



Adding Top Hat Content Links inside Blackboard

- Confirm settings (assignment selection).
- Click “Confirm”.



Adding Top Hat Content Links inside Blackboard

- Link is now added to Content space.
- Column for Top Hat assignment is created in gradebook.

The screenshot shows the 'Content' section of a Blackboard course. At the top, there is a 'Content' header with a dropdown arrow. Below it is a navigation bar with four items: 'Build Content', 'Assessments', 'Tools', and 'Partner Content', each with a dropdown arrow. The main content area displays two items, each with a document icon and a globe icon. The first item is 'Top Hat Course Launch' and the second is 'Assignment 1'. A red arrow points to the 'Assignment 1' link.

The screenshot shows the 'Grade Center : Full Grade Center' view. The title is 'Grade Center : Full Grade Center' with a dropdown arrow. Below the title is a descriptive text: 'The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Ce'. At the bottom, there is a navigation bar with four items: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports', each with a dropdown arrow.

The screenshot shows a portion of the Blackboard Gradebook. At the top, there are two buttons: 'Move To Top' and 'Email'. Below them is a 'Grade Information Bar' with a dropdown arrow. The main table has several columns: 'Last Name', 'First Name', 'Last Access', 'Total', 'Weighted Total', and 'Assignment 1'. The 'Assignment 1' column is highlighted with a red box. The table contains one row of data with the following values: a checkbox, a name, 'September 30, 2022', '100.00', '--', and '--'.

	Last Name	First Name	Last Access	Total	Weighted Total	Assignment 1
<input type="checkbox"/>			September 30, 2022	100.00	--	--

Questions? Reach Out for Support!

TAMIU eLearning Team

- Assistance with Top Hat overview, connecting Blackboard with Top Hat, providing demos/ training sessions to instructors or students:
 - Email: elearning@tamiu.edu
 - Phone: 956.326.2792

Top Hat Team

- Alexa Hefner
alexa.hefner@tophatmonocle.com
 - TAMIU Account Lead
- Allison Bruchhaus
allison.bruchhaus@tophatmonocle.com
 - Professional Services Manager/ Implementation Specialist
- Taylor Jones
taylor.jones@tophatmonocle.com
 - Customer Success Manager
- Top Hat Support
support@tophat.com
 - Phone: 1-888-663-5491