

For INSTRUCTORS:

Top Hat Preparation Before the First Class

We recommend that **approximately two weeks before the start of the semester** instructors perform these four steps:

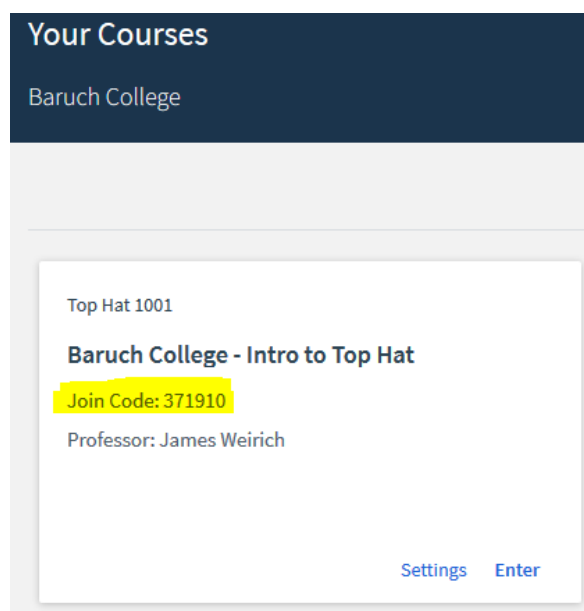
1) Invite Your Students to Your Top Hat Course

In the weeks leading up to the new semester, please invite your students to the Top Hat course as soon as possible. The higher the Top Hat course enrollment before the first class the better!

We recommend a combination of the following communication methods:

- E-mail your students the 6-Digit Course Join Code* directly either through Blackboard, or through your preferred E-Mail Account.
- Make an Announcement on Blackboard with the 6-Digit Course Join Code.
- Invite students from within your Top Hat course. Top Hat's Technical Support has provided the following online guide to show Professors how to invite Students via Top Hat:
<https://success.tophat.com/s/article/Professor-Adding-and-Managing-Students>

*The Top Hat Course Join Code is a 6-Digit Number which can be found upon viewing your Course List in Top Hat. Below is an example with the Join Code highlighted in yellow. The 6-Digit Course Code will be unique to each course you teach with Top Hat:



We strongly recommend getting that code to your students as soon as possible. It may even be a good idea to send it multiple times leading up to the start of the first class to ensure that as many students are prepared as possible.

2) Share the Student Guide: “FOR STUDENTS Top Hat Preparation Before the First Class”

Please share that document with your students so that they will be ready to use Top Hat on the first day of class. That document is attached to the same email as this document.

- E-mail your students the document directly either through Blackboard or through your preferred E-Mail Account.
- Make an Announcement on Blackboard with the document attached.

3) Prompt Students to Get Connected to Baruch College’s campus Wireless Network ASAP

While reminding your students to join Top Hat, you should also remind them to make sure they have access to Baruch College’s Campus Wireless Network (WiFi) prior to the first class. If they have any issues or questions about connecting to the campus WiFi, they can call the Help Desk at 646-312-1010, or walk up to the Help Desk on the 6th Floor of the Library Building.

If they are not connected to the campus WiFi, they may not be able to participate with Top Hat.

4) Provide Students with Top Hat Support’s Contact Information

Students can get support for all Top Hat related issues with Top Hat’s Live Chat, Phone, and E-Mail Support. ***If they have trouble signing up or with any other aspect of Top Hat – rather than resolving individual tech issues yourself – please direct students to Top Hat’s Support Team.*** Students can access Top Hat Support at the link below:

<https://support.tophat.com>