



Student Quick Start Guide

Welcome to Top Hat Monocle! This guide will help you register a student account and understand how to use Top Hat Monocle for your classes.

Creating an Account

- Open a web browser and navigate to tophatmonocle.com/register/student/
- If you plan to purchase a subscription through Top Hat Monocle directly, click the Sign Up button under **Purchase subscription**. If you purchased a subscription through a third party such as the school bookstore, click the button under **Prepaid subscription**.
- Creating an account:
 1. Create a username then assign and confirm your password.
 2. Enter your **university email address**, your first and last name, and select your university from the from the list of schools.
 3. In the Student ID field, enter the student ID used to record grades. If you're unsure of the format, please consult your instructor.
 4. Enter your 10 digit cellphone number. This links your cellphone to your account and allows you to text in your responses. Please, no hyphens, parentheses, periods, or a 1 before the number.
 5. Select the subscription type, review the Terms of Service and check the box, then click Process My Order.
- Select your courses from the drop-down menu or you can enroll in your courses later on.
- You have several options to complete the payment:
 - Click **Have a PayPal account?** if you'd like to pay with an existing Paypal account.
 - Fill in your credit card information and click **Review and Continue**
- Please note that there are **two** additional pages that you have to go through before your account is created: click **Continue** under **Review your Information** and then click **Process my order** in the last page to confirm the transaction. Quitting your browser before that will **not** create your account.
- **Congratulations!** You just created your Top Hat Monocle account! You should receive a confirmation email with your receipt.



Accessing Top Hat Monocle

Once you have an account, you can log in by visiting tophatmonocle.com/login and typing in your username and password. This will take you to the Top Hat Monocle web interface where you will have access to all your course information.

Enrolling in your courses

If you didn't enroll in your courses when you created your account, you can do so by logging into Top Hat Monocle and clicking on the blue plus (+) icon towards the top of the screen. You will then be able to search for your course using the course name or your instructor's name. Once you find it, click **Enroll** towards the right side of the screen. Please be careful as some courses are named according to section, term or instructor. Please consult with your classmates, TAs, or instructors if you're not sure which course to select.

If your course requires you to enter your student ID before viewing the course page, please make sure you have the correct student ID by clicking the settings icon (top right corner) and select **My Account**. From here you can change your account information as necessary. The student ID is the field below the name of your school. Please consult your professor if you're unsure of the correct format.

Answering Questions

Now that you're enrolled in your course, it's time to answer a few questions! You can use any of the following methods:

Laptop, tablet, or web-enabled smartphone

You can submit answers by accessing the Top Hat Monocle web interface using a web browser. There are known compatibility issues with Internet Explorer, so we recommend using Google Chrome or Mozilla Firefox instead. If you're using a smartphone, please use the native Android or Safari web browser that came standard with your device. All active items should appear on the left side of your screen depending on how your instructor decides to use the system. If you can't see anything, your instructor either disabled reviewing questions or no items have been created yet.

SMS submissions

You can submit answers in class using any phone by sending a message to your course's texting number. The number is displayed on the right side of your screen as well as your instructor's screen. Each question is assigned a unique **4-digit ID**; this is also displayed on your instructor's screen.

For example: if your course's number is **(315) 636-0905** and you'd like to send "A" as an answer to a question with **1234** as an ID, all you have to do is send a message to that number with the text: **1234 a**. Notice that the space between the code and your answer is optional.



You should always receive a confirmation message that the submission has been received, if you don't please check the number and make sure you have good reception. We highly recommend that you retain a record of your SMS submissions and do not delete your messages from your phone.

Some common error messages are:

The 4-digit ID is not in use. Please verify that the identification code is correct.

This happens when you submit an answer to a question that has already been closed by your instructor. This sometimes happens due to a weak signal, let us know if this seems to be a persistent issue.

You must be enrolled in this course to submit answers. Please enroll from a computer.

This message most likely means that you haven't completed the enrollment process. Please access Top Hat Monocle from a computer and make sure that you're enrolled in the correct course. This can also happen if you've entered the wrong SMS ID, please check to see if the 4-digit ID number is correct.

Checking your grades

If you'd like to see how you're doing in a course, access Top Hat Monocle from a computer or web-enabled device and click the **Gradebook** link towards the left side of the screen. We highly recommend that you keep track of your grades and check the gradebook often. The gradebook will show you a list of all **active**, **answered** and **unanswered** items in the course. The bottom row also has some important statistics:

Percent Average (% avg.): This is the overall graded average reflected by the total number of points received (correctness & participation) divided by the total number of possible points available.

Correctness Points: The correctness points that you received in comparison to the course total.

Participation Points: The participation points that you received in comparison to the course total.

Percent Answered (% answered): This average reflects the total number of graded items (Questions, Demos, and Graded Discussions) that you attempted in relation to those items that you missed. Please note that this doesn't reflect your participation grade since non-credit questions are also counted in this calculation.

Support

Your instructor is extremely busy and is only a user of our system, just like you!

Please do not waste valuable class time by asking your instructor technical questions, that's where our support team comes in. To reach us, click **Support** at the bottom left corner of your screen, email support@tophatmonocle.com or even call us at **1 (888) 663-5491**.