

TOP HAT – STUDENT LOGGING ATTENDANCE

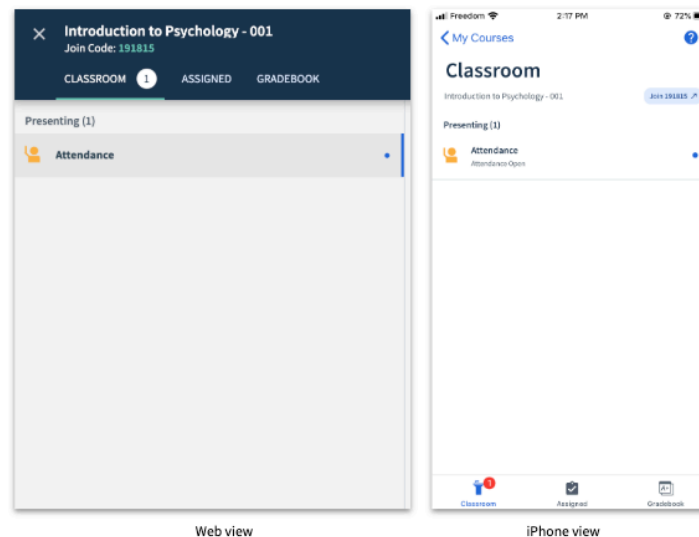
The University Center for Teaching and Learning has documented all tools provided in this document. This serves as a guide to finding that documentation. You can always contact them by the following means:

University Center for Teaching and Learning
Support Hours: Monday – Friday 8-5
Phone: 412-648-2832
Email: teaching@pitt.edu

CSSD Technology Help Desk
Support Hours: 24/7/365
Phone: 412-624-4357
Email: helpdesk@pitt.edu


LOGGING STUDENT ATTENDANCE

First, it is important to note that you cannot log your attendance until your professor opens an attendance session in Top Hat. When an attendance session is opened, you will see it listed in the Classroom tab of the course.



Once an attendance session is opened, a 4-digit code is generated that you have to input to be marked present. In most cases, your instructor will be projecting their screen on which you can see the attendance code (see below). There may be instances where your instructor is not projecting their screen, in which case you need to rely on your professor to verbally communicate the code to you. Once you have the code, input it in the field provided.

Attendance Code:



Enter the above code into the Top Hat app now

Enter Join Code **191815** to join this course

Text **7557** to **(647) 931-6505** to answer via SMS

0% verified (0/1 submitted)

Attendance is being taken for Introduction to Psychology - 001

Minimize and keep open Finish

Enter the attendance code

You can find the numeric code on the projector screen.

3 Attempts Remaining

Attendance Code 7557 4/4 digits

Unanswered Submit

Web view

Enter attendance code

To check in, please enter the four digit attendance code on the lecture screen.

3 Attempts Remaining

Attendance Code 7557 4/4 digits

Continue

iPhone view

You will only have 3 attempts to input the correct code. You will be notified if you input the incorrect code, along with how many attempts you have remaining

Enter the attendance code

You can find the numeric code on the projector screen.

1 Attempt Remaining

Attendance Code 7552 4/4 digits

Attendance code is incorrect - you have 1 attempt left.

Answered Change your responses to resubmit

Web view

Enter attendance code

To check in, please enter the four digit attendance code on the lecture screen.

2 Attempts Remaining

Attendance Code 5410 4/4 digits


Attendance code was incorrect.

Continue

iPhone view

If you run out of attempts or fail to input the correct code before the attendance session is closed, you will be marked absent.


Lecture 4 Missed 0/1 point



You have been marked absent

We didn't get an answer from you for this attendance entry. If you experienced a technical issue, and you would like to dispute your grade, please file a request with our support team.

Web view



You have been marked absent

You have exhausted all three attempts to enter a valid attendance code for this session.

iPhone view

After inputting the correct attendance code, you will be notified that you have successfully been marked present.

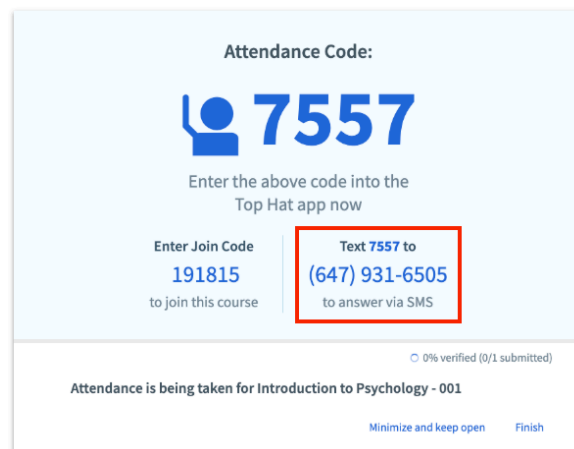


Finally, it is important to remember that the 4-digit attendance code is different for every attendance session. If your instructor takes attendance multiple times per class, there will be a different 4-digit code each time.

Text Message Attendance

Before getting started, note that attendance logged via text message will only be recorded if you have added your mobile phone number to your Top Hat account. You would have been prompted to input your phone number when creating your account, but if you skipped that step you can add your phone number to your account at a later date via your Account Settings.

You can participate in attendance using an older generation phone (or when the WiFi signal is weak) by sending a text message to your school's SMS response phone number. This phone number will not change throughout the term, so we recommend saving it as a contact in your phone. Each time your professor activates an attendance session, a unique 4-digit attendance code is displayed on the projected screen. Text the attendance code to your school's SMS phone number as projected on the screen (or communicated by your instructor verbally if they are not projecting their screen).



In the example above, the school's SMS response phone number is **(647) 931-6505**, and the 4-digit attendance code is **7557**. In this case, in order to have their attendance logged, a student would simply text "7557" to (647) 931-6505. Remember, every attendance session will have a unique 4-digit code. If your instructor opens multiple attendance sessions per class, the 4-digit code will be different each time.