5 easy steps to **getting started** with Audience Response questions using Top Hat

1. **Format** your questions and answer options. Indicate the correct answer(s). Send questions to the course coordinator five days prior to teaching. Indicate where the question belongs in your slide deck. Use the web interface: tophat.com

2. Arrange to **practice** in the classroom. **Top Hat Presenter** is installed in the Discovery Classroom, Kerrigan, HRC, Alumni Center, Grad School CR and 1210/1230/1250.

3. Use the **Top Hat Presenter Tool** from the taskbar.
   - Select your course. **Enter**.
   - Locate the question in your folder
   - Click **Present**.

4. The toolbar at the bottom of the window provides:
   - **Previous/Next**
   - **Enable/Disable**
   - **Timer**
   - **Show Correct Answer**
   - **Student Answers (chart)**

5. - Select **Close** to return to your slides
   - Or minimize using the Top Hat floating menu
   - Or **Next** question

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