Student Quick Start Guide

Welcome to Top Hat Monocle! This guide will help you register with Top Hat Monocle and understand how to use monocleCAT in no time!

Creating an Account

- Do you already have an account? If yes, you're ready!

- If you don't have an account:

    - To pay online visit ca.tophatmonocle.com/paid

        - If you were given a coupon code, make sure to use it before you pay

    - If you have a license key ca.tophatmonocle.com/prepaid

        - License keys can be bought from bookstores or provided by your instructor

        - This might not be applicable in your school

- Fill in your information, make sure you pick your school, and select your subscription type (**Note:** If submitting via SMS, make sure you entered the correct **cell phone** number)

- If your instructor provided you with a coupon code, please make sure to enter it here.

- You have several options to complete the payment:

    - Click **Have a PayPal account?** If you'd like to pay through PayPal

    - 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 monocleCAT

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

Enrolling in a Course

To select your course, click on the blue **+** icon towards the top of the screen. You will 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. Consult with your classmates, TAs or instructors if you're not sure which course to pick.

If you accidentally **Observe** or would like to change your status later on, you can click **Enroll** towards the top of your screen. If you'd like to remove yourself from a course, please click the **Support** button towards the bottom left corner of the page and let us know.

Some courses require you to enter your student ID before entering, make sure you have the correct student ID by clicking the settings icon (top right corner) and **My Account** and change your ID as necessary. The student ID is the field under the name of your school. Some schools require numeric IDs while others require login IDs. Consult with your instructor to find 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 or tablet by accessing monocleCAT

You can submit answers by accessing monocleCAT using a browser. There are known compatibility issues with Internet Explorer, please use Google Chrome or Mozilla Firefox instead. 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. 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 reoccurring issue.

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

This means that you didn't complete the enrollment process completely. Please access monocleCAT from a computer and make sure that you're enrolled in the correct course. This also happens sometimes when you send the wrong ID.

Mobile Device

You can access our web application by visiting tophatmonocle.com/login using your device's browser. This will open a simple interface, which will show you active questions in class.

Checking your marks

If you'd like to see how you're doing in a course, access monocleCAT from a computer or compatible device and click the **Gradebook** link towards the left side of the screen. This will show you a list of all **active**, **answered** and **unanswered** questions in the course. The bottom row has important statistics:

Percent Average (% avg.): this is your total mark for correctness and participation as a percentage of the maximum possible number of points.

Correctness Points: how many correctness points you got compared to the course maximum

Participation Points: how many participation points you got compared to the course maximum

Percent Answered (% answered): how many of the course questions did you attempt. 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 simply a user of our system, just like you!

Please do not waste valuable class time by asking your instructor technical questions, we have a team dedicated to that. 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**.