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.
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.

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

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.