



In Class: How to Prep Students Before Starting Test

Announcements to make to students:

1) Raise your hand if you are not enrolled in our Top Hat course?

- ☐ Purpose: because if you are not enrolled you cannot take the test
- ☐ Student not enrolled?
 - a. Pay on the spot
 - b. Call Support (+1 (888) 663-5491, Extension 1) and share the student's email address so they can provide a temporary subscription for the student to give them access to the test
 - c. Give a paper copy to that student

2) Raise your hand if you are using a laptop?

- ☐ Raise your hand if you are using another browser than Chrome or Firefox?
 - ☐ Yes?
 - a. Student is advised (but can still complete test) to use one of the suggested browsers (Chrome or Firefox)

3) Raise your hand if you are using a phone?

- ☐ Make sure you log into the Top Hat app, do not go to Top Hat through your web browser.
- ☐ Purpose: If you log in via the web browser, you will not be able to access the test.

- ❑ Make sure they are using the most up to date version of the app: go to app store