



Top Hat Blackboard Sync

Syncing the course to Top Hat

Your Blackboard course is linked to Top Hat through Blackboard. The **instructor and the students** need to access Top Hat through this link in Blackboard.

To add the link to Top Hat:

- 1. Go to the place in the course you want the students to access Top Hat.
- 2. Select **Build Content**.
- 3. Select Top Hat Course Launch

+ ti C ≧ → Demo Course	Top Hat ©
Home Page	Build Content 🗸 Assessment
Top Hat 📖	Course Link
Getting Started	DawnSignDigital
Course Syllabus	Virtual Animal Anatomy
Instructor Information	Tophat Course Launch
Announcements	RedShelf FoliotekCT

- 4. Name the link.
- 5. You can add a Description.
- 6. Submit.

Syne the Blackboard course to Top Hat

The first time this is done in a course the course will need to be created in Top Hat

- 1. Select **Top Hat Course Launch** link that was just created.
- 2. Select create a new course





Connect Your Courses	
Choose a course to connect with Demo Course or <mark>create a new course</mark> in Top Hat	
Search Top Hat courses	Q

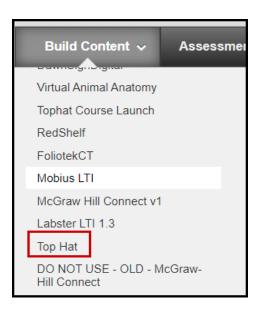
- 3. Go to Course Lobby
- 4. Create Course

Sort by Creation Date (Newest First) - Available Courses (3) - Create Course				
	Sort by Creation Date (Newest First) 👻	Ŧ	Available Courses (3) 👻	Create Course

- 5. Complete all of the required information to create the course.
 - This information can be found in the Blackboard Course > Customization > Properties.
 - $\circ~$ It is important to input the course id exactly as it is in Blackboard.

Link Blackboard Assignments

- 1. Select **Build Content** from the course in Blackboard.
- 2. Select Top Hat.







- 3. Select the assignment from Top Hat that you want added to Blackboard.
- 4. Select **Continue**.
- 5. The link to the assignment will be added to the course and a column will be created in the Full Grade Center in Blackboard. The grades will be synced.

You can confirm that your course is synced to Blackboard by:

- Access Top Hat using the Top Hat Course Launch link in the course.
- Select Course Setting
- Select LTI 1.3 LMS Sync

T (=)	Courses / D	emo Course	Join: 041636 •	± +≈	Q
	Content	Gradebook	Students		
Create			Co Se	ourse ttings	

• It should look like this.

o Hat is currently connected to Blackboard	Disconnect
LMS Course	
Demo Course	
Roster Sync	
Your roster is automatically synced every day at 12:00 AM.	
Please go to the Student Manager to see more details about each student's statu	S.
Grade Sync	
Grades of deep-linked items will be synced to your LMS when released to studen	ts in Top Hat.
To control when students see their grades, adjust the grade release options in yo	our LMS.