Syncing Blackboard Roster to Top Hat

To pull your class roster from Blackboard to Top Hat, you must first sync the courses. After using this process and activating your Top Hat course, your students will see your course when they log in to Top Hat. Alternatively, you can invite students to join your course.

NOTE:

When you re-sync the roster, only new students will be added to the course. Students who have dropped your course will not be removed from your list; they must be manually removed.

How to Sync to Blackboard:

1. Login to Blackboard
2. Open another tab and login to Top Hat
3. Click on the setting gear on the right hand side of the page and click on Course Settings
4. Click on LMS Integration & Sync under course settings and the blue button Enable LMS sync
5. Click on LMS Integration & Sync under course settings and the blue button Enable LMS sync
6. Click the button to the left of the course to which you would like to connect, then click **Import Students**.

**NOTE:**

This only appears the first time you sync a course. This list displays the newest 60 active courses. To un-sync a course, you will need to contact support in Top Hat to un-sync your course.

7. You should see the confirmation message below, click **Go to Student Manager**.
8. Verify enrolled students in your class

![Enrolled Students]

9. Click on **Pending** to display the list of students who are registered for your class but have not open an account with Top Hat

![Pending Students]