

Kahoot!

# Get your school set up with Kahoot! Pro or Premium



For admins

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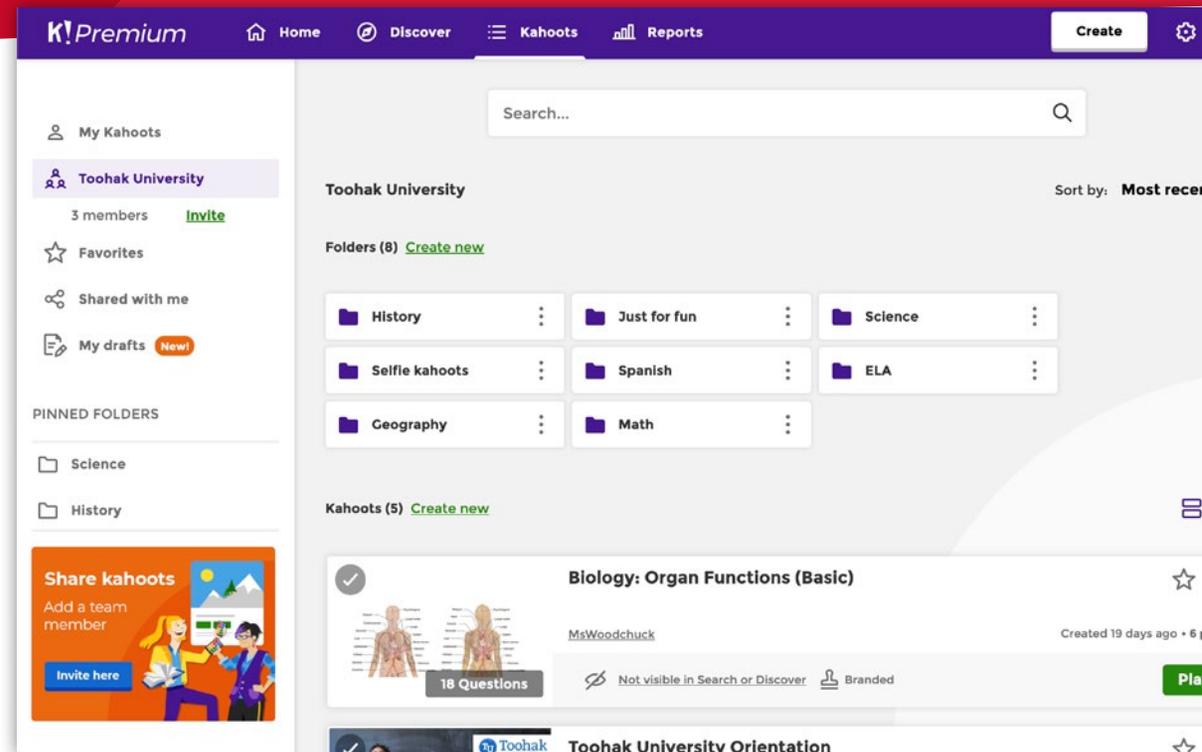
# What you can do as an admin

## Welcome to Kahoot!

With a Kahoot! Pro or Premium subscription for schools, you can invite other teachers from your school into a secure team space, create a shared game bank organized by subject, grade or other criteria, collaborate on kahoots, and easily share reports. Learn how to get your school set up with Kahoot! Pro or Premium.

As an admin, you have the following rights and privileges:

- ▶ Upgrade, downgrade, or cancel subscription
- ▶ Invite and remove teachers from your team
- ▶ Change the school name and logo in the team settings
- ▶ Unlock or delete any kahoot in the school's team space
- ▶ Manage user licenses
- ▶ Update payment details on file
- ▶ View and download invoices for past payments



When you log in to your Kahoot! account, you can find your school's team space by navigating to **Kahoots** in the top bar and then clicking on your school's name in the left-hand panel. This is your secure, safe area where you can collaborate on content, as well as manage users and licenses.

# Inviting other teachers

## 1 Invite your team members - manually

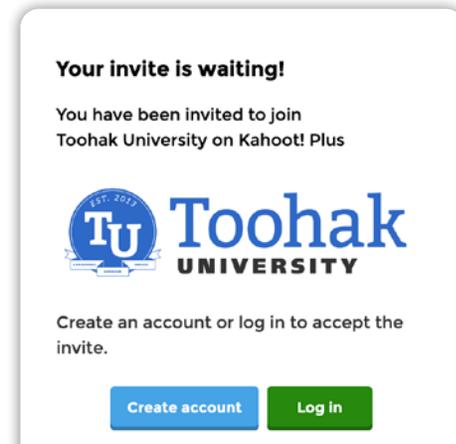
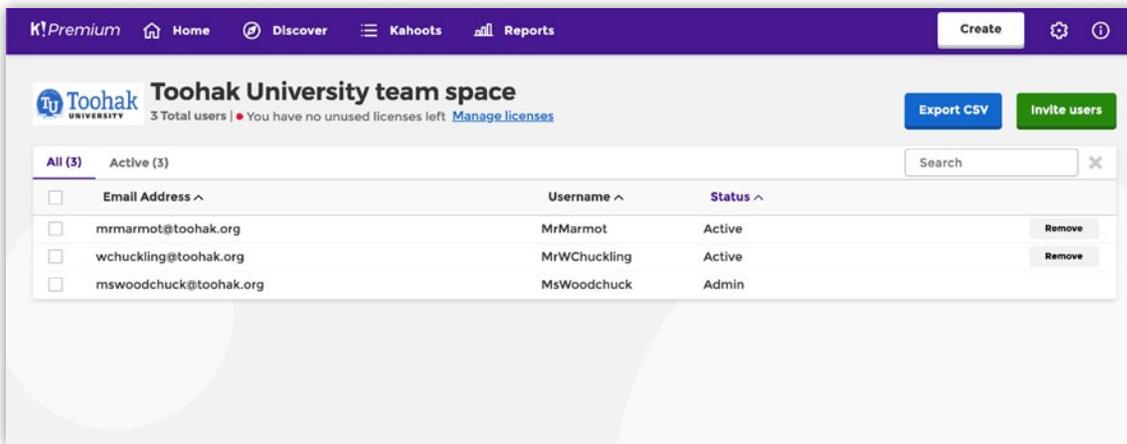
To invite your team members individually, the process is simple.

1. Click the **Settings** cog in the top navigation bar
2. Choose **Manage users**
3. Click **Invite users**
4. Enter email addresses of up to 20 teachers separated by commas in the dialog that pops up and click **Send invite**
5. Teachers will receive an email invitation and will be prompted to log in to their Kahoot! account

You can also find the **Invite** link next to the team member count under your school's name in the left side panel to get to the user management page.

If you don't have enough licenses for everyone you'd like to invite, you'll be asked to accept updating billing terms before invites are sent. Any upfront amount will be prorated based on how many days remain in your current billing cycle.

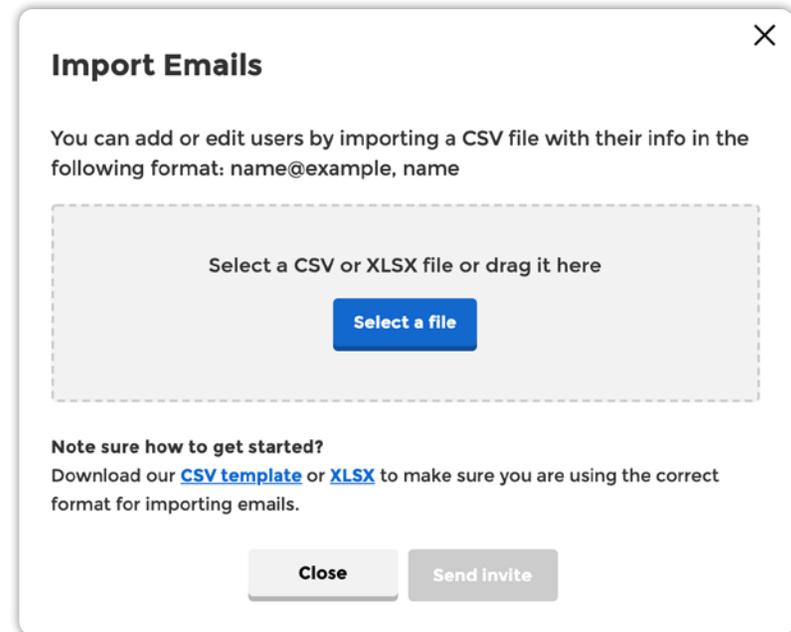
Teachers will receive an email invite with an **Accept invite** button that will let them choose between joining with their existing account or creating a new account.



## 2 Invite other teachers by uploading their emails in a spreadsheet

An alternative way to invite several teachers at a time is uploading their emails in a spreadsheet:

1. On the user management page, click **Invite users**
2. In the dialog that pops up, click **Import user emails**
3. Use our CSV or XLSX template to prepare your spreadsheet for uploading
4. When ready, select it or drag and drop into this dialog and click **Send invite**



### Pro tip

**If a teacher who you want to invite is already a paying subscriber with their own team space, here's what you need to do:**

- ▶ Agree on which teacher should be the admin of the new team space
- ▶ The teacher you want to join your space needs to cancel and delete their team space before joining the new team
- ▶ The admin of the new team space then needs to [contact us](#), so that we can transfer the paid license/s to the new team

## Inviting other teachers

### Invite using a universal license key

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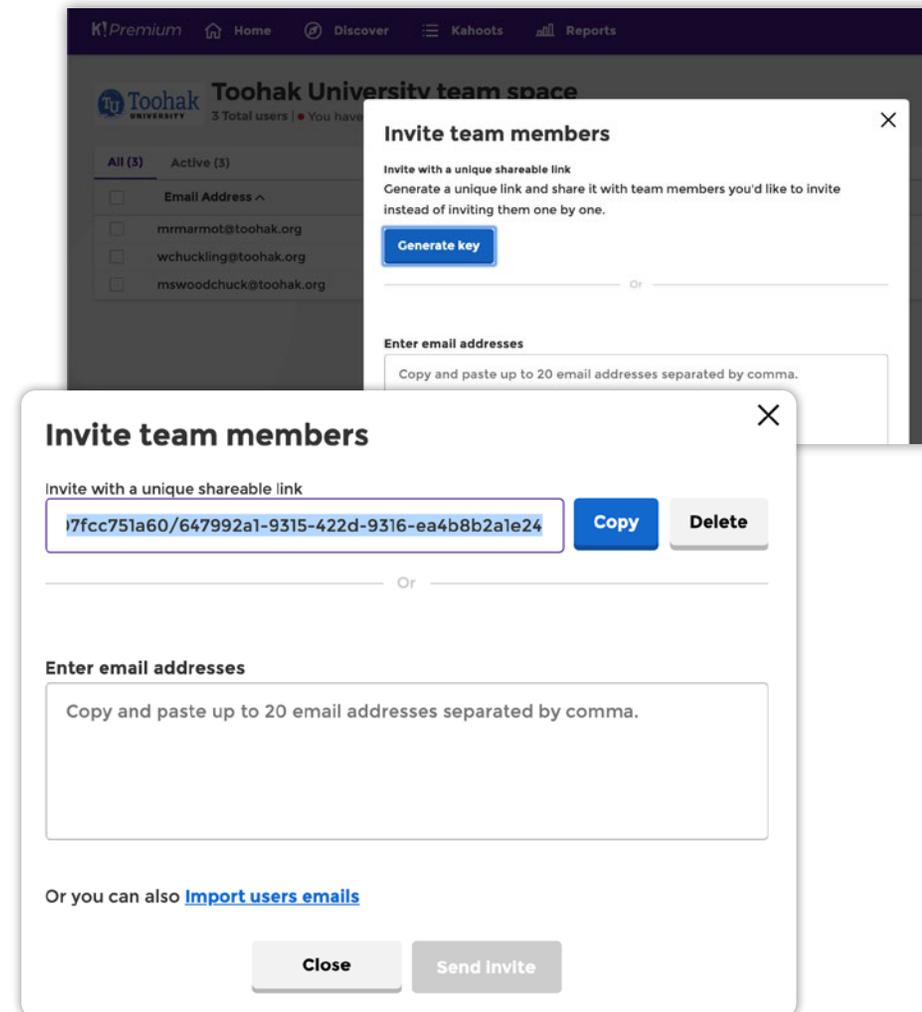
3

### Invite other teachers by using a universal license key

With a Kahoot! Premium subscription, you can easily invite multiple teachers at a time with our universal license key, which will save you time rolling out a site license. The universal license key is a shareable URL that can be distributed by email, text, chat, or LMS.

How to share a universal license key with other teachers:

1. Click the **Settings** cog in the top navigation bar
2. Choose **Manage users**
3. Click **Invite users** and then - **Generate key**
4. Copy the generated key and share it with other teachers, for example, by emails, sms, or on your LMS
5. Once a team member uses the universal license key you've generated, they'll be taken to a page asking them to log in or create a new account. Next, we'll send them a verification email
6. Then, you'll receive their request to join your team and will need to approve it. On the **Manage users** page, you'll see "Approval pending" next to those users' emails and usernames. Choose **Approve** or **Deny**
7. If you want to stop receiving requests to join your team, follow the same steps you would to generate a key. Instead of the **Generate key** button, use the **Delete key** button next to the existing key



# Manage billing and licenses

The **Billing** page under the **Settings** cog will show your subscription and payment information. Depending on your plan, you also have the option to pay by invoice.

If you want to increase your number of licenses, navigate to **Manage users** under the **Settings** cog. Click **Manage licenses** to adjust and confirm numbers.

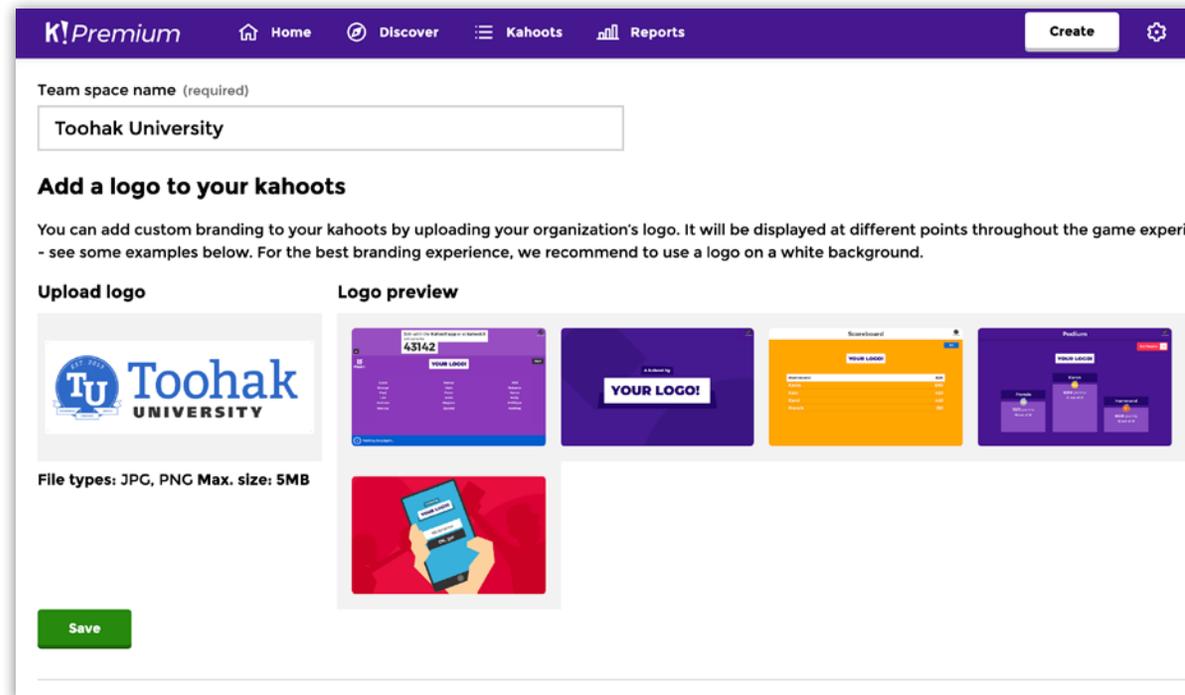
The screenshot displays the Kahoot! Premium Billing interface for Toohak University. The main page shows the current plan as 'Kahoot! Premium for higher education' (Active) with a summary table:

Summary	
Licenses (x 3)	\$540.00
Billed annual	\$540.00

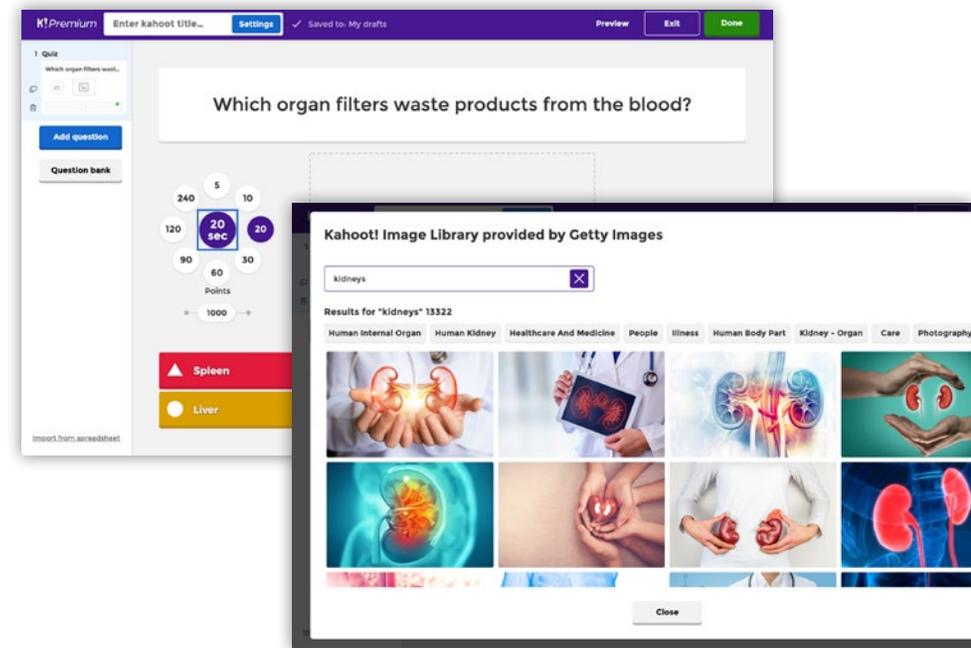
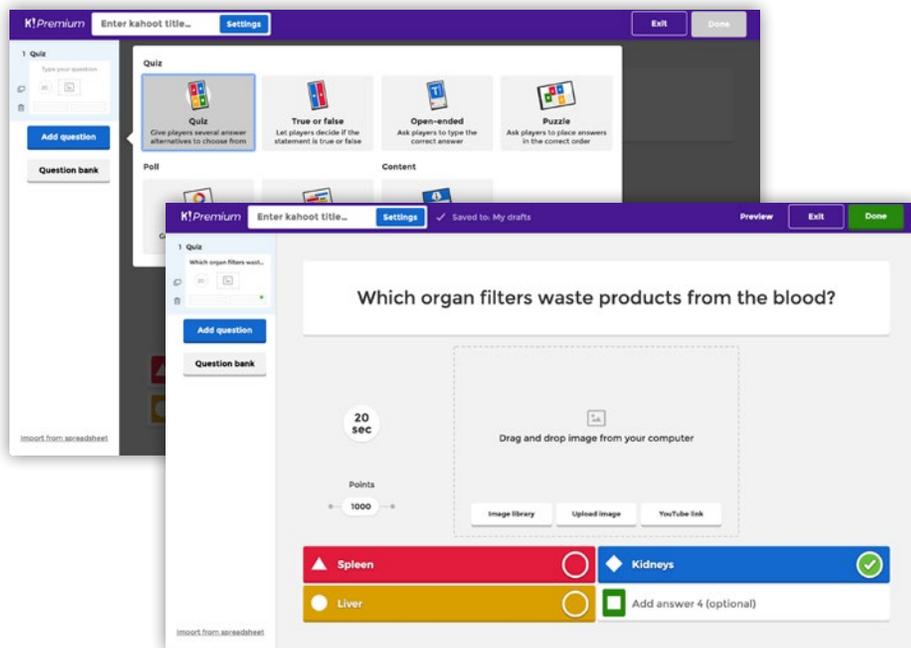
The 'Edit licenses' modal dialog is open, prompting the user to adjust the number of licenses. It states: 'You currently have 3 licenses and 3 members.' The 'Licenses' field is set to 5, with minus and plus buttons for adjustment. The 'Update licenses' button is highlighted in green.

# Change school name and logo

Click on the **Settings** cog and choose **Team space settings**. On this page, you can edit your school name that is used as your team space name. You can also upload your school's logo and preview it in the game experience, depending on which type of subscription you have.



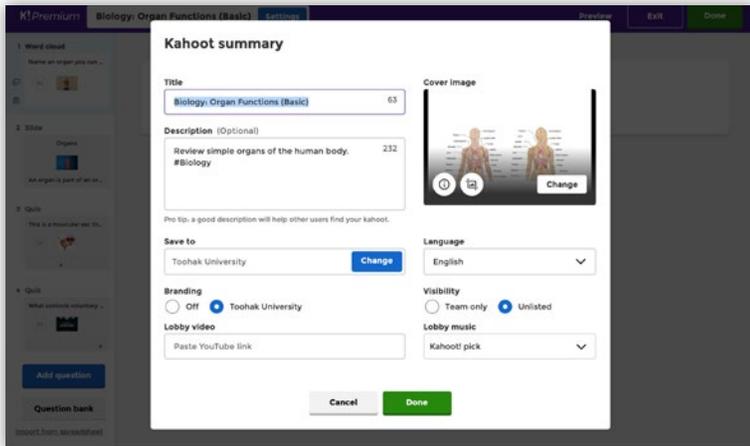
# Collaborate on kahoots in your school's team space



## Create a new kahoot in the team space

1. Click the **Create** button and choose **New kahoot**.
2. Select your **question type** and fill out the fields.
3. If adding a **quiz, poll, or true or false** question, add answer alternatives and mark the correct answer(s) if applicable.

4. Adjust the timer and points depending on the complexity of the question.
5. Add an **image** or **video**. You can use the **built-in image library** where you can search for millions of images, or upload your own image instead. Use the image reveal feature to build anticipation - you can control the speed of how the image is revealed by choosing from the different grids.

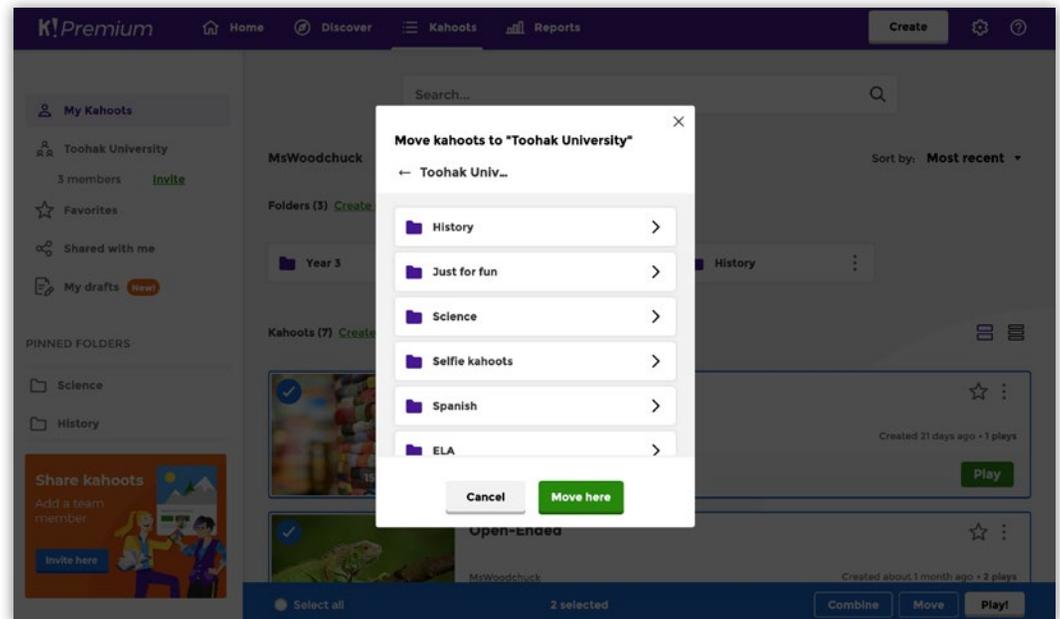


### Move your personal kahoots into the team space

You can move any of your existing kahoots saved under My Kahoots into your school's team space to share it with other teachers.

1. Go to **My Kahoots** from the top navigation bar.
2. Check the kahoot or several kahoots on the list that you'd like to move into the team space (you can see the check mark in the top left corner of each kahoot's card.)
3. In the blue bar below, click **Move** and choose the new destination for selected kahoots. Click **Move here**.

6. Add the next question from the left-hand side.
7. Type a title for your kahoot in the **Enter kahoot title...** field, and fill in other important details in your kahoot summary.



# Collaboration

## Organizing kahoots

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### Organize your school's kahoots into folders

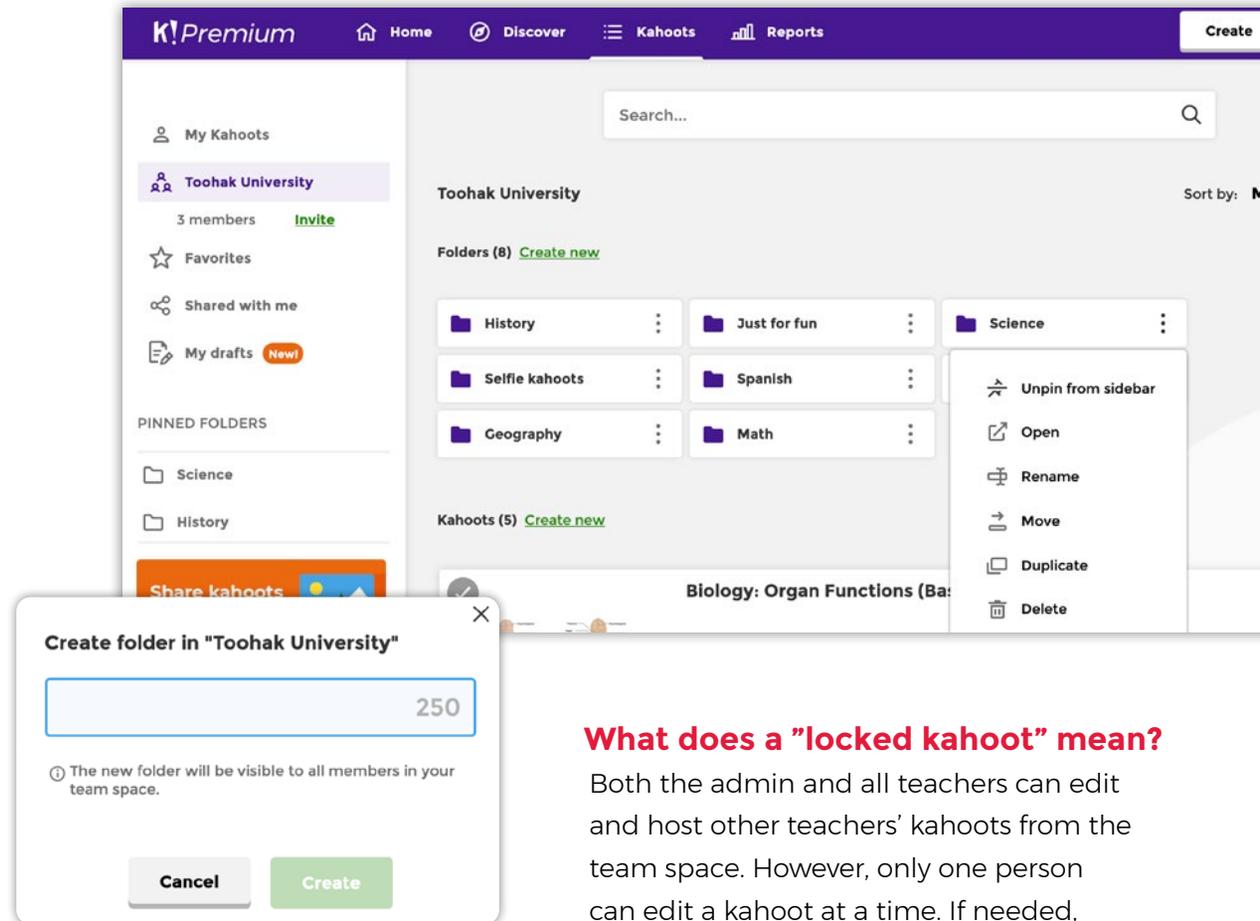
Team folders are automatically accessible to every teacher you add to your team, serving as a shared game bank for your entire school. To add a new folder in your team space, click **Create new** next to **Folders**.

You can structure kahoots by subject, grade, topic, or any other criteria to make it easier for teachers to find the kahoot they need.

As the team admin, you can create, rename, move, duplicate, or delete team folders. Only individual team members can move their own kahoots back into a personal folder. You can pin your favorite folders to the sidebar by clicking the three dots on a folder and selecting **Pin to sidebar**.

### Accessing other teachers' kahoots in the team space

Any kahoots that teachers have made visible to the team will show in their team space. You can click the **Play** button and choose to host a live kahoot or assign student-paced challenges. You can also access the kahoot options menu to edit, preview, duplicate, delete, and share the game.



### What does a "locked kahoot" mean?

Both the admin and all teachers can edit and host other teachers' kahoots from the team space. However, only one person can edit a kahoot at a time. If needed, the kahoot's creator, or you as the admin of the team, can unlock a kahoot.

Simply click the three vertical dots to the right of the locked kahoot and select **Unlock**. This will allow others to edit it.

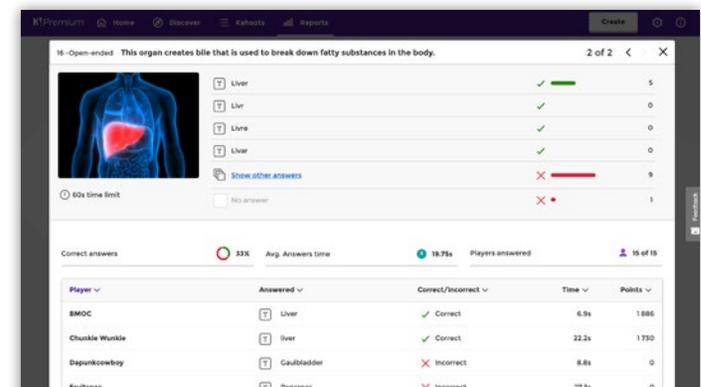
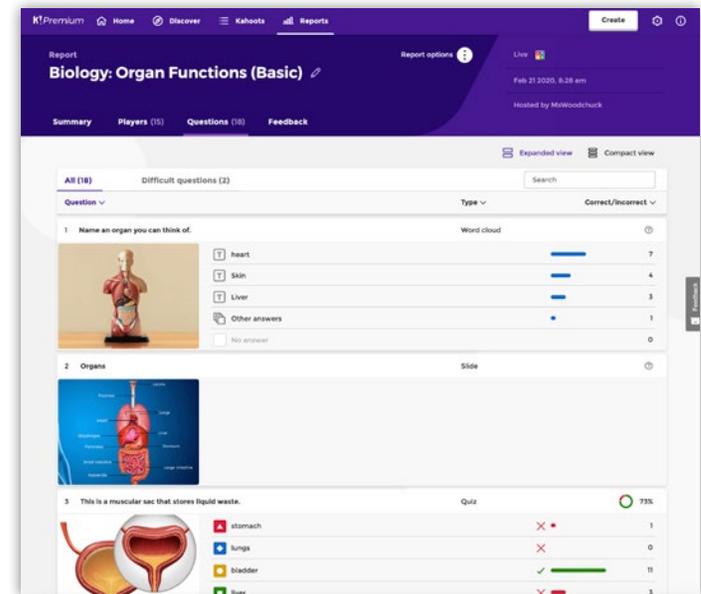
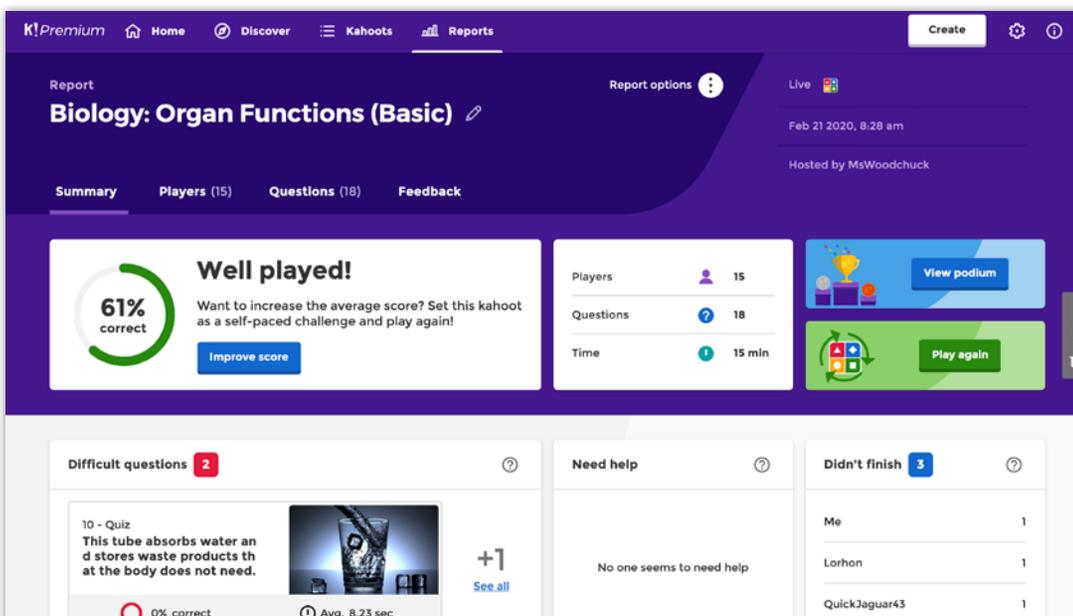
# Access and share reports

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Now you've hosted some kahoots or assigned student-paced challenges, it's time to assess what your students have learned and how you need to target further instruction.

Right after hosting a live game or sharing a challenge, you can access reports and insights on game results, to measure learning impact. Go to **Reports** from the top navigation bar.

You can find reports on live games and challenges with kahoots from your team space by clicking on your school's name in the left-side panel. These reports are visible to all teachers and school administrators you add to your team space, which makes it easy to give each other visibility into the learning progress.



# Get inspired with these success stories



## Sharing is caring - and saving time, too!

Why reinvent the wheel if there are already high-quality kahoots created by other educators? EdTech consultant Santi Khairassame from J.H.S. 217 in NYC said that collaboration is a common theme brought up by teachers when it comes to saving time (which is a scarce resource!) Sharing games across the school in Kahoot! Pro, teachers at their school help each other find relevant kahoots in seconds. Science teacher Steve Marshall also mentioned our question bank as one of his favorite features - reuse existing questions to put together your own kahoot.

[Read success story](#)



## “It’s taken over the school by storm!”

Stephanie Wang, instructional technologist at Bishop O’Dowd school, says that “with over 1,200 students, we have a lot of teachers that teach the same subject. Being able to share kahoots across the same kinds of classes in different time periods can be really beneficial and time saving.”

[Read success story](#)

# Need more help?

If you need support or technical help, email [help@kahoot.com](mailto:help@kahoot.com)  
Or, contact your Account Manager or [schools@kahoot.com](mailto:schools@kahoot.com).