



Kahoot!

Get started with Kahoot! for businesses

For admins

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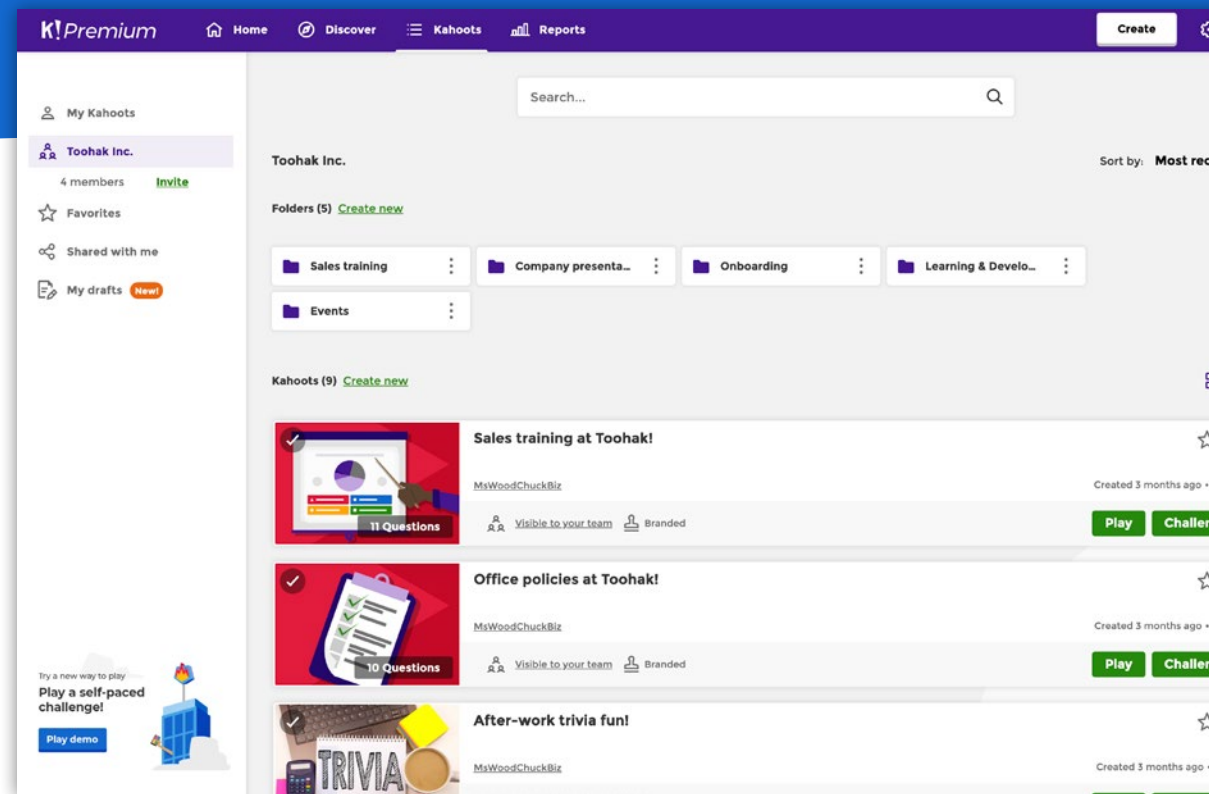
Get started

Welcome to Kahoot!

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

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

When you first log in to your Kahoot! account, you'll land in your **team space**. This is your secure, safe area where you can manage users and licenses.



Your invite is waiting!

You have been invited to join Toohak Inc. on Kahoot! Plus

TOOHAK Inc.

Create an account or log in to accept the invite.

[Create account](#)[Log in](#)

1

Invite your team members - using universal license key

Easily invite multiple members of your team at a time with our universal license key (enterprises only). This URL can be shared by **email, text, chat, forum, or LMS**.

How to share the ULK with your team:

1. Click the **Settings** cog in your top navigation bar
2. Choose **Manage users**.
3. Click **Invite users** and then - **Generate key**
4. Share the key with your team - use our **email template on the right** to invite them!
5. Or, if you have lots of members to add, navigate to **Manage users** under the **Settings** cog, click **Invite users**, and paste or import up to 2,000 emails to invite.
6. 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.
7. 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**.
8. Once approved, they'll join your team space.
9. If you want to stop receiving requests to join your team, navigate to the **Universal license key** section and click the **Delete key** button.

Email template to invite your team with ease

Hi [name/team],

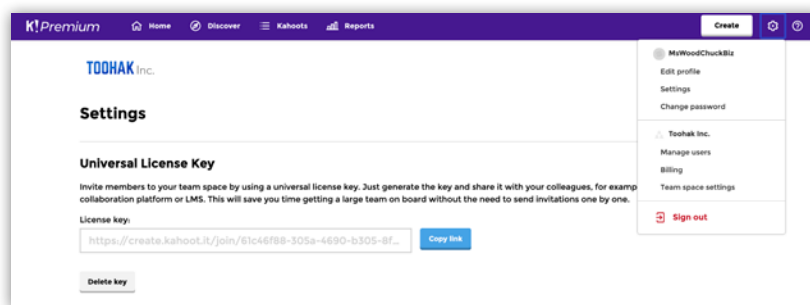
Great news - we just got started with Kahoot! for businesses.

As a member, you'll be able to do the following in our Kahoot! team space:

- ▶ Create kahoot games or use shared kahoots to host live, or shared as challenges for those who can't join
- ▶ Brand games with our company logo
- ▶ Edit kahoots in our shared team space
- ▶ Lock and unlock editing rights for shared team kahoots which you have created
- ▶ View reports on data, including those from games hosted by other team members
- ▶ Play against the scores of a previous game by selecting **Play again** in the reports section
- ▶ Access to editable kahoot templates

To join our team, click this link: **[paste ULK]**

Once you login to your Kahoot! account (you'll be prompted to create a new Kahoot! account if you don't have one) you'll receive an email asking to verify your email address. Once approved, you'll then be able to access the Kahoot! team space - any Kahoot! account can join with this link.



Get started

Invite team members & manage billing

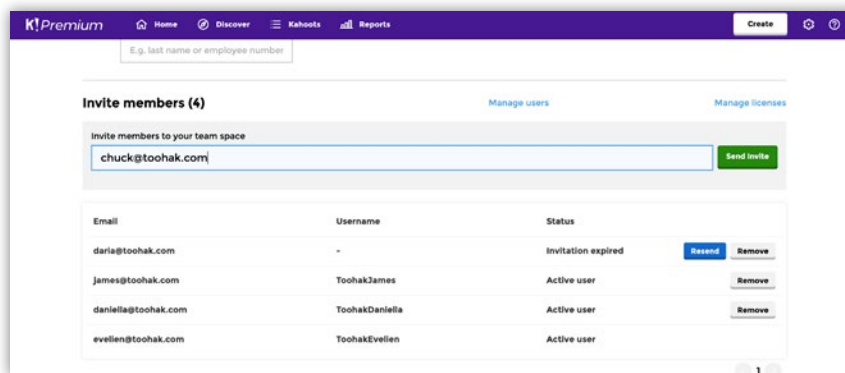
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2

Invite your team members - manually

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

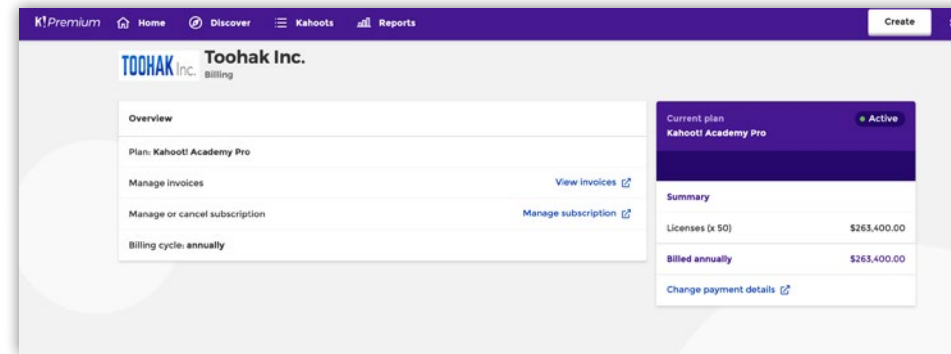
1. Click the **Settings** cog in the top navigation bar
2. Choose **Team space settings**
3. Enter the email address of the new team member, and click **Send invite**
4. The team member will receive the email invitation and will be prompted to **login to their Kahoot! account**



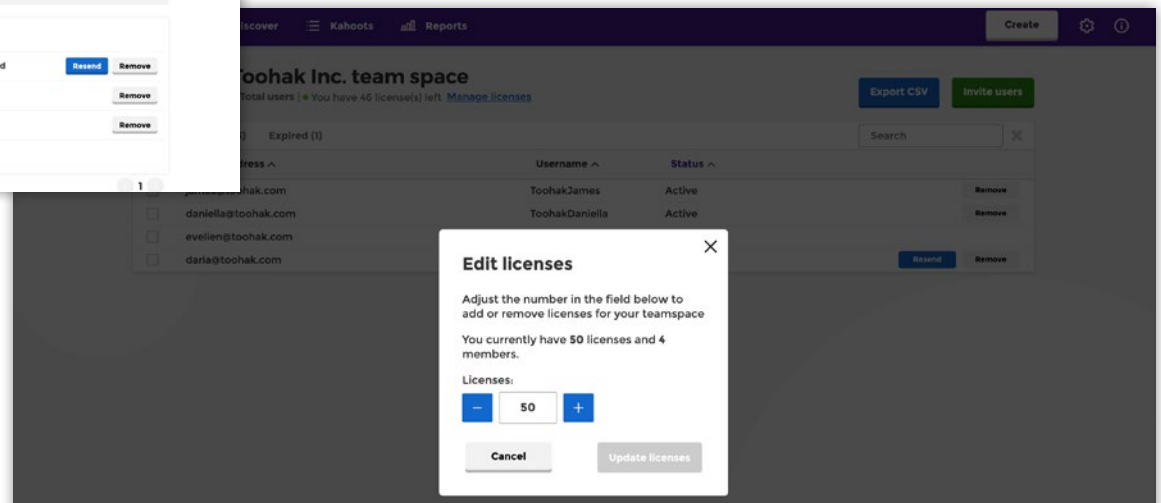
3

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.



Get started

Manage player identifier feature and add logo

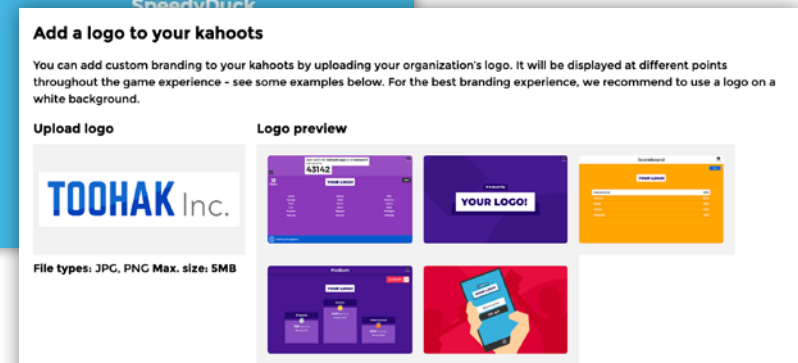
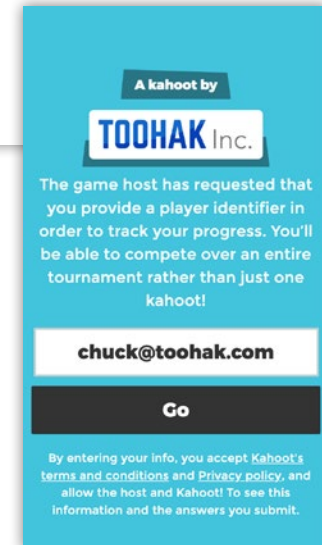
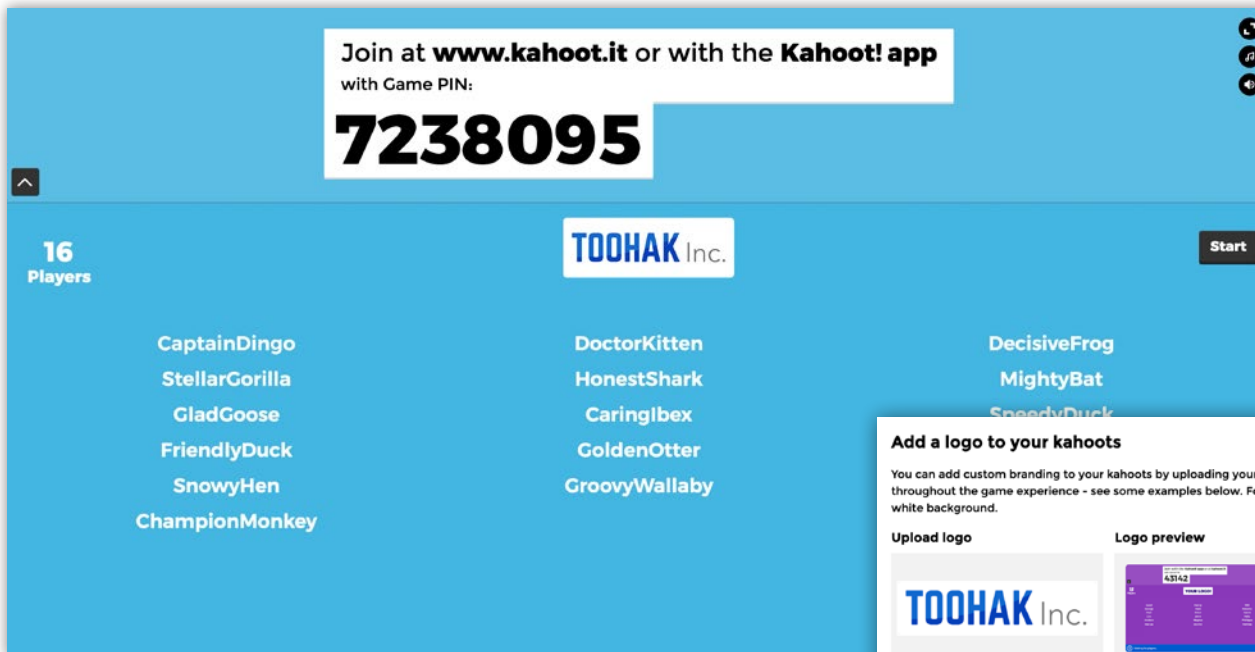
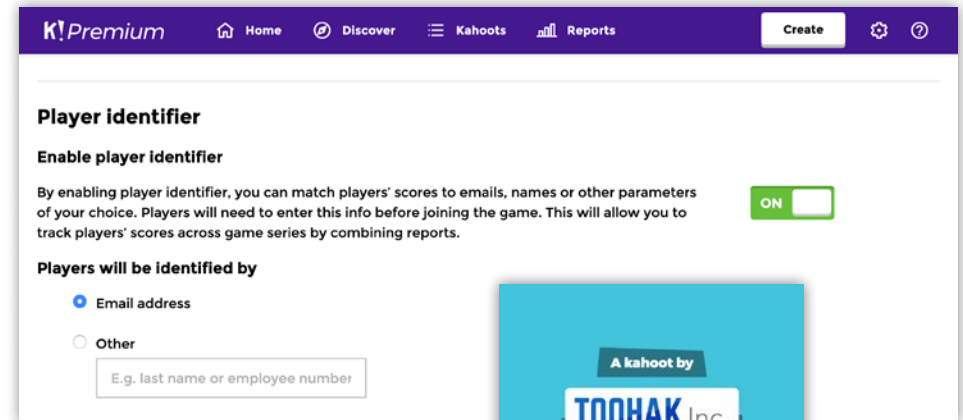
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4

Manage player identifier feature and add logo

Under **Team space settings**, you can enable the **player identifier** feature (if included in your subscription), which allows you to match player scores to emails, names, or other parameters, so you can track their answers and performance.

On this page, you can also upload your **organization's logo** and preview it in the game experience, depending on which type of subscription you have.



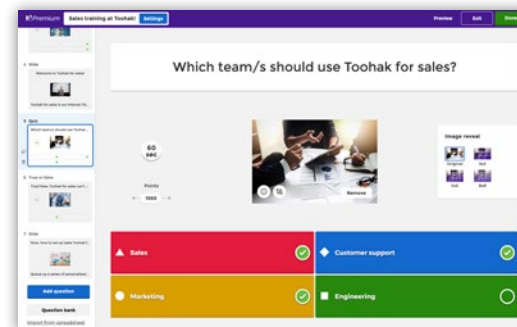
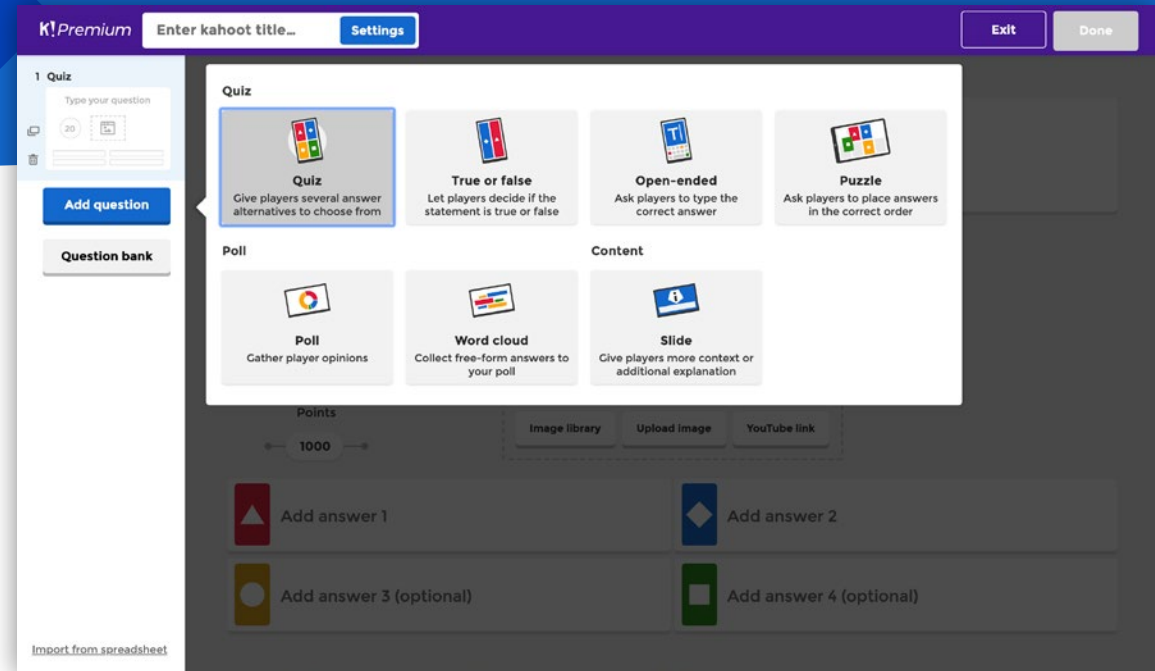
Creating kahoots

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Question types

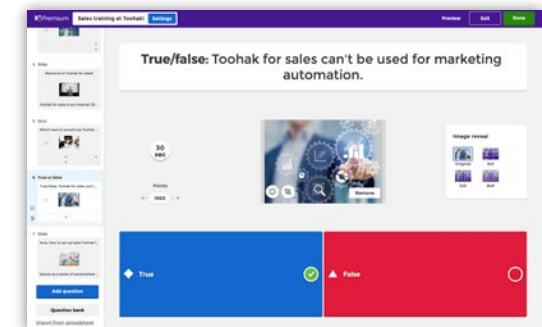
When creating, you can combine different types of questions and content in one kahoot to increase engagement, stir up dynamics in the room, and improve learning outcomes. You can add:

- ▶ Multiple choice quiz questions
- ▶ True/false questions
- ▶ Slides with text, images, or video
- ▶ Puzzles
- ▶ Polls
- ▶ Word clouds
- ▶ Open-ended quiz questions



Quiz

With **quiz** questions, points are awarded for speed and accuracy. You can add up to 4 different answer options.



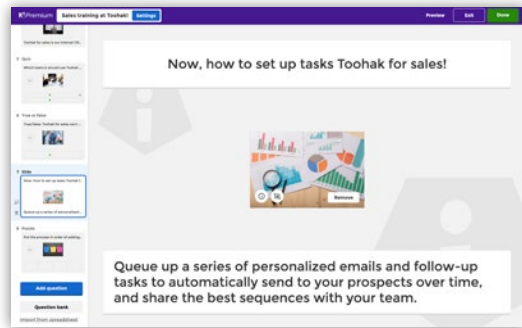
True or false

True or False questions already have the answers pre-populated. All you have to do is add a question and you're ready to go!

Creating kahoots

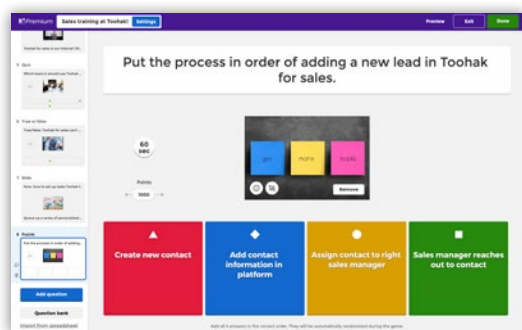
Question types

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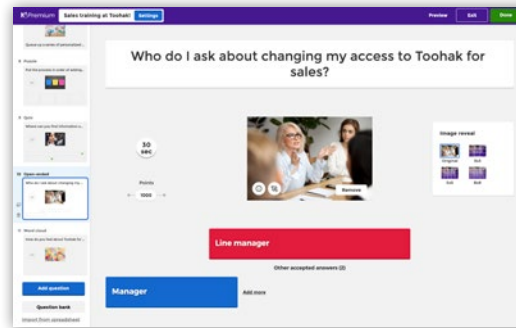
Slide

With a **slide**, players don't have to respond! This is a chance for you to present content, give extra information or transition into a new topic during a training session or event.



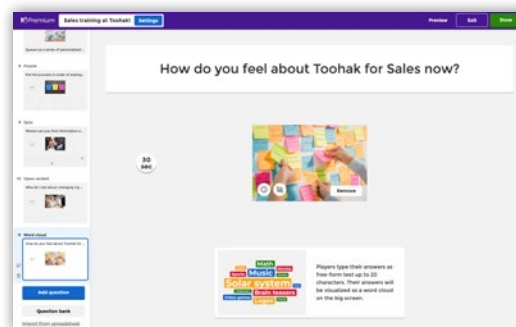
Puzzle

True or False questions already have the answers pre-populated. All you have to do is add a question and you're ready to go!



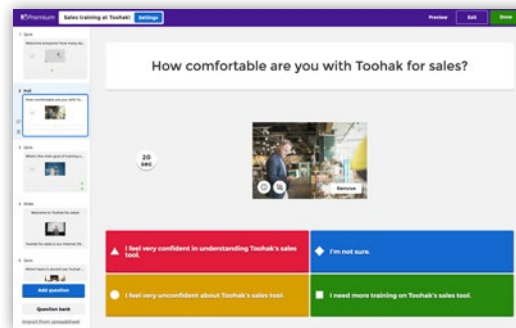
Open-ended

You can test deeper knowledge of a topic with **open-ended** questions. With this question type you can ask participants to recall and type information without giving any prompts! This makes players think carefully and minimizes guesswork! It's especially helpful in training where you need to put emphasis on specific facts, or data stats.



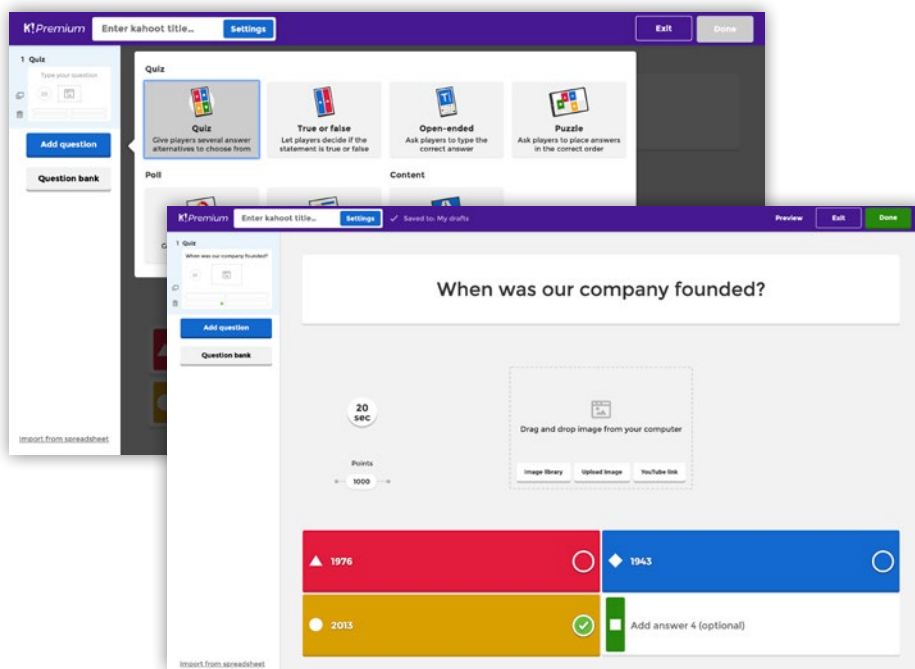
Poll and word cloud

With **polls** and **word clouds**, there are no right or wrong answers. Here, players are asked to provide feedback, which is great for a pulse check, and to give every player a voice as well as a choice. You can use **word clouds** to: gather opinions from the audience on a specific topic, crowdsource ideas and opinions and shortlist them through voting, Q&A sessions or as an ice breaker.

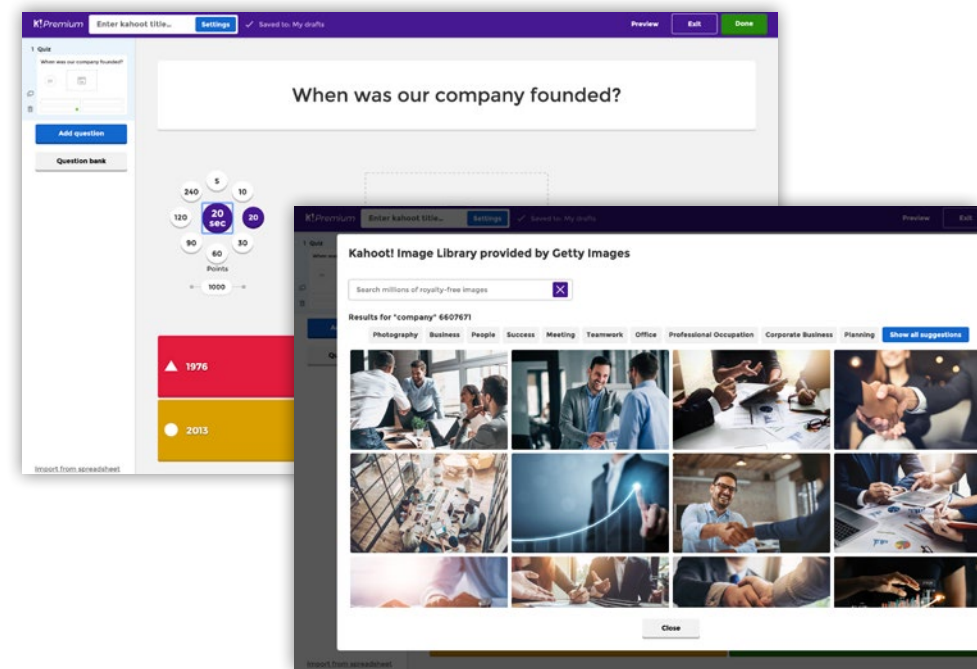


Polls look similar to quiz questions, as they have 4 possible answers as well, that players can select from. With **word clouds** however, players will be asked to type their answer or opinion on their device and it will show on the host's screen.

How to create in 7 simple steps



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.

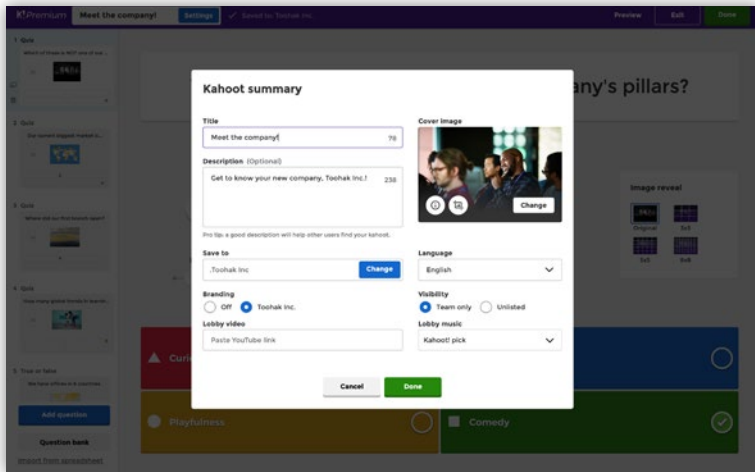


4. Adjust the timer and points depending on the complexity of the question.
5. Add an **image** or **video**. You can use the **built-in image library** where you can search for millions of images, or upload your own image instead. Use the image reveal feature to build anticipation - you can control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

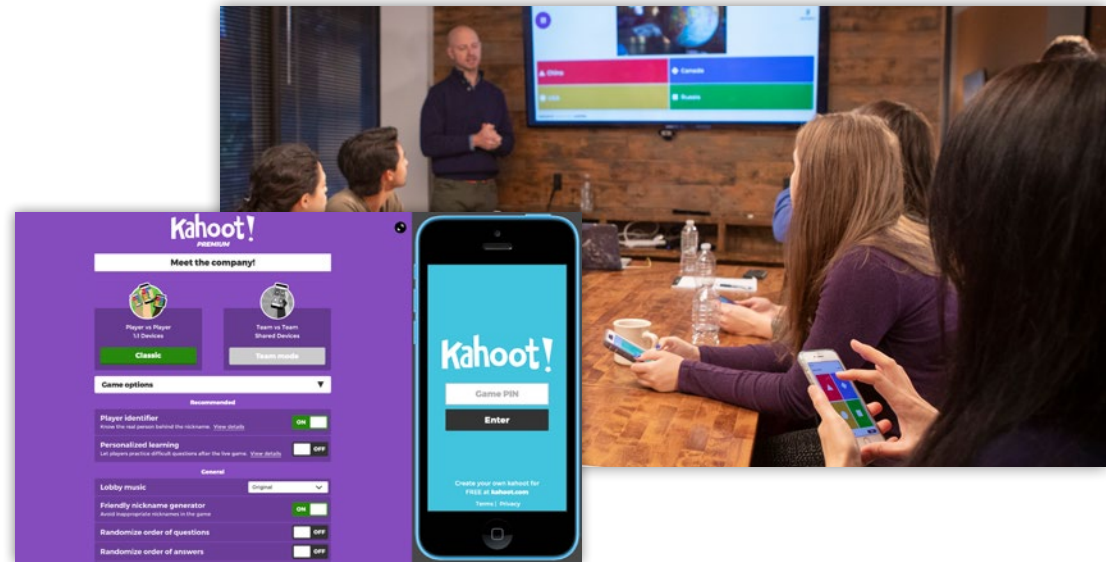
Creating kahoots

How to create

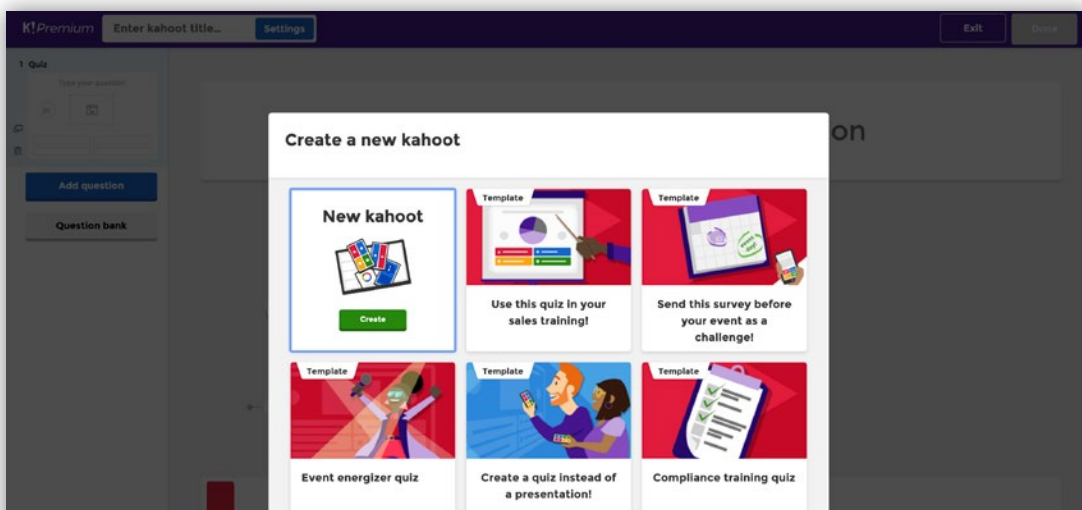
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6. Add the next question from the left-hand side.
7. Type a title for your kahoot in the **Enter kahoot title...** field, and fill in other important details in your kahoot summary.



Once you've created your kahoot, you can test drive it right away, or host it live.



Accessing pre-designed templates

If you don't have time to create your kahoot from scratch, we have lots of pre-designed templates based on common uses of Kahoot!, which you can customize to fit your needs. These include helpful tips and best practices. Just choose one when you click the **Create** button.

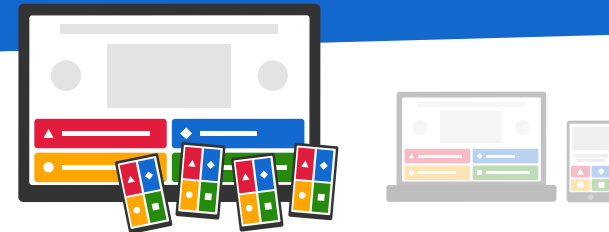
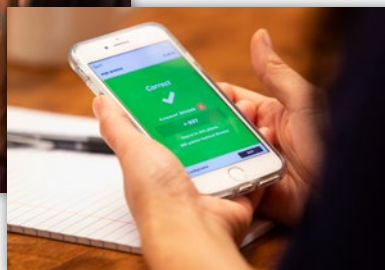
Playing kahoots live or as a challenge

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Host your kahoot in a live setting

With Kahoot!, you can either host a game in a live setting, with players answering questions on a big screen, or, send as a self-paced challenge, where both the questions and answers appear on players' devices.

A live setting works great for in-person training sessions, events, or presentations! Questions need to be displayed on a shared screen, that is big enough for your whole audience to see.



How to host a live game

1. Click **Play** and choose **Classic** game.
2. The game lobby will then display a unique game **PIN** for all players to see.
3. Players use their devices, e.g. a smartphone, to join the game via **kahoot.it** or the **Kahoot! app**, by entering the **PIN** and their chosen nickname.
4. Once all players are in the game lobby, click **Start**.

Pro tip

When hosting, use the spacebar to easily move through each question!

The number of players you can have in a kahoot game depends on your Kahoot! for business subscription.

Hosting a kahoot at a large event?

Check out our [top tips guide!](#)

Playing kahoots

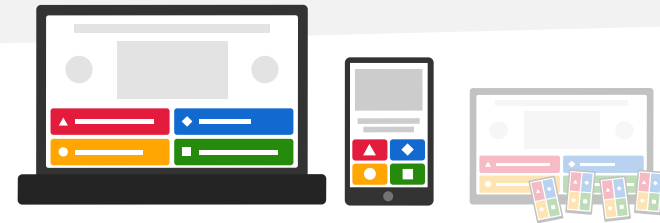
Send a challenge

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Send your kahoot as a challenge

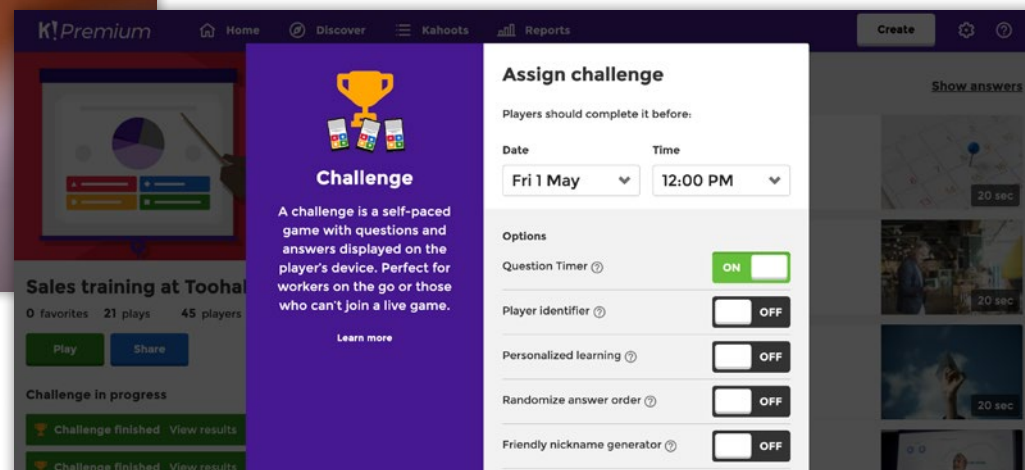
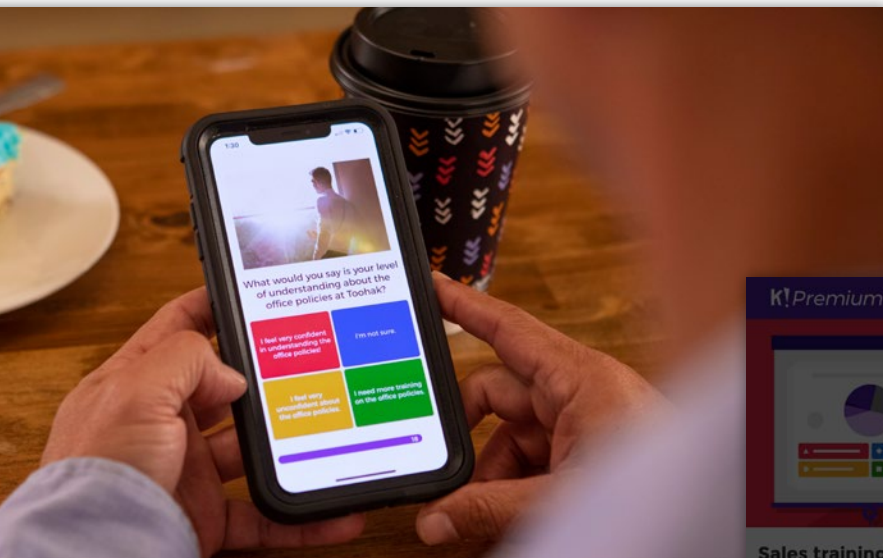
For participants who can't be in the same place at once, to extend learning beyond a live game, or for distributed or remote teams, you can send your kahoot as a challenge instead!

This is a self-paced way to play Kahoot! with questions and answers displayed on the player's mobile device or computer. Players complete the game at their own pace, within the allocated time. Though played remotely, it's still a competition with its own leaderboard, adding some extra motivation. You can track progress in real time while the challenge is ongoing.



How to send a challenge

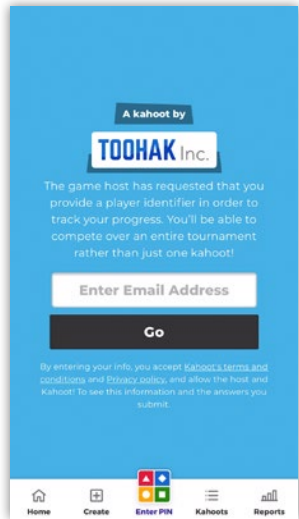
1. Open a kahoot, click the **Play** button and choose **Create challenge**.
2. Set the deadline by when the players should complete the challenge.
3. Copy the **challenge URL** or **PIN** and share it with your players, for example, by email, or on the platform you use for internal comms.
4. Players complete the challenge on their mobile devices or computers - they don't need a paid Kahoot! subscription to play.
5. Check challenge results in the **Reports** section or right in the app to check completion rate, and assess learning impact and pinpoint questions that need following up.



Playing kahoots

Player identifier and tournaments

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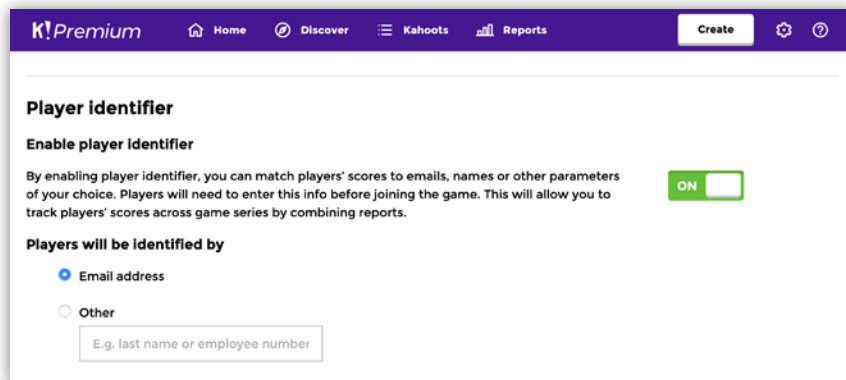


How to identify players and create a tournament

Depending on your Kahoot! for business subscription, you may have access to our player identifier and tournament features. This enables you to match player scores to emails, names, or other parameters, so you can track their answers and performance.

When joining the game, players will be asked to enter their emails or real names before entering a nickname. This will allow you to identify players and track their progress throughout multiple games.

You can then combine scores from different games into one tournament to get an overall leaderboard and final podium. This is perfect for ongoing training courses, company-wide competitions, or large events!



Data and organization

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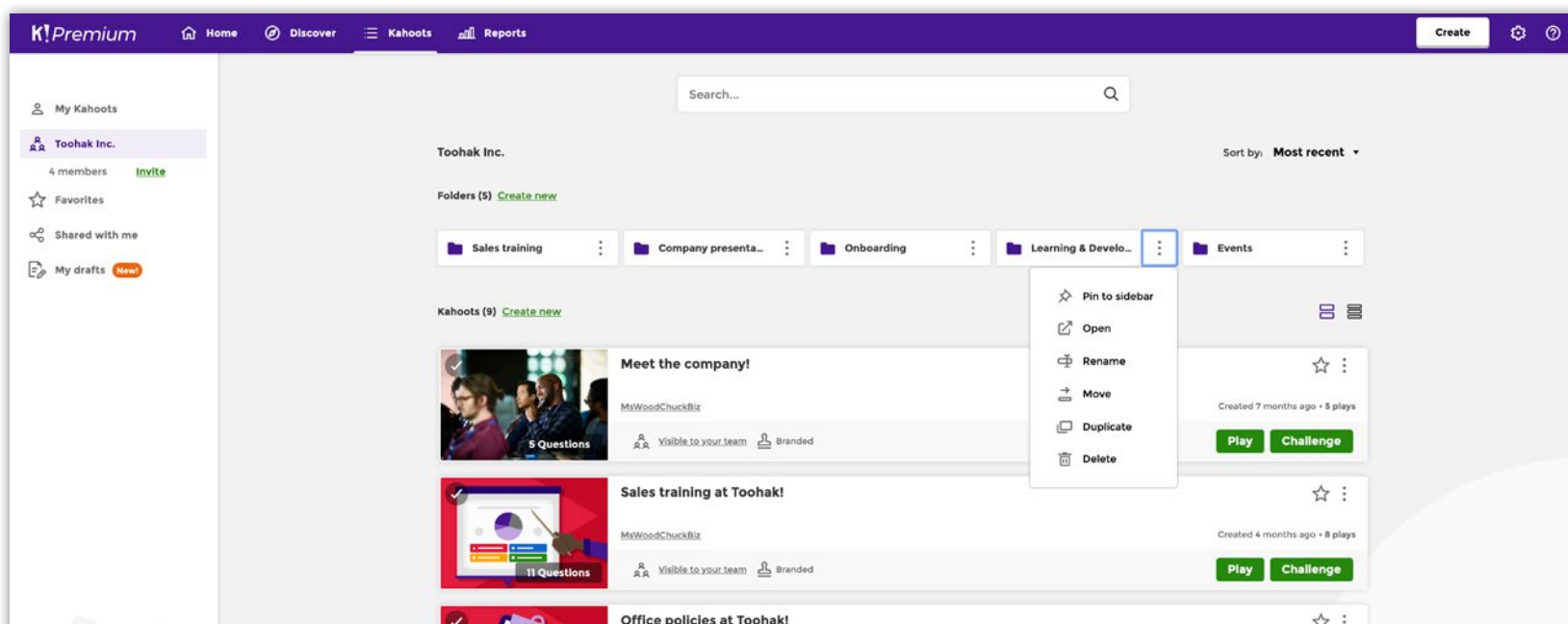
Organize your kahoots into folders

Personal folders

- ▶ Personal folders only accessible to you
- ▶ They can be created in your **Kahoots** space, **not** in your **Favorites** or **Shared with me** spaces
- ▶ You can create, rename, move, duplicate, or delete your folders

Team folders

- ▶ Team folders are accessible to everyone on your team
- ▶ 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**.



Data and organization

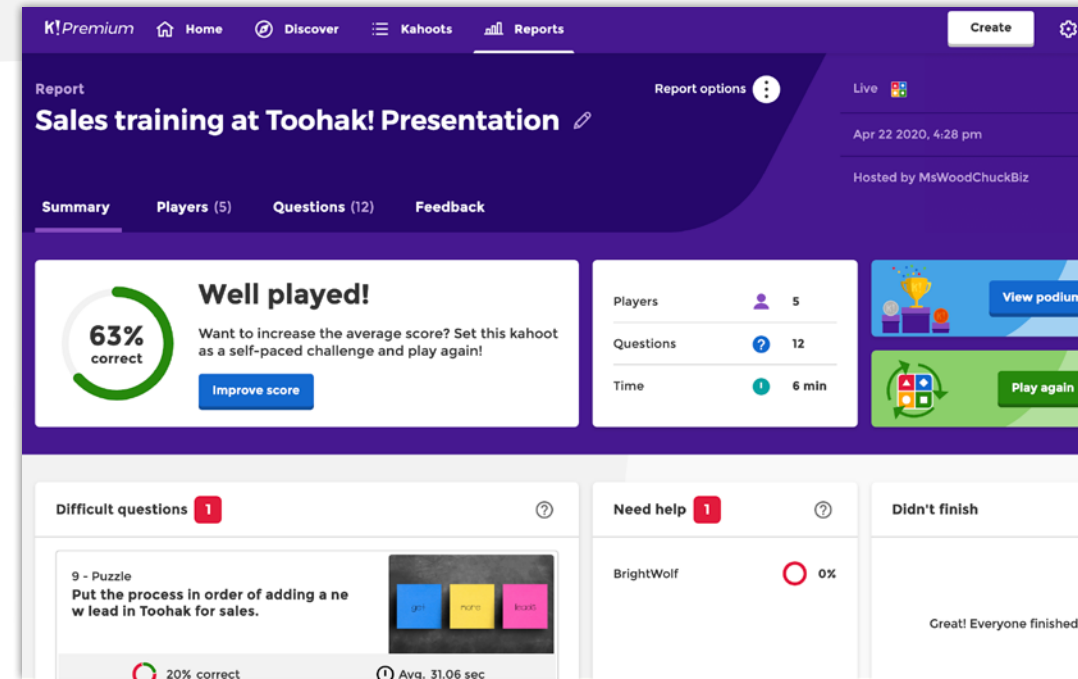
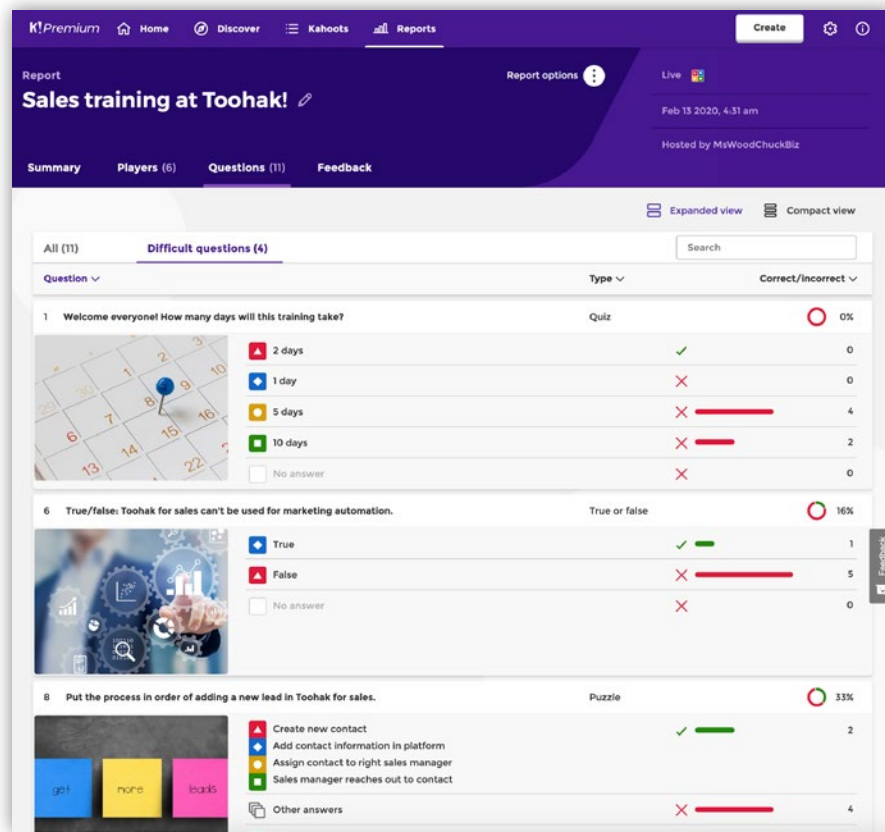
Access reports & insights

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Access reports & insights

Now you've hosted some kahoots, it's time to track what your players have really learned!

Right after hosting a live game or sharing a challenge, you can access reports and insights on game results, to assess learning impact and help you target instruction.



Reinforce difficult questions

Questions that had less than 35% participants answering correctly appear in the Difficult questions summary. If there were 3 or more difficult questions, you can generate a kahoot based on them and use it to reinforce learning.

Full control over challenges and reports

From a report, you can also extend a challenge deadline or end it before deadline, as well as remove players if needed.

By clicking the pencil icon next to the report name, you can rename it - this will make it easier to find the right one if you used the same kahoot in several live sessions or challenges!

Customer success stories

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Get inspired by case studies from companies who use Kahoot! to great success!



Facebook LATAM
Sales training
Social media



Berkshire Hathaway
Internal conferences & meetings
Real estate



Scotiabank
Product training
Banking



Hologic
Product training & internal conferences
Medical tech



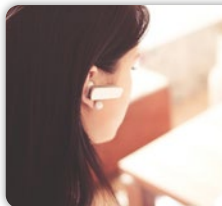
Kärcher
Virtual training
Manufacturing



Oyo Rooms
Onboarding training
Hospitality



Getty Images
Meetings & presentations
Media



Intelcia
Customer support training
Business services



Tech Data
Sales training
Technology



Western Lighting
Product training
Manufacturing



Fairtrade
Compliance training
Nonprofit



Children's Miracle Network Hospitals
Onboarding training
Nonprofit

Need more help?

If you need support or technical help, email **help@kahoot.com**
Or, contact your Account Manager or **business@kahoot.com**.