



Kahoot!

# Get started with Kahoot! for businesses

For members

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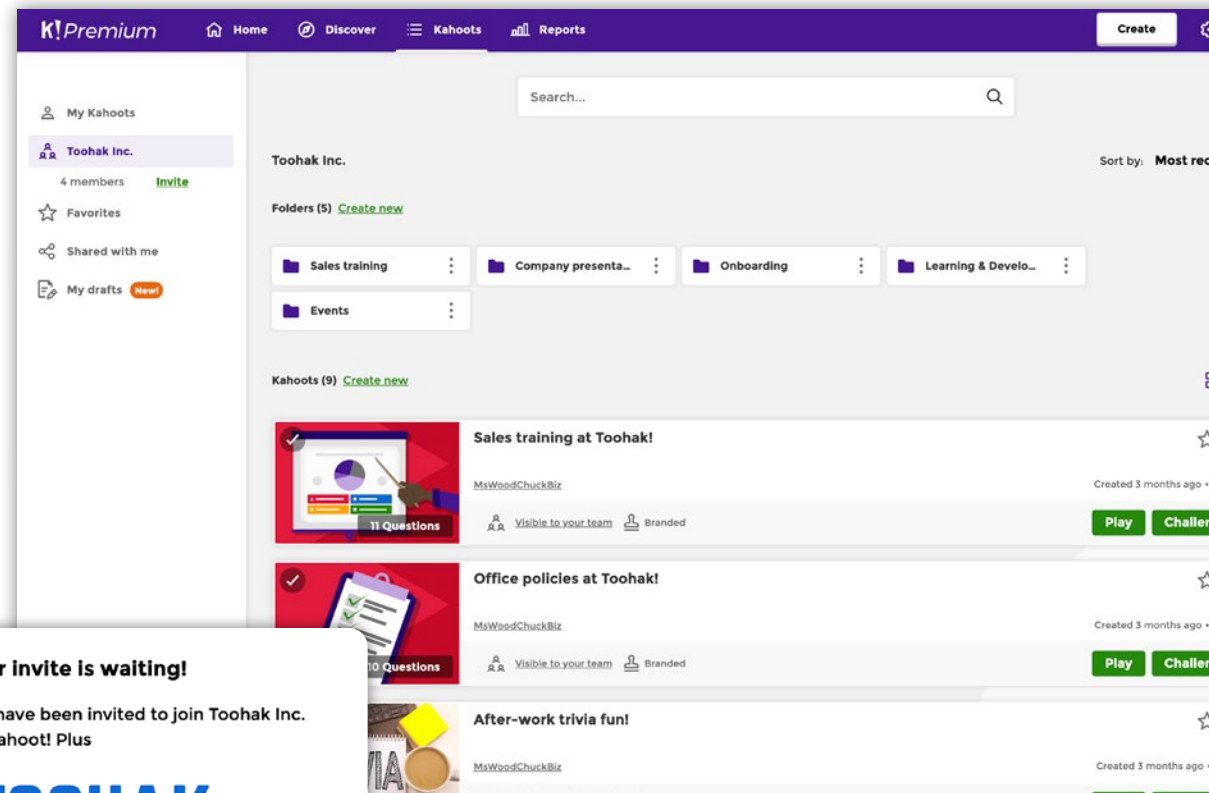
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# Get started

## Welcome to Kahoot!

Here's how to get started.

1. You'll receive an **invite** from your Kahoot! admin to join your secure team space.
2. Accept the invite, and **log in to your Kahoot! account** - only create a new Kahoot! account if you don't have an existing one already.
3. If your admin is using a **universal license key**, you'll then receive an email that will ask you to **verify your email address**, and your request will be sent to be approved.
4. Once approved, you'll be notified by email and able to login to your team space.



### 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](#)

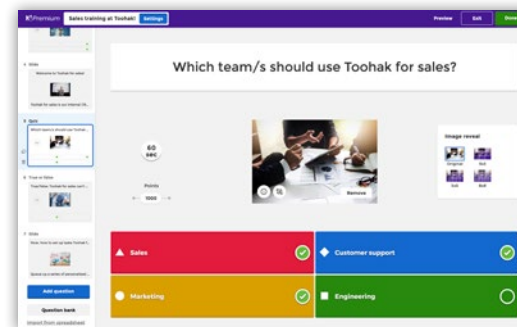
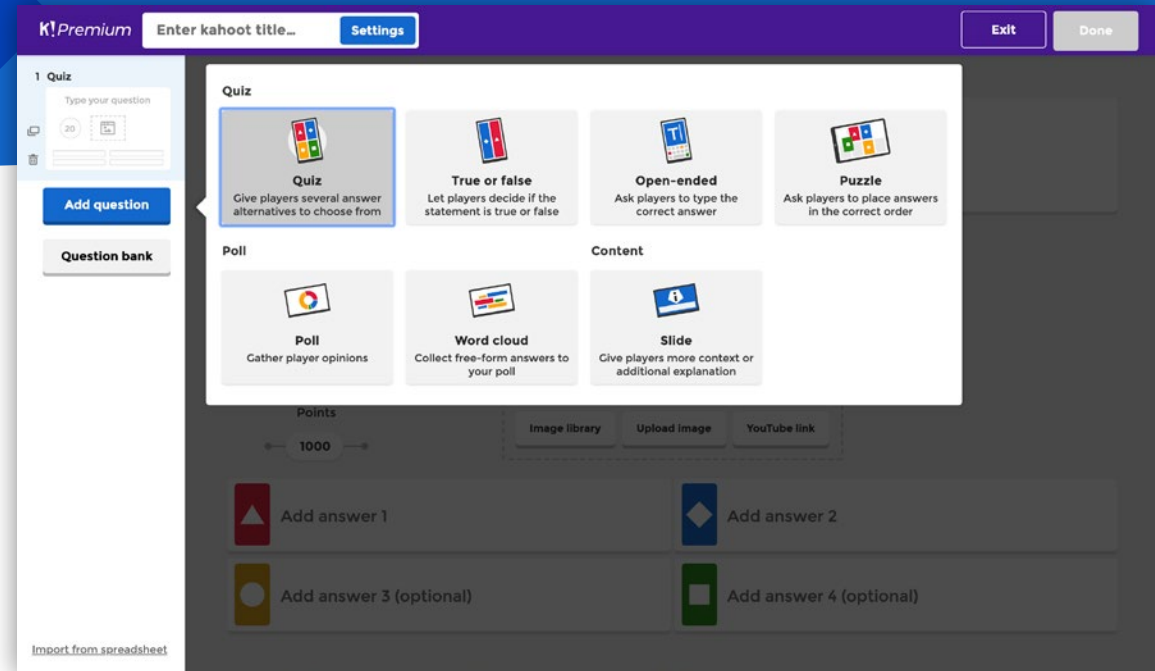
# Creating kahoots

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## Question types

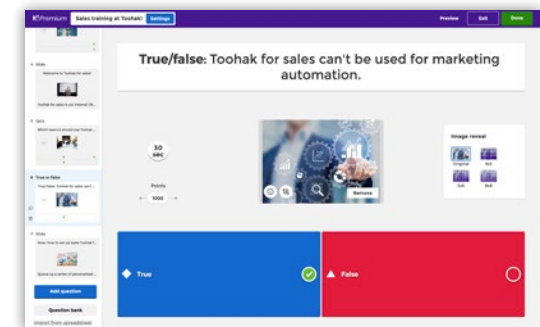
When creating, you can combine different types of questions and content in one kahoot to increase engagement, stir up dynamics in the room, and improve learning outcomes. You can add:

- ▶ 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.



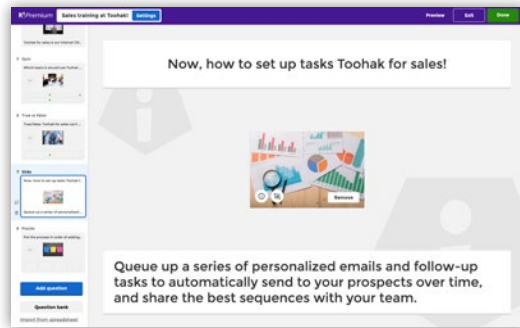
### True or false

**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

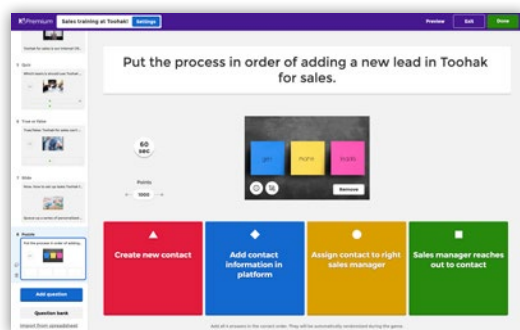
## Question types

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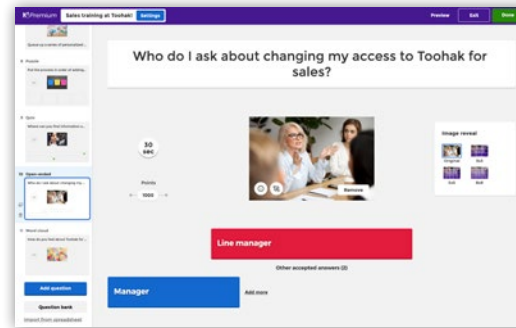
### Slide

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.



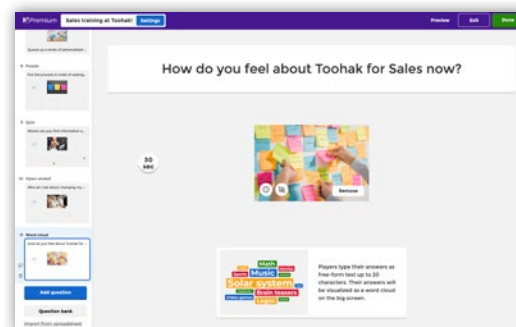
### Puzzle

**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!



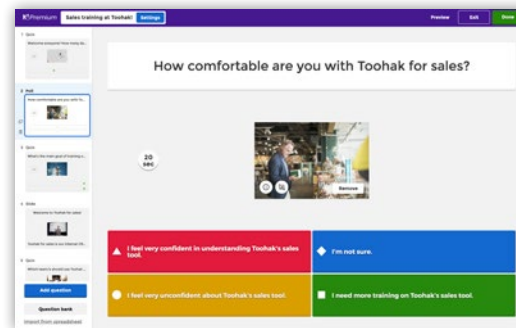
### Open-ended

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

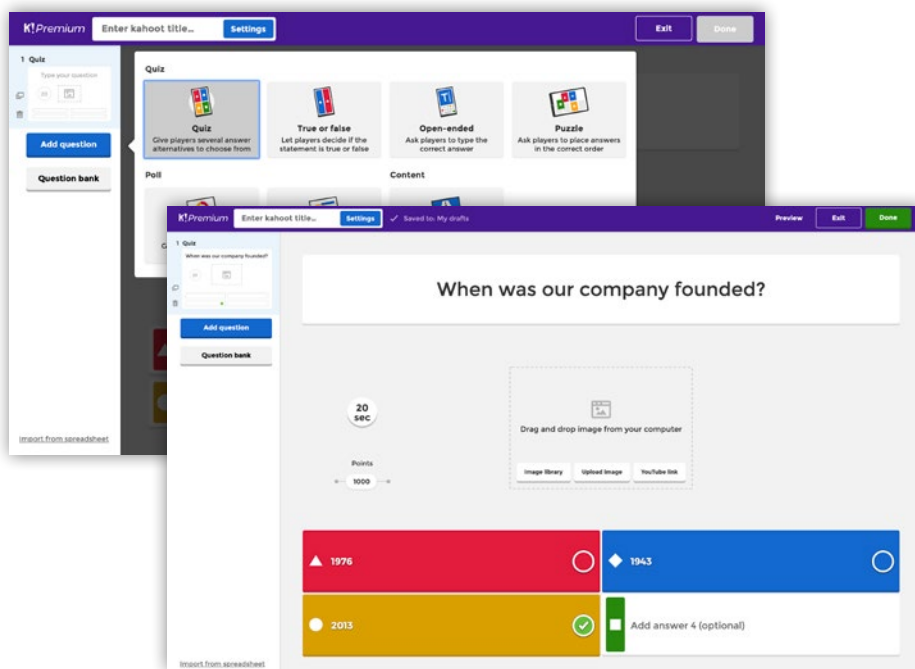
With **polls** and **word clouds**, there are no right or wrong answers. Here, players are asked to provide feedback, which is great for a pulse check, and to give every player a voice as well as a choice. You can use **word clouds** to: gather opinions from the audience on a specific topic, crowdsource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



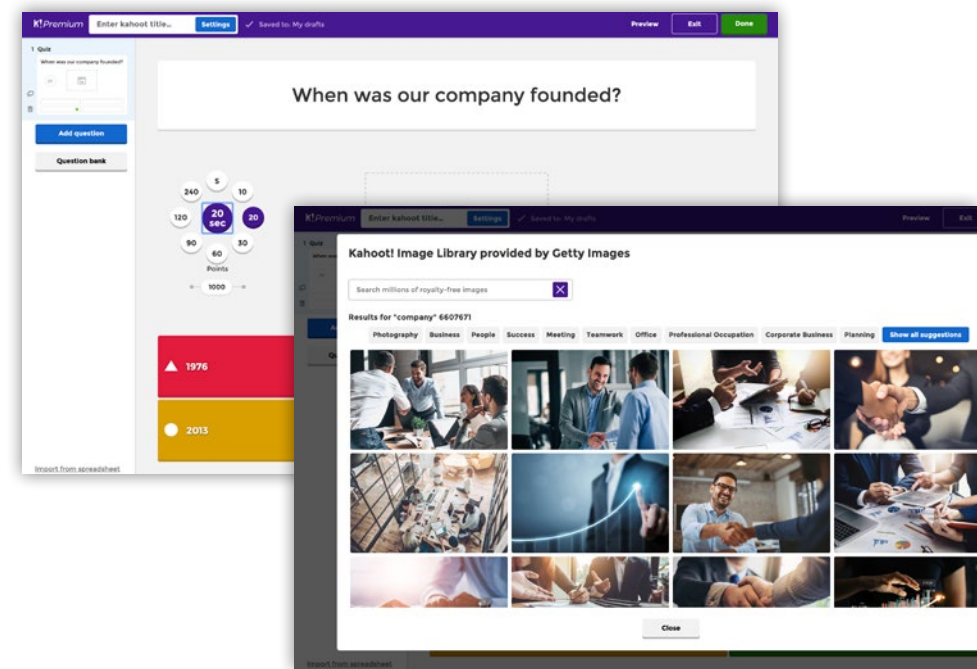
**Polls** look similar to quiz questions, as they have 4 possible answers as well, that players can select from. With **word clouds** however, players will be asked to type their answer or opinion on their device and it will show on the host's screen.



## 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.

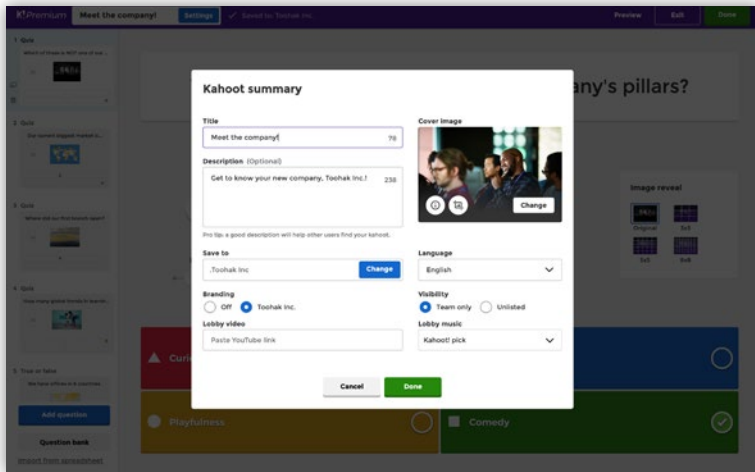


4. Adjust the timer and points depending on the complexity of the question.
5. Add an **image** or **video**. You can use the **built-in image library** where you can search for millions of images, or upload your own image instead. Use the image reveal feature to build anticipation - you can control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

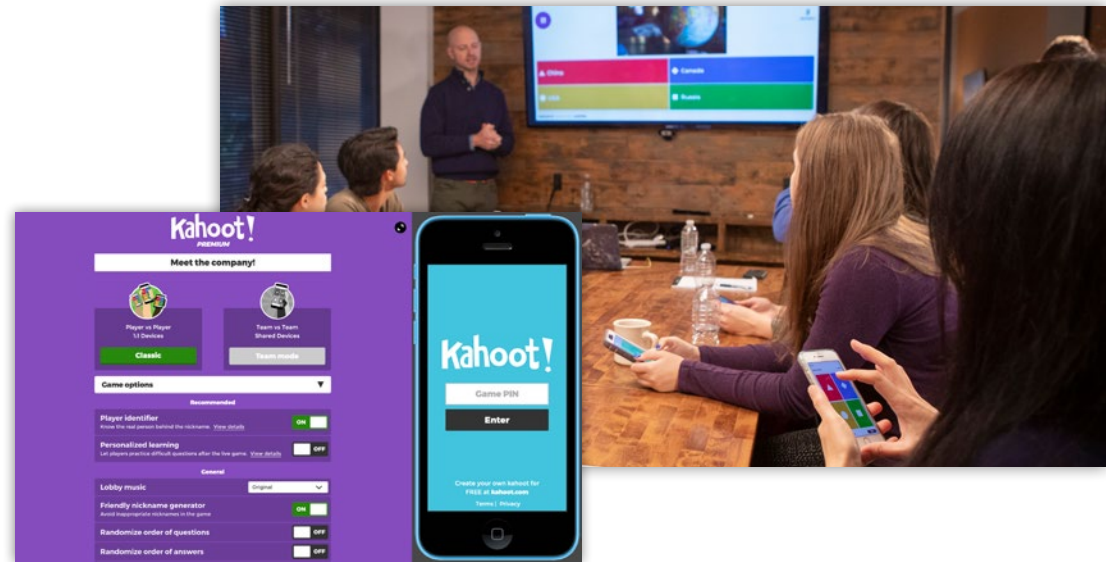
# Creating kahoots

## How to create

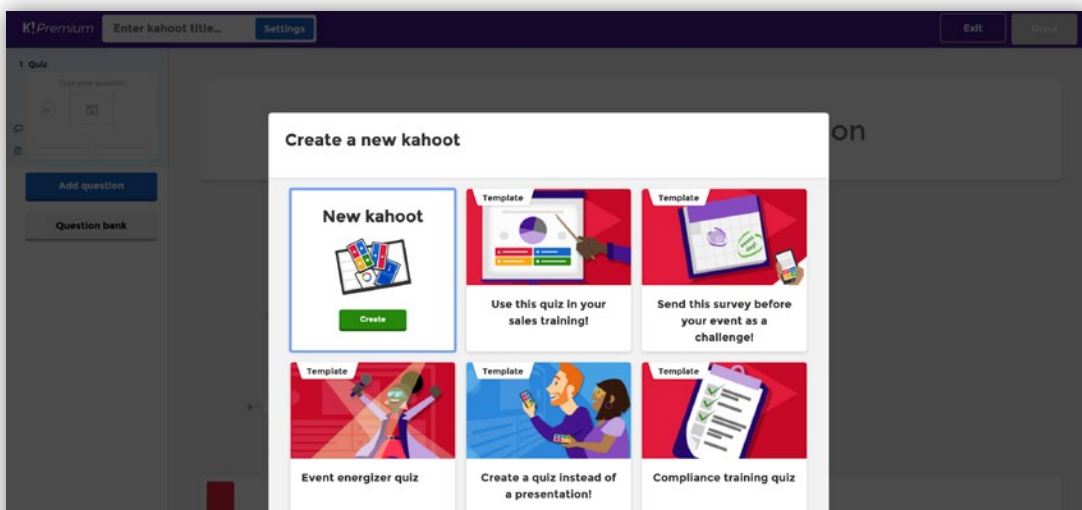
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6. Add the next question from the left-hand side.
7. Type a title for your kahoot in the **Enter kahoot title...** field, and fill in other important details in your kahoot summary.



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.

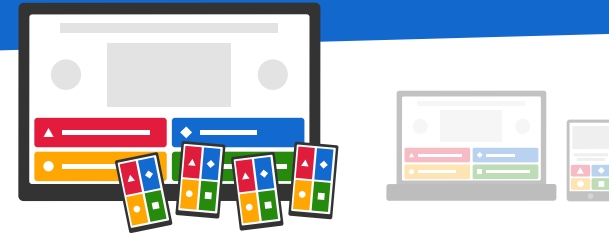
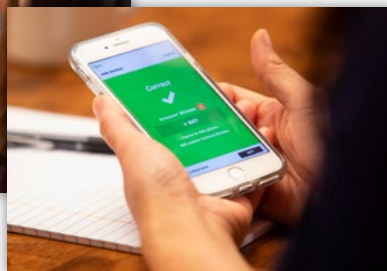
# Playing kahoots live or as a challenge

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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.

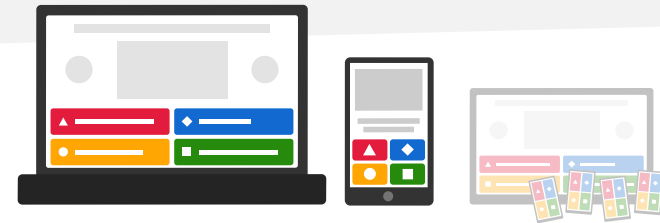
Hosting a kahoot at a large event?

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

# Playing kahoots

## Send a challenge

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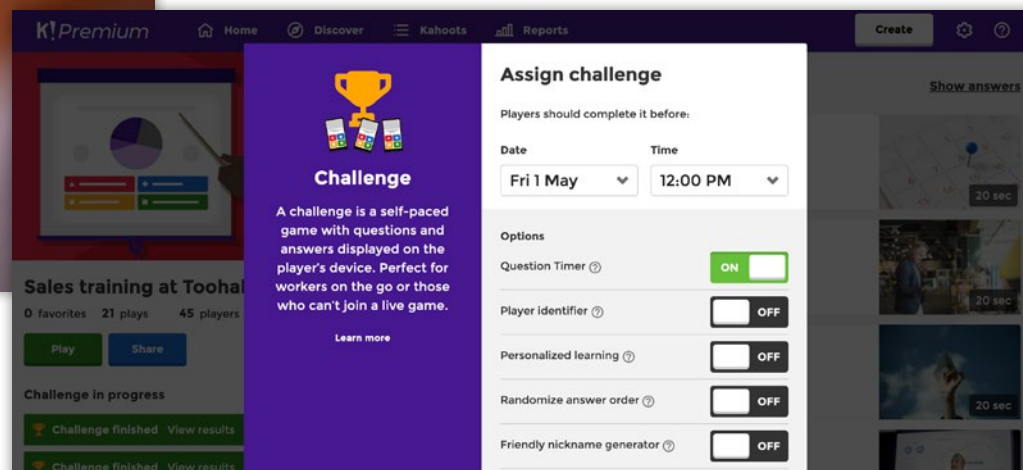
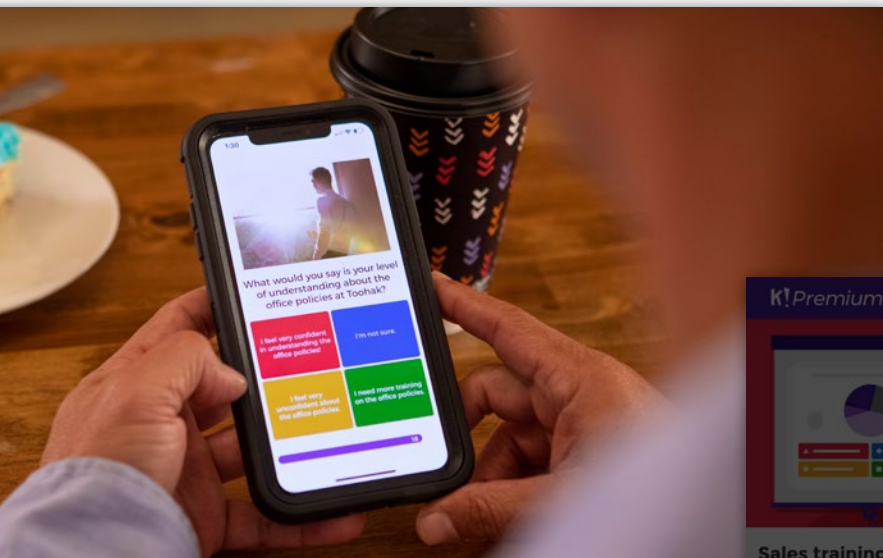
### Send your kahoot as a challenge

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.

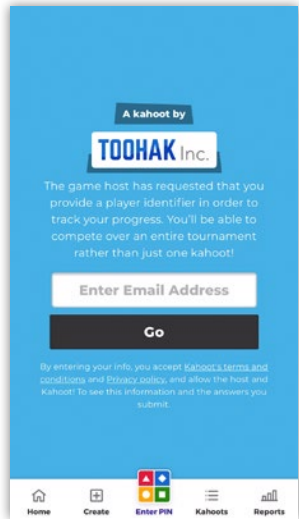




# Playing kahoots

## Player identifier and tournaments

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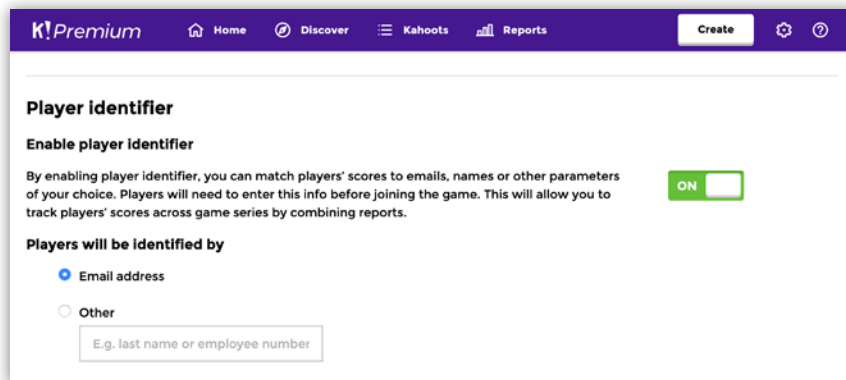


### How to identify players and create a tournament

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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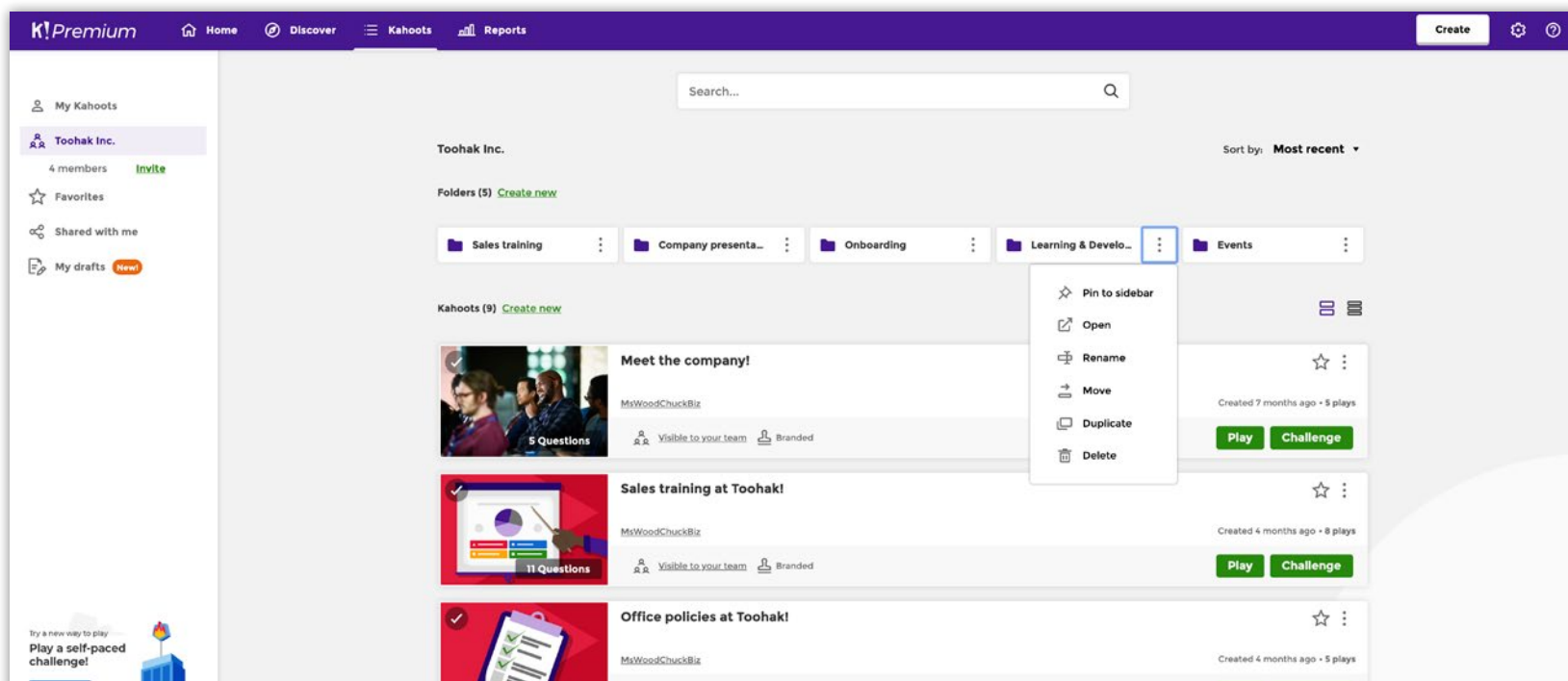
## Organize your kahoots into folders

### 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
- ▶ 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

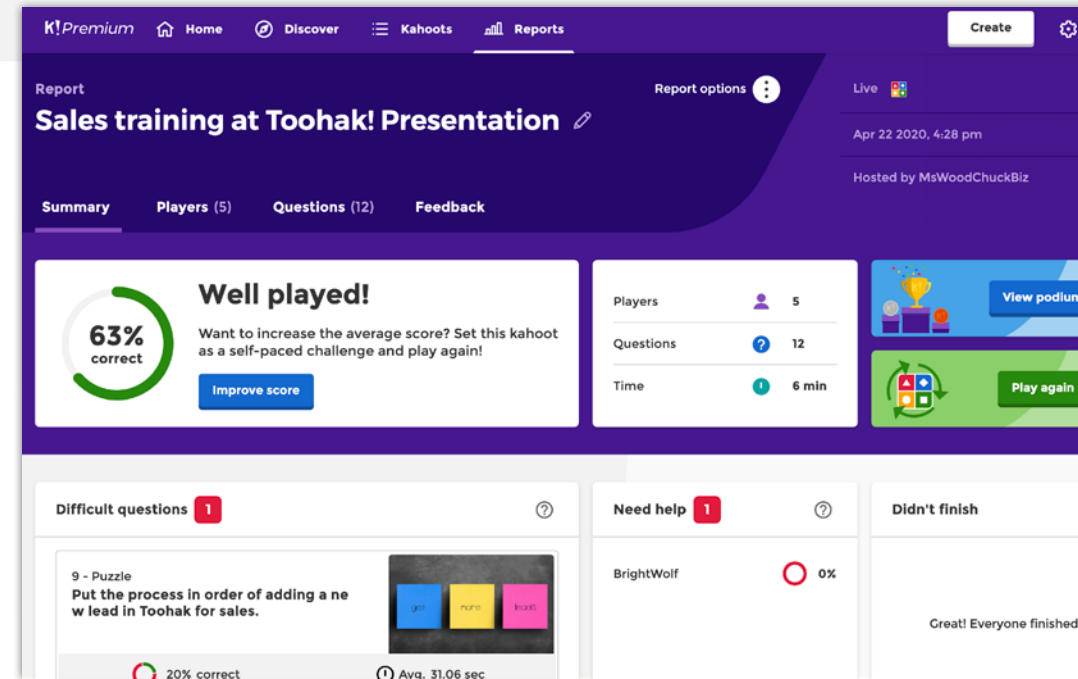
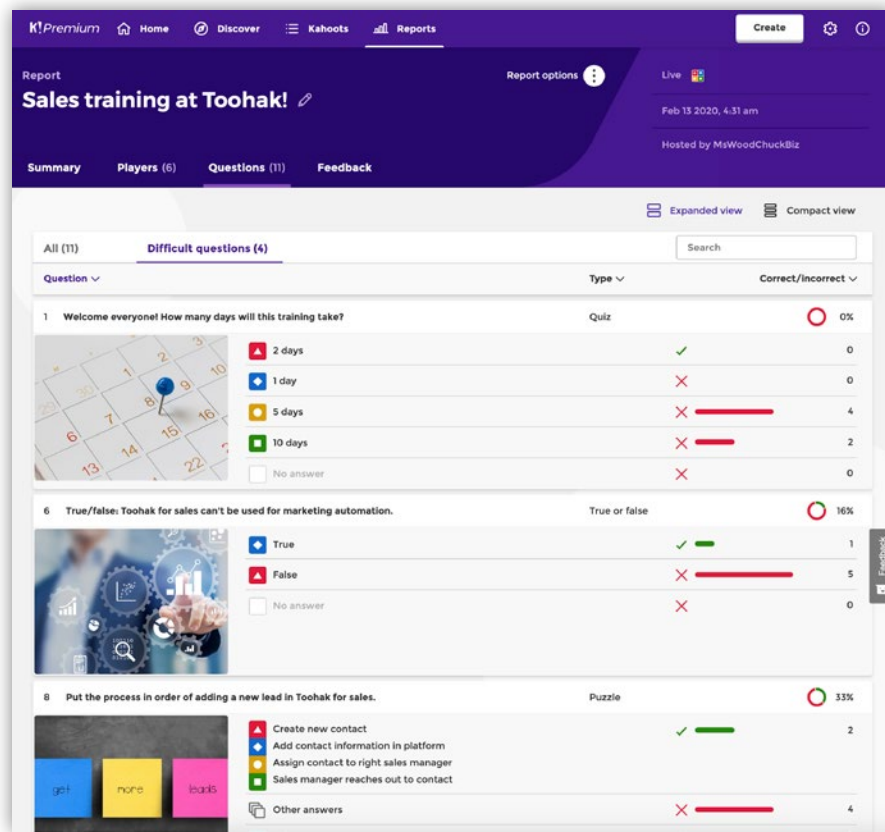
### Access reports & insights

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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



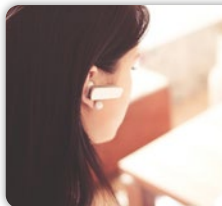
**Kärcher**  
Virtual training  
Manufacturing



**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](mailto:help@kahoot.com)**  
Or, contact your Account Manager or **[business@kahoot.com](mailto:business@kahoot.com)**.