



Kahoot!
Certified for
schools

Get started and discover with Kahoot!



Welcome to the first course of the Kahoot! Certified for schools program!

You've taken your first steps to becoming an expert in Kahoot!, and we can't wait to help and guide you on your way – it's onwards and upwards from here!

Once you complete this course, you'll achieve the following learning objectives:

1. Effortlessly **navigate** the Kahoot! platform
2. **Search and discover** existing high-quality kahoots from our library of millions
3. **Duplicate and customize** an existing kahoot to fit your needs
4. **Launch and host** a live kahoot in class or remotely

After you review the course material, you'll be ready to take the assignment via our app as the next step to getting your diploma and a **Bronze** badge. With your diploma, you'll have proof of passing this course, and you could be eligible to claim the course as a **Professional Development** credit. You'll then be able to proceed to the next course in the Kahoot! Certified for schools program!

In order to complete the course assignment, you'll need to download the Kahoot! app to your iOS or Android device. You can find it in the [App Store](#) or on [Google Play](#).

Here's a reminder of how to open a Kahoot! challenge with the assignment:

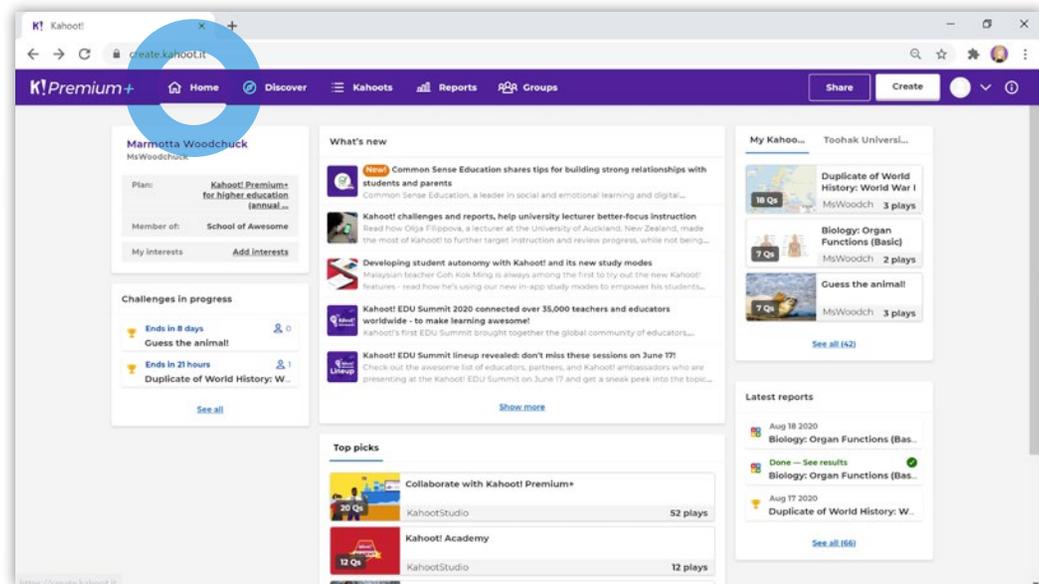
1. After downloading the Kahoot! app to your mobile device, **log in** to your Kahoot! account – we need this info to be able to send you your diploma and badge!
2. When prompted to open the assignment challenge, **click the URL** to open the challenge in-app, or enter the PIN manually
3. You'll then be able to **accept the challenge** and play the assignment, which is structured as a multiple-choice kahoot. You can do the assignment in short rounds, taking breaks in between, or all at once.

Navigating the Kahoot! platform



First things first, let's recap what Kahoot! is – it's a game-based learning platform used in a classroom and distance learning setting for any subject, in any language, on any device, for all ages. It was designed to make learning engaging and fun and was built on three founding principles – **Social, Play, and Learn.**

In this section, we'll show you the way around Kahoot! and explain the basics of searching, finding, and playing a kahoot. To get started, log in to your Kahoot! account. You'll immediately land on your **Home page.**



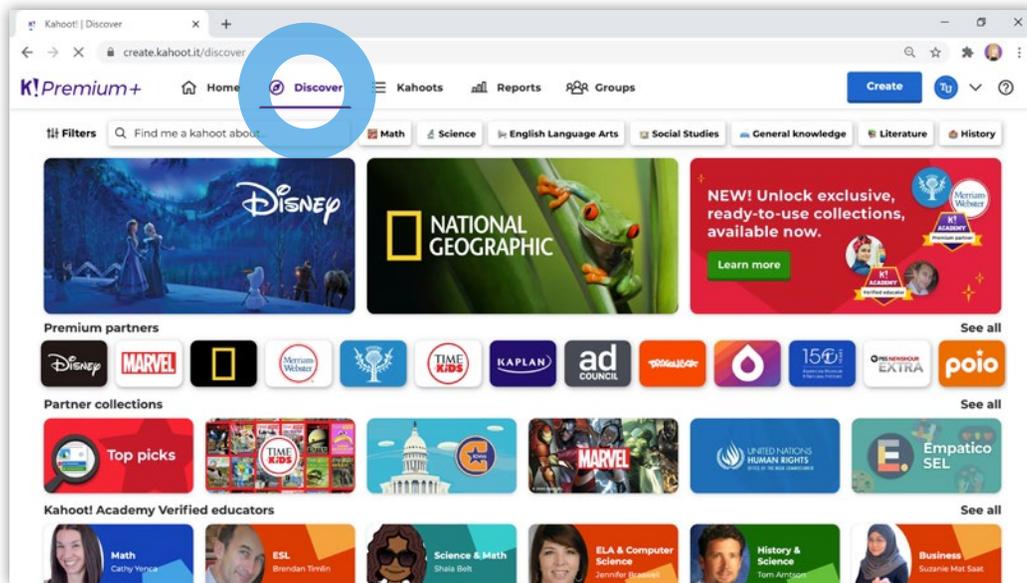
Home page

You'll see tips and tricks and featured kahoots on your personalized home page. On the right-hand side, you'll also find links to the last kahoots you created and reports for the last three kahoots you hosted live (either in class or remotely) or assigned as a student-paced challenge. On the left-hand side, you can see your username, and the Kahoot! plan you are on.

There are tens of millions of public kahoots created by us, our teacher community (including Kahoot! Academy Verified educators), and our partners - on all topics, for all grades, age levels, and contexts. Here's how you navigate our library and search for relevant kahoots.

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Navigating the Kahoot! platform



Discover page

Click **Discover** in the top navigation. This is a great place to start searching and finding existing kahoots! All kahoots are categorized into various collections. For example, there are regularly refreshed collections from Kahoot! Studio, Verified educators, and premium partners.

You can play any existing kahoot, duplicate and edit it before you play, or create a completely new kahoot from scratch. You will need a Premium or Premium+ account to duplicate premium kahoots.

We also have hundreds of high-quality, ready-to-play learning games in our Kahoot! Studio collections.

Our Kahoot! Studio collections cover core subject areas such as:

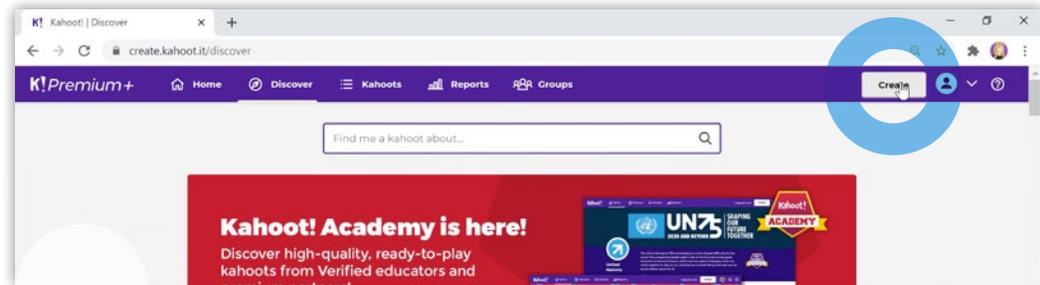
- ▶ Math
- ▶ ELA (English Language Arts)
- ▶ Science
- ▶ History & Social Studies
- ▶ Computer Science

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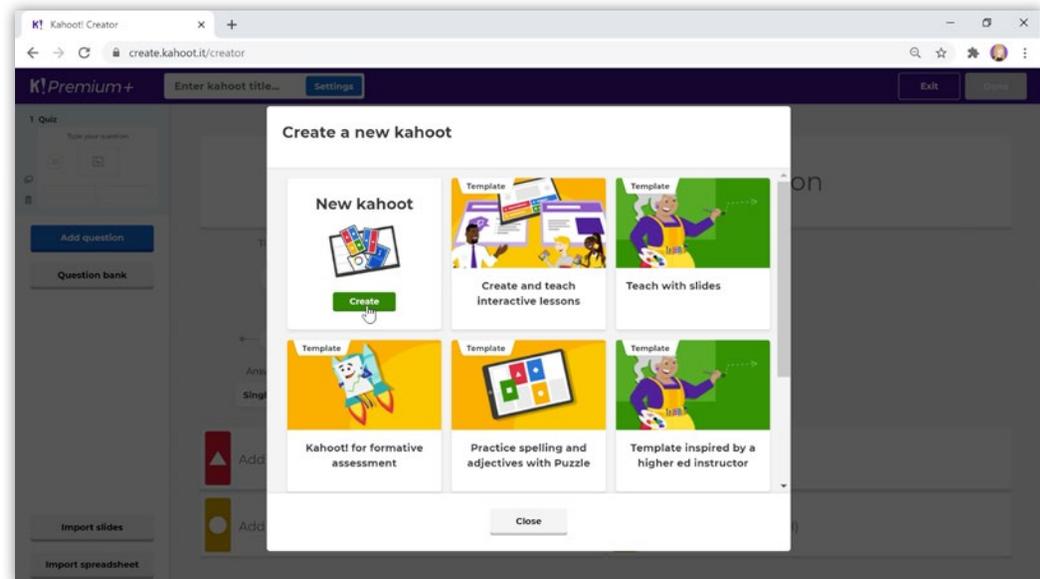
Navigating the Kahoot! platform

Create page

To create a kahoot, click the **Create** button to navigate to the Create page.



After choosing **Create**, you can select a kahoot template (which is a great way for beginners to get inspiration) or create a kahoot from scratch. You can combine different question types in one kahoot: Just click **Add question** and choose one of these question types: Quiz true/false, puzzle, poll, slide, and type answer. We'll explain all of them in detail in a later course. Please note that different question types are available depending on your plan.

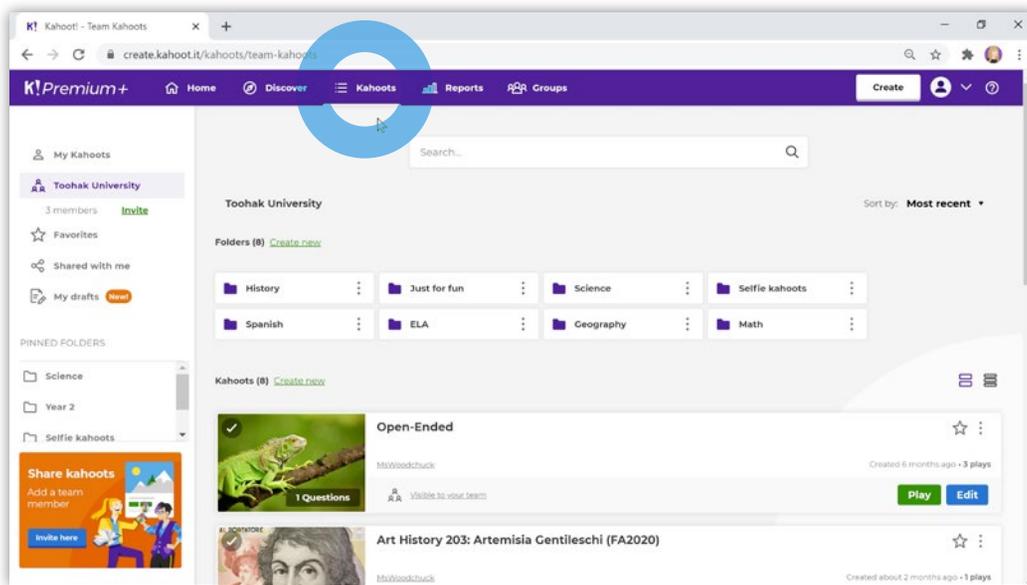


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Navigating the Kahoot! platform

My kahoots

To find all the kahoots you've created, navigate to the **Kahoots** button on the top navigation bar.



On this page, you'll have an overview of all the kahoots you've ever created, those you've favorited, and those shared with you. By default, kahoots are sorted in reverse chronological order, but you can select a different order in the dropdown above the list. You can organize your kahoots into folders, and the search functionality is a time-saving feature when it comes to finding your kahoots.

On this page, you can directly **Play** a kahoot live in class or remotely or assign it as a student-paced challenge. You can also **Edit** any of your kahoots. If you want to play a couple of kahoots in one go, select the kahoots that you want to play by checking the boxes, before selecting **Play**.

Click the title of a kahoot to navigate to its overview page. From there, you can also duplicate (i.e., make a copy) the kahoot and edit it – great if you want to tweak a kahoot slightly,

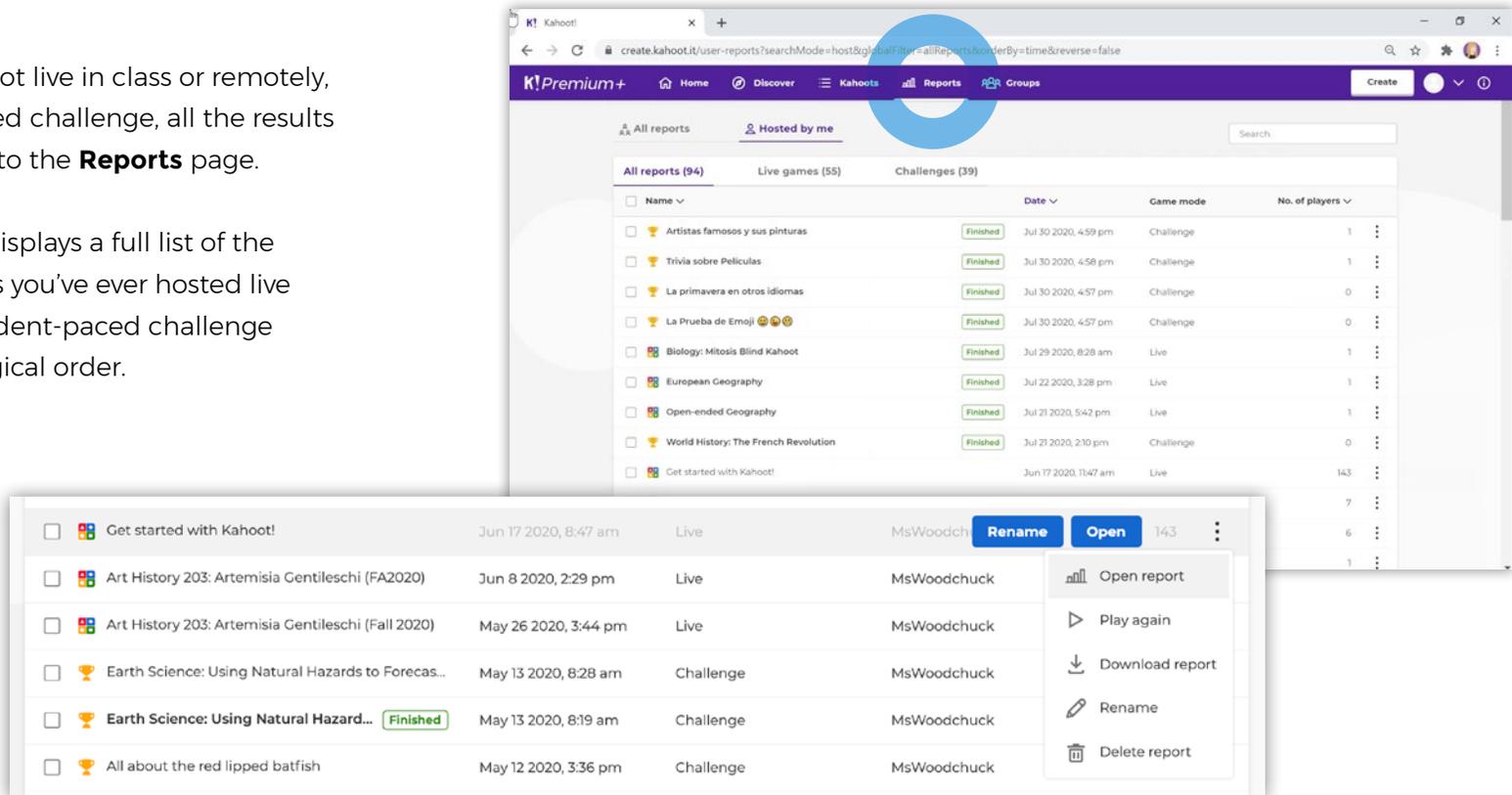
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Navigating the Kahoot! platform

Reports

After playing a kahoot live in class or remotely, or as a student-paced challenge, all the results and insights feed into the **Reports** page.

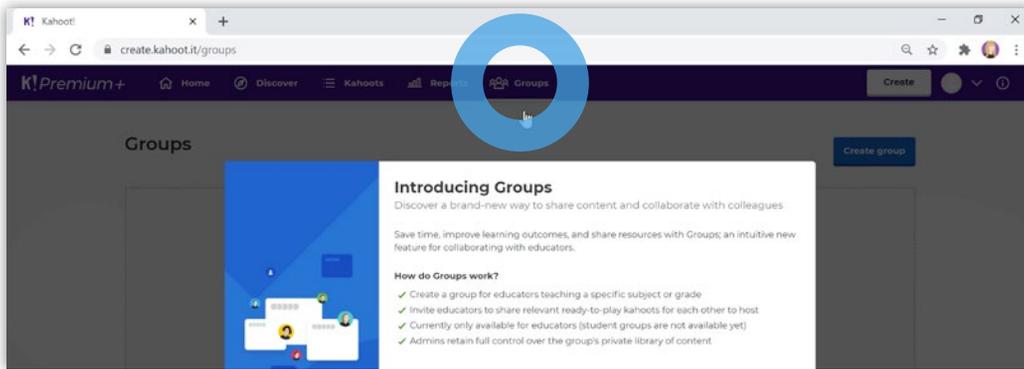
The **Reports** page displays a full list of the results of all kahoots you've ever hosted live or assigned as a student-paced challenge in reverse chronological order.



Each kahoot is time-stamped for easy filtering and searching. In addition to viewing a visual report, you can download the kahoot results report to Excel or save them to Google Drive. We'll take a deeper dive into Kahoot! reports in one of the next courses.

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Navigating the Kahoot! platform



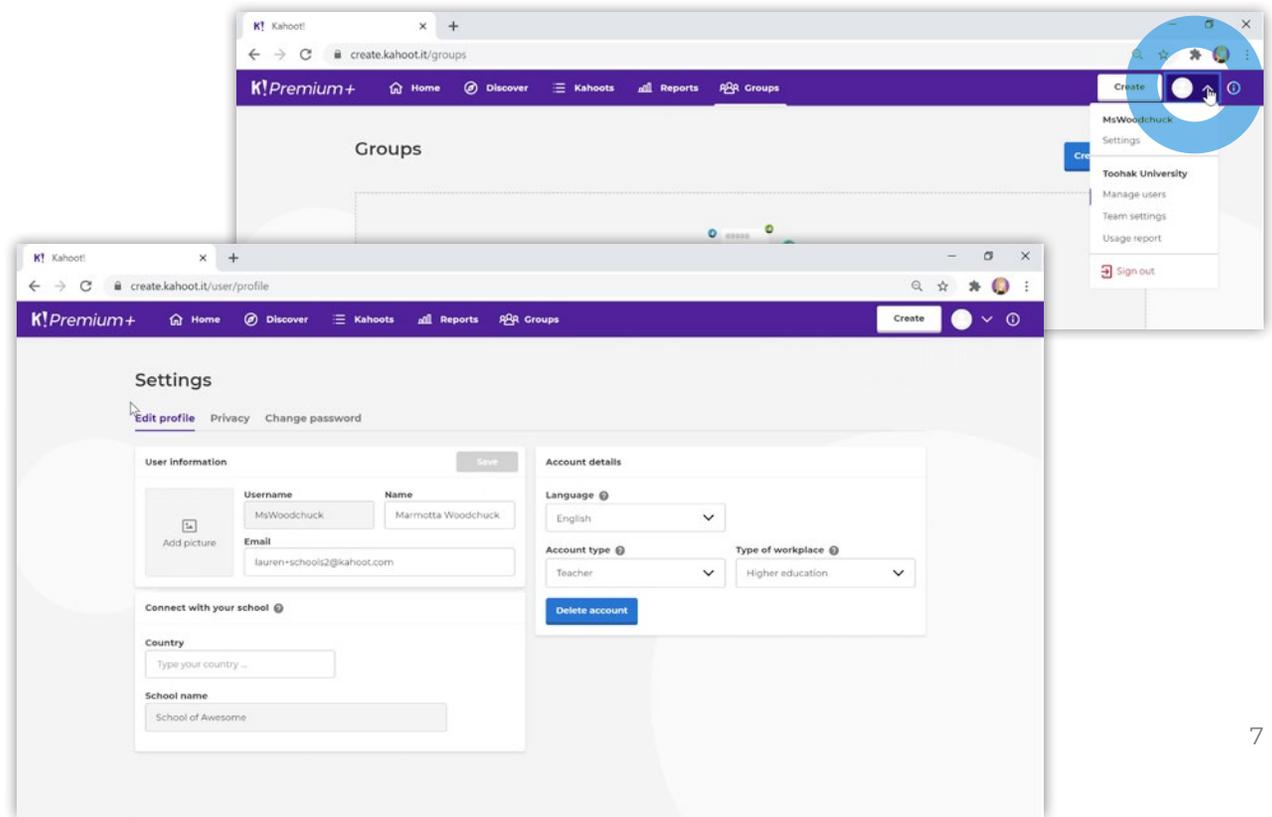
Groups

The next tab is the **Groups** tab. Here, you can create private groups with friends, colleagues, or other educators and share and collaborate on kahoots.

Settings

The final part of the platform to navigate is the **Settings** section. Click the small avatar and arrow in the top navigation bar, next to the **Create** button, to open a dropdown menu. Select **Settings**. Here, you can change everything from your avatar, name, and email address to your password and privacy preferences.

If you have a Kahoot! Pro, Premium, or Premium+ account, you can also manage your team space and billing details from the dropdown menu, below settings.



How to search for kahoots

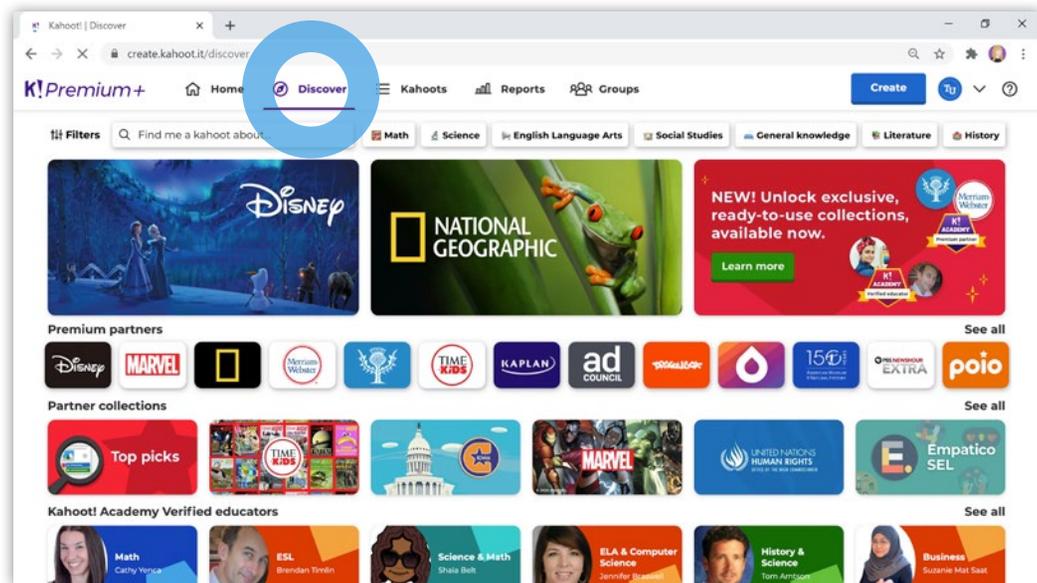


The Kahoot! library has millions of existing public kahoots for you to play, duplicate, or edit. How do you get started finding a great kahoot?

Log in to your Kahoot! account

Once on the **Discover** page, the world of kahoots is your oyster! Our collections of kahoots are categorized in the following way:

- ▶ **Top picks** hand-curated by the K!rew
- ▶ Collections by **Kahoot! Academy's Verified educators**
- ▶ Collections by our **content partners**
- ▶ **Kahoot! Studio** collections - Math, Science, ELA, History, and other core topics
- ▶ **Trivia** - fun, topical, or themed games to enjoy socially and test your knowledge



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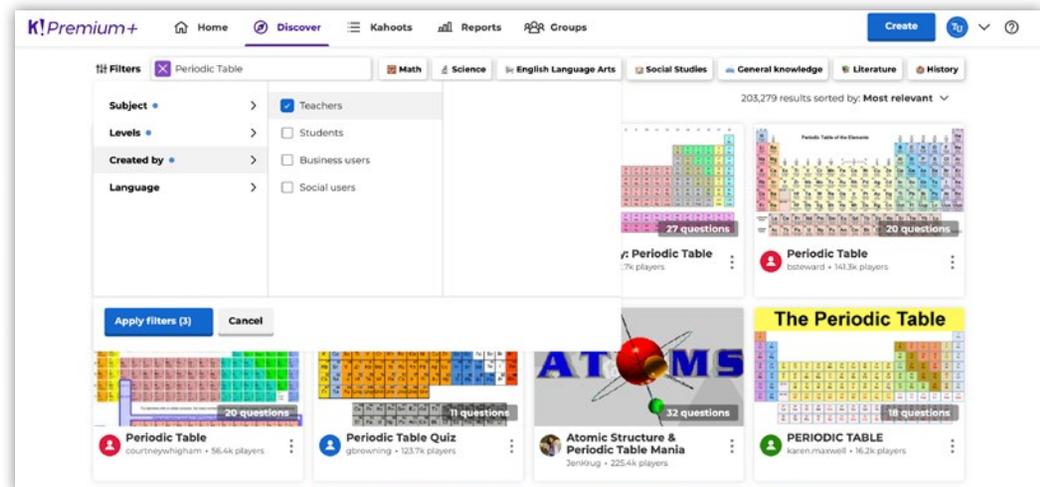
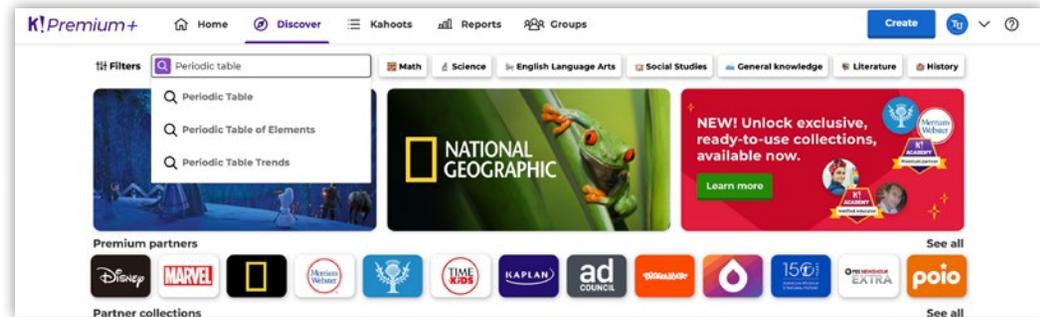
How to search for kahoots

However, if you're looking for something specific, get started by typing a keyword or phrase into the search bar. In our example, we'll use "**Periodic table**" as the keyword.

We'll auto-suggest popular kahoots that fit your search terms (based on factors such as number of kahoot plays), but if you want to dig deeper, you can filter by **Subject**, **Grade Level**, and other filters, such as language, kahoot type, and audience (i.e., is the kahoot for school, an event, etc.)

Once you find a kahoot you like, you can host it live or assign it as a student-paced challenge right away, or click the star button next to it to add it to your list of **Favorites**.

You can also share links to search results for a specific keyword with your colleagues, friends, or students - just copy and share the URL after you've performed a search.



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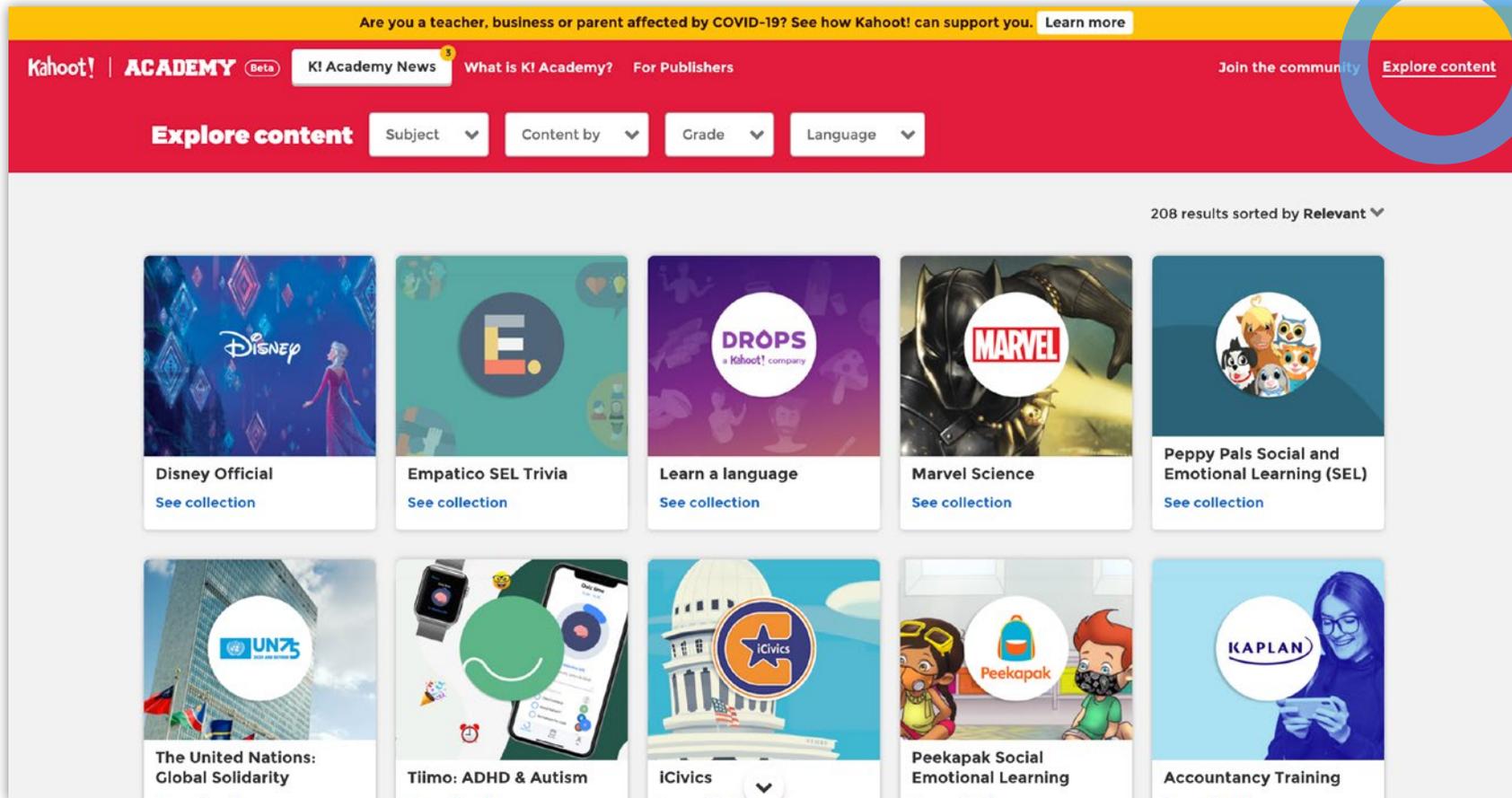
How to search for kahoots

Website

Awesome kahoots can also be found on our website, kahoot.com. By clicking Explore content in the top navigation bar, you'll be directed to a page with a big catalog of themed kahoot collections, spanning topics such as math, science, trivia, sports, music, and more, as well as our full Kahoot! Studio collections and collections by Kahoot! Academy's Verified educators and Premium partners. We also add special collections of

informative and entertaining kahoots around the time of big holidays such as Christmas, Halloween, Thanksgiving, etc.

Clicking on the title of your chosen kahoot will allow you to quickly preview a few questions. Once you're ready to hit Play, you'll be redirected to Kahoot! for a full overview of the game.

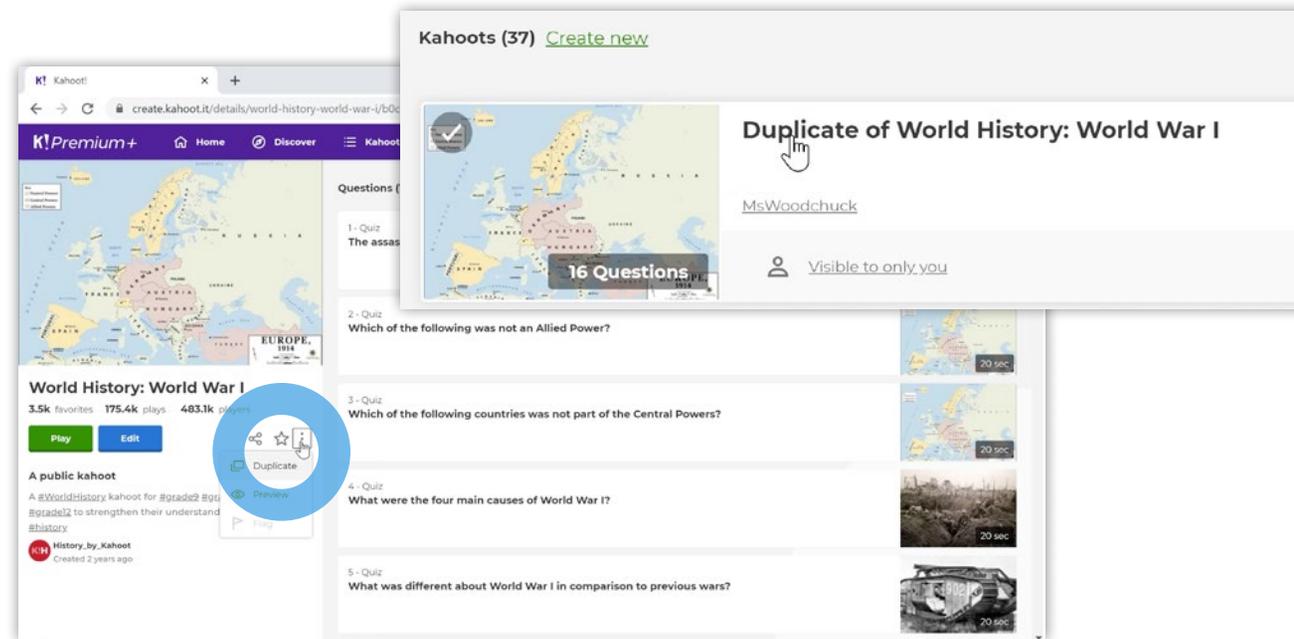


How to duplicate, edit, and share kahoots



With millions of public kahoots on our platform, it's easy to find a learning game that's relevant to what you're looking for.

However, what if it needs tweaking, personalizing, or doesn't quite fit the standard you use? That's where our time-saving Duplicate feature comes in.



How to duplicate and edit a kahoot

Click on a kahoot from the **Discover** page or **Explore content** on our website, to see an overview of all the questions and preview answer options.

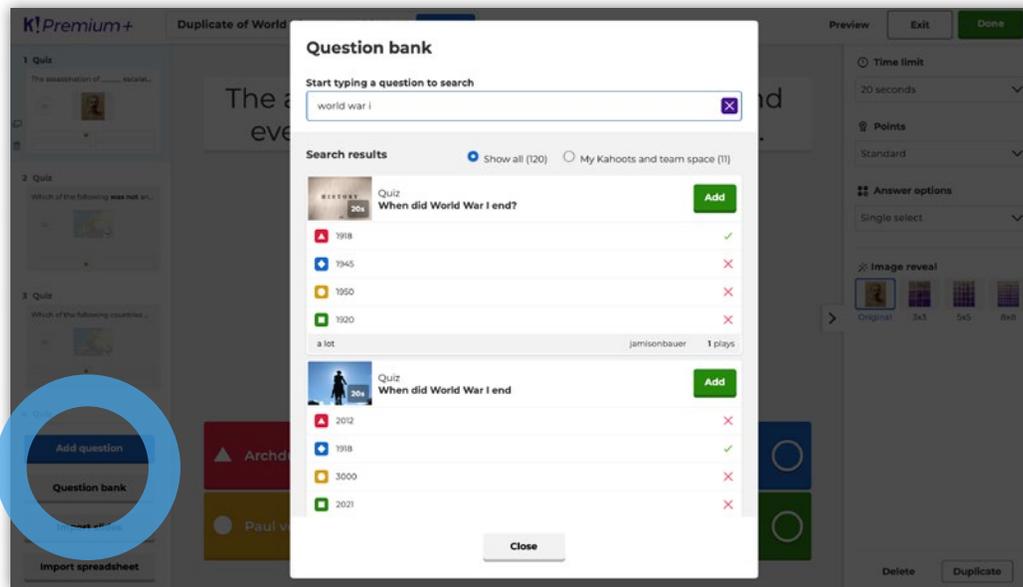
Once you've decided on the kahoot you want to edit, click the 3-dot dropdown next to the kahoot's title, and then hit the **Duplicate** button.

Immediately, you'll be taken to your **Kahoots** page where you can edit this kahoot. You'll notice that the title will be prefaced with **Duplicate of...**

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How to duplicate, edit, and share kahoots

Click **Edit** to change the title, description, questions, change, remove, or edit answer options, rearrange the question order, change the time limits for each question, and add or remove imagery and/or video. You can also add questions by clicking **Add question** or **Question bank**. With the question bank, just type a phrase or question, and we'll automatically search a bank of more than 500 million public questions. Pick the one you want and add it to the kahoot. You can preview the kahoot at any time by selecting the **Preview** button in the creator.



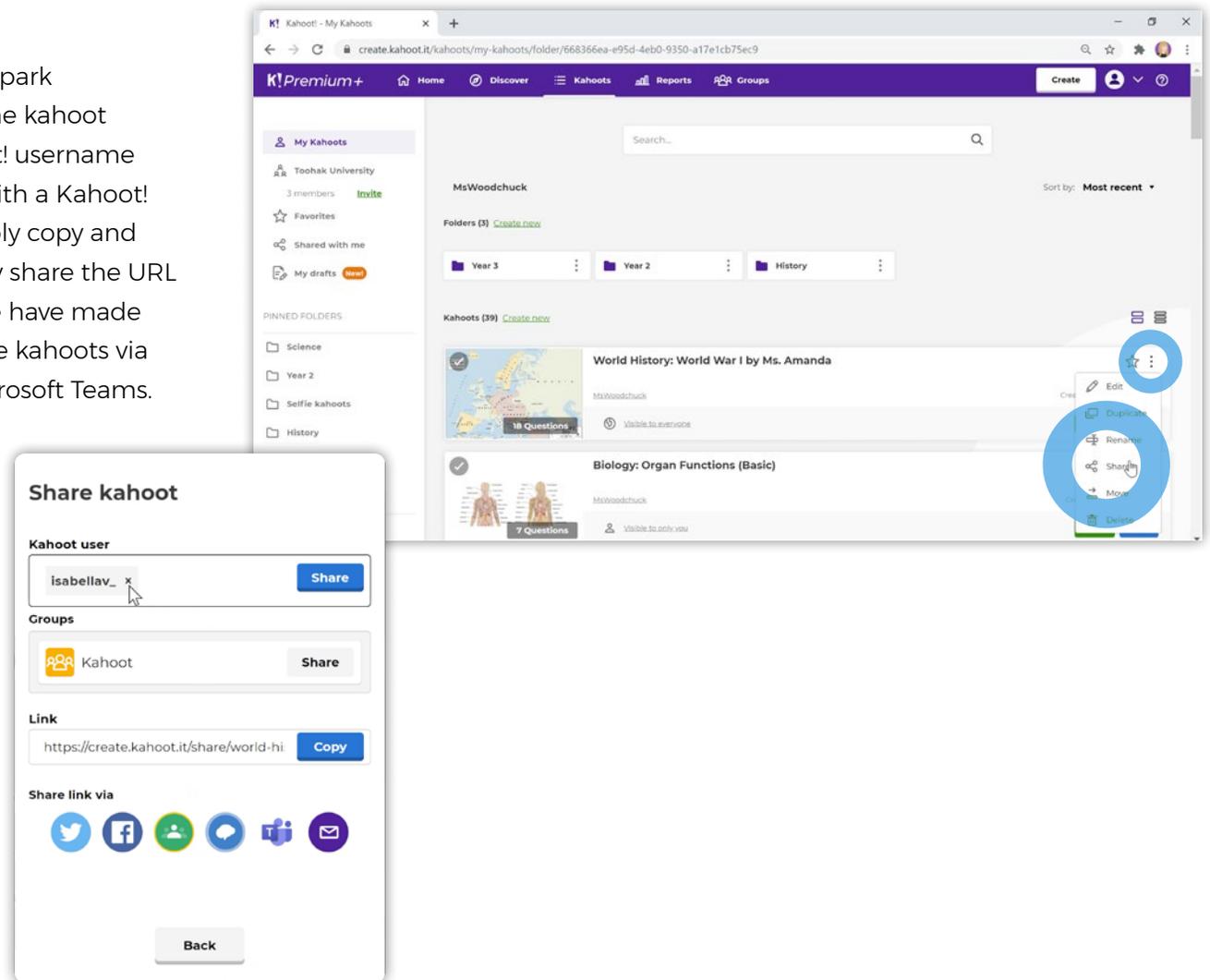
Once the kahoot is tailored to your needs, hit **Done**, and you'll see a popup message that confirms your kahoot is ready to play. On this popup, you can choose to **Test the kahoot**, **Play now**, and **Share it with others**. If you select **Done**, you'll return to **My Kahoots**, where the kahoot is saved.

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How to duplicate, edit, and share kahoots

How to share a kahoot

Sharing a kahoot with others is a great way to spark collaboration! Simply click the **Share** icon on the kahoot overview page. You can either enter the Kahoot! username of the person you wish to share with, share it with a Kahoot! group, share it directly on social media, or simply copy and paste the kahoot URL directly (NB: you can only share the URL of a public kahoot). On top of these options, we have made awesome integrations allowing you to share the kahoots via Remind or directly to Google Classroom or Microsoft Teams.

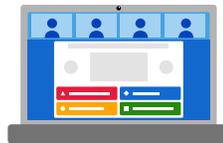


How to play a kahoot



Now, let's get to the most exciting part: It's time to play! Did you know there are two main ways to play Kahoot!? You can host a live kahoot or assign a student-paced challenge.

Host a live kahoot via video to ace distance learning or play in class by hosting on a big screen! Questions and answer alternatives are displayed on a shared screen while students answer on their devices. With student-paced challenges, questions and answers are displayed on students' screens, and you can turn off the timer. Assign them as part of distance learning or for review and formative assessment in class.



Host live, in-class or remotely via video

Live kahoots are best played with groups of students in a classroom or via video conferencing tools like Google Hangouts Meet, Skype, or Zoom. In a classroom, questions are displayed on a shared screen like a smart TV or interactive whiteboard. When hosting a live kahoot via video conference to ace distance learning, just host the kahoot on your computer before sharing the screen with your students via the video conference platform of your choice. Players join using their own device (i.e., smartphone, tablet, laptop, or desktop). What's more, players don't need an account to play a kahoot!

Assign student-paced challenges that can be played anywhere, anytime

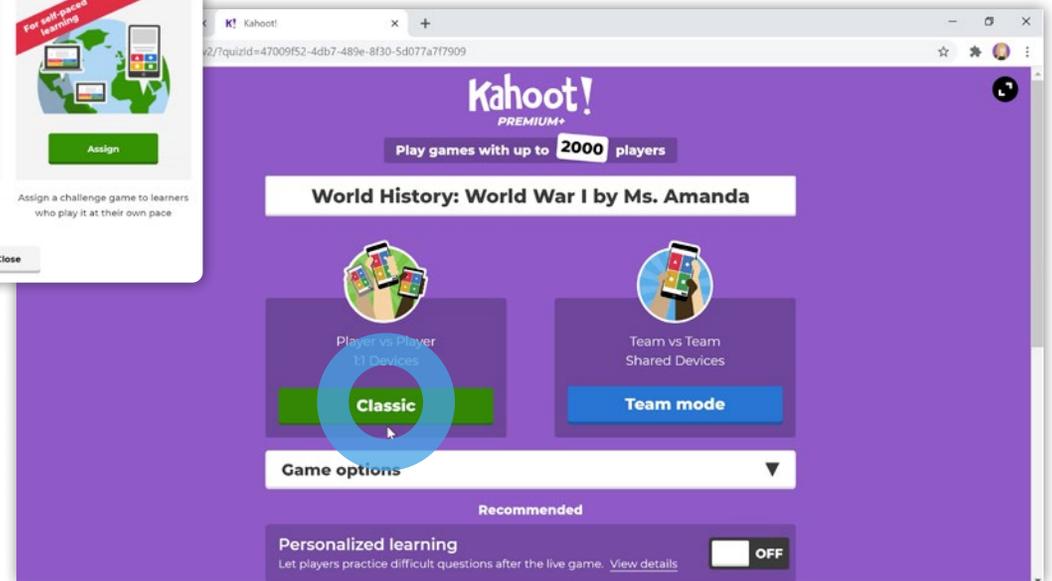
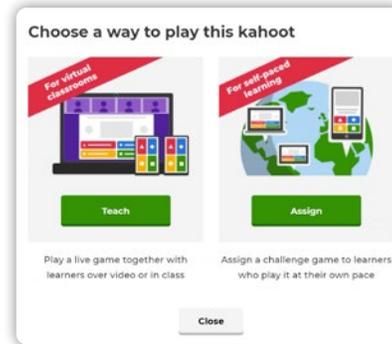
With student-paced challenges, learners play at their own pace either at home or in class. Questions and answers appear on the student's screen, and they can play at a time that suits them best. As a teacher, you can see their progress in real-time by viewing the kahoot report. Many teachers find this way to play helpful for content review, exam prep, and homework assignments - especially during times of distance learning.

Kahoot! Certified for schools

How to duplicate, edit, and share kahoots

Choose how to play the kahoot

Click the **Play** button for the kahoot you wish to host live or assign as a student-paced challenge. After selecting **Play**, you'll see a popup where you can choose **Teach** or **Assign**. Choose **Teach** if you wish to play a live kahoot together with learners over video or in class. Select **Assign** if you want to assign the kahoot as a student-paced challenge.



Teach: Hosting a live kahoot

After selecting **Teach**, you can change the live kahoot options. For example, randomize the order of questions, change the lobby music, etc. Then, choose **Classic** (we'll cover other game modes and options later in the program). If you're playing via video conferencing, ask your students to either use a second device, or to have 2 browsers open next to each other so they will see both the page to answer on, as well as your screen that you'll be sharing with the questions on. A unique game PIN will be displayed at

the top of the host's screen. Players enter this PIN, followed by their nickname, to join the game in the Kahoot! app for iOS and Android. Alternatively, if they can't install the app on their device, they can join by going to kahoot.it in their browser.

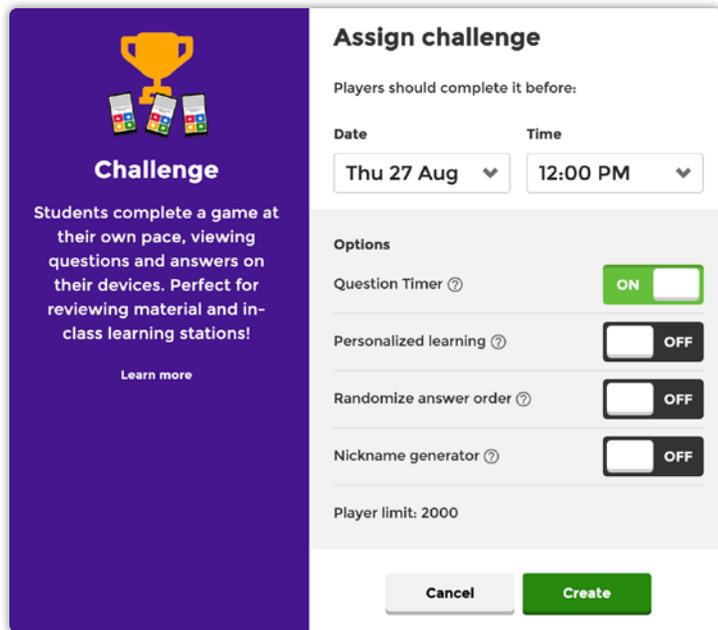
As the host, you also have the ability to kick unsavory or naughty nicknames out of the game, if you hover over them and click. However, this won't be an issue if you enable the nickname generator when launching the game. Once every

player has joined the kahoot, you can lock the game so no one else can join. Click **Start** once you can see all the players' nicknames in the lobby or waiting screen. Don't forget to hit the black, circular **Full screen** button in the top right corner, to maximize the experience! During gameplay, you can use the spacebar or your mouse to go to the next question.

After the podium, click **Next**. You can then choose to play again, get feedback from the students, or play a different kahoot.

Kahoot! Certified for schools

How to duplicate, edit, and share kahoots



Challenge

Students complete a game at their own pace, viewing questions and answers on their devices. Perfect for reviewing material and in-class learning stations!

Learn more

Assign challenge

Players should complete it before:

Date: Thu 27 Aug Time: 12:00 PM

Options

- Question Timer ON
- Personalized learning OFF
- Randomize answer order OFF
- Nickname generator OFF

Player limit: 2000

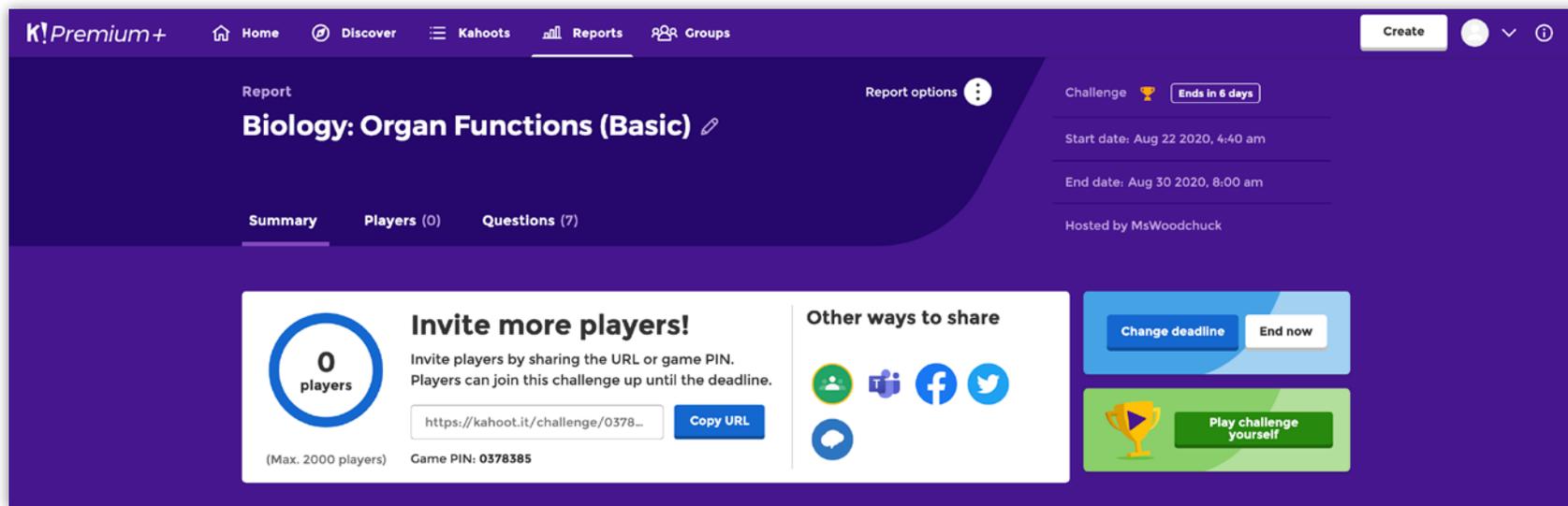
Cancel Create

Assign: Start a student-paced challenge

After selecting **Assign**, you'll see a screen where you can set up your student-paced challenge. You can set the deadline and choose game options, including the ability to switch off the question timer, so students have more time to focus on accuracy. After selecting **Create**, you'll be taken to the kahoot's report page. From the report page, you can choose how to share the student-paced challenge with your students.

You can invite players by sharing the URL or PIN or share it directly on Microsoft Teams, Google Classroom, Remind, Facebook, or Twitter. Players can join this student-paced challenge up until the deadline. You can also change the deadline once you've assigned the student-paced challenge.

After being assigned the game pin or URL, students can start the kahoot any time before the deadline. They move through the questions at their own pace, selecting **Next** after completing each question. After the student-paced challenge expires, you can share the final podium with your students.



K! Premium+

Home Discover Kahoots Reports Groups

Create

Report

Biology: Organ Functions (Basic)

Summary Players (0) Questions (7)

Report options

Challenge Ends in 6 days

Start date: Aug 22 2020, 4:40 am

End date: Aug 30 2020, 8:00 am

Hosted by MsWoodchuck

Change deadline End now

Play challenge yourself

Invite more players!

Invite players by sharing the URL or game PIN. Players can join this challenge up until the deadline.

0 players (Max. 2000 players)

Game PIN: 0378385

https://kahoot.it/challenge/0378... Copy URL

Other ways to share

Share icons for Kahoot!, Microsoft Teams, Facebook, Twitter, and a link icon.



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Here ends the first course!

Here ends the first course in the Kahoot! Certified for schools program. Once you're ready to take the assignment, you can find the challenge link on the Kahoot! Certified for schools page and follow the instructions. We hope you'll continue to progress through Kahoot! Certified for schools!

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