# Kahoot! ACADEMY

# How to create and list a course

# Information

The steps illustrated in this document show how to create and list a course on Kahoot!'s Marketplace.

# Before you start

Please note that all courses which you create for Kahoot!'s marketplace need to have:

- at least **2 preview images**
- at least **1 kahoot**
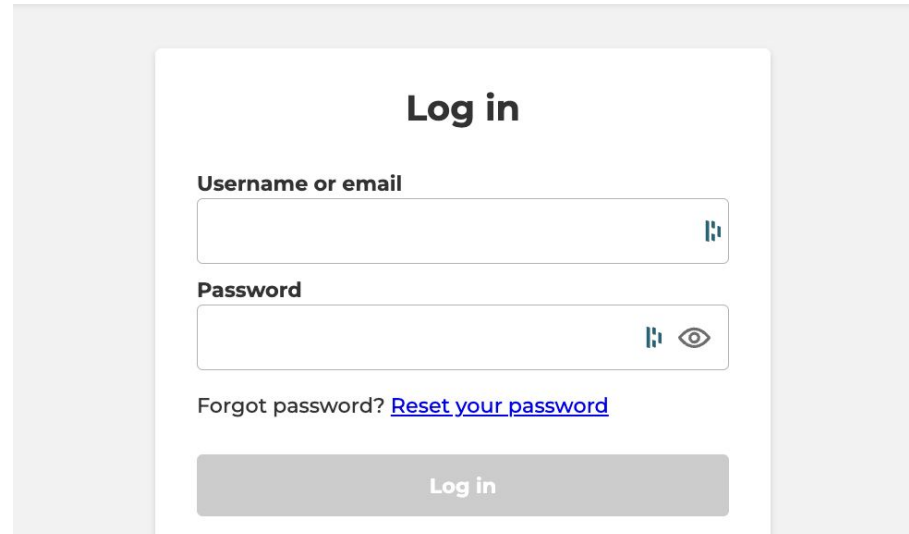- a detailed **description**

k!

# (1) Create your course

# Step 1

## Log in to Kahoot!

Go to [https://create.kahoot.it](https://create.kahoot.it) and log in

## Log in

**Username or email**

**Password**

Forgot password? Reset your password

Log in

K!

Home    Discover    Library    Reports    Groups    Create

**Math by Kristine**
kristine_jo

| Plan: | Kahoot! EDU for school & district (annual bill... |
| Member of: | Kahoot |

My interests          Add interests

**Verified profile**

Submit courses you want to list on marketplace, for review by the Kahoot! Team.

View profile    Add content

**Challenges overview**

🏆 No deadline
October Ambassador
👥 3

🏆 Ends in 1 day
Math for all
👥 3

🏆 Ends in 2 days
Geographic trivia
👥 3

Course sessions    Courses    Collections

Welcome to Courses! When a course is created, you can create a course session, to assign it to learners and start the course!

**Create course**

**What's new**

**New!** **Practice playful pedagogy this school year! Main takeaways from Kahoot! EDU Meetup: Fall edition**
Earlier this week, almost 40,000 educators from around the globe signed up for our...

**New!** **Maximize student engagement with the new Kahoot! Courses! - for the entire class session!**
Now with Courses, educators can design full class sessions by combining different...

**New!** **Foster and strengthen students' collaboration skills with Kahoot!'s new team mode option**
Collaboration is one of the key 21st century skills. To help you bring students together...

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**Teacher story: Interactive Kahoot!-based reading assignments have boosted student participation**
5th grade teacher Jennifer Van Blair is really creative with using various media formats ...

**My Kahoots**    Kahoot Studio

Step 2: Click on **Create**

16 Questions    Science_  138.5k plays

16 Questions    **Anatomy and Physiology of the**
Science_by  2.8k plays

16 Questions    **Biology: Cellular Respiration**
Science_b  54.9k plays

See all (231)

**Kahoot! + AccessPass**
Access premium content for learning, entertainment & engagement
Get started now

**Latest reports**

September 24, 2019
**Earth Science: Earth's Atmosp...**

May 2, 2019
**Biology: Genetic Mutations**

Home    Discover    Library    Reports    Groups

Create

**Math by Kristine**
kristine_jo

| Plan: | Kahoot! EDU for school & district (annual bill... |
| Member of: | Kahoot |
| My interests | Add interests |

Kahoot

Course

Step 3: Select **Course**

**Course sessions**    Courses    Collections

Welcome to Courses! When a course is created, you can create a course session, to assign it to learners and start the course!

**Create course**

...iodic

...plays

...Physiology of the
16 Question    Science_by    2.8k plays

Biology: Cellular

See all (231)

Kahoot! + AccessPass
**Access premium content for learning, entertainment & engagement**
Get started now

**Verified profile**
Become a seller and start earning from your content. Create a marketplace account from your Verified profile.

**Edit profile**

**What's new**

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**Geographic trivia**
👥 3

**Latest reports**

📊 September 24, 2019
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📊 May 2, 2019
**Biology: Genetic Mutations**

Kahoot!

Add course title                                    70

Exit    Save

+ Add activity

Add your first activity to add more.

Add an activity

Step 4 : Add a descriptive, yet catchy title to help others find your course

Kahoot

Math lab

K!

# K!EDU

**Home**  **Discover**  **Library**  **Reports**  **Groups**

**Create**

Kahoot!

Add course title                                                    70

**Add activity**

Add your first activity to add more.

Exit   Save

**Add an activity**

Kahoot

Math lab

Step 5 : Click the 'settings' icon to enter basic course information

K!

Course title

70

Settings

Exit

Save

⚙ Course settings

✓ Saved to: Drafts

Done

**Basic Information**

Design

Visibility

**Description**

Describe your course in a few sentences.

Add description here...

500

**Topics**

Add topics that best describe your course.

Add topics

**Language**

Set the language of your course.

English ▾

Step 6: Put key info in the description field such as age/grade, topics, purpose, alignment, but also #hashtags (e.g. keywords you would use to search for your course, like #biology, #grade5-8, etc.)

Course title                                                                    70

⚙ Settings          Exit          Save

⚙ Course settings                                          ✓ Saved to: Drafts    ☰    Done

**Basic Information**

Design

Visibility

**Description**
Describe your course in a few sentences.

Add description here...                                                          500

**Topics**
Add topics that best describe your course.

**Add topics**

**Language**
Set the language of your course.

English    ▼

Step 7: Select the topics which best fit your course

⚙ **Course settings**

✓ Saved to: Drafts     Done

**Basic Information**

Design

Visibility

**Description**

Describe your course in a few sentences.

Add description here...                                          500

**Topics**

Add topics that best describe your course.

**Add topics**

**Language**

Set the language of your course.

English                                                         ▾

Step 8: Select the language of your course

Course title                                                                                    70

⚙ Settings        Exit        Save

⚙ **Course settings**

✓ Saved to: Drafts    ☰    **Done**

Basic Information

**Design**

Visibility

**Images**

Add up to 5 preview images and set a cover image. You'll need to add **at least 2 images** to list this course on the marketplace.
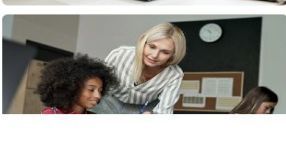
Click "Add" or drop your images here

**Add**

Step 9: Click **Design**

# Course creator

Course title                                    70        ⚙ Settings        Exit        Save

---

⚙ **Course settings**                    ✓ Saved to: Drafts        ☰        **Done**

Basic Information

**Design**

Visibility

## Images

Add up to 5 preview images and set a cover image. You'll need to add **at least 2 images** to list this course on the marketplace.

Click "Add" or drop your images here

**Add**
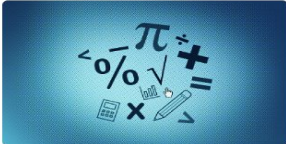
**Step 10: Click on Add image**

# Course creator

Course title                                      70        ⚙ Settings        Exit        **Save**

🔍 Search

**Popular images**                                    Provided by Getty Images

⭐ You have 1 free image left  **Learn more**

**Step 11: Either upload your own image or use one from our image library**

⬆ **Upload image**

Course title                                                                70

⚙ Settings     Exit     Save

## Course image

Course details page preview



Crop

Campaign page thumbnail



Crop

Discover page thumbnail



Crop

Step 12: Here you can see how the uploaded image looks on the different parts of the Kahoot! platform. Click **Crop** if you want to adjust them

Cancel     Add

Course title                                                                70                    ⚙ Settings          Exit          Save

## Crop image



Step 13: You can zoom in or out using the scale below the image. You can also change the image section by moving the mouse over the image, pressing the left button, and moving the mouse accordingly. Click **Done** to return to the previous page

Close          Save

Course title                                                                                      70
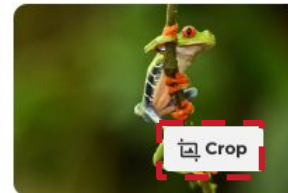
Settings     Exit     Save

# Course image

Course details page preview

Campaign page thumbnail

Crop

Discover page thumbnail

Crop

Crop
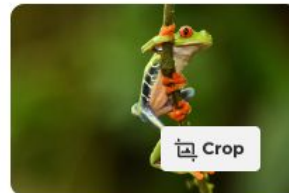
Cancel     Add

Step 14: Select **Add** to add the image to your course

⚙ **Course settings**

✓ Saved to: Drafts     ▤     **Done**

Basic Information

**Design**

Visibility

## Images

Add up to 5 preview images and set a cover image. You'll need to add **at least 2 images** to list this course on the marketplace.

**Previews**                                              ⌄

Marketplace pro tip: Previews help buyers know what your course is about.

Add or drop max. 5 images here          **Add**

1.

Step 15: Add between 2 and 5 preview images. Preview images will help buyers know more about what this course is about.

Course creator

Course title                                      70

⚙ Settings    Exit    Save

⚙ **Course settings**                    ✓ Saved to: Drafts    ▤    **Done**

Basic Information

**Design**

Visibility

## Images

Add up to 5 preview images and set a cover image. You'll need to add **at least 2 images** to list this course on the marketplace.

**Previews**    ⌄

**Marketplace pro tip:** Previews help buyers know what your course is about.

Add or drop max. 5 images here    **Add**

1.    2.    3.
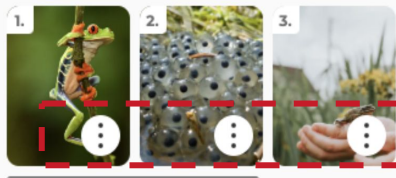
Step 16: You can always change an image or set it as the cover image by clicking on the 3 dots

Course title                                                                                    70          ⚙ Settings      | Exit |      Save

⚙ **Course settings**                                                         ✓ Saved to: Drafts      ▤      | Done |
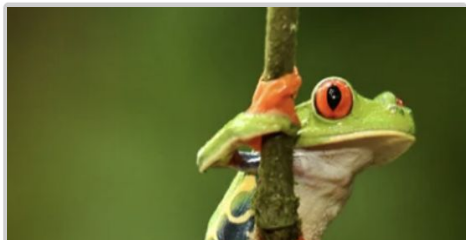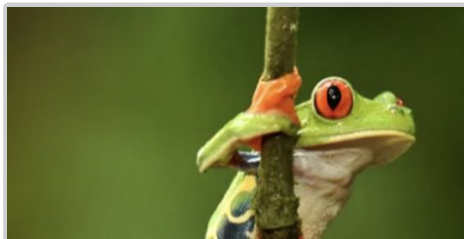
Basic Information

**Design**

Visibility

## Images

Add up to 5 preview images and set a cover image. You'll need to add **at least 2 images** to list this course on the marketplace.

**Previews**                                                                        ⌄

**Marketplace pro tip:** Previews help buyers know what your course is about.

Add or drop max. 5 images here                    | Add |

1.          Kahoot!                                              3.
            **Course name - Ex. Can You**
            **Guess These Animals?**

            This course contains...

            Kahoot!
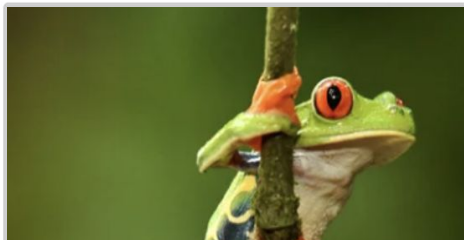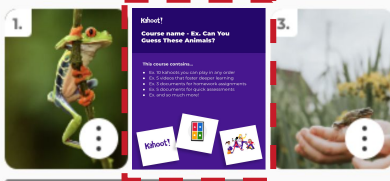
We recommend to include a **course preview image** in your course. This will help buyers to better understand the details of your course.

You can find templates here:
Course Preview Template

# Course creator

Course title                                                    70              ⚙ Settings        Exit       Save

⚙ **Course settings**                          ✓ Saved to: Drafts       ▦       Done

Basic Information

Design

**Visibility**

## Visibility
Choose who can view this course.

○ **Private**
Only visible to you.

◉ **Public**
Visible to everyone on the Discover page.

Step 17: Click **Visibility**

Course title 70 ⚙ Settings | Exit | Save

⚙ **Course settings**

✓ Saved to: Drafts ▤ **Done**

Basic Information

Design

**Visibility**

**Visibility**

Choose who can view this course.

○ **Private**
Only visible to you.

● **Public**
Visible to everyone on the Discover page.

Step 18: Set your course visibility and click **Done**.
Your course must be set to **Public** for it to be viewed on the marketplace.

Home    Discover    Library    Reports    Groups

Create

Kahoot!

Add course title                                    70

+ Add activity

Exit    Save

**Add an activity**                                    ✕

Step 19: Add an activity to your course. You can choose multiple activities per course.

Kahoot

Document

Math lab

K!

# Course creator

Course title                                                                          70        ⚙ Settings    | Exit |    **Save**

## Select a kahoot                                                                              ✕

Search kahoots...                                                                         🔍

### Biology basics                                                          ✓ Selected

15 Q                    kristine_jo                                      32 plays

### Photosynthesis                                                          **Select**

10 Q                    kristine_jo                                      12 plays

### Anatomy                                                                 **Select**

25 Q                    kristine_jo                                      18 plays

### Cells and molecular biology                                            **Select**

18 Q                    kristine_jo                                     424 plays

Did you know? Equity & Compliance training

**Add 1 Kahoot**

Course title

70

Settings

Exit

Save

## Select a kahoot

Search kahoots...

### Biology basics
✓ Selected
15 Q
kristine_jo
32 plays

### Photosynthesis
Select
10 Q
kristine_jo
12 plays

### Anatomy
Select
25 Q
kristine_jo
18 plays

### Cells and molecular biology
Select
18 Q
kristine_jo
424 plays

Did you know? Equity & Compliance training

**Add 1 Kahoot**

Step 21: Click **Add Kahoot** when you have selected all the kahoots for your course

**Best practices guide:**

# Include a facilitation or resource guide

A lesson plan or teacher guide explains everything an educator needs to know to successfully implement the activity with a group of learners, including recommended Kahoot! game settings. *Feel free to use these optional resource guides in* **purple**, **blue**, **green** *or* **red**!



**Kahoot!**

**Resource guide**

**Resource title**

Descriptive yet catchy! Ex. 'Multiplication Mania' or 'Can You Guess These Animals?'

**Teaching duration**

Ex. 1 class period or 3 30-minute sessions or 4 hours total

**Target audience**

Ex. Grades K-2 or Ages 5-15

**Objective(s) or learning goal(s)**

Ex. 'At the end of this course, learners will be able to...' or 'In this course, learners will work towards...'

**Other materials**

Ex. Counters, Unifix cubes

**Suggestions on how to use this resource**

Ex. 'This is a collection of kahoots that can be done in separate sittings or all at one time.' Ex. 'This is a full course that is meant to be completed all during one class period.' Ex. 'All the content in this course builds on each other versus you can pick and choose activities in no specific order.'

**k!**

# Course creator

Course title                                                                70

⚙ Settings        Exit        **Save**

## Course content
Add series of kahoots and documents.

**Add kahoot**    **Add document**    **Add activity**        Play in sequence  ●

Kahoot
**Biology basics**
16 questions
kristine_jo ✅                                                              ⋮

Kahoot
**Photosynthesis**
16 questions
kristine_jo ✅                                                              ⋮

Kahoot
**Anatomy**
16 questions
kristine_jo ✅                                                              ⋮

Kahoot
**Cells and melcular biology**
16 questions
kristine_jo ✅                                                              ⋮

Kahoot
**Our skeleton**
16 questions
kristine_jo ✅                                                              ⋮

# K!EDU

Home    Discover    Library    Reports    Groups

Create

## Biology basics for higher secondary biology

Start

This lesson plan is for higher secondary biology - 11th std. Teskt helps teams spot tag resolve tasks on web project faster! Create a task exactly where the change is needed on your website across multiple pages and screen resolutions.

**Kristinejo**
Last edited 20.06.21

**Kahoots (8)**    Sessions (0)

**Photosynthesis**

16 questions    kristine_jo

Kahoot
**Anatomy**

16 questions    kristine_jo

Kahoot
**Cells and melcular biology**

16 questions    kristine_jo

Kahoot

# Content recommendations

| Definitely | Maybe | Don't |
|---|---|---|
| • Use descriptive but also catchy titles and descriptions | • Use YouTube or Vimeo videos in your kahoots | • Don't have unrelated topics in one course / collection - make it easy for users to understand what it is about |
| • Put key info in the description field such as age/grade, topics, purpose, alignment, etc. | • Add a facilitator's resource guide if it would support the experience you have designed | • Don't use protected content from someone else, be sure to respect 3rd party copyrights |
| • Use high quality images and GIFs (e.g. Getty Images, Giphy) | | |

k!

# (2) List your course for sale

**K!EDU** | Home | Discover | Library | Reports | Groups | Create

Math... Kristine

Member of: Kahoot

My interests          Add interests

**A** Verified profile

Submit courses you want to list on marketplace, for review by the Kahoot! Team.

View profile | Add content

**Challenges overview**

🏆 No deadline
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👥 3

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Math for all
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| Course sessions | Courses | Collections |

Welcome to Courses! When a course is created, you can create a course session, to assign it to learners and start the course!

**Create course**

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**New!** **Practice playful pedagogy this school year! Main takeaways from Kahoot! EDU Meetup: Fall edition**
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**Chemistry: Periodic Table**
Science_ 138.5k plays

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September 24, 2019
**Earth Science: Earth's Atmosp...**

May 2, 2019
**Biology: Genetic Mutations**

# K!EDU

**Home**  |  **Discover**  |  **Library**  |  **Reports**  |  **Groups**

**Create**

## Math by Kristine
kristine_jo

| Plan: | **Kahoot! EDU for school & district (annual bill...** |
| Member of: | **Kahoot** |
| My interests | **Add interests** |

### Verified profile

Submit courses you want to list on marketplace, for review by the Kahoot! Team.

**View profile**    **Add content**

*Step 2: Click on **Add content** in the Verified profile section*

**Ends in 1 day**
Math for all
👤 3

**Ends in 2 days**
Geographic trivia
👤 3

---

**Course sessions**    Courses    Collections

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16 Questions    Science_b    54.9k plays

**See all (231)**

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**Get started now**

### Latest reports

September 24, 2019
**Earth Science: Earth's Atmosp...**

May 2, 2019
**Biology: Genetic Mutations**

# Verified profile page

Preview   Save

## Personal info

**Name**

kristine_jo

**Email**

kristine@kahoot.com

**Primary language** ?

English   ▾   Add more

**Social media profiles**

+

## Verified profile info

**Short page title** ?

Learn with Kristine

**Intro** ?

Limits & Continuity, including how to solve
every kind of limit problem, and how to find

## Marketplace  New!

Learn more about Kahoot! Marketplace

**Set up a marketplace account to list your content**

Sign up as a seller

Create a course

Submit your first course

**Step 3: Click on Sign up as a seller**

**Plants**

**Geography**

**Geography 2**

# Verified profile page

Preview   Save

## Personal info

Learn more about Kahoot! Marketplace

### Name

kristine_jo

### Email

kristine@kahoot.com

### Primary language ?

English                Add more

### Social media profiles

+

## Enter your PayPal account email

You'll receive payments through PayPal. Enter the email associated to your PayPal account. Learn more about payments

Don't have a PayPal account? Sign up here

### PayPal account email

nancy.drew@paypal.com

### Confirm PayPal account email

nancy.drew@paypal.com

Cancel        Next

Submit your first course

## Verified profile info

### Short page title ?

Learn with Kristine

### Intro ?

Limits & Continuity, including how to solve every kind of limit problem, and how to find

Step 4: Enter your PayPal account email or create a PayPal account and click **Next**

Plants        Geography        Geography 2

## Verified profile page

Preview    Save

**Personal info**

Learn more about Kahoot! Marketplace

**Name**

kristine_jo

**Email**

kristine@kahoot.com

**Primary language** ?

English    Add more

**Social media profiles**

+

**Verified profile info**

**Short page title** ?

Learn with Kristine

**Intro** ?

Limits & Continuity, including how to solve
every kind of limit problem, and how to find

# Enter your address

This information is needed to pay out your royalty fees.

**Street address**

Lillebrorsveg 8

**Apt, suite, etc**                                          (Optional)

**City**

Hamar

**Country**

Norway ▾

**ZIP/Postal code**

2316

Submit your first course

Cancel    **Next**

**Step 5: Enter your information
and click Next**

Plants    Geography    Geography 2

# Verified profile page

Preview   **Save**

## Personal info

**Name**

kristine_jo

**Email**

kristine@kahoot.com

**Primary language** ❓

English ⌄   **Add more**

**Social media profiles**

+

## PayPal account

**Email**   Edit email

kristine@gmail.com

## Marketplace  New!

Learn more about Kahoot! Marketplace

**Set up a marketplace account to list your content**

✅ You're now a seller!

✅ You've created a course!

**Submit your first course**

**Step 6: Create your first course if you haven't already**

## Page content

### Top kahoots ❓

# Verified profile page

**Preview**   **Save**

## Personal info

**Name**

kristine_jo

**Email**

kristine@kahoot.com

**Primary language** ❓

English    **Add more**

**Social media profiles**

➕

## Marketplace New!

[Learn more about Kahoot! Marketplace](#)

**Set up a marketplace account to list your content**

✅ You're now a seller!

✅ You've created a course!

➕ Submit your first course

Step 7: Add courses for sale by clicking here

## Page content

### Top kahoots ❓

## PayPal account

**Email**    [Edit email](#)

kristine@gmail.com

Home    Discover    Library    Reports    Groups

Create

Verified profile page

Preview    Save

Personal info

Profile photo

Short page title ❓
kristine_jo

can still edit listed courses, but not delete

Personal website ❓
Add external link

Banner

Cover image

**Add course**

Search courses 🔍

Select the course you'd like to list

A guide to learning
2 kahoots
○

Literature 1
10 kahoots
○

Biology
9 kahoots
○

Step 8: Select the course(s) you want to list on the marketplace ◀

A guide to learning
○

Upload picture

Cancel    Add

About

Plants    Geography    Geography 2

Short page title ❓
Learn with Kristine

Add course

Verified profile page

Preview    Save

Personal info

Profile photo

Short page title ?

kristine_jo

can still edit listed courses, but not delete

Personal website ?

Add external link

Banner

Cover image
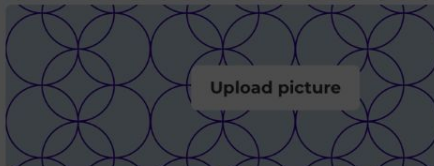
Upload picture

## Add course

Search courses 🔍

**Select the course you'd like to list**

A guide to learning
2 kahoots
○

Literature 1
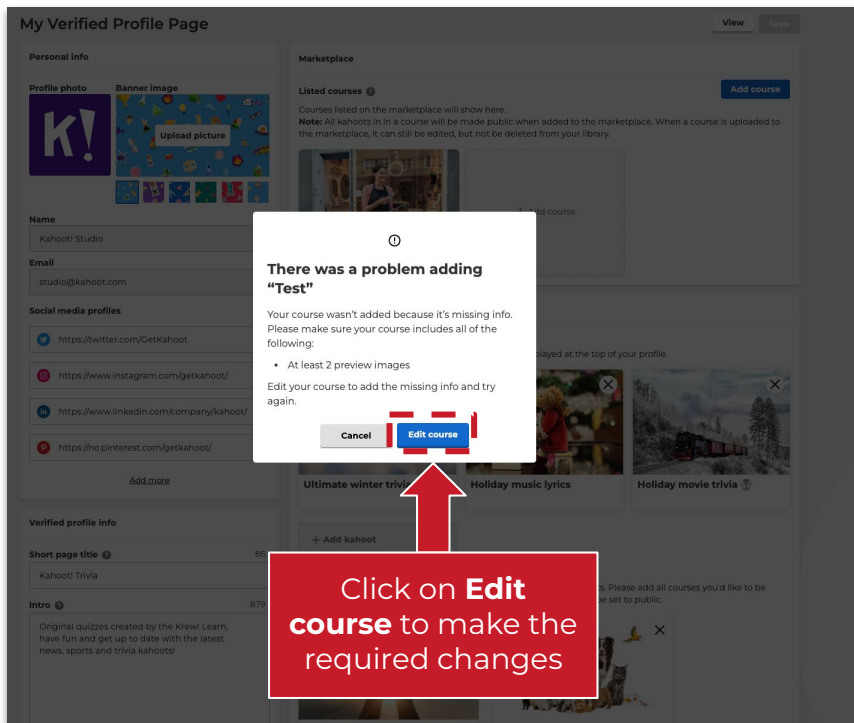10 kahoots
○

Biology
9 kahoots
●

A guide to learning
○

Cancel    **Add**

Step 9: Click on **Add**

About

Plants    Geography    Geography 2

Short page title ?

Learn with Kristine

Add course

# Information:
# What if I get an error message



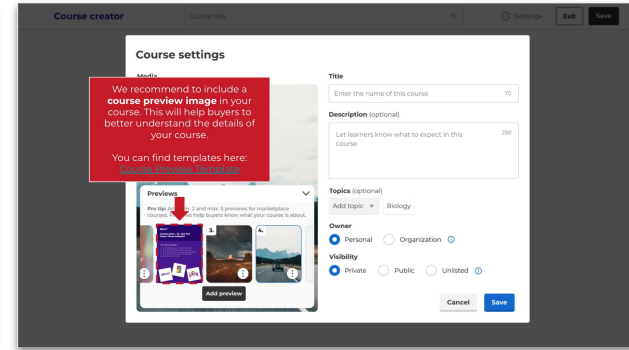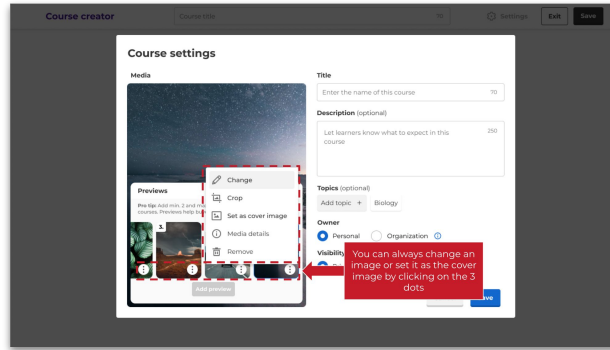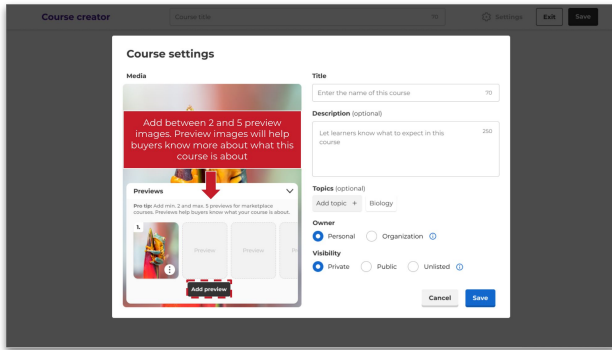You might not be able to add your course to the marketplace. This might be because:

- Your course only **has 1 cover image**, but marketplace courses **require at least 2 preview images**
- A **detailed description** is **missing** in your kahoot

You can make the required edits by clicking **Edit course**

# Best practice sharing:
# What are good preview images?



## How many should I have?

We recommend adding between 2 and 5 preview images to your course. They will help buyers understand what the course is about since all the details will only be visible after purchase

## How should it look?

Make sure that all images are of high quality, relevant for the course and cropped correctly. You can always edit or change the images by clicking on the 3 dots

## Shall I only add images?

Images are great, but we also recommend adding a course preview image as your second image to explain in more detail what is included in the course. You can find a template **here**

# Verified profile page

Preview  Save

## Personal info

### Profile photo

### Short page title (?)

kristine_jo

### Personal website (?)

Add external link

### Banner

Cover image

Upload picture

## About

### Short page title (?)

Learn with Kristine

## Marketplace  New!

### Listed courses (?)

You can still edit listed courses, but not delete

---

!

## This course contains private kahoots

**Biology**
9 kahoots

Adding this course to the marketplace will make all private kahoots available to buyers once your listing is approved.

Cancel    **Continue**

Step 10: Confirm this message if it pops up

Plant    Geography 2

Add course

Home    Discover    Library    Reports    Groups

Create

Verified profile page

Preview    Save

Personal info

Name

kristine_jo

Email

kristine@kahoot.com

Submit your first course

**Set the price for "Biology"**

You can change the price from your Verified profile.

○ **$3.00**
Recommended for courses with up to 10 activities.

○ **$6.00**
Recommended for courses with 10-20 activities.

○ **$10.00**
Recommended for courses with 20-30 activities.

Cancel    Next

**Step 11: Set the 'sale' price for your course**

Social media profiles

+

Verified profile info

Short page title ?

Learn with Kristine

Intro ?

Limits & Continuity, including how to solve
every kind of limit problem, and how to find

Plants

Geography

Geography 2

Verified profile page

Preview     Save

Personal info

Profile photo

Short page title ?

kristine_jo

can still edit listed courses, but not delete

Personal website ?

link

Banner

Cove

# Confirm your rights to use this content

By uploading the selected material I confirm that I have read and agree to Kahoot!s Terms and Conditions.

I hereby confirm that:

☑ I have all rights necessary to upload the selected material to Kahoot!

☑ the selected material is in line with Kahoot!s Acceptable Use Policy and Editorial Guidelines and does not violate any laws or the intellectual property rights, publicity, privacy or any other rights of others.

I understand that I am solely responsible for lawfulness and correctness of the selected material I upload to Kahoot.

**Step 12: Confirm your rights & agree to the terms and conditions**

Upload picture

Cancel     Confirm & add

About

Short page title ?

Learn with Kristine

Plants

Geography

Geography 2

Add course

# Verified profile page

Preview    Save

## Personal info

**Profile photo**

**Short page title** ?

kristine_jo

**Personal website** ?

Add external link

**Banner**

Cover image

Upload picture

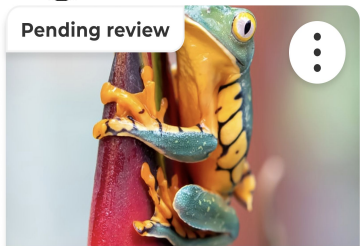## About

**Short page title** ?

Learn with Kristine

## Marketplace

**Listed courses** ?

Add course

...place will show here.

...all the kahoots in it will be set to public. You can still edit listed courses, but not delete

Courses added to marketplace are reviewed by Kahoot! before they're listed. You'll receive a notification when it's done.

Pending review

Biology          7 kahoots ☆

+ Add course

The course is now pending final approval. You can either add more courses or click **Save** (see next step)

## Page content

**Top kahoots** ?

# K!EDU

**Home**  **Discover**  **Library**  **Reports**  **Groups**

**Create**

# Verified profile page

**Preview**  **Save**

## Personal info

**Profile photo**

**Short page title** ?

kristine_jo

**Personal website** ?

Add external link

**Banner**

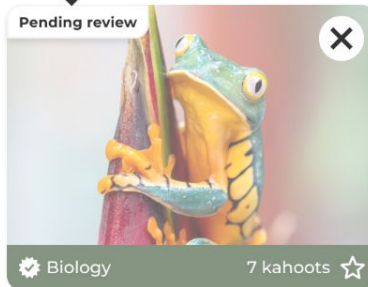Cover image

Upload picture

## About

**Short page title** ?

Learn with Kristine

## Marketplace

**Listed courses** ?

...place will show here.
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Pending review

Biology      7 kahoots ☆

+ Add course

## Page content

**Top kahoots** ?

Home    Discover    Library    Reports    Groups

Create

# Verified profile page

Preview    Save

## Personal info

**Profile photo**

**Short page title** ?

kristine_jo

Courses added to marketplace are reviewed by Kahoot! before they're listed. You'll receive a notification when it's done.

**Personal website** ?

Add external link

**Banner**

Cover image

Upload picture

## About

**Short page title** ?

Learn with Kristine

## Marketplace

**Listed courses** ?

...place will show here.
...all the kahoots in it will be set to public. You can still edit listed courses, but not delete

**Add course**

Approved

See if your course is approved here.

Biology    7 kahoots ☆

+ Add course

## Page content

**Top kahoots** ?