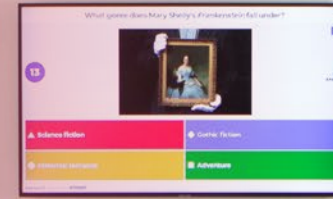# Kahoot!

Get your school or district set up with Kahoot! EDU: how-to guide for admins

With a Kahoot! EDU subscription, you can invite teachers and administrators from your school or district through a site license, create a shared kahoot repository organized by subject, grade or other criteria, import presentations to create interactive lessons, collaborate on kahoots, access usage reports and easily share analytics. Learn how to get your school or district set up with Kahoot!.

What you can do as an admin

Welcome to Kahoot!

As an admin of your school's Kahoot! EDU account, 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
- ▶ Create unlimited groups of teachers and school staff in the school's team space to enable content sharing
- ▶ Access usage reports
- ▶ Assign multiple admin licenses
- ▶ Manage user licenses
- ▶ Update payment details on file
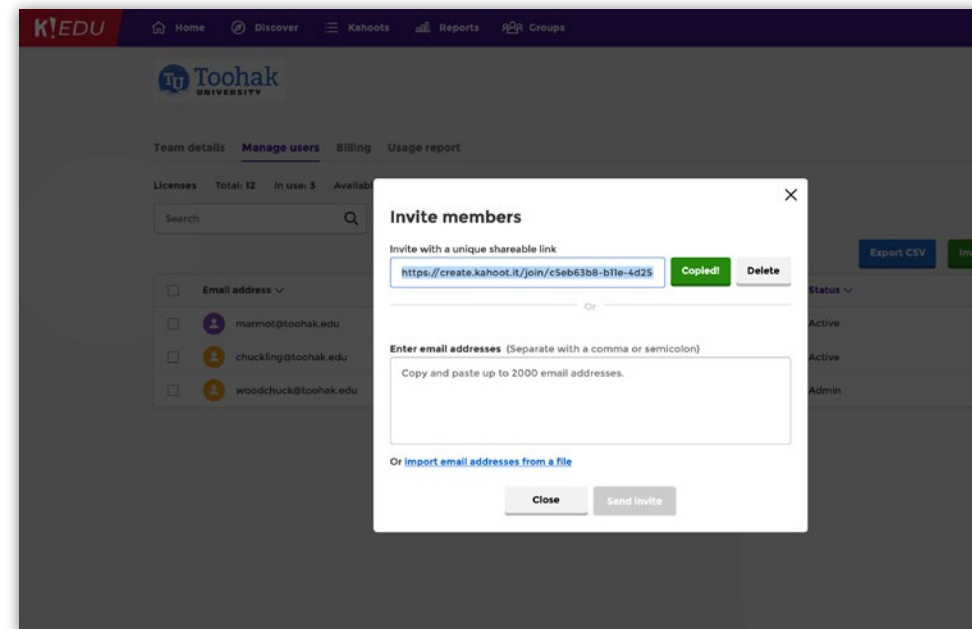- ▶ View and download invoices for past payments
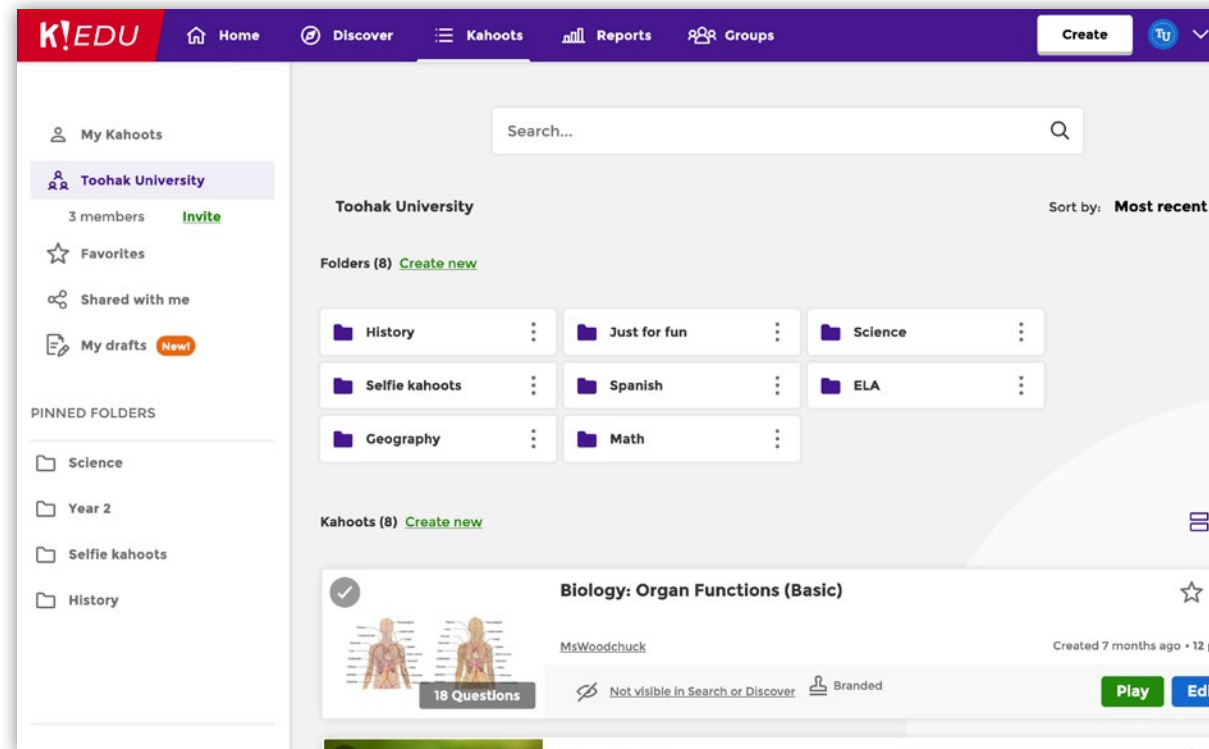
When you log in to your Kahoot! account, you can find your school's team space by navigating to **Kahoots** in the top bar and then clicking on your school's name in the left-hand panel. This is your secure, safe area where you can collaborate on content, as well as manage users and licenses.

Invite teachers with a site license

A Kahoot! EDU subscription provides you with a site license, meaning you can easily invite multiple teachers with our universal license key, saving you time when rolling out a site license. The universal license key is a shareable URL that can be distributed by email, text, chat, or your LMS. We highly recommend that you use the universal license key when adding teachers to your site license.

How to share a universal license key with teachers

1. Click the arrow next to your profile picture in the top navigation bar

2. Choose **Manage users** from the dropdown

3. Click **Invite users** and then - **Generate key** in the dialog

4. Copy the generated key and share it with other teachers, for example, by email, sms, or via your LMS

5. Once a staff 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. You will then receive their request to join your team which will need to be approved. 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

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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.

Your invite is waiting!

You have been invited to join Toohak University on Kahoot! Plus Create an account or log in to accept the invite.

Create account   Log in

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

▶ The teacher you want to join your space, needs to transfer any kahoots from the team space to their **My Kahoots** list

▶ They will then need to remove themselves from the previously created team space before joining the new team and 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

Invite teachers manually

Another way to add teachers to the Kahoot! EDU account is to manually invite them.

1. Click the arrow next to your profile picture 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 box 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.

Invite 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**

Import Emails

You can add or edit users by importing a CSV file with their info in the following format: name@example, name

Select a CSV or XLSX file or drag it here

Select a file

Not sure how to get started?
Download our **CSV template** or **XLSX** to make sure you are using the correct format for importing.

Close   Send invite
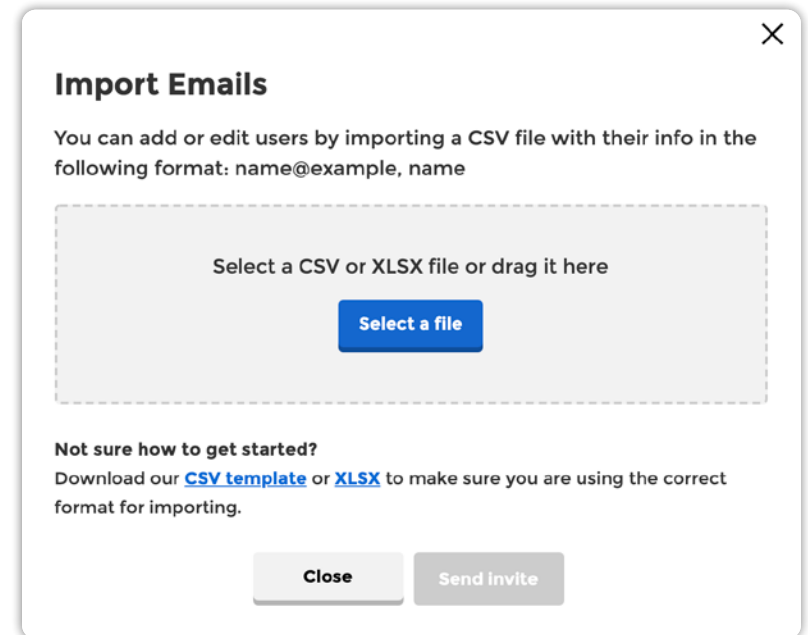
Manage billing and licenses

The **Billing** tab in your user management section will show your subscription and payment information. Depending on your plan, you also have the option to pay by invoice. To see billing settings, click the arrow next to your profile picture in the top navigation, click **Manage users**, and navigate to the **Billing** tab.

If you want to increase your number of licenses, click **Edit licenses** and follow further instructions. If you'd like to remove users and revoke their licenses, you can do it from the **Manage users** page.
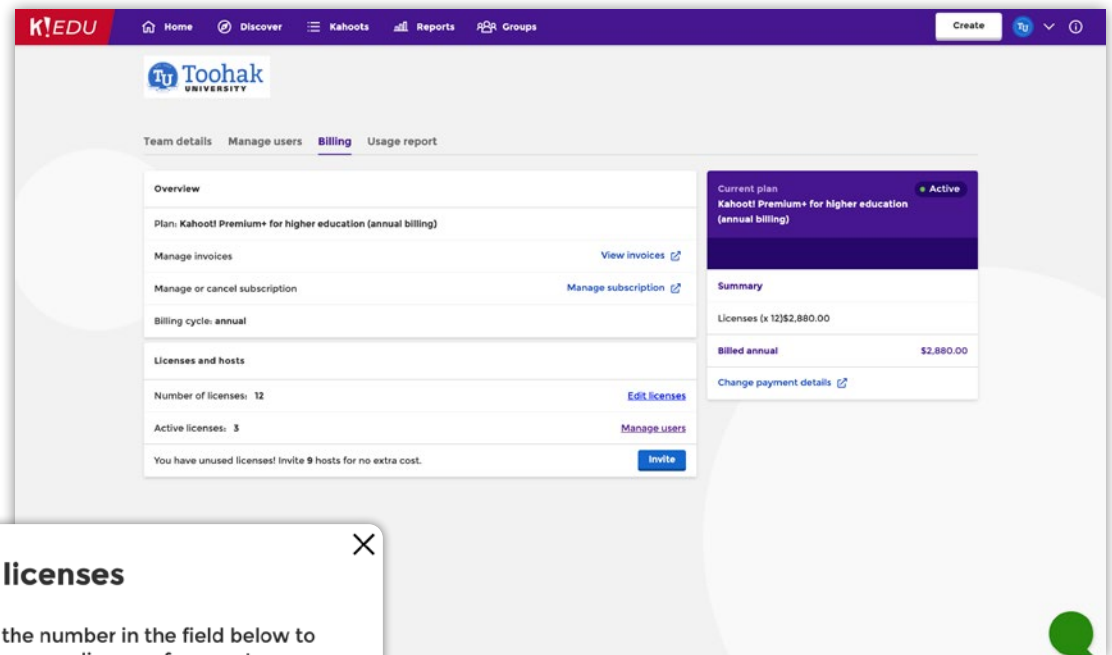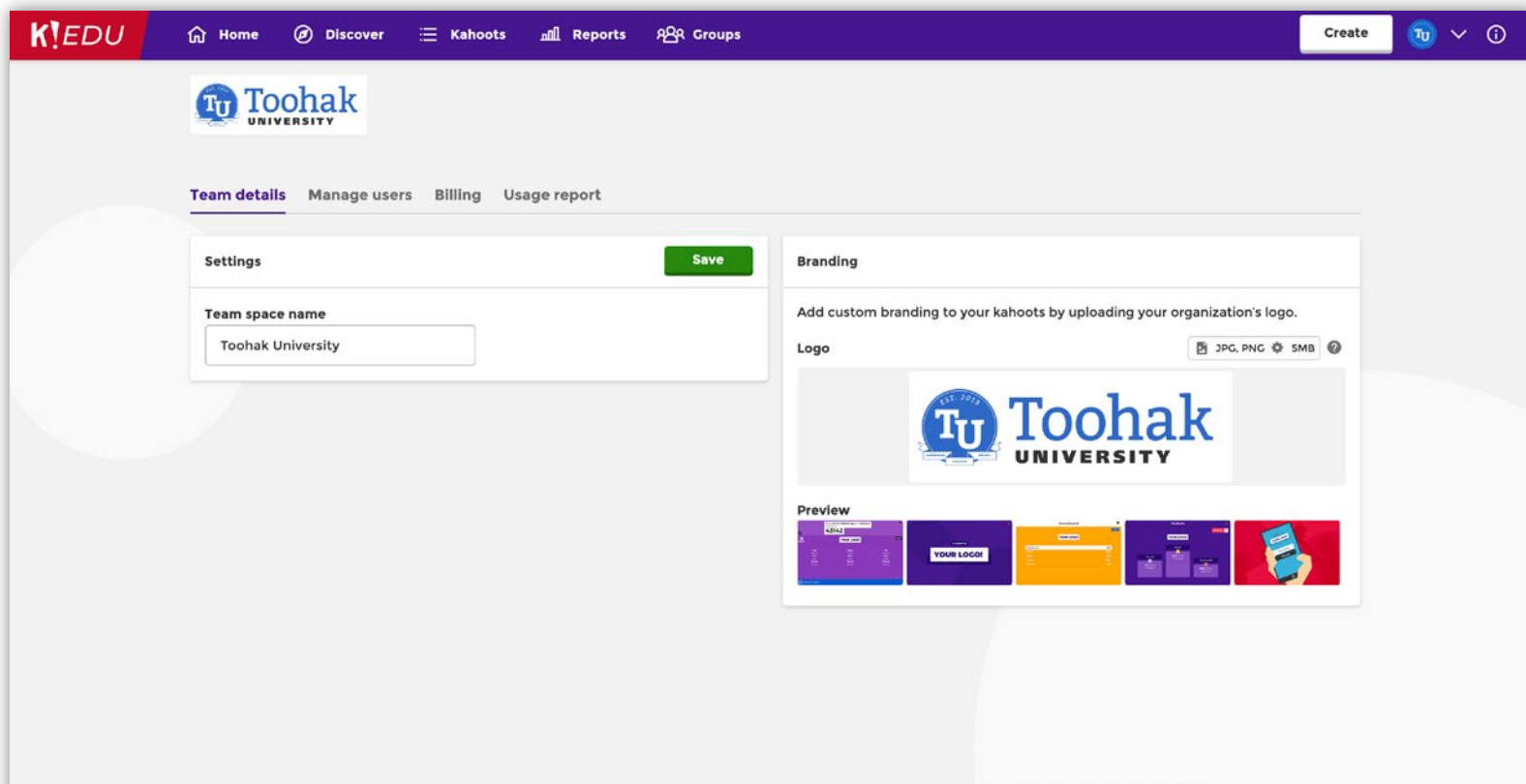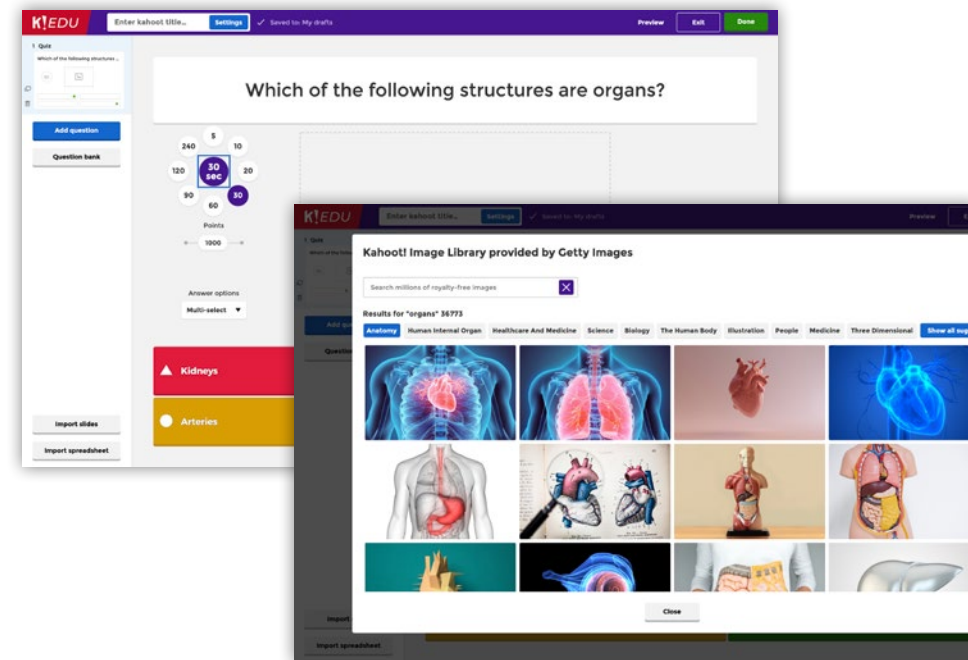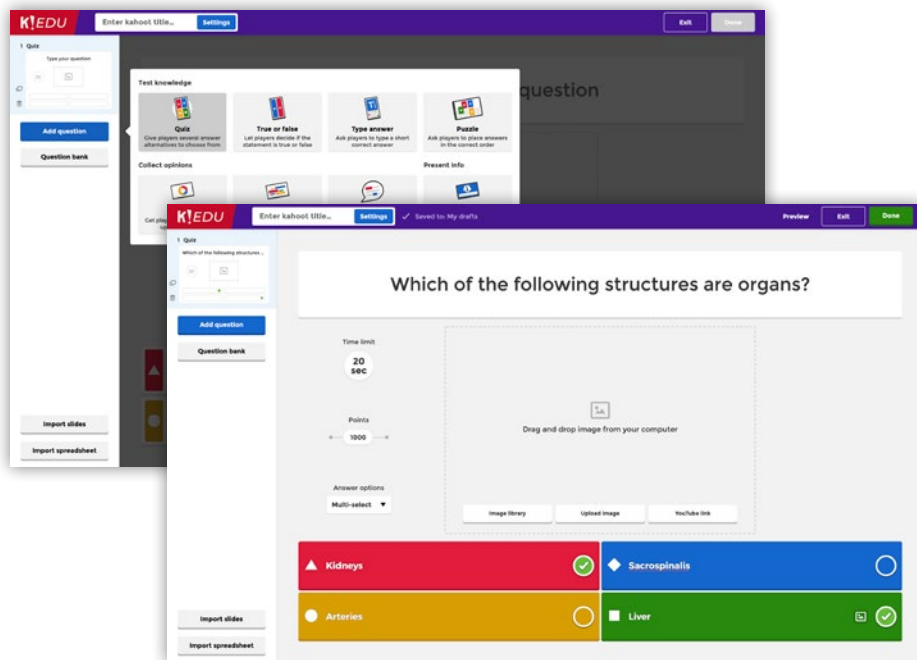
Change school name and logo

Click the arrow next to your profile picture in the top navigation and choose **Team 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.

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. You can even toggle on multi-select answers!

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. 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.
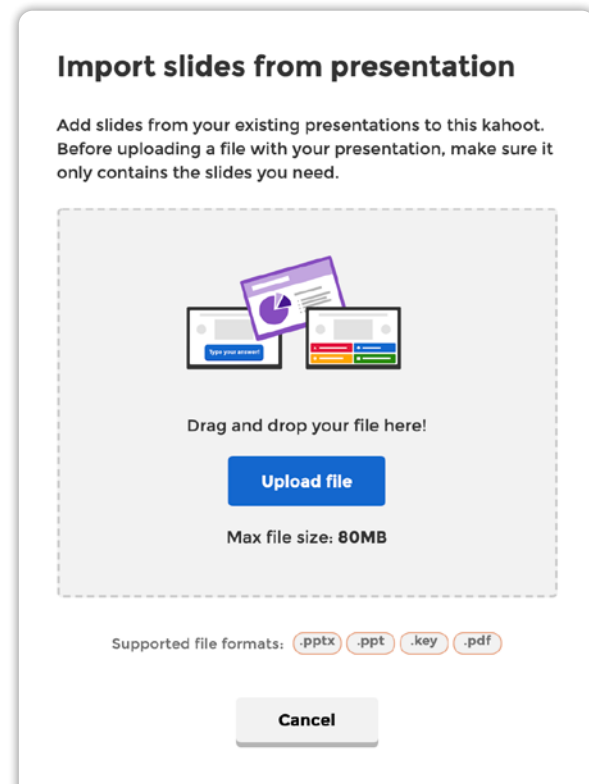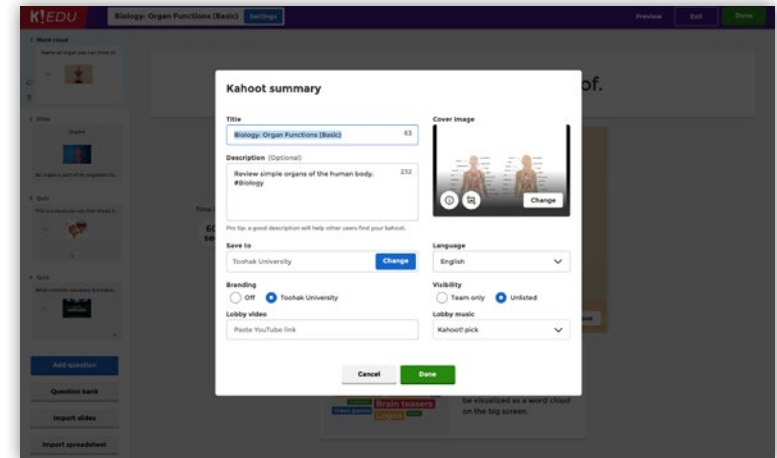
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6. Add the next question from the left-hand side.

7. Type a title for your kahoot in the **Enter kahoot title** field, and fill in other important details in your kahoot summary. In the **Save to** field, choose one of the folders in your school's team space to make the new kahoot visible to other teachers.

Import slides to create an interactive lesson

1. Click the **Create** button and choose **New kahoot**

2. Click **Import slides** on the left hand side

3. Follow the instructions to upload a presentation. Our slide importer supports .ppt and .pptx(Microsoft PowerPoint), .pdf (you can export Google Slides to PDF), and .key (Apple Keynote). Make sure the file size doesn't exceed 80 MB! [screenshot]

4. Once uploaded, you can move around your slides or delete some of them, but you won't be able to edit them.

5. Add interactive questions to engage your class. Click Add question and select your question type. With Kahoot! EDU, you have access to all of the question types including poll, puzzle, and type answer. Poll questions are perfect for a quick pulse check to gauge your students' understanding of material. [screenshot]

6. Click Done at the top right of the page once you are finished.

7. Host the kahoot as a live game to maximize engagement for your students in-person or virtually!

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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**.

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.

Groups

The Groups feature is a flexible new way to share content about common topics and interests in order to learn from others and collaborate on content. With your Kahoot! EDU subscription, members can create an unlimited number of groups with unlimited members. In addition to staff and teachers from your school, it's also possible to invite members outside of your school. As an admin of a group, you have full control over the group's content and can add or remove kahoots as required.

Create a group

1. Select **Groups** from the top navigation bar

2. Choose **Create group**

3. Enter your group's name and add a description

4. You're set! You've made your first group.

Invite teachers to your group

1. After creating your group, select **Members** and click **Invite**

2. Invite users by email, name, or Kahoot! username

3. You can invite anyone, even people who don't yet have a Kahoot! account

4. Invited members will receive an invitation via email

5. Invited members must accept the invitation through the emailed link to view the group

Add a kahoot to your group

1. Click the **Shared content** tab and select **Add content**

2. You'll then see a list of your kahoots. Select one, and it'll be added to your group

3. Alternatively, you can add a kahoot from the kahoot's details page, so long as it's either a public kahoot or one of your personal kahoots

Once the Kahoot is added to the group, any group member can play the kahoot as a live game or as a challenge.
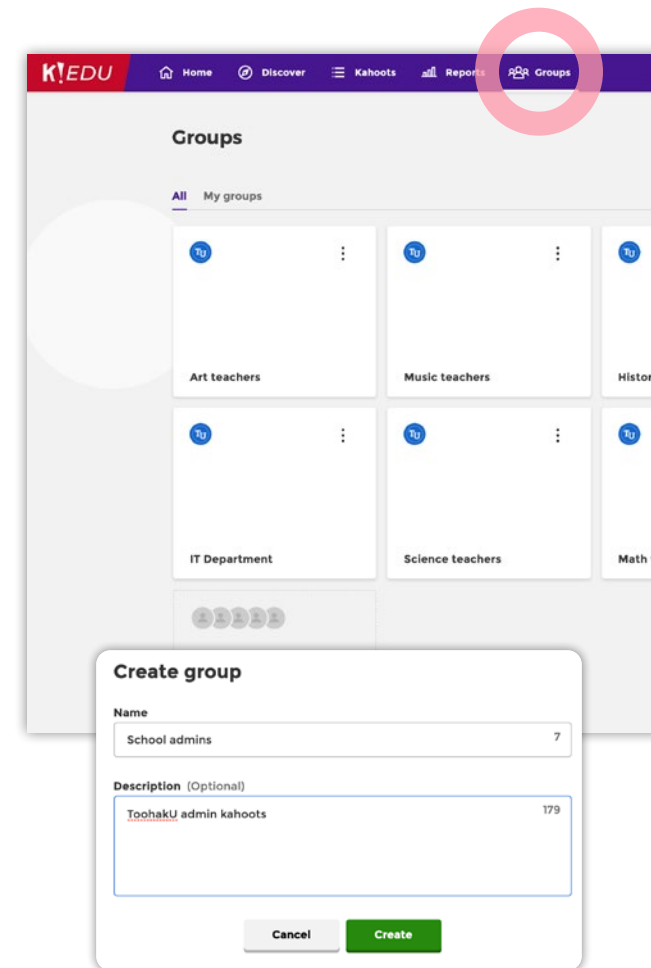
View usage reports

Kahoot! EDU gives admins granular control over Kahoot! usage, visibility into creation and sharing of learning content, and access to analytics. Here is how you can access usage reports.

1. Navigate to your account menu by clicking the arrow next to your profile picture in the top navigation

2. Click **Usage report**

3. Chose the time period of the usage data you want to access

4. Select the type of user activity you want to see

5. Scroll down and you can see the number of live kahoots and student-paced challenges that occurred, as well as who in your team space hosted the most kahoots.

Access, combine and share kahoot reports

When teachers have hosted live kahoots or assigned student-paced challenges, it's time to assess what students have learned and how learning outcomes and further instruction can be improved.

Right after hosting a live game or sharing a challenge, you or any of the teachers within your Kahoot! EDU account 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.

Once you or your team have hosted multiple games with nickname identifier on, you'll be able to combine reports into one single report and track student performance across multiple games. To combine reports from multiple Kahoot! games, simply select two or more games on the **Reports** page. Click **Combine** in the bottom right of your screen. Enter the title for the combined report, and locate the report in the **Combined reports** list.
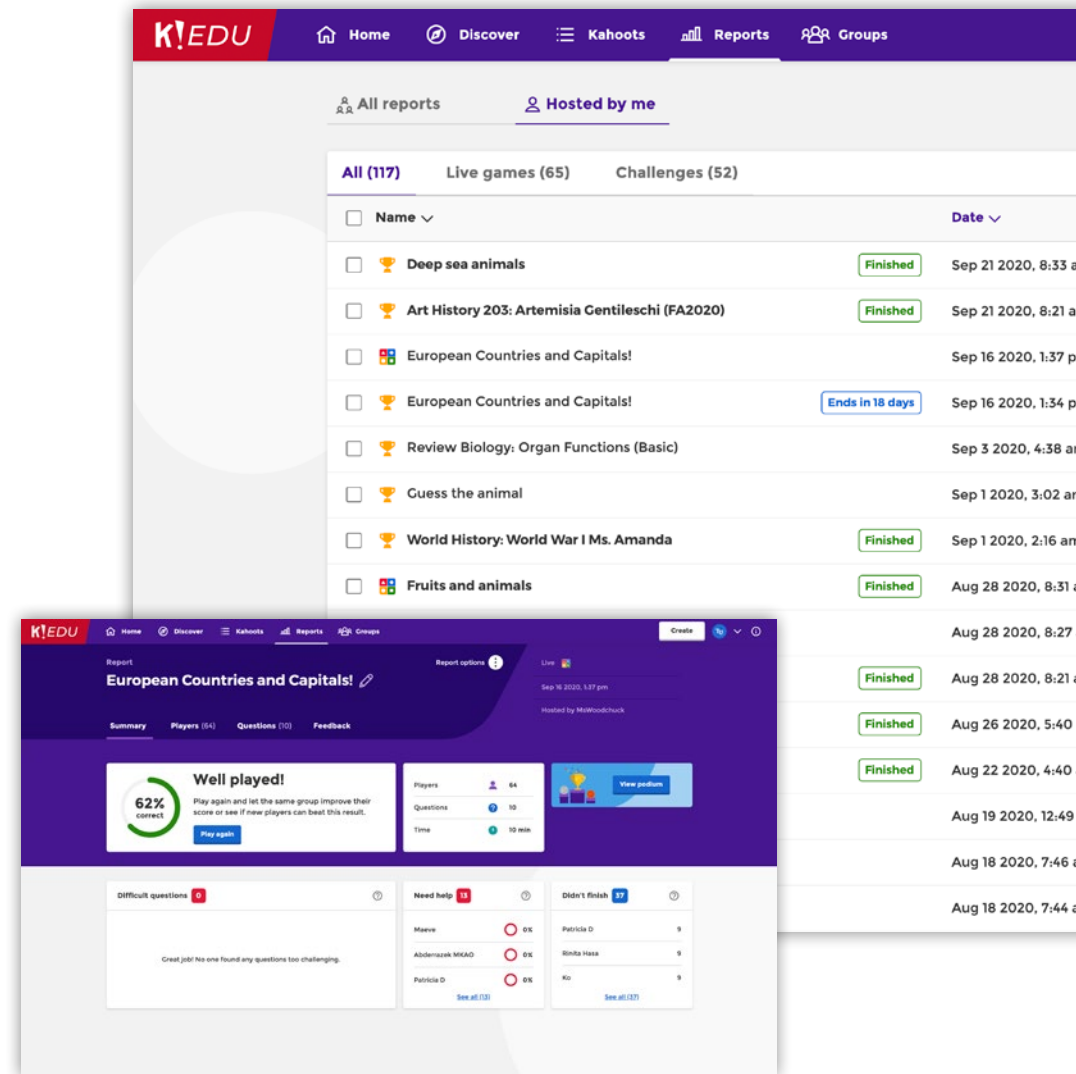
Get inspired with these success stories

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!, 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

Make learning awesome, together!

Sarah Whittaker, Senior Manager for Teaching with Technology at Higher Colleges of Technology (HCT) in the UAE, is responsible for providing faculty with professional development on how to effectively integrate educational technology in the classroom along with purchasing technological tools to implement into class. Her team successfully onboarded hundreds of teachers after they purchased a Kahoot! site license in November 2019. Learn her best tips for implementing a site license and how her team provided professional development for educators to make the most out of Kahoot!.

Read success story

Need more help?

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