



Kahoot!

Get started with Kahoot! for businesses

For admins

Get started

- Invite your team members - using universal license key [2](#)
- Invite your team members - manually [4](#)
- Manage billing and licenses [4](#)
- Manage player identifier feature and add logo [5](#)

Creating kahoots

- Playing kahoots live or as a challenge [6](#)
- Host your kahoot in a live setting [12](#)
- Send your kahoot as a challenge [13](#)
- Create a tournament [14](#)

Data and organization

- Organize your kahoots into folders [15](#)
- Access reports & insights [16](#)

Customer success stories [17](#)

Need more help? [18](#)

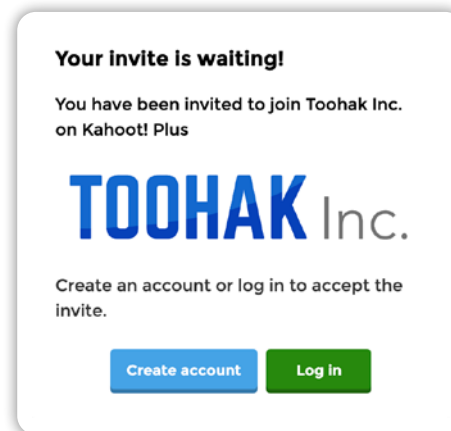
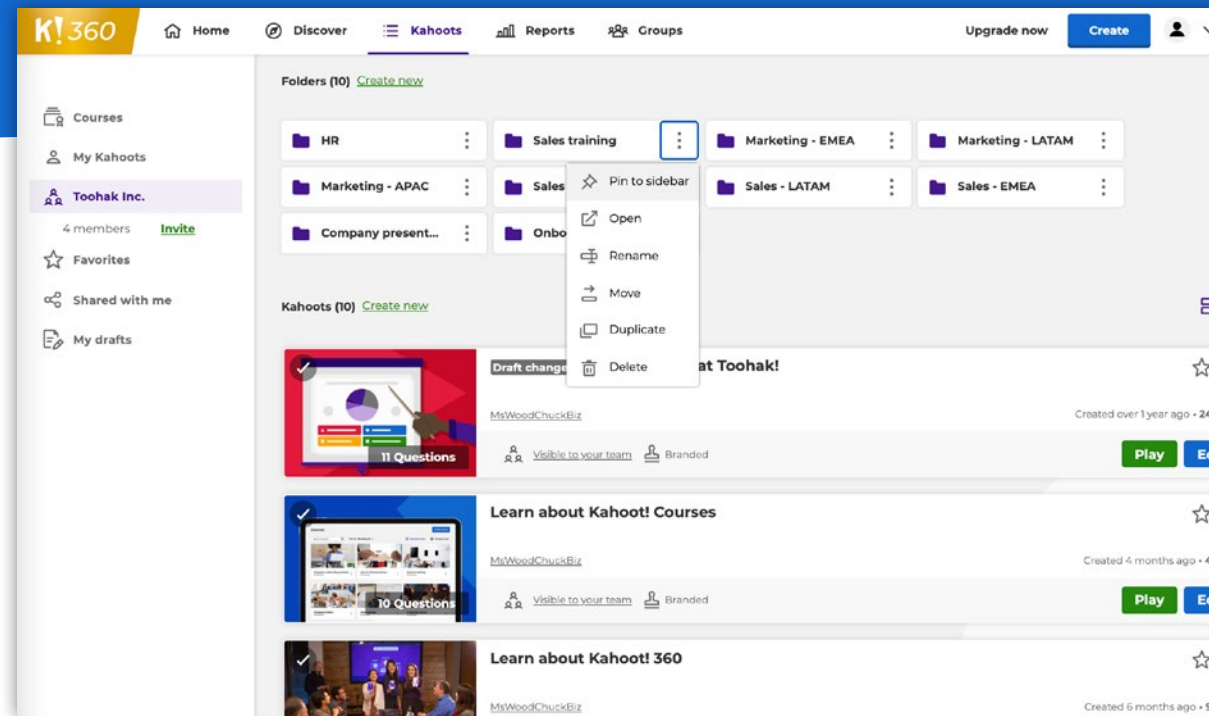
Get started

Welcome to Kahoot!

As the owner or an admin of a Kahoot! account, you have the following rights and privileges

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

When you first log in to your Kahoot! account, you'll land in your **team space**. This is your secure, safe



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** arrow 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** arrow, 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]**

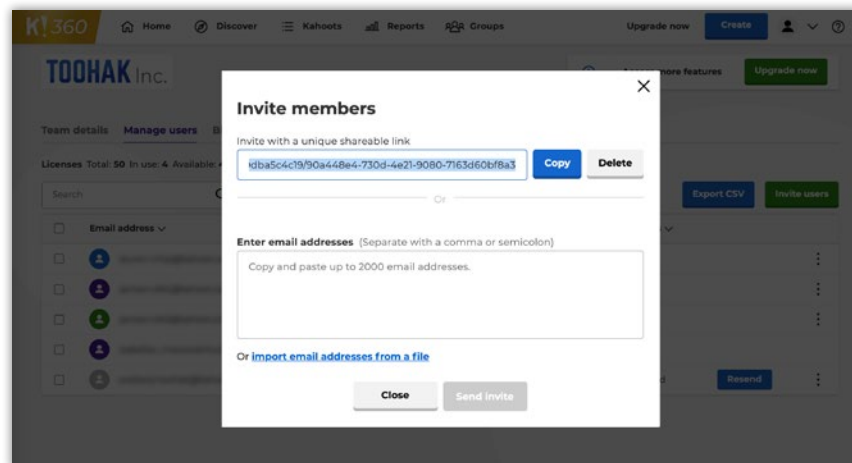
Once you login to your Kahoot! account (you'll be prompted to create a new Kahoot! account if you don't have one) you'll receive an email asking to verify your email address. Once approved, you'll then be able to access the Kahoot! team space - any Kahoot! account can join with this link.

Invite team members & manage billing

2 Invite your team members - manually

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

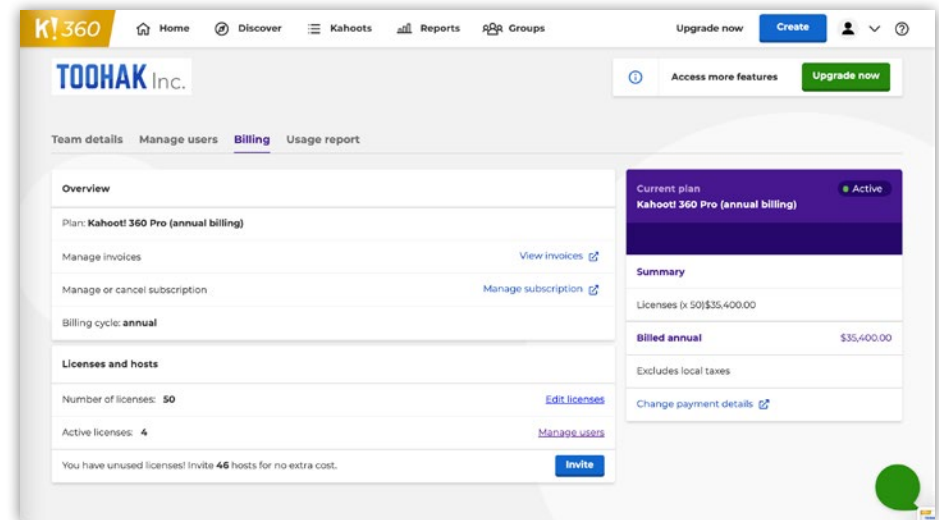
1. Click the **Settings** arrow in the top navigation bar
2. Choose **Team settings**
3. Enter the email address of the new team member, and click **Send invite**
4. The team member will receive the email invitation and will be prompted to **login to their Kahoot! account**



3 Manage billing and licenses

The **Billing** page under the **Settings** arrow 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, the account owner can navigate to **Manage users** under the **Settings** arrow. Click **Manage licenses** to adjust and confirm numbers.



Get started

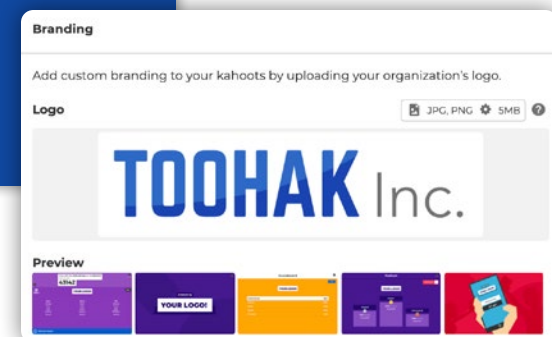
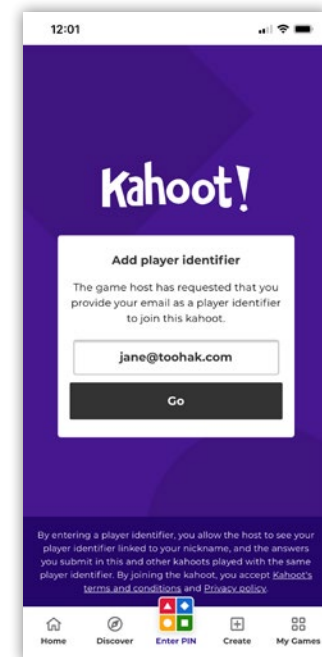
Manage player identifier feature and add logo

[← Back to table of contents](#)

4 Manage player identifier feature and add logo

Under **Team 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

[← Back to table of contents](#)

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.

Assessment question types:

- ▶ Multiple choice quiz questions
- ▶ True/false questions
- ▶ Puzzle
- ▶ Type answer

Polling and discussion question types:

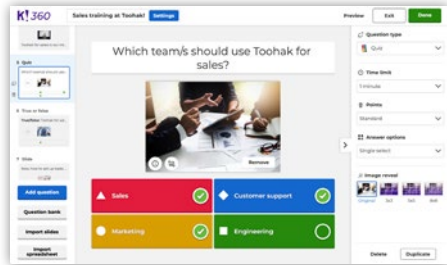
- ▶ Poll
- ▶ Word cloud
- ▶ Open-ended quiz question
- ▶ Brainstorm

Interactive presentation tools:

- ▶ Slides
- ▶ Slide importer
- ▶ Premium image library

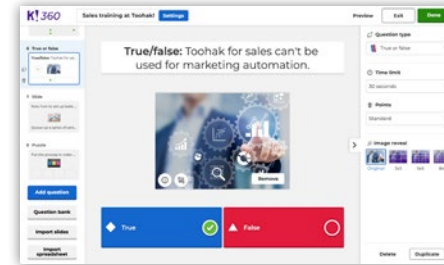
The screenshot displays the Kahoot! 360 interface for creating a quiz. On the left, there is a sidebar with a '1 Quiz' section containing a 'Type your question' input field, a '20' timer, and a trash icon. Below this are buttons for 'Add question' and 'Question bank'. At the bottom of the sidebar are buttons for 'Import slides' and 'Import spreadsheet'. The main area is titled 'Test knowledge' and is divided into three sections: 'Test knowledge', 'Collect opinions', and 'Present info'. The 'Test knowledge' section includes 'Quiz' (Give players several answer alternatives to choose from), 'True or false' (Let players decide if the statement is true or false), 'Type answer' (Ask players to type a short correct answer), and 'Puzzle' (Ask players to place answers in the correct order). The 'Collect opinions' section includes 'Poll' (Get players to choose from up to 4 opinions), 'Word cloud' (Collect short free-form poll responses), 'Open-ended' (Ask players to type a long free-form response), and 'Brainstorm' (Collect, discuss, and vote on ideas). The 'Present info' section includes 'Slide' (Give players more context or additional explanation). At the bottom of the main area, there are two buttons: 'Add answer 3 (optional)' and 'Add answer 4 (optional)'. A 'Delete' button is visible on the far right edge.

Assessment question types



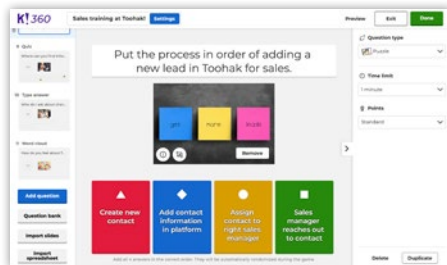
Quiz

With **quiz** questions, points are awarded for speed and accuracy. You can add up to 4 different answer options. You can also use images as answer alternatives and multi-select to raise the stakes.



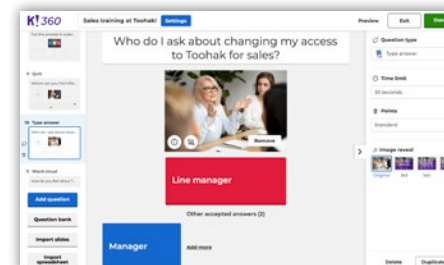
True/False

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



Puzzle

For **puzzle** questions, players put the answers into the correct order - great for deeper focus! You can use this question type to rank facts and stats or to review processes.



Type answer

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

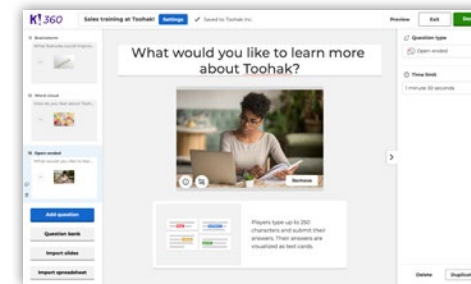
Polling and discussion question types

With **polls**, **word clouds** and **open-ended questions**, there are no right or wrong answers. Here, the players are asked to provide feedback and opinions.



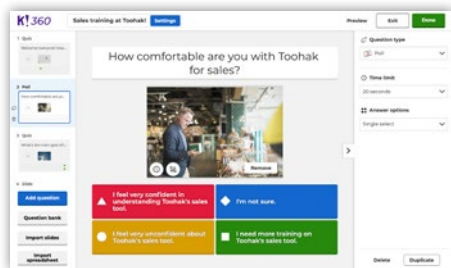
Word cloud

You can use **word clouds** to gather opinions on a specific topic, crowdsource ideas, or as an ice breaker. Players type their answer or opinion on their device and it will show on the shared screen.



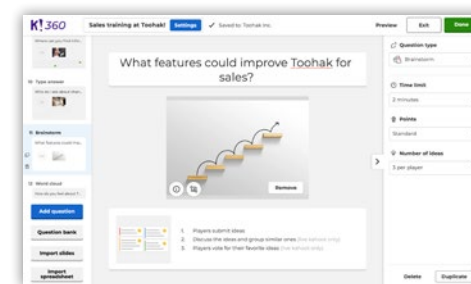
Open-ended

Open-ended questions are great for detailed feedback as participants can type a response of up to 250 characters.



Poll

Polls look similar to quiz questions, as they have 4 possible answers as well, that players can select from.

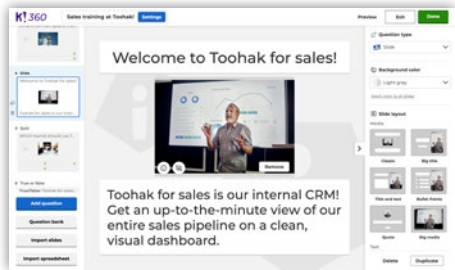


Brainstorm

With **brainstorm**, you can keep everyone engaged and energized by collecting, discussing, and voting on ideas! Spark discussions among small groups and surface great ideas during in-person and video

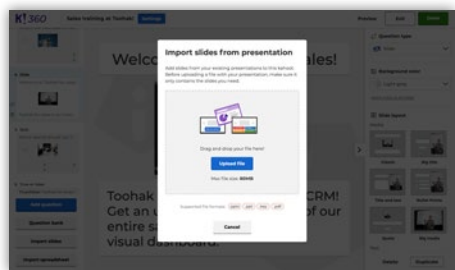
meetings, workshops, and strategy sessions. What's more, you can harness the power of large audiences by quickly crowdsourcing ideas from hundreds of participants at events. The brainstorm experience automatically adapts to the crowd size, ensuring hosts can capture large volumes of ideas while still maintaining maximum momentum during an event.

Interactive presentation tools

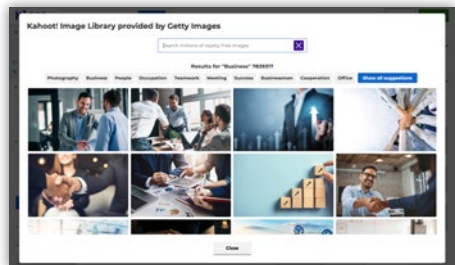


Slide

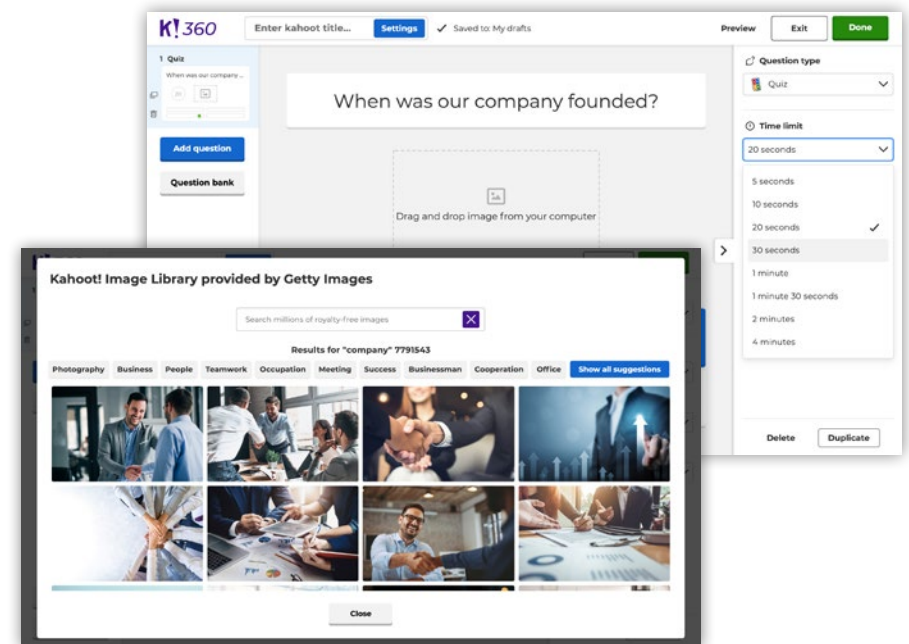
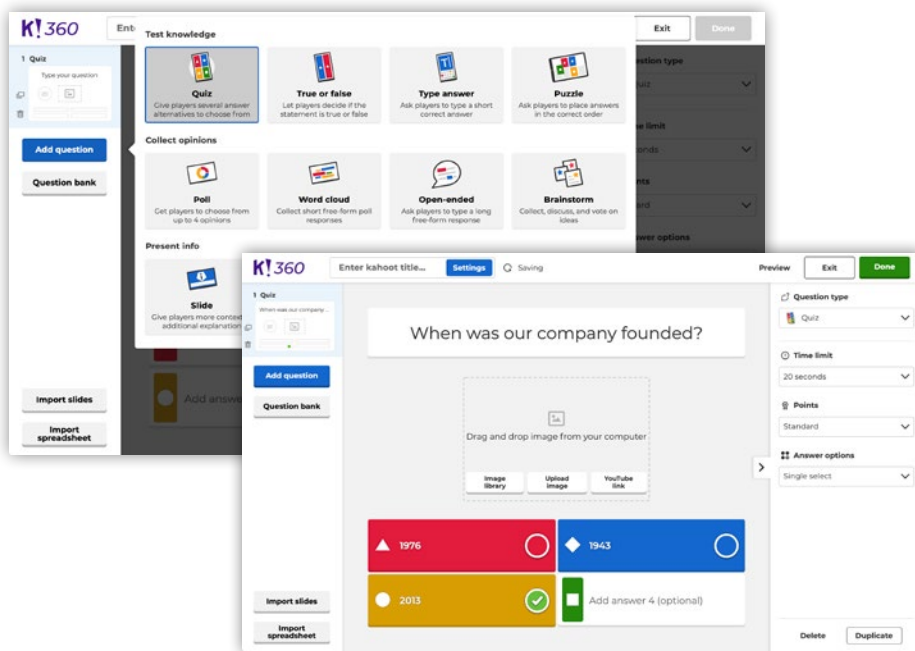
With a slide, players don't have to respond! This is a chance for you to present content, give extra information or transition into a new topic during a training session or event. Depending on your plan, you can choose from 10 slide layouts. As well as Kahoot! slides, you can create interactive presentations by importing a slide deck directly into your kahoot. The slide importer supports .ppt (PowerPoint), PDF (you can export Google Slides as PDFs), and .key (Keynote).



You can also find the perfect picture for every slide and question in a **premium image library**, which features high-quality pictures from Getty Images.



How to create in 7 simple steps



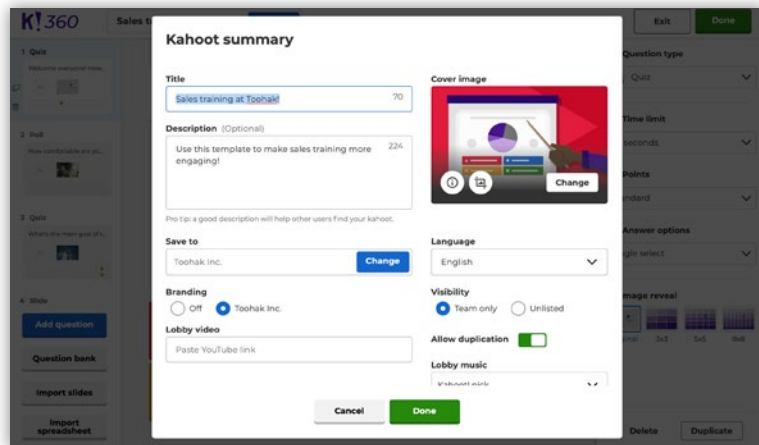
1. Click the **Create** button and choose **New kahoot**.
2. Select your **question type** and fill out the fields.
3. If adding a **quiz**, **poll**, or **puzzle** question, add answer alternatives and mark the correct answer(s) if applicable.

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.

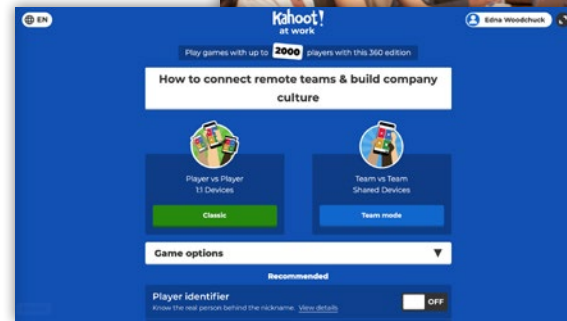
Creating kahoots

How to create

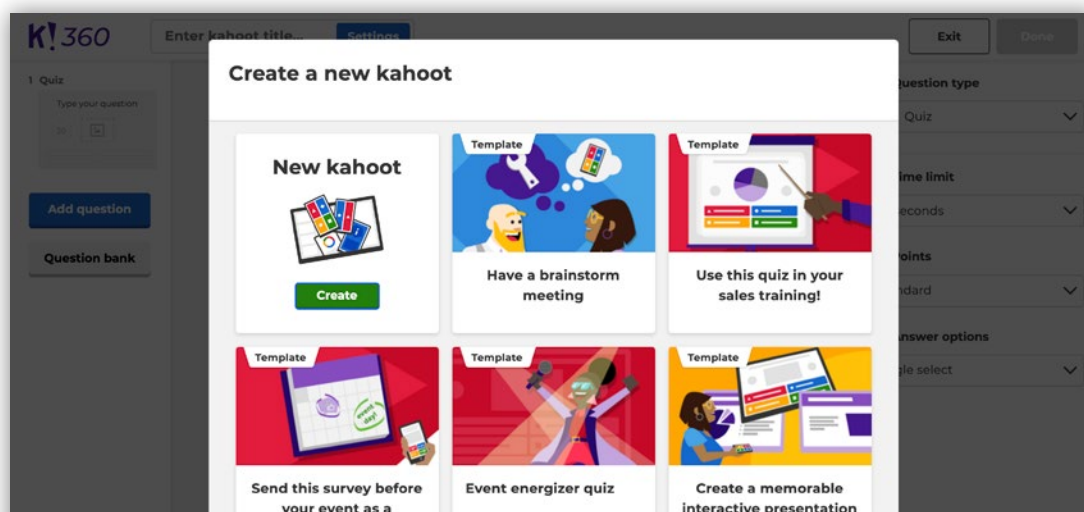
← Back to table of contents



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.



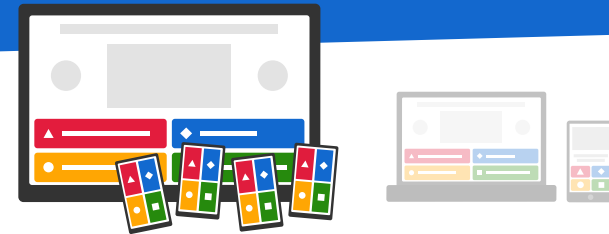
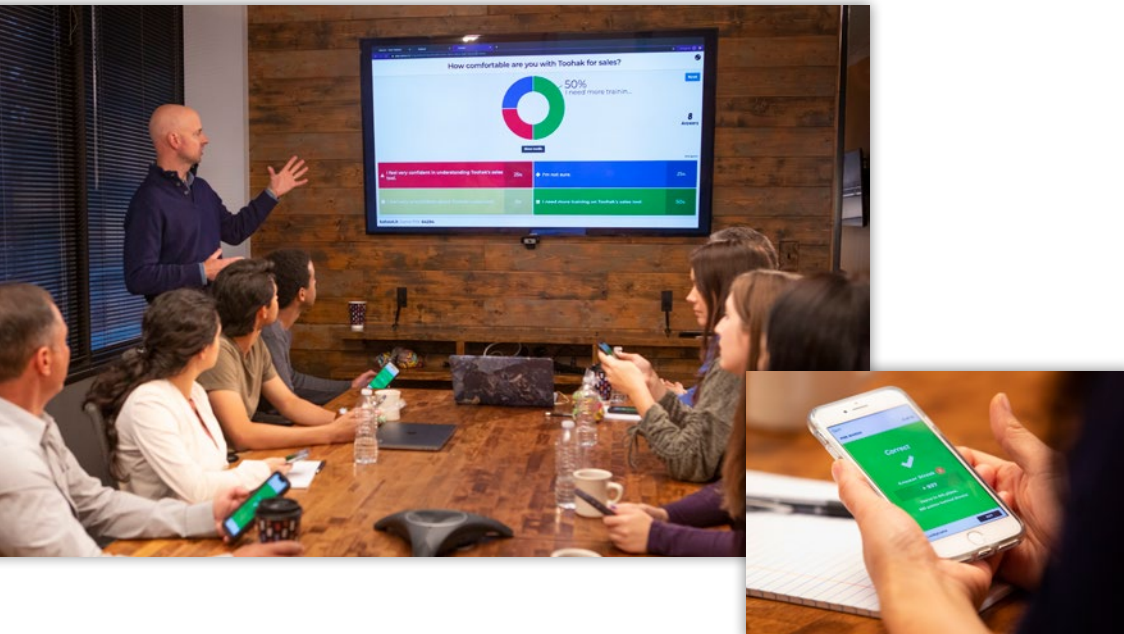
Accessing pre-designed templates

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

Host your kahoot in a live setting

You can host a kahoot live, either in-person or via video conference, or assign it as a self-paced challenge, where participants play asynchronously. With live kahoots, as a default setting, questions appear on a shared screen and participants answer on their devices. However, you can change the settings so questions appear alongside the answer alternatives on both the shared screen and the participants' devices. With self-paced challenges, questions and answers appear on participants' devices.



How to host a live game

1. Click **Play** and choose **Present** followed by **Classic**.
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!

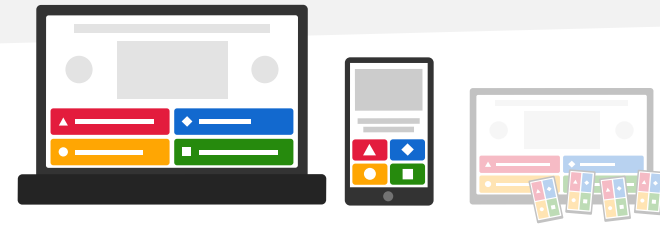
The number of players you can have in a kahoot game depends on your Kahoot! for business subscription.

Hosting a kahoot at a large event?

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

Playing kahoots

Send a challenge



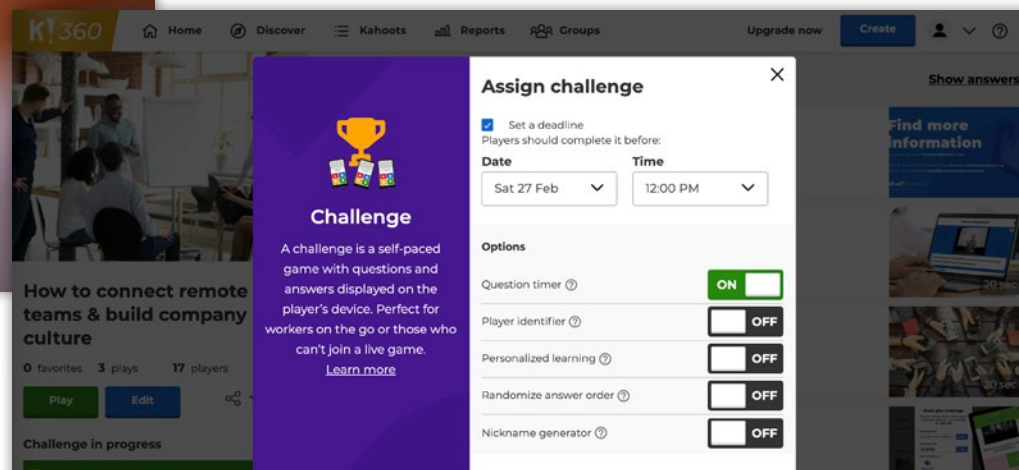
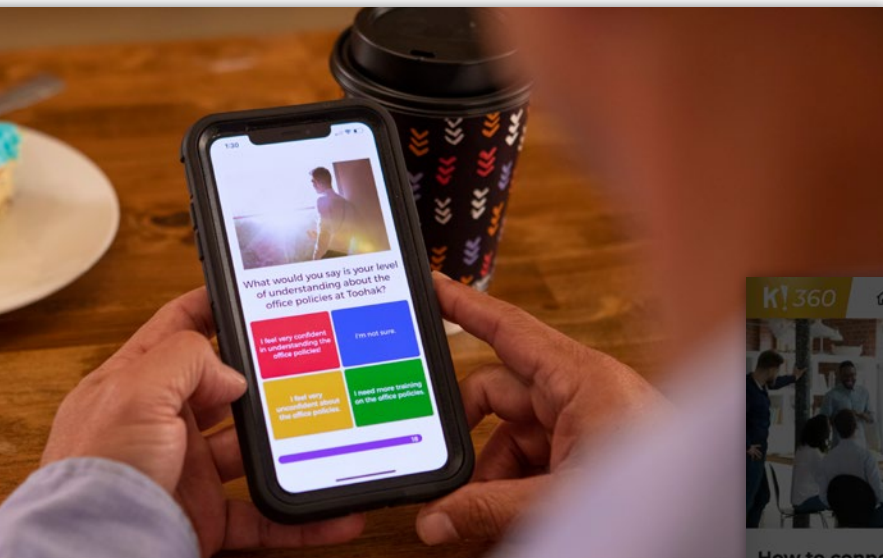
Send your kahoot as a challenge

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.

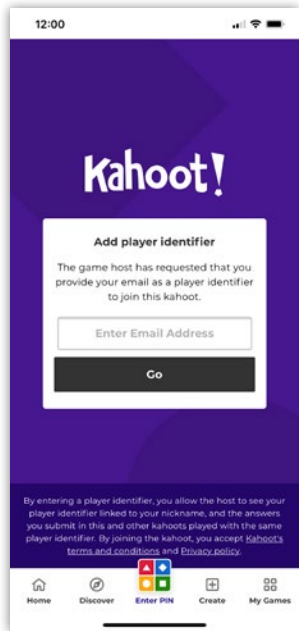
How to send a challenge

1. Open a kahoot, click the **Play** button followed by **Assign**.
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 or assign it to learners via email.
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



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!

Player identifier

Enabling the player identifier feature makes it the default setting for all kahoots. However, hosts can turn off this feature. The player identifier feature lets hosts track players' progress across a series of kahoots by matching their scores to email addresses, names, or other parameters.

Enable player identifier

Identify players by

Email address Other



Data and organization

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
- ▶ 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**.

The screenshot displays the Kahoots dashboard for a user named 'Toohak Inc.'. The top navigation bar includes 'Home', 'Discover', 'Kahoots', 'Reports', and 'Groups'. The main content area is titled 'Folders (10) Create new' and shows a grid of folders: HR, Sales training, Marketing - EMEA, Marketing - LATAM, Marketing - APAC, Sales, Sales - LATAM, Sales - EMEA, Company present..., and Onbo. A dropdown menu is open over the 'Sales training' folder, listing actions: Pin to sidebar, Open, Rename, Move, Duplicate, and Delete. Below the folders, there is a section for 'Kahoots (10) Create new' with a preview of a kahoot titled 'Draft change at Toohak!' by 'MsWoodChuckBiz', featuring a pie chart and '11 Questions'. The kahoot is set to 'Visible to your team' and is 'Branded'. It was created over 1 year ago and has 24 plays. 'Play' and 'Edit' buttons are visible at the bottom right of the preview.

Data and organization

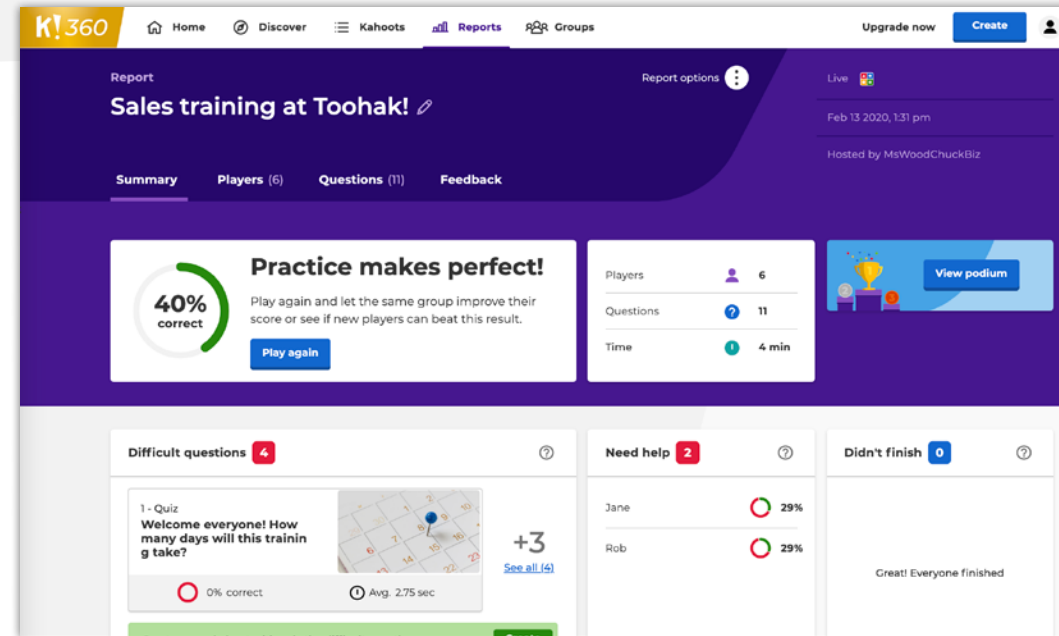
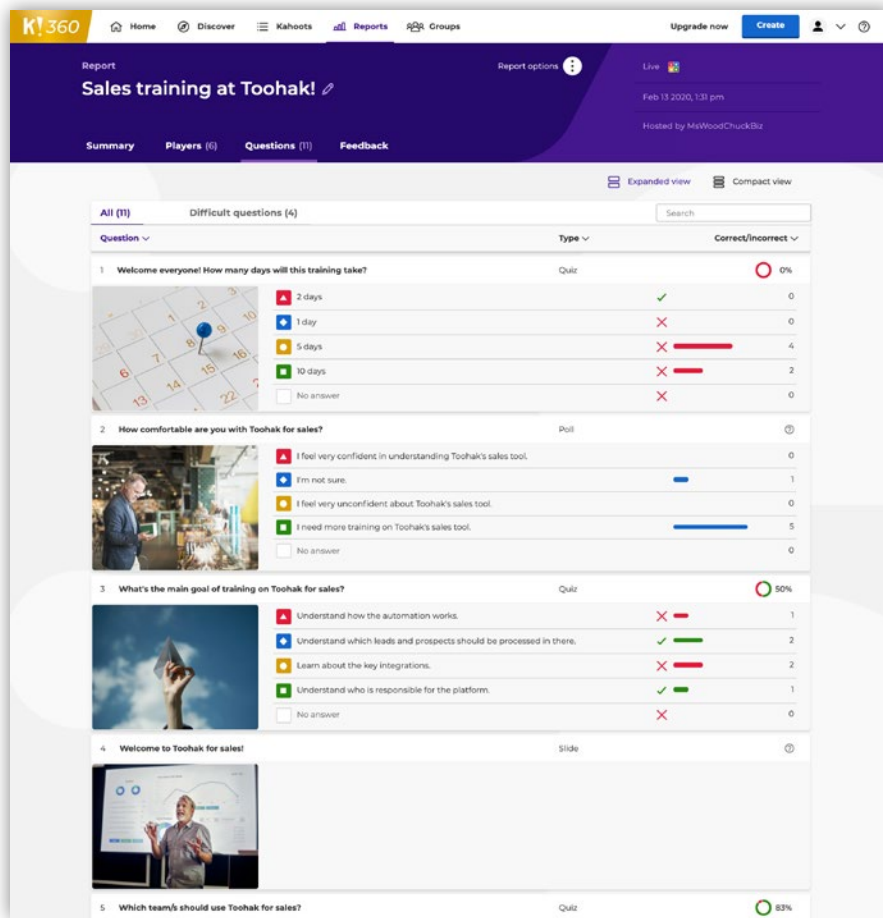
Access reports & insights

[← Back to table of contents](#)

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 are 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

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



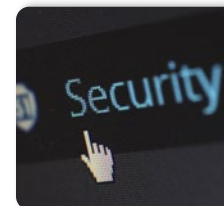
Scotiabank
Product training
Banking



2Park Technologies
Sales pitches and internal
strategy sessions
Technology



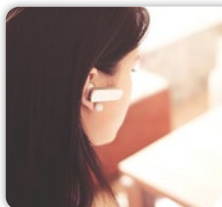
Nasdaq
Virtual internal events
Finance



Adjust
Onboarding
Technology



Getty Images
Meetings & presentations
Media



Intelcia
Customer support training
Business services



Tech Data
Sales training
Technology



Hologic
Product training &
internal conferences
Medical tech



Kärcher
Virtual training
Manufacturing



Oyo Rooms
Onboarding training
Hospitality

Need more help?

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