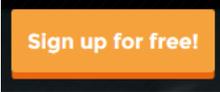# Kahoot instructional guide
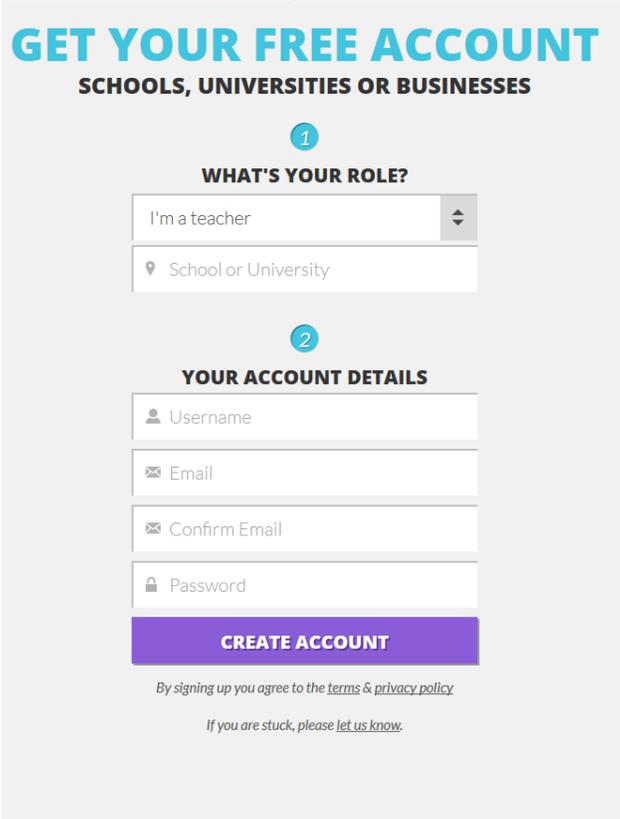
This is a short manual which describes step by step how to set up a Kahoot account in order to create your own quiz.

Step One – Make an account

1. Go to https://getkahoot.com/ and click on the **Sign up for free!** button.

On the next screen you will be asked to choose your role and fill in your account details.

2. Fill in the account details to set up a personal account.

3. In future events use the **sign in** button to log in.

Step Two – Create a new Quiz

After logging in on your account, you will be redirected to a new screen. On this new screen is the following image:

In order to create a new quiz to poll your audience, take the following steps:

1. Click on Quiz
2. Name the Quiz

Make a Question for the Quiz

After the quiz is created and named, questions and answers have to be added. Create/add a question with the following steps:

1. Type the question you wish to have answered at the upper part of the screen (the box to the right of **'Question 1'**).
2. (Optional) By dragging an image in the middle of the screen you can give a visual reinforcement that is complementary to the question asked. Same can be done with a video.
3. Fill in the four possible answers below
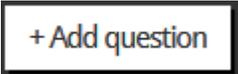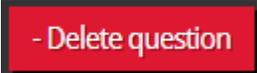4. Choose the correct answer(s) by clicking on and turning it into .

Add, duplicate or delete a question

Once you have made a question for your quiz you can opt to add more questions or duplicate the same one or delete a question from the quiz.

1. Click on **+ Add question** to add a question to the quiz. **Note: You are only allowed to add a new question if the current question is filled and there are at least two answers (with one of them being correct).**

2. Click on **+ Duplicate** to duplicate the question page.

3. Click on **- Delete question** if the question created has to be deleted from the quiz.

Finalize a quiz

1. Click **Save & continue →** once all questions and answers have been filled in and included on the quiz.

2. (Optional) In the next screen there is a possibility to re-order the questions.

3. Choose a **language type** (default English).

4. Choose the **privacy setting** (Private being only for those who have access to a generated code).

5. Choose the **primary audience**

6. Add a **description**

7. (Optional) add **Tags**

8. Choose the **difficulty level** (Beginner, Intermediate, Advanced).

9. At the final screen before the finalization there is the chance to give the quiz a cover image.

Step Three – Run the Quiz

Once the quiz is constructed, presenters can choose to start the quiz (**Play now**) or preview/edit it first.

1. Click on '**Play now'.**
2. Choose **Classic** if you prefer the students to combat against one another.
3. Choose **Team Mode** if students have to answer the questions in teams.
4. **(Optional) Game Options** give the option to:

   - Randomize order of questions.
   - Randomize order answers.
   - Display Game PIN throughout.
   - Show minimized intro instructions.
   - Automatically move through questions.
   - Require players to re-join after each kahoot.

5. Click on **start** to run the quiz.

During and after the Quiz

1. A **game PIN** is generated randomly and students are asked to go to the site: kahoot.it.
2. Once students enter the game PIN they join the quiz.
3. When enough participants entered the game, the presenter can press the start button at the middle right of the screen to begin the quiz.
4. After each student answers the question, the teacher can continue the quiz by pressing on **Next**.
5. Finally, at the end of the quiz students are prompted to give **feedback** on the quiz.

After the quiz is over, the results are show immediately for the presenter. We hope that this short manual provides enough clarity on how to create quizzes with Kahoot. If you are a teacher at RSM and still have any questions, feel free to send a mail at e-learning@rsm.nl .