**How to Set Up a Kahoot Account**

1. Go to Google and type in the following: [www.kahoot.com](http://www.kahoot.com)
2. In the right-hand corner click on the words “Log in”
3. Look at the bottom of the log in box and you’ll see the following message: **Don't have an account?** [**Sign up**](https://create.kahoot.it/auth/register)
4. Click on the words “Sign up”
5. Next choose your account type by clicking on the red box titled “Teacher”
6. The next page will ask you to describe your workplace. Click on the box that says “School”
7. You will now come to the page titled “Create your account”
8. Enter your email (use your personal email) and password and then click on the “Sign Up” button
9. Your account is now set up

**How to Create a Kahoot Game**

1. First log into your account
2. Click on the blue box in the right-hand corner that says “Create”
3. When the “Create a Kahoot” box pops up, select the New Kahoot icon in the left-hand corner
4. Click in the box at the top that says “Click to Start Typing Your Question” and type your question
5. The “Add Answer” boxes are where you’ll enter your answers (you need to fill in at least 2 answers to move on)
	1. Tip: It generally works best to enter 4 total answers, 1 of which is correct
	2. Tip: If you have 2 correct answers, you can enter them both in separate boxes and see step #6.
6. As you are entering answers, you’ll notice a circle pop up to the right of the box, this is where you’ll check the CORRECT answer only (if you have more than 1 correct answer, check them both)
7. Off to the right of the page you’ll see options you can adjust for the Kahoot:
	1. Question Type: Quiz and True/False are the only two options you can select for the free membership
	2. Time Limit: You can adjust the time limit students have to answer each question
	3. Points: You can adjust the points students earn for each question
	4. Answer Options: Single-select is the only available option to the free membership
8. When you are done with your question, click the blue box to the left of the screen that says “Add Question”
	1. The option will pop up right away to select “Quiz” or “True/False”, select your choice and repeat the steps for the previous question
9. When you are finished creating your Kahoot, click on the blue box at the top of the page that says “Done”
	1. Note: Every question has to have at least 2 answers entered and a correct answer check marked in order to complete the Kahoot. A box may pop up that says “This Kahoot Cannot be Played” and it will list questions and issues below for you to look over.
10. If all is okay a box will pop up saying “Add the Finishing Touches” and you’ll need to give your Kahoot a title (the description is optional)
11. Click on the Futura Vimeo link below for step-by-step directions to play your Kahoot
	1. [Kahoot Tutorial](https://vimeo.com/508572789)
12. Have fun!!