**How to manage/share Kahoots with Team Members**

Your new Kahoots or already existing Kahoots (from an earlier free account) will NOT be visible to anyone in your team unless you move your Kahoots to the shared McGill space. **If you would like to collaborate on a Kahoot** or just make it visible to other McGill instructors in your team so that they can share your Kahoots with their students:

1. Go to Kahoots tab
2. Select “My Kahoots” on the left-hand side
3. Click on the vertical ellipsis   to see options
4. Select “Move”
5. Click on the back arrow button and navigate to “McGill University” shared space.
6. Select Move here

At this point, your Kahoot will be visible to anyone in your team. **If you do not want the Kahoot to be editable by others**, you can follow the following steps:

1. Go to Kahoots tab
2. Select “McGill University” (shared space) on the left-hand side
3. Click on the vertical ellipsis   to see options
4. Select “Lock/Unlock”