

## How-To Create/Add Workspaces within Kahootz

Software Support - 2023-12-05 - Workspaces

There are 2 ways of creating a workspace, depending on whether you're a site owner or a standard user, (if you've been given the permissions to do so.)

### Site Owners

To create a new workspace as a site owner:

1. Click "**Account**" and then "**Site Admin**"
2. From the left-hand menu, select "**New Workspace**" at the bottom.
3. Give your workspace a "**Name**" "**Description**" (optional) and a "**Short Name.**"
4. Select a "[Workspace Template](#)" or "**None - create an empty workspace**" if you want to start from scratch.
5. Set your "**Workspace Permissions.**"
6. Click "**Create.**"

**Kahootz Tip:** Read this [KB article](#) if you're unsure whether to set your workspace privacy to "**Open**" "**Restricted**" "**Private**" "**Confidential**" or "**Custom**"

### Users with permissions (site owners can also do it this way)

To create a new workspace as a user with the relevant permissions:

1. Click "**My Workspaces**" from the top left drop-down menu
2. Select "**New Workspace**" from the bottom.
3. Give your workspace a "**Name**" "**Description**" (optional) and a "**Short Name.**"
4. Select a "[Workspace Template](#)" or "**None - create an empty workspace**" if you want to start from scratch.
5. Set your "**Workspace Permissions.**"
6. Click "**Create.**"

**Note:** Only selected users in Kahootz can create workspaces. If you don't have the "**New Workspace**" link under "**My Workspaces**" please [contact](#)

[your site owner](#) as they'll be able to provide those permissions.

## How Site Owners can assign "Create Workspaces" permissions

To give another user "Create Workspaces" permissions:

1. Click "**Account**" and then "**Site Admin.**"
2. From the list, select "**Users.**"
3. Search for the user and click "**Edit**" next to their name.
4. Put a tick in the checkbox for "**Create Workspaces**"
5. Click "**Save.**"

The user will now need to log out and back into Kahootz for the changes to take effect, once they've done that follow the steps above.

### Related Content

- [How-To Add a Workspace Profile Icon](#)
- [Getting started - Creating your workspace](#)
- [Notification when people join or leave my Kahootz Workspace](#)