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Adding content to your workspace

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Kahootz allows you to create a variety of different items within your workspace to organise and present information.

To create items, you go to a folder in your workspace and click "Create a new item" from the Actions menu at the bottom of the page.

That link is only visible if you have permission to create items.

The table below lists all the different item types and explains each one.

Folders allow you to organise and structure the information in your workspace. For more Folder

information, see Folders.

A document is a file, i.e. Word, PDF or an Excel spreadsheet. For more information, see **Document**

What are documents?

You can use a survey to ask the workspace members specific questions. As people respond, Survey

the results are automatically gathered and displayed. For more information, see How do I

create a survey?

You can choose the fields and data types, and add, sort and search the entries to store user-**Database**

defined structured information. For more information, see **Getting Started with Databases**.

You can add events that have agendas, outcome and actions viewable by month, week and Calendar

list views. For more information, see Creating a calendar.

A forum is a collection of related discussions. For more information, see Introduction to **Forum**

Forums.

Task List A collection of related tasks. For more information, see <u>Tasks</u>.

You can use this to store photographs or images for stock items, marketing, pictures of

Picture Album products, screenshots, or even photos of your last staff party. For more information, see

Picture Albums.

Structured A structured document allows members to prepare, create and review collaboratively. For

Document more information, see What are Structured Documents?

Blog A blog is a series of dated articles on a topic. For more information, see Create a blog.

Allows you to create a formatted text page, including images and links to workspace items

and external websites. You can enter any information you like and format it with lists, tables

and pictures. For more information, see our Web page.

A web link is a shortcut to a website or an individual item in the workspace. Kahootz Weh I ink

automatically creates a thumbnail of the page. For more information, see Web Links.

Kahootz Tip: Every time you create a new item you can choose the permissions, who can see it and who can edit it.

Related Content

Web Page

- How-To Create Teams & Why
- Getting started Creating your workspace
- Getting started with forums
- Creating a task list
- Getting started with picture albums
- Getting started with blogs