Dashboard Item: Calendar

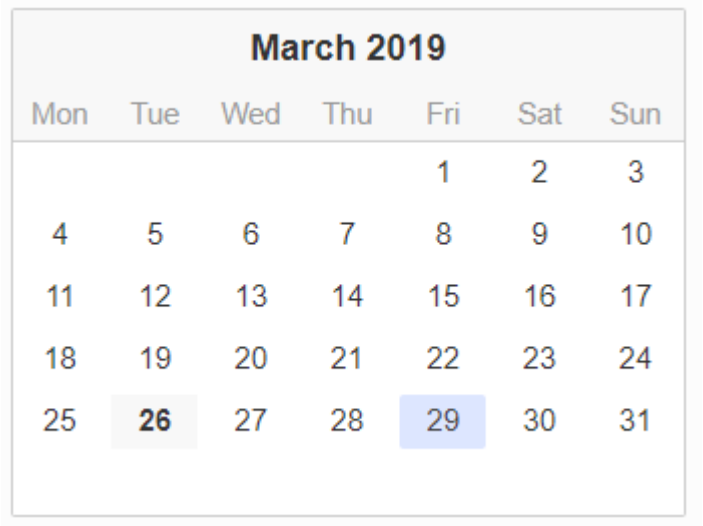
Chris Holt - 2019-04-08 - Dashboards

In Kahootz, you can display calendars to get a quick overview of the events you've been invited too on a personal (user dashboard,) and workspace/folder level.

To apply a **'Calendar'** onto your dashboard:

1. Open the dashboard.
2. Click the **'Configure'** cogwheel icon in the top-right corner.
3. Click **'Add Item'** and select **'Calendar'** from the drop-down menu.
4. Provide a **'Title/Name'** if required.
5. Define how many '**Months**' you wish to display (1-12) from the drop-down menu.
6. Choose to show an '**Individual Calendar**' or '**All Calendars**' from the drop-down menu.
7. Define a '**Background**' colour.
8. Minimise the pop-up **'Edit Panel'** window.
9. Drag & drop to your preferred location, (optional.)
10. Click **'Save'**.

    Kahootz Tip: The size/layout of the calendar can vary depending on your dashboard layout. Please refer to this KB article for more details.



Today's date will 'bold' the number as shown above - 26.

All events will have a highlighted 'blue" background - 29 in this example.

Related Content

- Dashboard Builder FAQs
- Dashboard Items List (Full details for each Item/Feature)
- How-To use the Dashboard Builder
- Adding events
- Getting started with calendars