How-To Add and Enable Dashboard Applets

Kahootz Support - 2026-03-23 - Dashboards

Enabling Applet Creation for Workspace Managers in Kahootz

Overview

Kahootz allows organisations to embed custom applets (HTML/JavaScript widgets) into workspace dashboards. By default, the ability to add applets is restricted to site administrators/owners.
However, the permission can be changed at the site level to include **Workspace Managers**. This change applies globally to all workspaces & users with the Workspace Manager role.

Permission Settings

| Permission Level | Who can add applets | |----------|----------| | All users | Every user on the site | | Workspace Managers | Users assigned the Workspace Manager role in any workspace | | Site Administrators/Owners | Only site admins/owners |

> **Note:** The setting is site-wide; it cannot be configured for individual users or specific workspaces.

How to Enable Applet Creation for Workspace Managers

1. **Contact Kahootz Support** – Request that the site-level setting be changed so that *Workspace Managers* can add applets.

2. **Confirmation** – Support will confirm the change has been applied. Once updated, every Workspace Manager across all workspaces will have the ability to add applets.

Adding an Applet to a Workspace Dashboard (Step-by-Step Guide)

1. **Open the desired workspace** where the applet should appear.

2. In the **Dashboard Builder**, click the **"+"** icon located in the top-right corner.

3. From the list of item types, select **Applet** (or the applet dashboard item) under the *Integration* section.

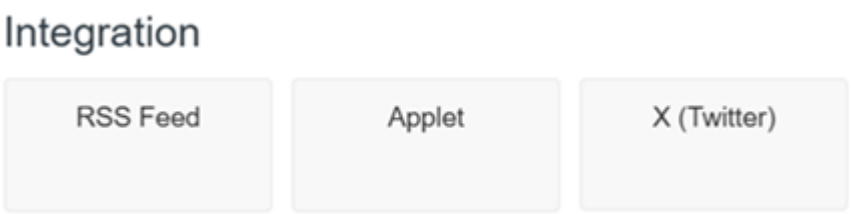
4. In the applet editor, paste the third-party HTML/JavaScript code you wish to embed (e.g., ticker, countdown timer, clock, Twitter feed, LinkedIn post, etc.).

5. Adjust any options or settings for the embedded code as needed.

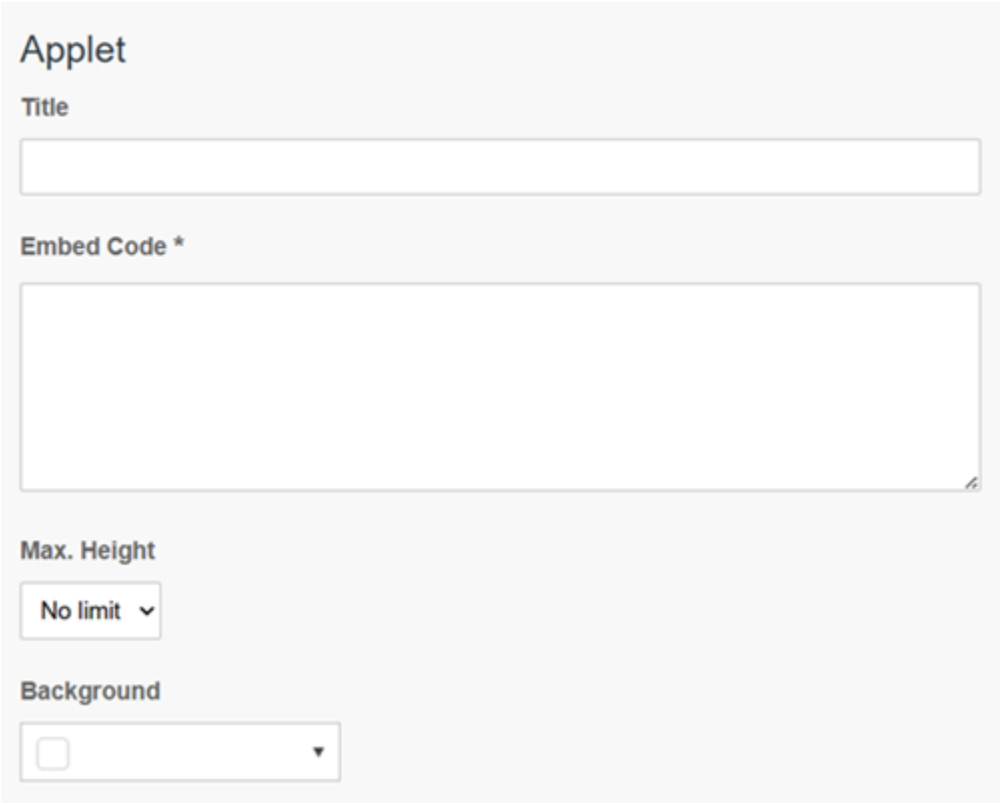
6. Scroll to the bottom of the editor and click **Save** to add the applet to the dashboard.

Visual Guide

- **Step 2 – Adding a new item**:



- **Step 4 – Applet editor**:



Important Considerations

- The permission change is **global**; all Workspace Managers will gain the same capability.
- Ensure that any third-party code embedded via applets complies with your organisation’s security and data-privacy policies.
- If you need to revert the permission or restrict it further, contact support again to modify the site-level setting.

Need Further Assistance?

If you encounter any issues or have questions about applet functionality, reach out to Kahootz Support through the standard support channels.
Provide a clear request indicating that you want the *Workspace Manager* permission enabled for applet creation.

This article is intended for administrators and managers using Kahootz to customise workspace dashboards. It reflects the current configuration process as of March 2026.