How-To Create/Add Workspaces within Kahootz

Graham Smith - 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 owneras 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