

Knowledgebase > Functions of Kahootz > Workspaces > How-To Create/Add Workspaces within Kahootz

# **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
- 5. Set your "Workspace Permissions."
- 6. Click "Create."

**Kahootz Tip:** Read this <u>KB article</u> 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."
- 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 <u>contact your site owner</u> 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