How-To Create Teams & Why

Kahootz Support - 2020-02-24 - How-To

What are Teams?

Basic permissions in Kahootz workspaces split people into two simple groups - members and managers. In most workspaces, that is all you need - a simple approach that is easy to manage.

However, if you need more stringent access controls, you can divide members into teams and apply permissions to certain groups of users.

Key points to remember:

- Only workspace managers can create teams and put members into teams.
- Teams are specific to each workspace.
- Members can be in as many teams as they need to be.
- Teams can contain as many members as you want.
- There is a limit of 100 teams per workspace.

> **Kahootz Tips:** Remember, teams *give* permissions to people, they don't take them away. Also, if a member is in two teams and one of those teams has permissions and the other team does not, the member will have that permission.

Why use teams?

Using teams allows you to maintain access-control permissions when membership of your workspace changes - you just update the members in those specific teams.

For example, if a new member joins the workspace and needs "Project Office" access, you just need to add them to the "Project Office" team and they will automatically get access to all items available to the "Project Office" team.

Teams can also be used to represent an individual role, by adding one user to a team. This means the role (and all of the associated access controls) can be assigned to a different member simply by changing the member in the team.

How to create teams

1. Click on the **"Manage Workspace"** cogwheel icon in the top right-hand corner.
2. Click **"Members. "**
3. Under the Actions Menu, click **"Manage Teams."**
4. Click **"Create a New Team."**
5. Provide a name.
6. Click **"Save."**
7. Click **"Put your Existing Members into Teams."**
8. Add your members.
9. Click **"Save."**

How to add users to a team

1. Click on the **"Manage Workspace"** cogwheel icon in the top right-hand corner.
2. Click **"Members."**
3. Under the Actions Menu, click **"Manage Teams."**
4. Select which team you would like to add your member(s) to by clicking on the relevant **"Manage Members"** icon.
5. Alternatively, click **"Put your Existing Members into Teams"** for current users.
6. Select which member(s) you would like to add to your team.
7. Click **"Save."**

Alternatively, if you have a long list of users**:**

Click on **"Manage Workspace"** > **"Members"** > and select "**Permissions"** from the **"Show"** drop-down.

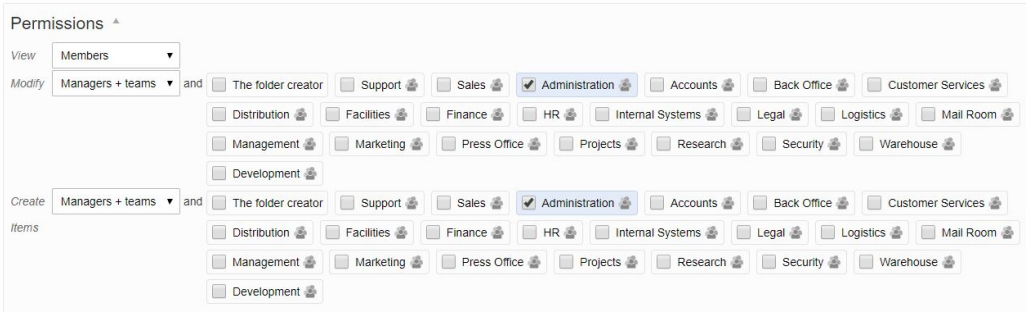
> **Kahootz Tip:** You can also put new users into teams when you invite them to a workspace.

Setting permissions for each folder/item

You'll now need to assign your teams to the relevant folders or content in your Kahootz workspace.

To set permissions on an item, (using folders as an example):

1. Click on a folder/item.
2. Scroll to the bottom and select **"Modify Folder Properties & Permissions"** under the **"Actions"** menu.
3. Expand the **"Permissions"** tab.
4. The defaults for **"View" "Modify"** and **"Create Items"** permissions are set to members. To assign teams to these permissions, change the drop-downs for **"Modify"** and/or **"Create Items"** and then tick the checkboxes for the relevant team(s).



5. Click **"Save."**

> **Kahootz Tip:** If you have multiple folders within a folder, to save time, you can copy the permissions to all of them by selecting **"Copy these permissions to everything beneath this folder as well."**

We recommend testing the settings by asking 2 users to try and gain access to the area - one who has got the permissions and one who hasn't. If you have any issues, please contact the Kahootz support team.

Related Content

- How-To Invite Users (Site Owner, Manager & Member)
- Folders (Display & Sorting + Permissions)
- Setting permissions
- Adding content to your workspace