How-To use the Dashboard Builder

Kahootz Support - 2022-08-09 - How-To

The interactive dashboard builder in Kahootz allows you to quickly build dynamic and eye-catching pages within your online workspaces.

You can display buttons, images, carousels and more using the many column patterns available, to further engage users within your workspace.

The builder can be used across the 3 types of dashboards within Kahootz. Each one can be configured differently:

1. My 'dashboard' which is also known as the user dashboard.
2. Workspace 'dashboard' which is customised by the workspace managers.
3. Folder 'dashboard' which can be customised by anyone who has editing permissions.

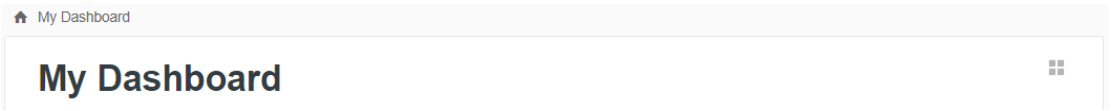
This KB article will explain how to add and arrange items so you can make your dashboards more appealing.

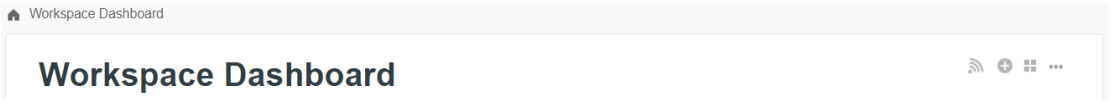
You can also watch our webinar video on introducing the Kahoot'z interactive dashboard builder, shown below.

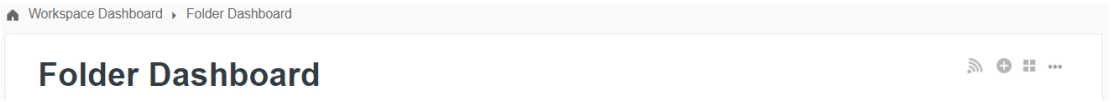
> **Kahootz Tip:** This new feature will not impact your current 'dashboard' layout if you've already configured one.

How-To Customise your Dashboard

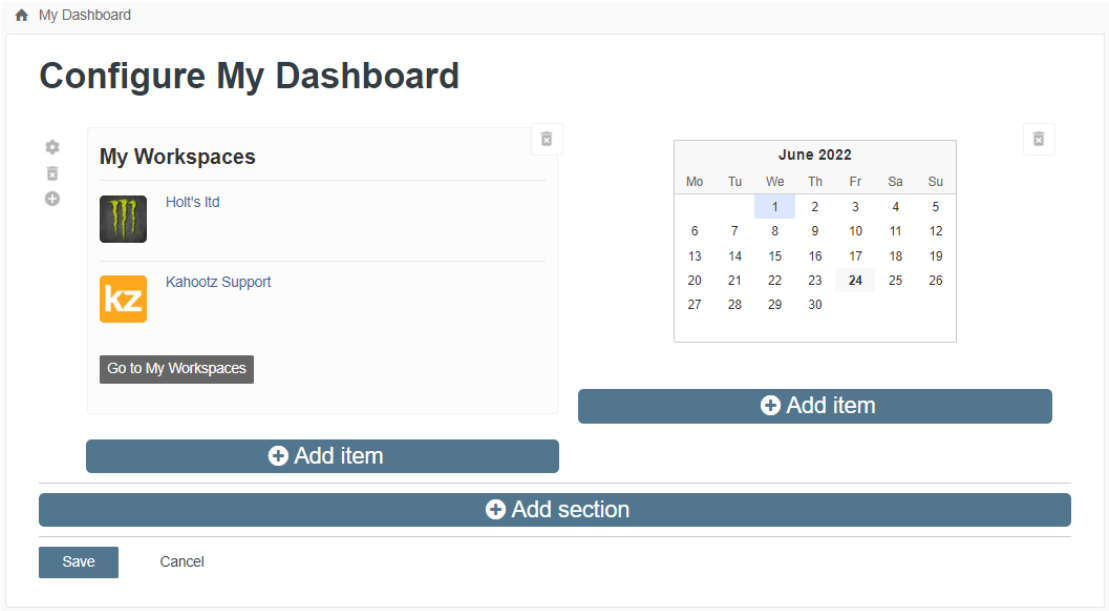
1. Open the 'dashboard' you wish to customise by clicking the **'Configure my Dashboard'** 4 window icon on the top-right.







Once you've clicked this, the new builder will now be displayed.

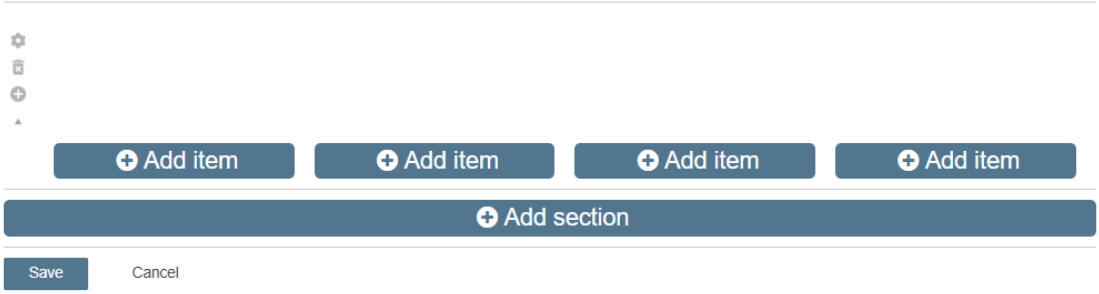


You can now apply one of the many column layouts. For example, you could have 2 columns followed by 4 underneath.

2. To do this, click **'add section'** and then select an option from the drop-down menu which you can see below.



In this example, I'll select '4' columns:



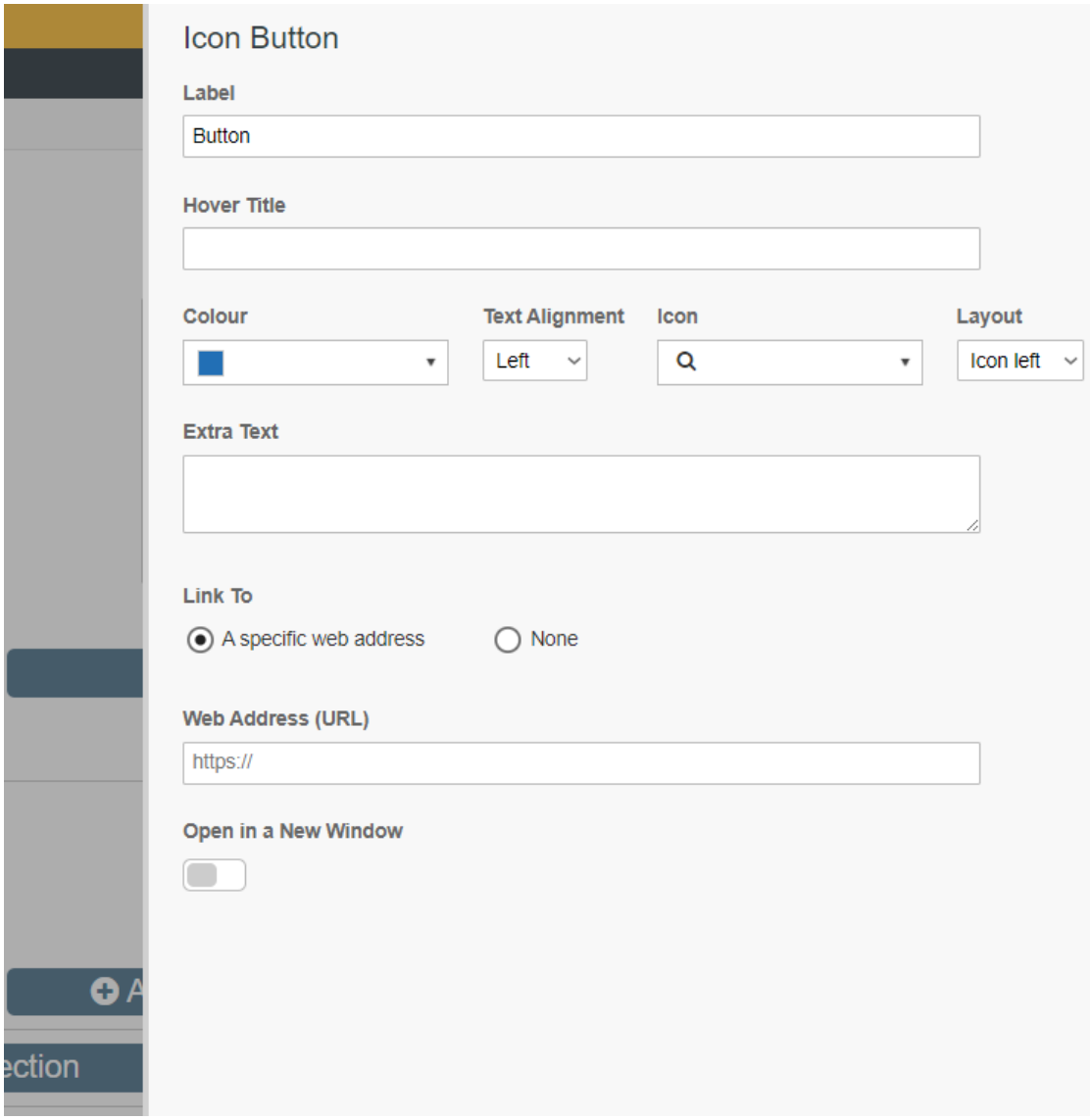
3. Now click **'Add item'** and choose the item you want to add from the drop-down menu.

> **Kahootz Tip:** Depending on which dashboard you're configuring, there are a few extra items you can add to the 'my dashboard' area.
>
> To review all available items that can be added to each dashboard, please refer to this KB

article.

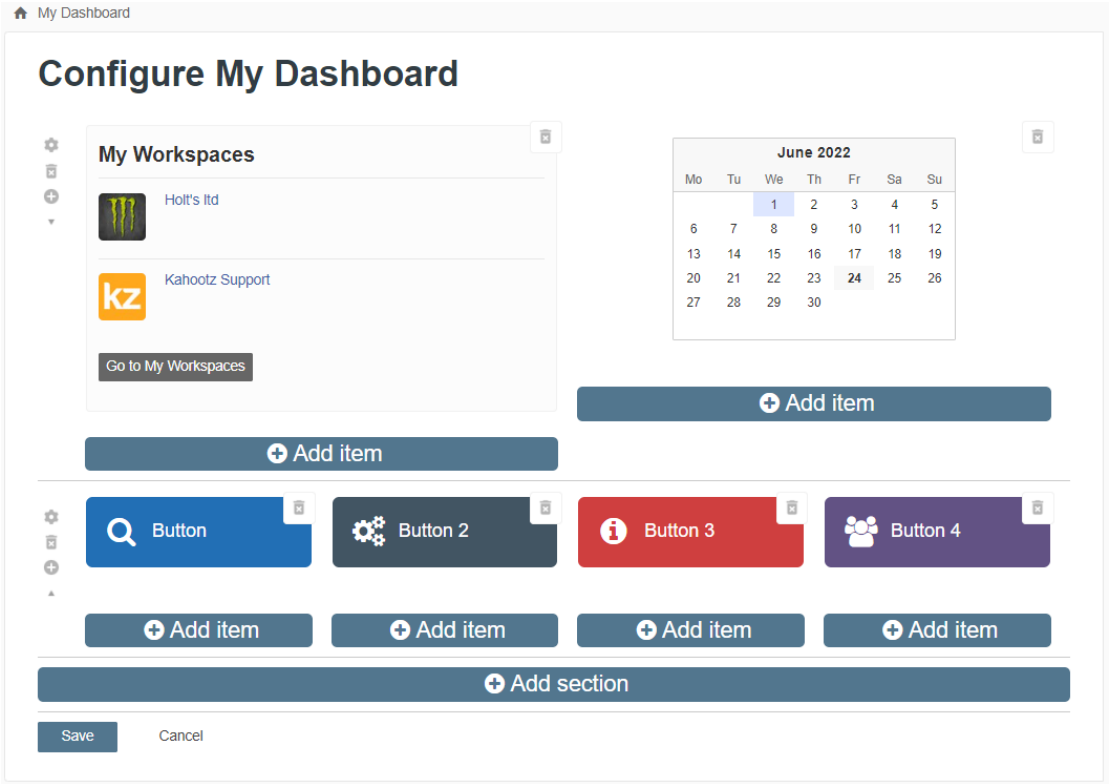
In this example, I'll select the **'Icon Button'** from the pop-out menu.
It will now display the configuration settings on the right-hand side.

4. Add additional details and choose whether you want to link the button or not.

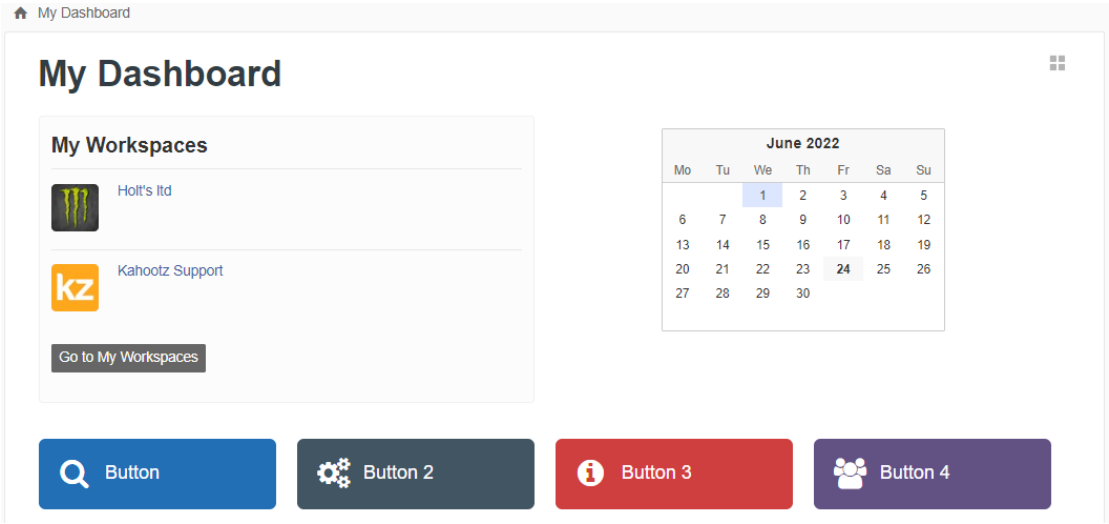


5. When you've finished, click the **'close'** arrow at the bottom to minimise the "Icon Button" settings panel.

6. Add as many items/widgets as you wish to your Dashboard along with customising colours etc.



7. Click **'save'** and it will take you back to your dashboard view.



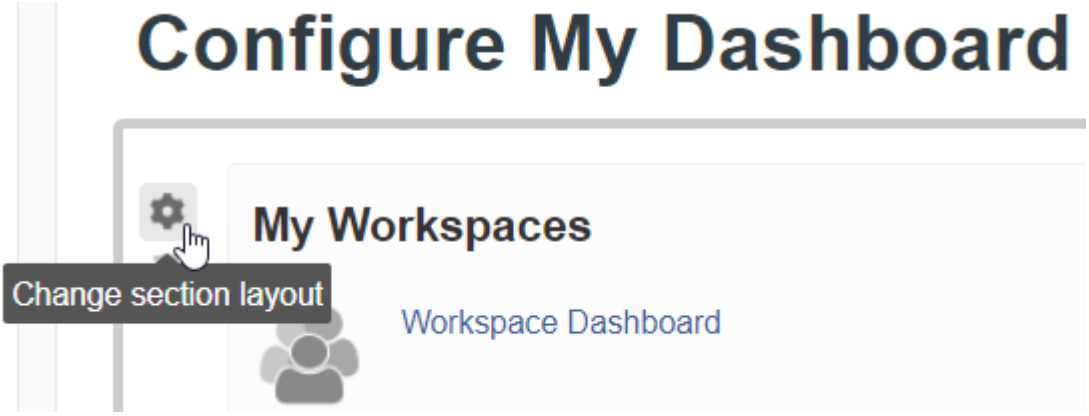
> **Kahootz Tip:** Add multiple sections and several of the same item types onto any type of dashboard.

How-To Change Column Layouts

From time to time: you may need or want to change the layout of your dashboard, to do this:

1. Open the 'dashboard' you wish to customise by clicking the **'Configure my Dashboard'** 4 window icon on the top-right.

2. Select the **'cog wheel'** icon located on the left-hand side of each section.
Clicking this icon will display a drop-down menu showing all the different layouts.



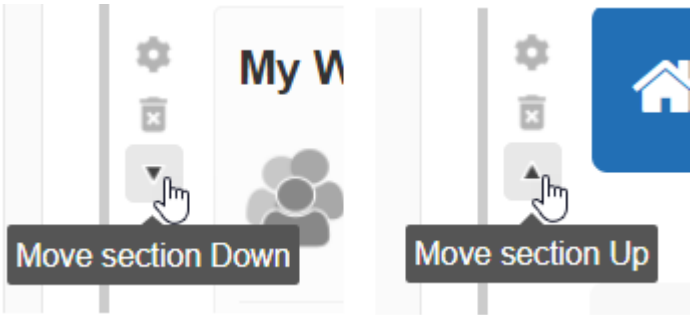
3. Now select the new column layout you wish to apply.



If you want to move an item, simply drag and drop it into a different column.

> **Kahootz Tip:** When dragging items between columns, drop the item above the 'Add Item' buttons.

If you want to move the whole section up or down, this can be done using the **'arrows'** on the left-hand side.



Deleting an Item or Section

Removing an item or section from your dashboard is a straightforward task.

1. Open the 'dashboard' you wish to customise by clicking the **'Configure my Dashboard'** 4 window icon on the top-right.

2. For **sections**, click on the **'bin'** icon (delete this section) on the left-hand side.

3. For **items**, click on the **'bin'** icon (delete item) on the top right-hand side.

4. Click the red **'Delete'** button to confirm the deletion.

5. Click **'Save'** at the bottom of the page.

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