Links to other items within a Workspace

Kahootz Support - 2017-06-29 - Functions of Kahootz

You can link to an item within your workspace using the editor – that allows you to refer to other items within Kahootz.
For example in comments, or to link between items in customised panels on each page, or put a "Quick Links" set of convenient links on a dashboard.

To link to another item within a workspace:

In the rich text editor, click the **Insert a Link to a Workspace Item** button 

Under the **View** tab, click the **Link** button that is to the left of the item that you wish to add

Alternatively, click on an item listed under **Name** to navigate further (eg: into a folder, or into a calendar to get a specific event, into a blog to get an article etc) before clicking the **Link**

Click **Save** or **Add Comment** button to confirm

If you directly add the link like this, the editor will add the items name and a link around that. If you want to link your own text, type the text first, highlight it, and then click the link button, and the link will be added around your own words.

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