Getting started - Creating your workspace

Graham Smith - 2020-06-05 - Getting Started Guides & Manuals

Need your Workspace to manage communications for your project?

You can set up a Kahootz workspace in a matter of minutes.

Creating a workspace

1. Click on **"My Workspaces"** (top left) then select **"New Workspace"** from the drop-down menu

> **Kahootz Tip:** If you cannot select **"New Workspace"** you do not have the relevant permissions, please contact the site owner if you wish to request this.

2. Fill in the **"Basic Workspace Details."**

Workspace Name - Displayed on all pages, in the header of the Workspace.
Description - Add to help users understand the purpose of your Workspace.
Short Name - Used in the Kahootz site URL - it can **ONLY** include the following characters (A-Z / 0-9/ . / _) and has to be a minimum of 4 characters.
Workspace Templates - Select an appropriate template or select **'None'** to create a blank workspace.
Permissions - Allow users to join openly, request membership or by invite only - refer to this KB article for more information.

3. Click **"Create."**

Adding content

1. Open your new Workspace and click **"Create a new item"** under the **"Actions"** menu.

2. Select a content item from the list.

> **Kahootz Tip:** To find out more about the content available in Kahootz, please refer to this KB article.

Configure your workspace dashboard

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

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

To configure your dashboard, click the **"Cog Wheel"** icon in the top right-hand corner.

> **Kahootz Tip:** For more detailed information on how to use the dashboard builder, read this KB article.

Invite people.

To invite users to your Workspace:

1. Click on the **"Workspace Menu."**

2. Click on **"Invite People."**

3. Enter the invitees' email addresses.

4. Click **"Invite."**

Is there a limit to the number of workspaces you can create?

No, you can create as many workspaces as you want.

All Kahootz licenses come with unlimited workspaces, even our 30-day free trial.

Related Content

- How-To Contact the Site Owners
- How-To use the Dashboard Builder
- How-To Invite Users (Site Owner, Manager & Member)
- Who can view my Workspaces & How-To Change the Permissions
- How-To Create/Add Workspaces within Kahootz
- Setting permissions
- Adding content to your workspace