

Kahootz Knowledgebase

Portal > Knowledgebase > Personalise Your Kahootz > Customising makes Kahootz special

Customising makes Kahootz special

Marketing Team - 2017-06-21 - in Personalise Your Kahootz

The layout and structure in Kahootz can be customised, meaning the space created is project and team specific. There are four key ways this can be done:

1. [Folder hierarchy](#)
2. [Dashboard customisation](#)
3. [Customise the top of the page](#)
4. [Build your own databases and questionnaires](#)

Folder hierarchy

Rather than having a fixed layout, Kahootz allows you to create your own folders and structure in a workspace, meaning you can organise your information based on *your* project and not on *our* software. That means each workspace should be simple to understand and navigate for your members. If you have a folder called "Delivery" containing a folder called "Meeting Minutes" it should be obvious what it contains.

The ability to name items gives them a clear purpose within your project; Naming a calendar "Internal Meetings" shows its function, opposed to being generically called "Calendar".

Dashboard customisation

Workspace managers have the ability to use the dashboard on the workspace home, which can be customised to show what's new, calendars, RSS feeds, images and videos etc. This allows you to highlight things that are relevant for your workspace, make it more lively and sociable, and give it purpose. You can also put dashboard items on any folder in your workspace. [Read more about configuring dashboards.](#)

Customise the top of the page

You can add a customised panel at the top of any item in Kahootz to add more description, providing other users with more of an insight on what it is for, where the information comes from, and how to use it. Writing just one or two sentences means that the page becomes purposed and also promotes activity on the site.

EXAMPLES:

- If you have a calendar used for room bookings, a customised panel lets you put in any extra information you think might be important - who's in charge of the room, how many it can fit and what facilities are included.
- On a database, you could explain the source of the information or the procedure for adding new entries.
- If you have a 'Standard Processes' folder you could explain a procedure for adding new processes - giving your team a simple workflow!

Build your own databases and surveys

You can also build your own database and survey, allowing you to receive reports and customise it to your needs. [Read more about databases.](#) [Read more about surveys.](#)

Related Pages

- [Using the rich text editor](#)