

Dashboard Item: Calendar

Software Support - 2019-04-08 - Dashboards

In Kahootz, you can display calendars to get a quick overview of the [events](#) you've been invited too on a personal (user dashboard,) and workspace/folder level.

To apply a '**Calendar**' onto your dashboard:

1. Open the dashboard.
2. Click the '**Configure**' cogwheel icon in the top-right corner.
3. Click '**Add Item**' and select '**Calendar**' from the drop-down menu.
4. Provide a '**Title/Name**' if required.
5. Define how many '**Months**' you wish to display (1-12) from the drop-down menu.
6. Choose to show an '**Individual Calendar**' or '**All Calendars**' from the drop-down menu.
7. Define a '**Background**' colour.
8. Minimise the pop-up '**Edit Panel**' window.
9. Drag & drop to your preferred location, (optional.)
10. Click '**Save**'.

Kahootz Tip: The size/layout of the calendar can vary depending on your dashboard layout. Please refer to this [KB article](#) for more details.

March 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today's date will 'bold' the number as shown above - 26.

All events will have a highlighted 'blue' background - 29 in this example.

Related Content

- [Dashboard Builder FAQs](#)
- [Dashboard Items List \(Full details for each Item/Feature\)](#)
- [How-To use the Dashboard Builder](#)
- [Adding events](#)
- [Getting started with calendars](#)