

Knowledgebase > Functions of Kahootz > Workspaces > How-To Add a Workspace Profile Icon

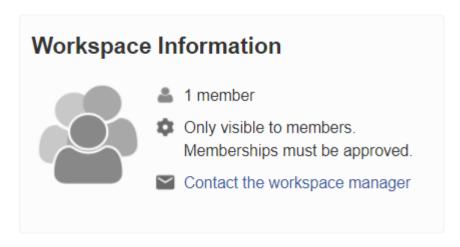
How-To Add a Workspace Profile Icon

Software Support - 2019-03-14 - Workspaces

When you have a long list of workspaces within your Kahootz site, you need to make it easy for users to find the one they need.

Adding a workspace profile icon allows you to do this because users can see the image when scrolling through the list of workspaces.

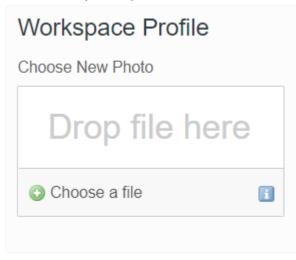
When creating a workspace, a default icon is shown:



Kahootz Tip: Only workspace managers can change the workspace profile icon.

To change this icon, follow these steps:

- 1. Open the Workspace.
- Click the 'manage workspace cog wheel' icon in the top right corner and select 'settings' from the drop-down menu.
- 3. Scroll to the bottom of the page.
- 4. Add your 'Workspace Profile' icon, by either drag & dropping your file or click 'choose a file' and browse to it from your computer.



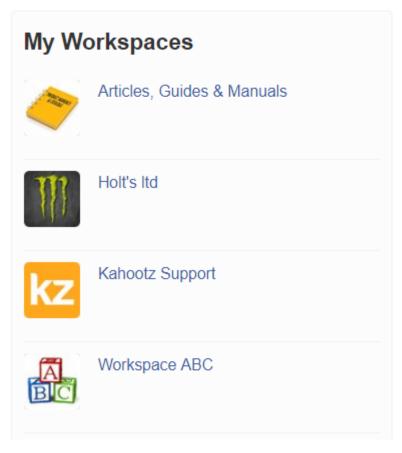
5. Click save.

Once you've applied and saved your profile icon, it will now display in many areas of Kahootz.

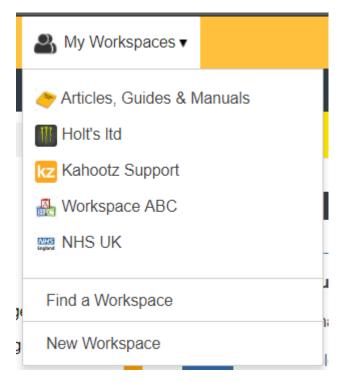
Workspace Settings



My Workspaces via your personal dashboard



My Workspaces 'drop-down' Menu



To remove your icon, follow these steps:

- 1. Open the Workspace
- 2. Click the 'manage workspace cog wheel' icon in the top right corner and select 'settings' from the drop-down menu.
- 3. Scroll to the bottom of the page.
- 4. Add a tick to the ' ${\bf remove\ this\ photo}$ ' checkbox.
- 5. Click save.

Related Content

- How-To Create/Add Workspaces within Kahootz
- Being a manager