



kahootz

Software Support - 2019-04-08 - Dashboards

In Kahootz, you can display calendars to get a quick overview of the <u>events</u> 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 <u>KB article</u> 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

- <u>Dashboard Builder FAQs</u>
- Dashboard Items List (Full details for each Item/Feature)
- How-To use the Dashboard Builder
- Adding events
- Getting started with calendars