

Setting permissions

Software Support - 2022-06-21 - Permissions

View and Modify Permissions

Every item within Kahootz have **View** and **Modify** permissions, found in the **Permissions** section of its create and modify pages.

- **View** controls who can see the item. E.g. Browse through folders, but also follow direct links to it in emails and elsewhere, see it in lists like **What's New**, and find it through searches.
- **Modify** controls who can change and delete the item.

There are three options which you can set those permissions to:

- **Registered Users** allows any registered user of your Kahootz site to see the item. This only shows if the workspace is visible to registered users - it's omitted in private workspaces.
- **Members** mean all workspace members have that permission.
- **Managers** mean that only workspace managers have that permission.

If the workspace manager has set up any [teams](#), you can use those to assign more detailed permissions.

Additional Permissions

Some items also have additional permissions that are specific to the item:

Folders	See Setting permissions on folders .
Documents	No additional permissions.
Surveys	See Setting permissions on surveys .
Database	See Setting permissions on databases .
Calendar	Extra permissions on who can modify the calendar and who can add/modify events.
Task list	No additional permissions.
Picture album	Extra permissions on who can add pictures.
Forums	See Setting permissions on forums .

Structured documents

Extra permissions on who can make and view comments.

Blog

Extra permissions on who can add and modify events.

Related Content

- [How-To Create Teams & Why](#)
- [Permissions that the Kahootz team can help you with](#)
- [Getting started - Creating your workspace](#)
- [Folders \(Display & Sorting + Permissions\)](#)
- [Getting started with structured documents](#)
- [Getting started with picture albums](#)
- [Getting started with blogs](#)