

Adding channel members, contributors, and owners

Tags: Skills (<https://pluralsight.knowledgeowl.com/help/search?phrase=:Skills>)

In a **team plan** channel, you can enhance your team's experience by sharing the channels you create. To do this, you can add members, teams, plans, and even the entire organization to your channel, and you can assign contributors and the channel owner.

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Who can use this?

	<u>Stnd</u>	<u>Prem</u>	<u>Strt</u>	<u>Pro</u>	<u>Ent</u>
<u>Learners:</u>			✓	✓	✓
<u>Managers:</u>			✓	✓	✓
<u>Admins:</u>			✓	✓	✓

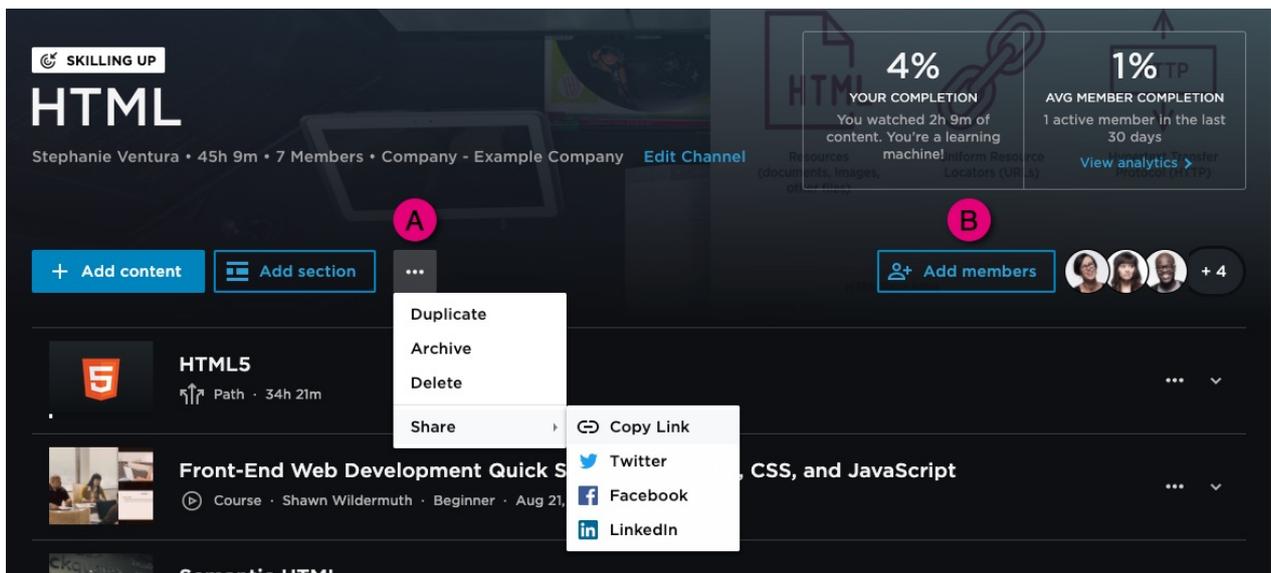
Adding to a channel

You can add members, contributors, and owners to channels. Click the  **channels** icon in the top menu to find your list of channels. From there, click on the channel to which you want to add more members, contributors, or an owner.

Note: In order for a learner's progress to show in channels analytics, learners must join the channel or be added to the channel by a channel owner or contributor. To learn more, check out [Channels analytics](#) ().

The adding options below are different depending on whether or not you're a channel owner or contributor (see [Assigning contributors and owners](#), below).

Options for channel owners and contributors

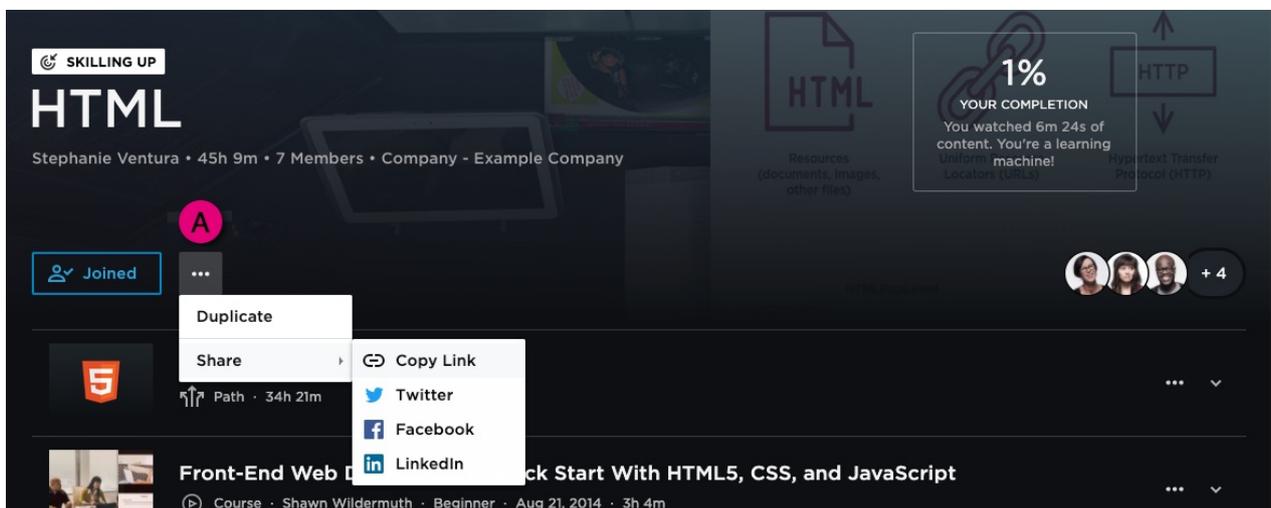


As a channel owner or contributor, your channels dashboard is broken up into two different key areas:

- **A: Channel options menu:** Used for getting a shared link for others on your team or sharing to social media.
- **B: Members menu:** Used for adding members or teams and setting contributor permissions.

There are three ways you can share a channel to your plan members: adding members directly, sharing a direct link, and setting the channel for company-wide viewing. We'll walk you through learning how to do all three below.

Options for channel members



As a channel member, you will not have the same sharing options available to the channel owner and channel contributors. But you will still be able to [share with a link](#).

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Adding members to a channel

1. From the channel page, click **Add Members** on the right side of the page.

2. Type the name or email address of the learner you wish to add.
3. Set the permission level of **can view** or **can edit**; (see **About permissions**, below).
4. Click **Continue**.
5. Keep **Notify members with email** checked if you wish to send an automated notification. If desired, you can customize the message they will receive.
6. Click **Add members**.

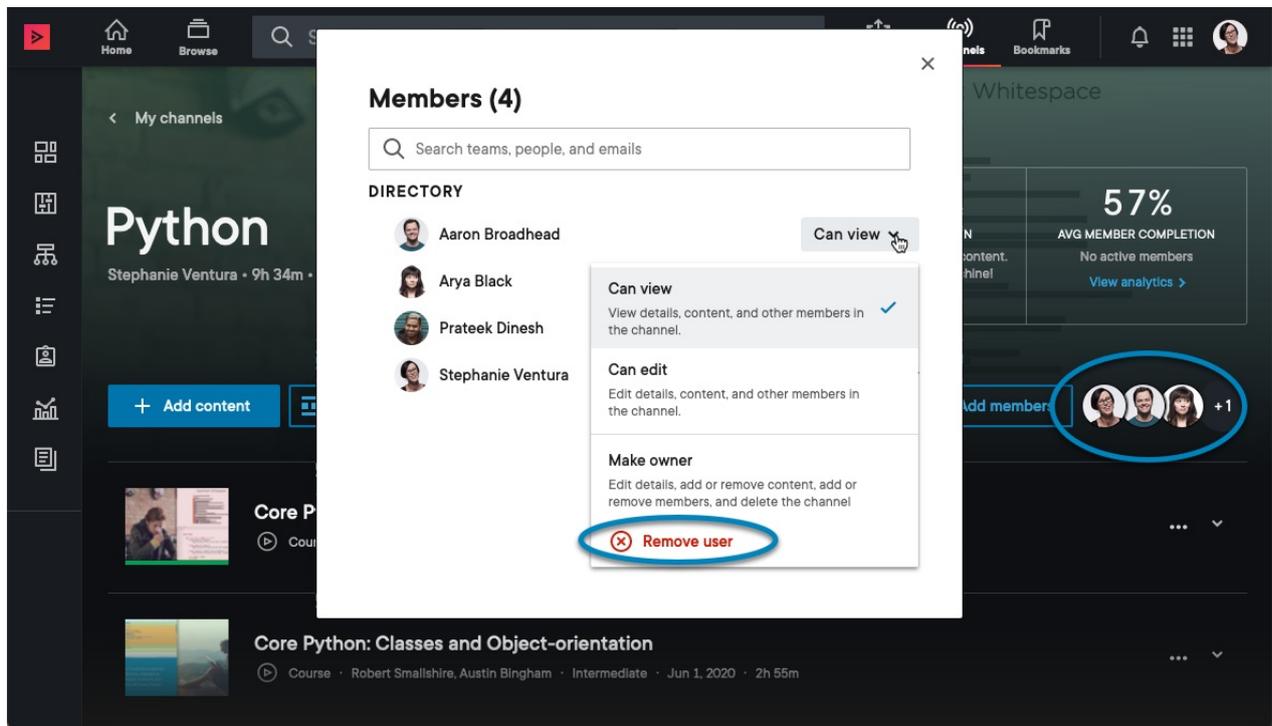
If using a learner's email address (Step 2, above), it must be the primary email address used for their Skills profile.

About permissions

- **Can view** adds them to the channel as a member.
- **Can edit** sets the new member as a contributor (see [Assigning contributors and owners](#), below).

Removing users

1. Click grouping of team member avatars on the right-hand side of the page.
2. Click the down arrow next to the user you'd like to remove.
3. Click **Remove user**.



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<u>Managers:</u>			✓	✓	✓

	<u>Std</u>	<u>Prem</u>	<u>Strt</u>	<u>Pro</u>	<u>Ent</u>
<u>Admins:</u>			✓	✓	✓

Adding a team to a channel

Adding a team to a channel links the channel to the team, so any learner joining or leaving the team in the future is automatically reflected in the channel membership. This saves time for anyone managing the channels on your plan, because adding and removing team members to and from important channels happens automatically.

Only plan admins and the team's manager can add a team to a channel, and only to channels for which they are the owner or a contributor.

1. From within your channel, click **Add Members** on the right side of the page.
2. Click in the search bar and type to find the team you wish to add. Or select the desired team(s) in the directory.
3. Set the permission level to **can view** or **can edit**.
4. Click **Continue**.
5. Keep **Notify members with email** checked if you wish to send an automated notification. If desired, you can customize the message they'll receive.
6. Click **Add members**.

Channel owners, channel contributors, the team manager, and plan admins also have the option to unlink or remove a team. To do so, click **Members** in the channel and select **unlink** or **remove** for the desired team.

Unlinking a team stops the automatic channel members management associated with the team, going forward. Removing the team unlinks the team and removes all members of the team except those whose role is different from the linked team's. So if a team was added with **Can view** permissions and one of the team members is later given **Can edit** privileges, that team member will not be automatically removed when the team is removed, allowing users to preserve custom changes.

Tip: If you're on a plan that uses priorities, you can also bulk-add teams to multiple channels and channel groups at once. See [Using priorities \(\)](#) for details.

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<u>Learners:</u>					
<u>Managers:</u>					
<u>Admins:</u>			✓	✓	✓

Adding a plan to a channel

Adding a plan to a channel links the channel to the plan, so any learner joining or leaving the plan in the future is automatically reflected in the channel membership. This saves time for anyone managing the channels on your

plan, since adding and removing plan members to and from important channels happens automatically.

Only plan admins can add plans to a channel, and only to channels for which they are the owner or a contributor.

1. Find the channel you wish to add the plan to.
2. Click **Add Members** on the right side of the page.
3. Click in the search bar and type to find the plan you wish to add.
4. Set the permission level to **can view** or **can edit**.
5. Click **Add members**.

Channel owners, channel contributors, and plan admins can unlink or remove a plan from a channel. To unlink or remove a plan, click **Members** in the channel and, in the drop-down menu next to the plan, select **unlink** or **remove**.

Unlinking a plan stops the automatic channel members management associated with the plan, going forward. Removing the plan unlinks the plan and removes all members of the plan except those whose role is different from the linked plan's. So if the plan was added with **Can view** permissions and one of the plan members is later given **Can edit** privileges, that plan member will not be automatically removed when the plan is removed, allowing users to preserve custom changes.

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<u>Admins:</u>			✓	✓	✓

Sharing a channel with a direct link

Copying the direct channel link will let you share the channel to an employee portal or reference document, without adding them to the channel directly.

1. Navigate to a channel you wish to share.
2. Click the **••• options menu** next to the **Add section** button if you're a channel owner or contributor, or next to the **Joined** button if you're a channel member.
3. Click the **Share** option, then click **Copy Link**.

Do you have a team member who wants to highlight a created channel and share it with their peers across the industry? There are also sharing buttons in the **Share** menu that can help share the channel on LinkedIn, Facebook, or Twitter.

Important: Sending people the channel link **does not** add them to the channel. When sharing a channel link, learners **must click the Join button** to join the channel, which allows their progress to appear in [channels analytics \(\)](#).

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<u>Managers:</u>			✓	✓	✓
<u>Admins:</u>			✓	✓	✓

Sharing a channel company-wide

In your organization, you may have certain channels that you want **everyone** on your business subscription to know about. You can put those channels front and center for your learners by using **company channels**.

How to set a channel as a company-wide channel as a plan admin:

1. As a plan admin or team manager, find the **Edit channel** option.
2. Locate the **Privacy level** option and choose **Company**.
3. Under Advanced settings, check the **Display in employee's "Company" channels** box.

This setting adds the channel to a tab found on the channel index page. If you're on only one plan you'll see "Company" for the tab name. If you're on multiple plans, your company name shows.

Important: Setting a channel as a company channel does **not** add everyone in the organization to the channel—it just makes the channel available and visible to them.

Note: Only plan admins and team managers can make a channel appear in **Company channels**. If you're a channel owner but not a plan admin or team manager, you can add a plan admin or team manager to your channel as a contributor. Then they can add it to company channels.

Note: If a plan admin or team manager is associated with multiple accounts, they may have multiple company channels tabs.

A learner still has to join the channel to be considered a channel member and for their channel progress to appear in [channels analytics](#) (). However, company channels appear on all learners' Channels bar, even if they aren't a member of the channel.

Company channels are displayed in the order of last activity, so learners may have channels showing in a different order because of when they last viewed content in the channel.

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<u>Admins:</u>			✓	✓	✓

Assigning contributors and owners

Maybe you created a channel for someone else on your team to build up. Or maybe someone on your plan started a channel, but now someone else has moved into their role—including being in charge of adding content and members to the channel.

To set a channel contributor or owner

1. Go to the channel page for which you want to edit a member.
2. Click the grouping of team member avatars on the right-hand side of the page.
3. Find the member you wish to change.
4. Use the toggle to the right of their name to set the contributor level.

Contributors **must** be members of the channel. If you need to add someone and make them a contributor, you can do both at the same time. Simply click **Add Members**, type your learner's name or email address, and select **Can edit** to set the new member as a contributor.

Tip: A channel always has an owner and never has more than one owner. When changing ownership, the previous owner is downgraded to a contributor.

By default, the channel owner is the person who creates a channel. [Click here for more details about roles and access levels in channels.](#) ()

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If you need help, please email support@pluralsight.com () for 24/7 assistance.