

## Managing team managers

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

Plan admins on a team plan can assign team managers to teams of users and help drive success across the organization. You can set the permission level for your team managers globally across your plan, and also customize the permissions for each manager.

This article shows you how to manage team managers right in the Skills platform. However, if you're managing large organizations with multiple team managers, you can [use a CSV upload \(\)](#) to simplify the process and reduce human error.

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	Who can use this?				
	<u>Std</u>	<u>Prem</u>	<u>Strt</u>	<u>Pro</u>	<u>Ent</u>
<u>Learners:</u>					
<u>Managers:</u>					
<u>Admins:</u>			✓	✓	✓

## Adding team managers

You can assign the role of team manager to existing Skills users, or invite new users and add them as team managers.

**Tip:** You can have more than one team manager on a team. Also, users can be managers of more than one team.

## Adding existing users

1. Click the **Managers** tab on the [People page \(opens in new tab\) \(https://app.pluralsight.com/plans\) \(\)](https://app.pluralsight.com/plans).
2. Click **Add new manager**.
3. Use the default tab **Designate from account**.
4. Under **Step One**, select one or more teams to assign to the manager(s) you're adding.

5. Under **Step Two**, select one or more existing users to assign as managers. As you type in the search bar, names of existing users will appear for you to select.
6. Under **Step Three**, set the permission level for each new manager. See [Setting permission levels](#) below for more information.
7. Click **Add manager**.

**Tips:**

- All teams with a caret beside the team name are parent teams. You can click the caret to expand or hide the child teams.
- With large team structures, the team you're looking for may be buried under multiple nested teams. If you can't see the team you're looking for in the hierarchy, you can type part of its name in the search bar. Once you find it, you can select or deselect it, expand its child teams (if applicable), and then continue searching and selecting additional teams.
- When adding multiple managers at once, each will be assigned to the same team(s). If you wish to assign them unique teams, repeat the steps above for each manager individually instead. Or you can [use a CSV upload \(\)](#) to simplify the process and reduce human error.

## Inviting new users

1. Click the **Managers** tab on the [People page \(opens in new tab\)](https://app.pluralsight.com/plans) (<https://app.pluralsight.com/plans>).
2. Click **Add new manager**.
3. Click the **Invite new** tab.
4. Under **Step One**, select one or more teams to assign to the manager(s) you're adding.
5. Under **Step Two**, add the email address of each manager you wish to invite.
6. Under **Step Three**, set the permission level for each new manager. See [Setting permission levels](#) below for more information.
7. Click **Next**.
8. Select any Skills license(s) you wish to assign. You can always change this later—see [Managing manager licenses](#), below.
9. Click **Add manager**.

**Tips:**

- All teams with a caret beside the team name are parent teams. You can click the caret to expand or hide the child teams.
- With large team structures, the team you're looking for may be buried under multiple nested teams. If you can't see the team you're looking for in the hierarchy, you can type part of its name in the search bar. Once you find it, you can select or deselect it, expand its child teams (if applicable), and then continue searching and selecting additional teams.
- When adding multiple managers at once, each will be assigned to the same team(s) and will be assigned the same Skills license(s), if selected. If you wish to assign them unique teams or license

settings, repeat the steps above for each manager individually instead. Or you can [use a CSV upload \(\)](#) to simplify the process and reduce human error.

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## Removing team managers

**Note:** The following will happen when you remove a team manager:

- The manager's Skills license(s) and admin permissions (if any) will remain unchanged.
- If the manager does not have a license assigned to them AND is not assigned to manage any other team (or if you remove them from all teams) AND is not a plan admin, they will be removed from your plan.
- If the manager is removed from the plan, their Pluralsight account will remain intact, including their course history, profile settings, and any personal channels they have created. If, in the future, you re-invite them to the plan, they join another organization's team plan, or they get their own individual subscription, they will retain access to their account, as long as they still have access to one of the email addresses associated with it. For this reason, we recommend that users [add a personal email \(\)](#) in addition to their primary email address.

For additional information on what happens when a user is removed from a plan, see [Pluralsight Skills Individual Accounts and Business Plans \(\)](#).

## Removing managers from a single team

1. Click the **Teams** tab on the [People page \(opens in new tab\) \(https://app.pluralsight.com/plans\)](#).
2. Click the **••• options menu** for the desired team.
3. Click **Remove manager**.
4. Select one or more managers you want to remove.
5. Click **Remove manager**.

## Removing managers from all teams

1. Click the **Managers** tab on the [People page \(opens in new tab\) \(https://app.pluralsight.com/plans\)](#).
2. Click the **X** in the **Remove** column for any manager you wish to remove.
3. Click **Remove manager** in the confirmation popup that appears.

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## Setting permission levels

You can set the global permission level for all managers on your plan. You can also set custom permission levels for each manager individually.

Team managers do not have access to the billing page, billing details, or the organization tab on the People page.

## Setting the global permission level

1. Click the **Managers** tab on the [People page \(opens in new tab\)](https://app.pluralsight.com/plans) (<https://app.pluralsight.com/plans>).
2. Click **Configure**.
3. Set the permission level and each of the settings that follow.
4. Click **Save**.

## Setting custom permission levels

You can set custom permission levels when assigning new managers (see above). To edit existing managers' permission levels, see [Managing users via CSV \(\)](#).

## Comparing permission levels

Team managers can have Basic, Limited, or Full permissions:

Privilege	Basic	Limited	Full
View their teams	✓	✓	✓
View analytics and reporting for users on their teams	✓	✓	✓
Edit the team name for their teams		✓	✓
Edit the email address and note for users on their teams, as well as the unassigned group		✓	✓
Move users between their teams and the unassigned group		✓	✓
Invite users to the plan by inviting the user to either the manager's team(s) or the unassigned group			✓
Remove users from the plan that are on their team or in the unassigned group			✓

You can also adjust the following additional settings when setting the global permission level:

- Hide user skill levels from managers
- Hide non-team members in Directory
- Hide license dashboard from Manager views
- Disable manager invite emails when they're assigned to teams

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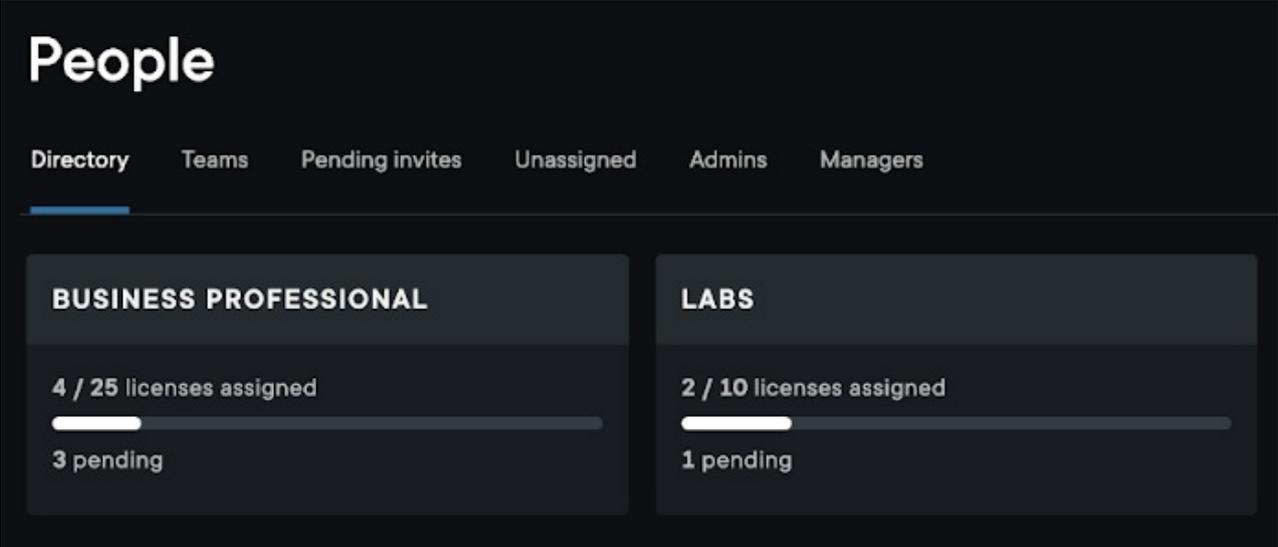
# Managing manager licenses

Team managers don't need a Skills license to manage their team or curate content in channels. But without a license, they can't watch content.

You can add or remove Skills licenses from managers as needed.

1. Click the **Managers** tab on the [People page \(opens in new tab\)](https://app.pluralsight.com/plans) (<https://app.pluralsight.com/plans>).
2. Find the manager in the list.
3. Check the **License** toggle to see if they're currently assigned a license.
4. Switch the **License** toggle on or off as needed.

The **Directory** tab on the People page (opens in new tab) shows how many licenses you have available to assign. See [Adding and removing licenses\(\)](#) if you need to purchase more.



The screenshot shows the 'People' page with a dark theme. At the top, there are navigation tabs: 'Directory', 'Teams', 'Pending invites', 'Unassigned', 'Admins', and 'Managers'. The 'Directory' tab is selected. Below the tabs, there are two panels. The left panel is titled 'BUSINESS PROFESSIONAL' and shows '4 / 25 licenses assigned' with a progress bar and '3 pending'. The right panel is titled 'LABS' and shows '2 / 10 licenses assigned' with a progress bar and '1 pending'.

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If you need help, please email [Support \(opens email form\) \(\)](#) for 24/7 assistance.