

## Invite your team

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



Admin success center: Skills



Invite your team

Now that you've [prepared your team to succeed](https://help.pluralsight.com/help/lay-the-groundwork), it's time to educate and organize your teams, set your team managers, and invite your learners to the Skills platform.

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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>			✓	✓	✓

## Introduce your teams to Skills

Introducing your teams to Pluralsight Skills is an important step in setting them up for success. To help you, the [Welcome email template \(\)](#) introduces plan users to Skills, sets expectations for usage, and explains why your company is investing in their skill development.

We recommend sharing this with all learners on your plan.

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## Organize your teams

**Tip:** Invite plan admins and team managers as soon as possible so they can help you invite learners and organize teams.

## Add more plan admins, create teams and team managers, and set permissions

Plan admins have full access to invite learners, team managers, and additional plan admins. They can also see all learners' analytics (see [Analytics 101 \(https://help.pluralsight.com/help/getting-started-4-analytics\)](https://help.pluralsight.com/help/getting-started-4-analytics)).

Plan admins can group learners into **teams**, and also set **team managers**. In general, team managers can see their team members' skill development through analytics. Team managers do not have access to the billing page or billing details.

The first thing we recommend doing is establishing a strategy around building your team. Here are a few common questions to ask yourself:

- What should my team look like?
- How many team managers should I have?
- How many plan admins should I have?
- How can I create less friction between me and my team members' skill development?

You might consider whether or not a nested team structure that mirrors your internal team structure would benefit your team's Skills experience. See [Best practices for nested team structure \(https://help.pluralsight.com/help/best-practices-for-nested-team-structure\)](https://help.pluralsight.com/help/best-practices-for-nested-team-structure) for more information.

There are loads of benefits to answering these questions and creating a strategy around your team:

- Removes management and team structure roadblocks down the road
- Allows less learning friction for members of your team
- Increases preparedness, engagement, and communication of the Skills platform

**Tip:** You don't have to do it all. Add and assign multiple plan admins and team managers to help you manage your team and create better learning experiences.

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## Create teams and team managers

There are three levels of team manager permissions, explained below. The chosen permission level affects all team managers on your plan. You can also enable additional team manager settings to further customize what your team managers have access to.

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			✓

See these articles for steps and instruction videos:

## Add plan admins

Learn how to [add additional plan admins](https://help.pluralsight.com/help/how-to-add-a-plan-administrator) (https://help.pluralsight.com/help/how-to-add-a-plan-administrator) to the plan to help manage teams (plan admins only).

## Create and manage a team

Learn how to [create a team](https://help.pluralsight.com/help/how-do-i-create-a-team) (https://help.pluralsight.com/help/how-do-i-create-a-team), move learners into teams, and remove a learner from a team (plan admins and [team managers with limited or full permissions](https://help.pluralsight.com/help/permissions-levels-for-team-managers) (https://help.pluralsight.com/help/permissions-levels-for-team-managers)).

## Set team managers and permissions

Learn how to [add and remove team managers](https://help.pluralsight.com/help/permissions-levels-for-team-managers) (https://help.pluralsight.com/help/permissions-levels-for-team-managers), and set their permission levels (plan admins only).

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## Invite learners to your team

### Inviting learners

Learn how to invite learners to your team. Read this [article](https://help.pluralsight.com/help/invite-learners-to-plan) (https://help.pluralsight.com/help/invite-learners-to-plan) for step-by-step instructions.

### Accepting an invite

Send this link to your team members to learn [how to accept their invite](https://help.pluralsight.com/help/accept-learner-invitation) (https://help.pluralsight.com/help/accept-learner-invitation).

**Tip:** For information about how to enable single sign-on (SSO) and inviting learners automatically using SSO, please contact [Professional Services](https://www.pluralsight.com/product/professional-services) (<https://www.pluralsight.com/product/professional-services>).

## Make sure your learners are accepting invites

Make sure all your licenses have been assigned and are being used. Learn [how to monitor invitation acceptance](https://help.pluralsight.com/help/invite-learners-to-plan#monitor) (<https://help.pluralsight.com/help/invite-learners-to-plan#monitor>) to see which of your team members may need a gentle nudge. Use this easy [email template](https://www.pluralsight.com/content/dam/pluralsight2/sdl-portal/pdfs/Plan_Administrator_RemindYourLearners.docx) ([https://www.pluralsight.com/content/dam/pluralsight2/sdl-portal/pdfs/Plan\\_Administrator\\_RemindYourLearners.docx](https://www.pluralsight.com/content/dam/pluralsight2/sdl-portal/pdfs/Plan_Administrator_RemindYourLearners.docx)) to send your team the reminder they need. You can also share this [one-sheet](https://dyzz9obi78pm5.cloudfront.net/app/image/id/60cbf462433499f5037b23d5/n/your-path-to-a-stronger-team.pdf) (<https://dyzz9obi78pm5.cloudfront.net/app/image/id/60cbf462433499f5037b23d5/n/your-path-to-a-stronger-team.pdf>) with them, or make copies to hang in the break room or conference rooms.

See even more ways to engage learners in [Encourage learning](https://help.pluralsight.com/help/encourage-learning) (<https://help.pluralsight.com/help/encourage-learning>).

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## Show your team how to use Skills

You've already sent an email announcing Skills to your team. Your team redeemed their licenses and they're part of teams. Now, let's go a step further.

You can introduce your team to Skills with the [Getting started series](https://help.pluralsight.com/help/getting-started-skills-learner) (<https://help.pluralsight.com/help/getting-started-skills-learner>) for Skills learners. This two-part series teaches your team how to start with Skills and how to make skilling up a weekly habit.

You can also share the [Getting started course](https://app.pluralsight.com/library/courses/pluralsight-learner-getting-started/table-of-contents) (<https://app.pluralsight.com/library/courses/pluralsight-learner-getting-started/table-of-contents>) with your team. This brief video course goes over some high-level experiences such as assessing their skills, starting down a path, and creating custom channels.

## Learning on the go

Encourage on-the-go learning within your team by highlighting our apps. Get the Skills app for the following devices:

- iPhone and iPad
- Android phone and tablet
- Windows and Mac
- Apple TV and Amazon Fire TV

To download the apps, visit the [downloads page](https://www.pluralsight.com/downloads) (<https://www.pluralsight.com/downloads>). To learn more about the apps, see our articles on [Apps and offline viewing](https://help.pluralsight.com/help/mobile-players-and-offline-viewing) (<https://help.pluralsight.com/help/mobile-players-and-offline-viewing>).

**Tip:** You'll be able to see who's watched this course using content analytics. Read more in [Analytics 101](https://pluralsight-sandbox.knowledgeowl.com/help/under-construction) (<https://pluralsight-sandbox.knowledgeowl.com/help/under-construction>).

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## What's next

**Structure curriculum.** Learn how to structure content to help your team skill up in the technologies that matter most.

### Admin success center: Skills

**Previous:**

Lay the groundwork

(<https://help.pluralsight.com/help/lay-the-groundwork>)

Invite your team

**Up next:**

Structure curriculum

(<https://help.pluralsight.com/help/structure-curriculum>)

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