



## Creating and managing teams

Tags: **ACG**

One administrator can't manage the entire team alone. This is why we've created the new Teams feature within your ACG for Business Plus licenses. The Teams feature in ACG for Business Plus lets admins delegate and assign responsibilities to other team members.

### Teams overview

Teams is a feature that allows you, as an organization admin, to create groups of all of your users. You can then assign each group a **Team Coordinator** who can view reporting, create Study Groups, and assign Learning Paths to their group or team.

Team members don't need learner access to be grouped together. Check out [Managing users](#) for information about changing learner access.

### Team roles

Privilege	Admin	Team Coordinator
Assign admin roles	✓	✓
View usage reports	✓	✓
Create study groups and add students	✓	✓
Add people to learning paths	✓	✓
Invite or deactivate people	✓	
View usage reports	✓	
Add people to the Accelerator Programs	✓	
Generate API keys	✓	
Customize the organization settings	✓	

### Create your Team(s)!

1. Click the **Teams** tab in the navigation bar.
2. Click on **+ Manage teams** to open the Manage Teams panel.
3. Add a team name and click **Save** to create your first team.

Your teams are visible within the Teams tab.

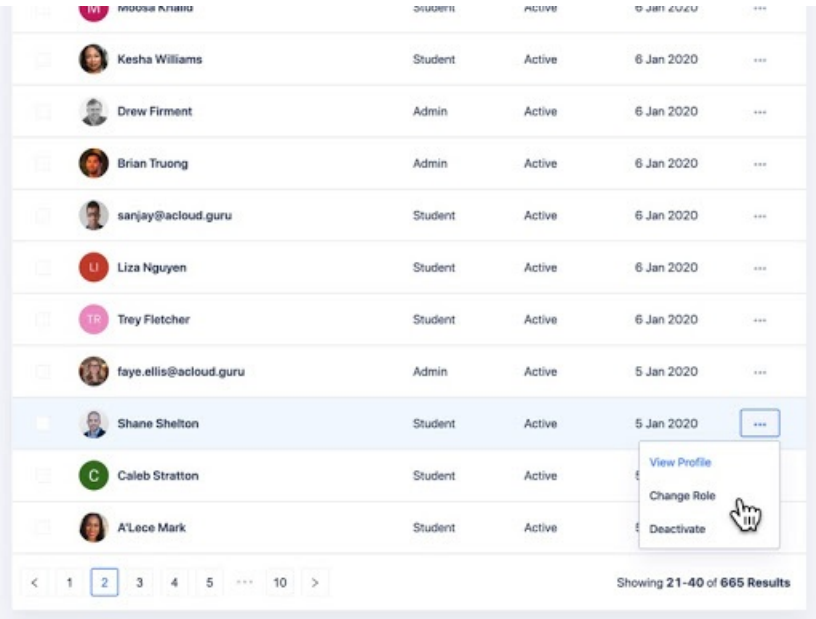
## Adding individuals to a team

**Note:** By default, only users that aren't assigned a team are shown. To see all users, click on the x next to the no teams tag.

1. Click the **Teams** tab in the navigation bar.
2. Locate the appropriate team.
3. Click **Add Users** under **Actions**.
4. Click **Search User** and type the name of the user you'd like to add.  
-OR-  
Click on the checkbox next to the profile image of the users you want to add.

## Assigning a Team Coordinator

1. Click the **Teams** tab in the navigation bar.
2. Click on the team you'd like to view.
3. Click **...** in the row of the user you want to be a Team Coordinator.
4. Select **View Profile** from the dropdown list.
5. Click **Edit role access** under **Role & Access**.
6. Select **Team Coordinator** and click **Save**.



<input type="checkbox"/>	Profile Picture	NAME	ROLE	STATUS	DATE JOINED	...
<input type="checkbox"/>		Kesha Williams	Student	Active	6 Jan 2020	...
<input type="checkbox"/>		Drew Firment	Admin	Active	6 Jan 2020	...
<input type="checkbox"/>		Brian Truong	Admin	Active	6 Jan 2020	...
<input type="checkbox"/>		sanjay@accloud.guru	Student	Active	6 Jan 2020	...
<input type="checkbox"/>		Liza Nguyen	Student	Active	6 Jan 2020	...
<input type="checkbox"/>		Trey Fletcher	Student	Active	6 Jan 2020	...
<input type="checkbox"/>		faye.ellis@accloud.guru	Admin	Active	5 Jan 2020	...
<input type="checkbox"/>		Shane Shelton	Student	Active	5 Jan 2020	...
<input type="checkbox"/>		Caleb Stratton	Student	Active		...
<input type="checkbox"/>		A'Lece Mark	Student	Active		...

The dropdown menu for Shane Shelton is open, showing the following options: View Profile, Change Role, and Deactivate. A mouse cursor is pointing at the 'Change Role' option.

Showing 21-40 of 665 Results

The Team Coordinator will see the team dashboard when they click on **Manage Your Team** in the navigation of

their home dashboard. Team Coordinators can only see reporting and stats relating to their assigned team members.

## Removing individuals from a team

1. Click the **Teams** tab in the navigation bar.
2. Click on the team in question.
3. Click **...** on the row for the user you want to remove.
4. Select **Remove From Team**.

## Removing a team

1. Click the **Teams** tab in the navigation bar.
2. Click on **+ Manage Teams**.
3. Click the trash can icon next to team you want to delete.

---

If you need help, please contact [Pluralsight Support](#).