



New Roles & Permissions for Your Learning Management

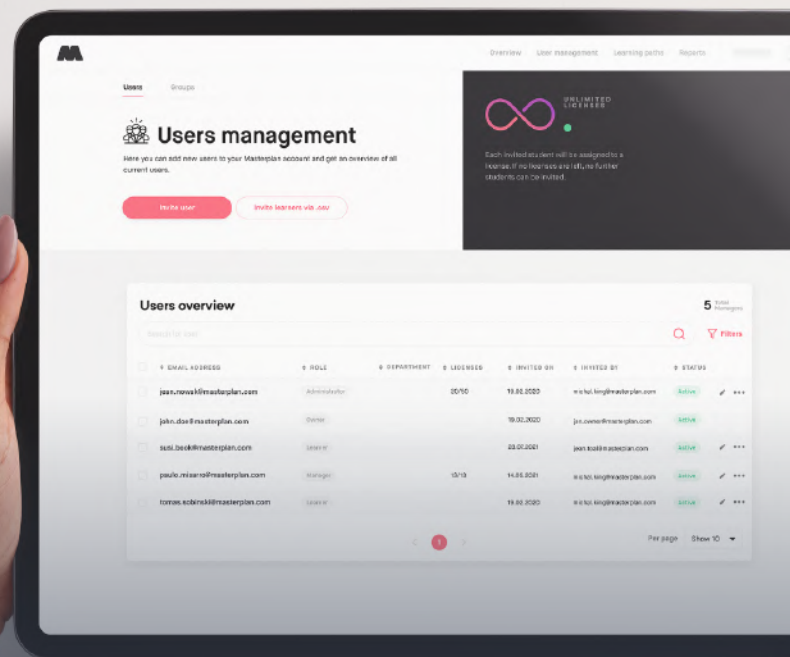
We want to enable you and your company to have more control over individual roles and improve the management of the visibility of user groups. What does this mean in detail?

We are...

extending our role profiles,

introducing private and public groups,

restricting the visibility of certain learner data.



Updated and New Role Profiles: **What Is Changing?**

Until now, you have used the *Owner* and *Manager* roles for managing your Masterplan account. We are adjusting the authorizations of these two profiles and adding an additional role: *Administrator*.

Together with the *Learners*, there are now four roles in total, each with different permissions:

Owner

Has all administrative rights. These rights cannot be changed. The Owners also select the accessibility criteria for all other roles within the company space.

Administrator

Has the same rights and permissions as the Owner role. Managers can request to become an Administrator from their Owner.

Manager

Can manage learners, create learning paths and groups within the company space, but only from learners in public and/or self-invited groups.

Learners

Do not have any administrative right and only have access to the Learner Dashboard.

New Permissions: What Is the Difference between the Administrator and Manager Role?

The major changes relate to the permissions and access rights of managers and administrators.

Here's a comparison:

| | Administrators | Managers |
|--------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learners Management | <ul style="list-style-type: none">● Can view and search the entire list of learners | <ul style="list-style-type: none">● Can see learners and search for learners they have invited themselves |
| Learning Paths | <ul style="list-style-type: none">● Can add all private and public groups | <ul style="list-style-type: none">● Can add public groups● Can add private groups to which they have invited the learners themselves |
| Statistics and Learning Path Details | <ul style="list-style-type: none">● Can view all groups, including CSV downloads. | <ul style="list-style-type: none">● Can view groups that were created themselves in the statistics (learning path details)● Can view only self-invited learners for CSV downloads |

Public and Private Groups: What Is Important?

In the company space, the list of invited learners is no longer displayed for all administrators. Instead, learners are divided into public and private groups.

Private groups are only visible to the managers who created the respective group.

Public groups on the other hand, can be viewed by everyone.

Important: Existing groups are set to *public* during the changeover and can be made private by managers and administrators. Learners will only be visible to the manager who invited them.

How Do the Changes Affect Learners?

Not at all! Learners can continue learning as before. Their learning progress is retained and the assignments to learning paths are adopted.

Do You Use One Access for Several People or Do You Need Admin Rights for an Entire Team?

If you use your Masterplan account via an account for several team members, you can continue to do so. With a small workaround, you can handle your learning management as before.

You can set up a general address for the Administrator role by

- 1 Ensuring that you can use a general e-mail address for this (e.g. learn@company.com),
- 2 Requesting a new role assignment with the corresponding general e-mail address and
- 3 Informing our customer service at support@masterplan.com so that we can activate the e-mail address.

Weitere Fragen und Antworten findest du in unseren [FAQ](#).