



Knowledge base > Administration > Functions > Team view

Team view

Ester Andersson - 2024-07-23 - Functions

With Team View, the team manager has more responsibility and easier access to information about the team and its learning progress. They also get permission to view specific users' course statuses more in-depth.

Available from: Professional

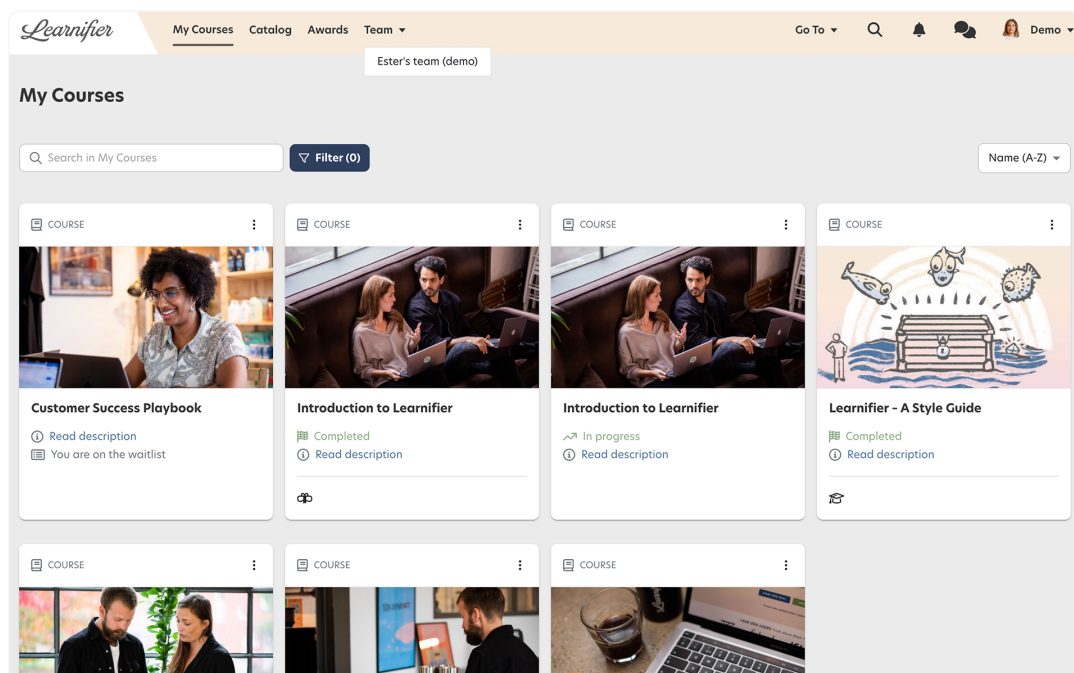
Note

- [Introduction](#)
- [How does a team manager enroll members in courses?](#)
- [How to send course applications to the team manager?](#)

Introduction

1. Enter Team View

To enter the team view portal, log in as a learner. If you are a team manager, you will see the “Team” tab where you can choose your team.



1. The “Overview” tab

On the overview tab, you will get an overall overview of how it's going for your team members. For example, under "Courses" you will see how many have applied, enrolled, and completed specific courses. Under "Approvals", you can deny or enroll members' course applications.

Ester's team (demo)

Courses (3)

- Introduction to Learnifier**
Enrolled: 5
Ongoing: 2
Completed: 1
- Learnifier - A Style Guide**
Enrolled: 8
- Customer Success Playbook**
Enrolled: 5

Completed in last four weeks

Approvals (1)

- Diana Demo wants to attend Your new learning platform

Buttons: Deny, Enroll, Deny all, Enroll all

Expiring certificates (3)

1. The “Members” tab

Under the “Members” tab, you can access more information about a member’s learning progress by clicking on the “I” button.

Ester's team (demo)

Team Members (8)

Search members...

Showing 8 of 8 members

Member	Applied	Enrolled	Ongoing	Completed	Certificates
<input type="checkbox"/> Hanna Demo I		3	2	1	1
<input type="checkbox"/> Ulrika Demo I		4		1	
<input type="checkbox"/> Niklas Demo I		2	3		
<input type="checkbox"/> Dajana Demo I		2	3		
<input type="checkbox"/> Diana Demo I	1	3		2	1
<input type="checkbox"/> Frida Demo I		3			
<input type="checkbox"/> Martin Demo I		2	1	1	1
<input type="checkbox"/> David Demo I		2	2	1	1

Showing 1 to 8 of 8

1. The “Team courses” tab

Under the “Team courses” tab, you will find all courses your members are enrolled in.

The screenshot shows the 'Team Courses' page for 'Ester's team (demo)'. The page has a top navigation bar with 'Learnifier' logo, 'My Courses', 'Catalog', 'Awards', and 'Team' (selected). On the right, there are links for 'Go To', search, notifications, chat, and a 'Demo' user profile. Below the navigation bar, there are tabs for 'OVERVIEW', 'MEMBERS', 'TEAM COURSES' (selected), and 'TEAM CERTIFICATES'. The main content area is titled 'Team Courses' and includes a search bar 'Search courses...' and a 'Group/List' toggle. It displays a list of 6 courses:

Course name
Customer Success Playbook ⓘ Enrolled: 5
Your new learning platform ⓘ Applied: 1, Ongoing: 2, Completed: 1
Learnifier - A Style Guide ⓘ Enrolled: 2, Ongoing: 2, Completed: 3
Life at Learnifier ⓘ Enrolled: 1, Ongoing: 5, Completed: 1
Learnifier - A Style Guide ⓘ Enrolled: 8
Introduction to Learnifier ⓘ Enrolled: 5, Ongoing: 2, Completed: 1

Showing 1 to 6 of 6

1. The “Team certificates” tab

Under the “Team certificates” tab, you will find all certificates your members have.

The screenshot shows the 'Team Certificates' page for 'Ester's team (demo)'. The page has the same top navigation bar as the previous screenshot. Below the navigation bar, there are tabs for 'OVERVIEW', 'MEMBERS', 'TEAM COURSES', and 'TEAM CERTIFICATES' (selected). The main content area is titled 'Team Certificates' and includes a search bar 'Search certificates...' and a 'Group/List' toggle. It displays a list of 2 certificates:

Certification
Learnifier - A Style Guide
Life at Learnifier

Showing 1 to 2 of 2

How does a team manager enroll members in courses?

1. In order for a team manager to enroll members in a course, the administrator must first make sure the course is managed by Team View.

1. Go to the project from the administrator interface
2. Under the "Settings" tab, check the box "Managed by team".
2. To enroll a member in a course, go to the "Members" tab.

Learnifier

My Courses Catalog Awards Team

Go To Search Bell Chat Demo

OVERVIEW MEMBERS TEAM COURSES TEAM CERTIFICATES

Ester's team (demo)

Team Members (8)

Search members...

Showing 8 of 8 members

<input type="checkbox"/> Member	Applied	Enrolled	Ongoing	Completed	Certificates
<input type="checkbox"/> HD Hanna Demo		3	2	1	1
<input type="checkbox"/> UD Ulrika Demo		4		1	
<input type="checkbox"/> HD Niklas Demo		2	3		
<input type="checkbox"/> DD Dajana Demo		2	3		
<input type="checkbox"/> DD Diana Demo	1	3		2	1
<input type="checkbox"/> FD Frida Demo		3			
<input type="checkbox"/> Martin Demo		2	1	1	1
<input type="checkbox"/> DD David Demo		2	2	1	1

Showing 1 to 8 of 8

Enroll members

1. Click on "Enroll members" and select the course(s) you want to register for.

Learnifier

My Courses Catalog Awards Team

Go To Search Bell Chat Demo

OVERVIEW MEMBERS TEAM COURSES TEAM CERTIFICATES

✕ **Enroll team members to course**

Select course to enroll

Search courses...

Showing 7 of 7 courses

Enroll to this course

Sustainability

Sustainability

Cyber-security training

Support Playbook

Customer Success Playbook

Introduction to Learnifier for learners

Life at Learnifier

Learnifier - A Style Guide

Showing 1 to 7 of 7

Enrolling members (0)


Cancel Continue

1. Under "Add members to enrollment," choose the members you want to register and click "Continue"


Learnifier My Courses Catalog Awards Team Go To Search Notifications Chat Demo

OVERVIEW MEMBERS TEAM COURSES TEAM CERTIFICATES









✕ Enroll team members to course

Enroll to this course  Sustainability

Add members to enrollment



Search members... 

Showing 8 of 8 users

-  Hanna Demo
-  Ulrika Demo
-  Niklas Demo
-  Dajana Demo
-  Diana Demo
-  Frida Demo
-  Martin Demo
-  David Demo

Showing 1 to 8 of 8

Enrolling members (1)

-  Hanna Demo 


Cancel Continue


1. Confirm your registrations by clicking on "Enroll".

Learnifier My Courses Catalog Awards Team Go To Search Notifications Chat Demo



OVERVIEW MEMBERS TEAM COURSES TEAM CERTIFICATES

✕ Enrollment confirmation

Enrolled to this course  Sustainability



Enrolling members (1)

-  Hanna Demo 

Cancel Enroll

How to send course applications to the team manager?

1. In order for a team manager to enroll members in a course, the administrator must first make sure the course is managed by Team View.
 1. Go to the project from the administrator interface.
 2. Under the “Settings” tab, check the box “Managed by team”.
2. Go to the Catalog builder and enter the course settings.
3. Under “Enrollment”, choose “Moderated”.
4. Under “Visibility”, choose “Active”.

Tip: Would you like the team manager to receive a notification when one of their members has applied for a course?

1. Create an automated communication with the following trigger (with “Team manager” as audience)
 1. “Participant” → “Status” → “Is not activated” and “Participant” → “Source” → “Is Course catalog”.

Tip: Would you like the team member to receive a notification when their request has been accepted?

1. Create an automated communication with the following trigger (with “Participant” as the audience)
 1. “Participant” → “Status” → “Is activated” and “Participant” → “Source” → “Is Course catalog”.