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## Team view

Ester Andersson - 2025-09-01 - [Functions](#)

**Please note: An updated version of this feature is now available in BETA.  
This help article will be updated shortly to reflect the latest changes.**

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

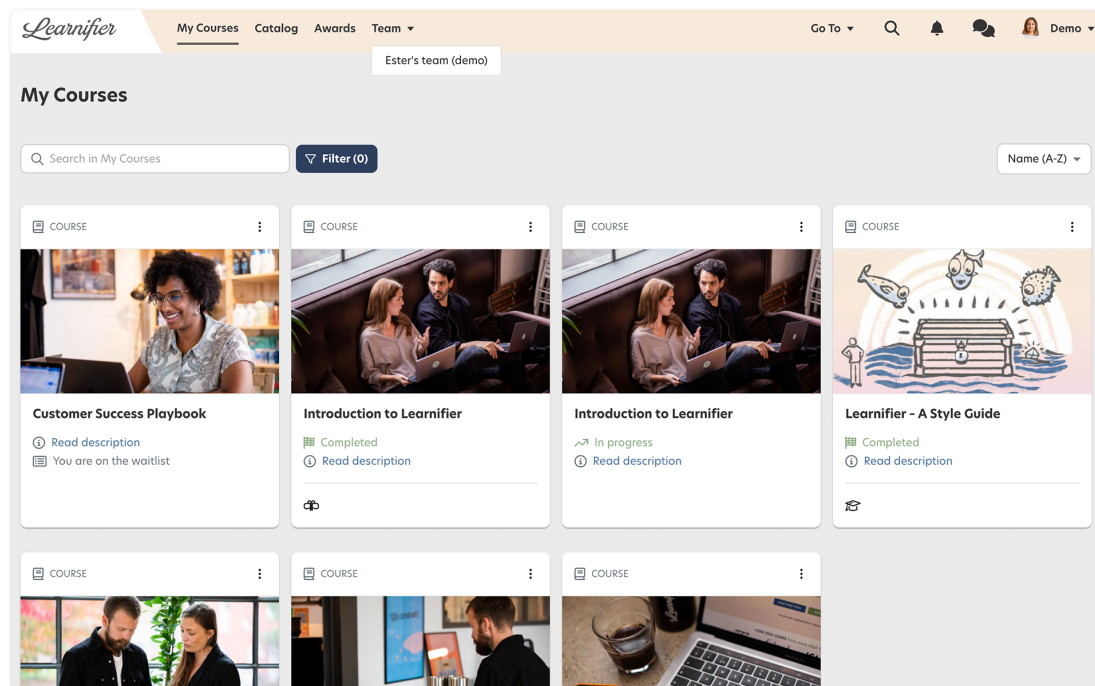
Note

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### 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

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

<input type="checkbox"/> Member	Applied	Enrolled	Ongoing	Completed	Certificates
<input type="checkbox"/> Hanna Demo <b>I</b>		3	2	1	1
<input type="checkbox"/> Ulrika Demo <b>I</b>		4		1	
<input type="checkbox"/> Niklas Demo <b>I</b>		2	3		
<input type="checkbox"/> Dajana Demo <b>I</b>		2	3		
<input type="checkbox"/> Diana Demo <b>I</b>	1	3		2	1
<input type="checkbox"/> Frida Demo <b>I</b>		3			
<input type="checkbox"/> Martin Demo <b>I</b>		2	1	1	1
<input type="checkbox"/> David Demo <b>I</b>		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 header with the Learnifler logo and navigation links: My Courses, Catalog, Awards, and Team. On the right, there are links for Go To, search, notifications, chat, and a Demo user profile. Below the header, there are tabs for OVERVIEW, MEMBERS, TEAM COURSES (which is active), and TEAM CERTIFICATES. The main content area shows a list of 6 courses. A search bar at the top left of the list says 'Search courses...'. On the top right, there are buttons for 'Group' and 'List'. The list of courses is as follows:

Course name
<b>Customer Success Playbook</b> ⓘ Enrolled: 5
<b>Your new learning platform</b> ⓘ Applied: 1, Ongoing: 2, Completed: 1
<b>Learnifler - A Style Guide</b> ⓘ Enrolled: 2, Ongoing: 2, Completed: 3
<b>Life at Learnifler</b> ⓘ Enrolled: 1, Ongoing: 5, Completed: 1
<b>Learnifler - A Style Guide</b> ⓘ Enrolled: 8
<b>Introduction to Learnifler</b> ⓘ 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 header and navigation as the previous screenshot. The 'TEAM CERTIFICATES' tab is active. The main content area shows a list of 2 certificates. A search bar at the top left of the list says 'Search certificates...'. On the top right, there are buttons for 'Group' and 'List'. The list of certificates is as follows:

Certification
<b>Learnifler - A Style Guide</b>
<b>Life at Learnifler</b>

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.

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

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

### Enroll team members to course

Select course to enroll

Search courses...

Showing 7 of 7 courses

- Sustainability
- Cyber-security training
- Support Playbook
- Customer Success Playbook
- Introduction to Learnifler for learners
- Life at Learnifler
- Learnifler - A Style Guide

Showing 1 to 7 of 7

Enroll to this course

Sustainability

Enrolling members (0)

Cancel Continue

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

The screenshot shows the 'Enroll team members to course' dialog in the Learnifier application. The dialog has a title bar with a close button and the text 'Enroll team members to course'. Below the title bar, there is a section 'Enroll to this course' with a course thumbnail and the title 'Sustainability'. The main area is divided into two columns. The left column is titled 'Add members to enrollment' and contains a search bar 'Search members...' and a list of 8 users: Hanna Demo, Ulrika Demo, Niklas Demo, Dajana Demo, Diana Demo, Frida Demo, Martin Demo, and David Demo. The right column is titled 'Enrolling members (1)' and shows 'Hanna Demo' with a trash icon. At the bottom right, there are 'Cancel' and 'Continue' buttons.

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

The screenshot shows the 'Enrollment confirmation' dialog in the Learnifier application. The dialog has a title bar with a close button and the text 'Enrollment confirmation'. Below the title bar, there is a section 'Enrolled to this course' with a course thumbnail and the title 'Sustainability'. The main area is divided into two columns. The left column shows the course thumbnail and title. The right column is titled 'Enrolling members (1)' and shows 'Hanna Demo' with an 'Edit' button. At the bottom right, there are 'Cancel' and 'Enroll' buttons.

## 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".