

<u>Kunskapsbas</u> > <u>Administration</u> > <u>Funktioner</u> > <u>Team view</u>

Team view

Ester Andersson - 2025-10-24 - Funktioner

With **Team View**, managers can easily support their team's learning journey. They can enroll or unenroll members from courses, track progress, manage requests, and gain insights into learning trends, all in one place.

Available from: Professional

Accessing Team View

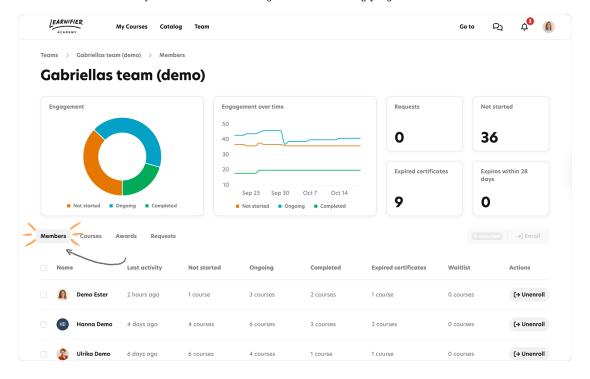
To access Team View, log in as a Learner.

If you have manager permissions, you'll see a Team tab in the main navigation.

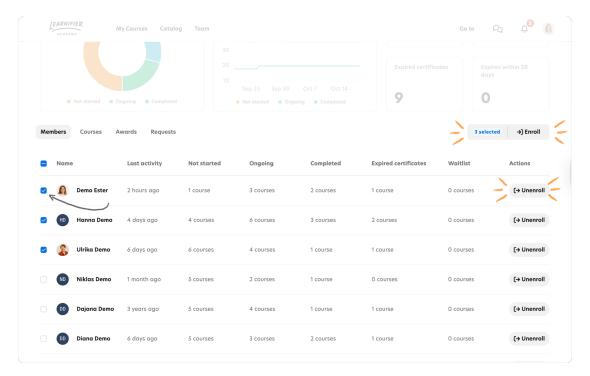
Click it to access your team or teams.

Members Tab

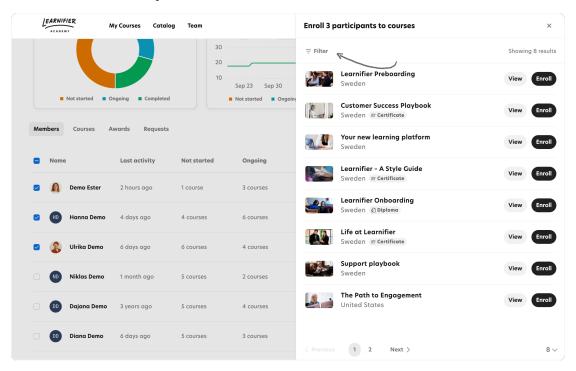
The Members tab lists all your team members along with their learning progress.



From the member overview, you can quickly enroll, unenroll, or add members to a waitlist for specific courses. Select one or more members to perform an action.



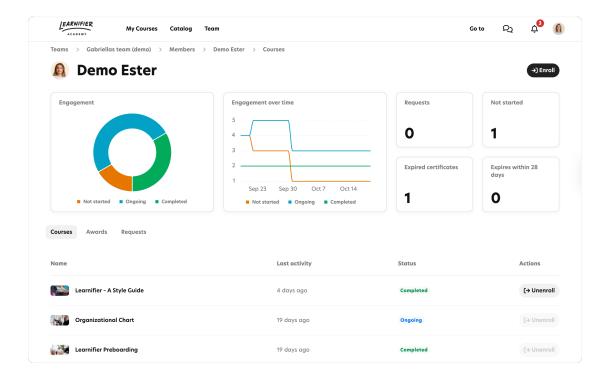
Use search and filter to find specific courses



Individual team member

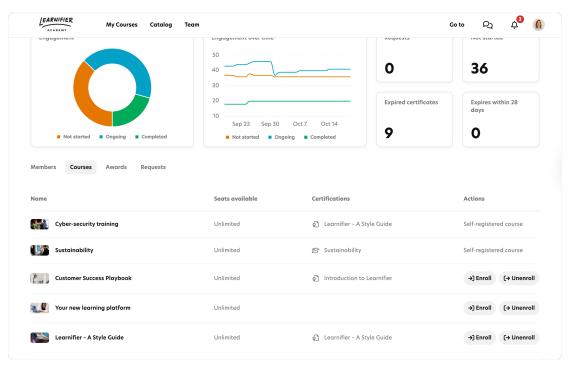
Click a member's name to:

- View overall and detailed progress and course status.
- Actions as enroll, unenroll, and/or add to wait list for a specific course $% \left(1\right) =\left(1\right) \left(1\right)$



Courses Tab

Under Team Courses, you'll find all the courses your team members are currently enrolled in.



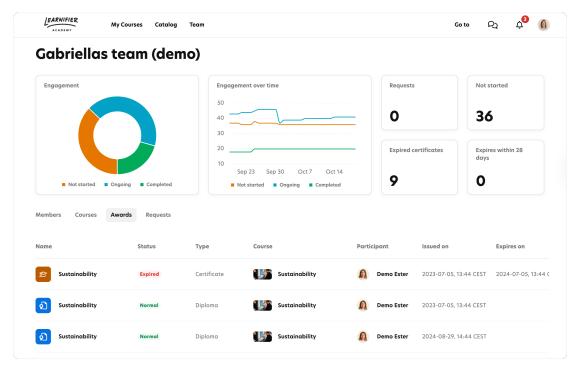
From here, you can:

- **Enroll or unenroll** team members in courses (pick a course and use **multi-select** to manage several members at once).
- View the number of available seats and waitlist spots.
- Click a course name to view detailed progress and enrollment status in your team.

Note: Click a **column header** to sort the list.

Awards Tab

The Awards tab displays all certificates and awards earned by your team members.



From here you can:

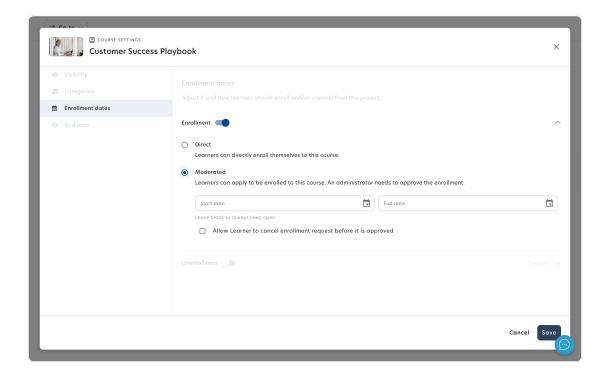
- See all Certificates and Diplomas awarded to your team members.
- Download attached documents (if available).

Requests Tab

For courses with moderated enrollment, you can manage pending course applications in the Requests tab.

From here, you can approve or decline requests directly. Your actions will automatically update the member's enrollment status.

Moderated enrollment is set in the course settings in the **catalog builder**.



Communications to notify Managers and Team members

Admins can set up Automated communication[] to keep both managers and learners(team members) informed.

For example:

- 1. Notify managers when a team member applies for a course.
- 2. Notify learners when their course application is approved.

To enable notifications, create an Automated Communication with these triggers:

1. When a Team member has requested to take a course

Audience: Team Manager

Participant → Status → Is not Activated and Participant → Source → Is Course Catalog

2. When a Team manager has approved a request to take a course

Audience: Participant

Participant → Status → Is Activated and Participant → Source → Is Course Catalog