



[Knowledge base](#) > [Administration](#) > [Functions](#) > [Team view](#)

Team view

Ester Andersson - 2026-02-12 - [Functions](#)

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.

Team View Dashboards

Team View offers three dashboards: **Team Dashboard**, **Individual Member Dashboard**, and **Course-Specific Dashboard**

The dashboard for 'Gabriellas team (demo)' includes the following sections:

- Engagement:** A pie chart showing participation status: Not started (orange), Ongoing (blue), and Completed (green).
- Engagement over time:** A line graph showing participation trends from Sep 23 to Oct 14, with categories Not started (orange), Ongoing (blue), and Completed (green).
- Requests:** 0 pending enrollment requests.
- Not started:** 36 members have not started their enrollment.
- Expired certificates:** 9 certificates have expired.
- Expires within 28 days:** 0 certificates will expire within 28 days.

Below the dashboard, a table lists team members:

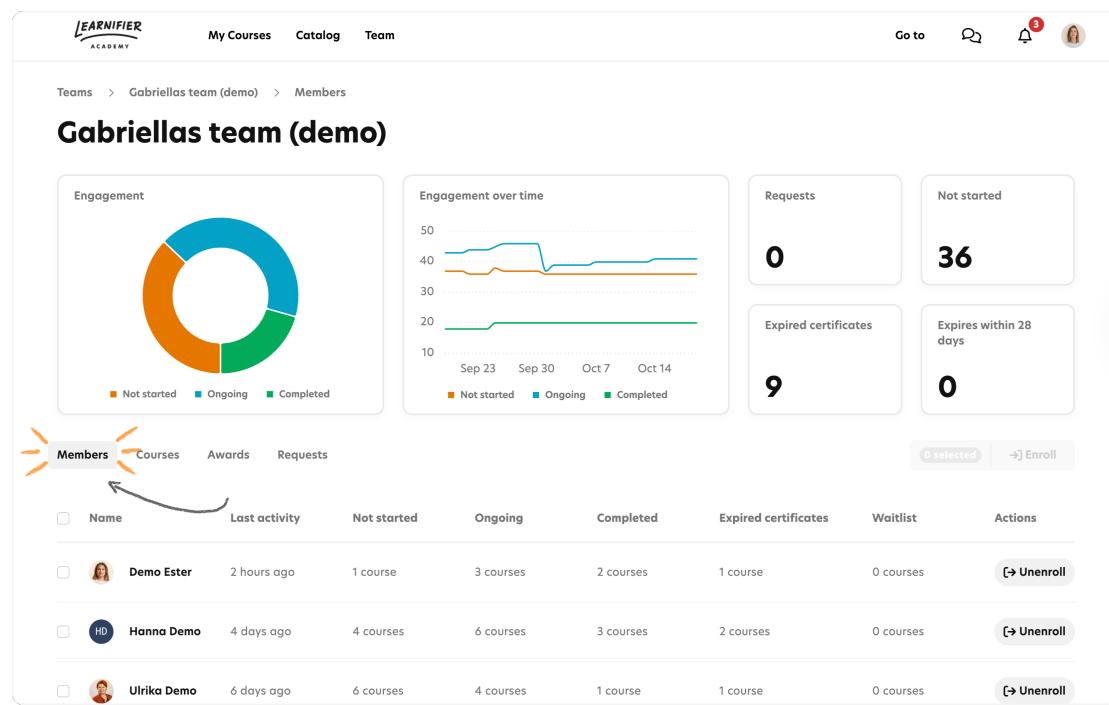
Name	Last activity	Not started	Ongoing	Completed	Expired certificates	Waitlist	Actions
Demo Ester	2 hours ago	1 course	3 courses	2 courses	1 course	0 courses	[Unenroll]
Hanna Demo	4 days ago	4 courses	6 courses	3 courses	2 courses	0 courses	[Unenroll]
Ulrika Demo	6 days ago	6 courses	4 courses	1 course	1 course	0 courses	[Unenroll]

Each dashboard includes:

- **Engagement** (pie chart) - visualizes the current overall participation status.
- **Engagement over time** (line graph) - tracks changes in participation over time.
- **Requests** - number of pending enrollment requests. Click to view and manage.
- **Not started** - shows enrollments that members haven't started yet. Click to get a detailed list.
- **Expired certificates** - number of expired certificates. Click to get a detailed list.
- **Certificates expiring within 28 days** - highlights upcoming expirations. Click to get a detailed list.

Members Tab

The Members tab provides a **Team Dashboard** and lists all your team members along with their learning progress.

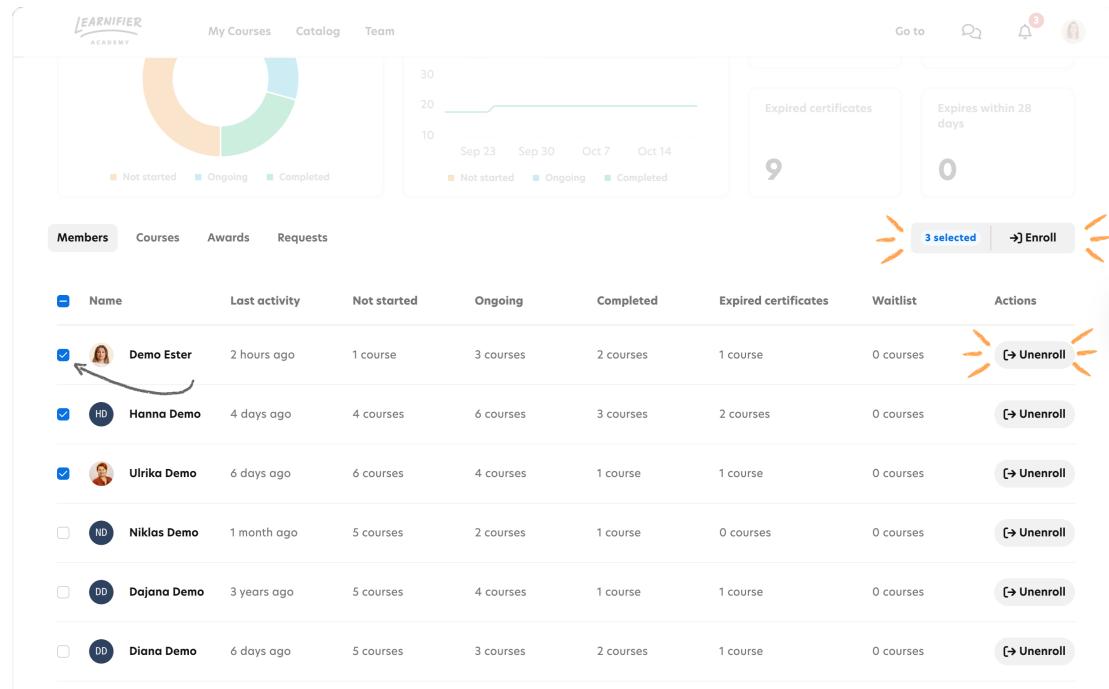


The screenshot shows the 'Members' tab for 'Gabriellas team (demo)'. At the top, there are four cards: 'Engagement' (a donut chart with segments for 'Not started' (orange), 'Ongoing' (blue), and 'Completed' (green)), 'Engagement over time' (a line chart showing activity levels from Sep 23 to Oct 14), 'Requests' (0), and 'Not started' (36). Below these are two more cards: 'Expired certificates' (9) and 'Expires within 28 days' (0). The main area is a table of members:

Members	Courses	Awards	Requests				
<input type="checkbox"/> Name	Last activity	Not started	Ongoing	Completed	Expired certificates	Waitlist	Actions
<input type="checkbox"/> Demo Ester	2 hours ago	1 course	3 courses	2 courses	1 course	0 courses	 Unenroll
<input type="checkbox"/> Hanna Demo	4 days ago	4 courses	6 courses	3 courses	2 courses	0 courses	 Unenroll
<input type="checkbox"/> Ulrika Demo	6 days ago	6 courses	4 courses	1 course	1 course	0 courses	 Unenroll

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.



The screenshot shows the 'Members' tab for 'Gabriellas team (demo)'. The 'Members' tab is selected. The '3 selected' button is highlighted. The member list shows three members selected: 'Demo Ester', 'Hanna Demo', and 'Ulrika Demo'. The 'Actions' column for these members contains an 'Unenroll' button with orange arrows pointing to it. The other members in the list have standard 'Unenroll' buttons.

Use **Filter** to find specific courses

The screenshot shows the Learnifier Academy dashboard. On the left, there's a summary section with a donut chart showing course status (Not started, Ongoing, Completed) and a line graph showing course progress over time. Below this is a table of team members with columns for Name, Last activity, Not started, and Ongoing courses. On the right, a modal window titled "Enroll 3 participants to courses" is open, showing a list of 8 available courses with "View" and "Enroll" buttons.

Name	Last activity	Not started	Ongoing
Demo Ester	2 hours ago	1 course	3 courses
Hanna Demo	4 days ago	4 courses	6 courses
Ulrika Demo	6 days ago	6 courses	4 courses
Niklas Demo	1 month ago	5 courses	2 courses
Dajana Demo	3 years ago	5 courses	4 courses
Diana Demo	6 days ago	5 courses	3 courses

Individual team member

Click a member's name to:

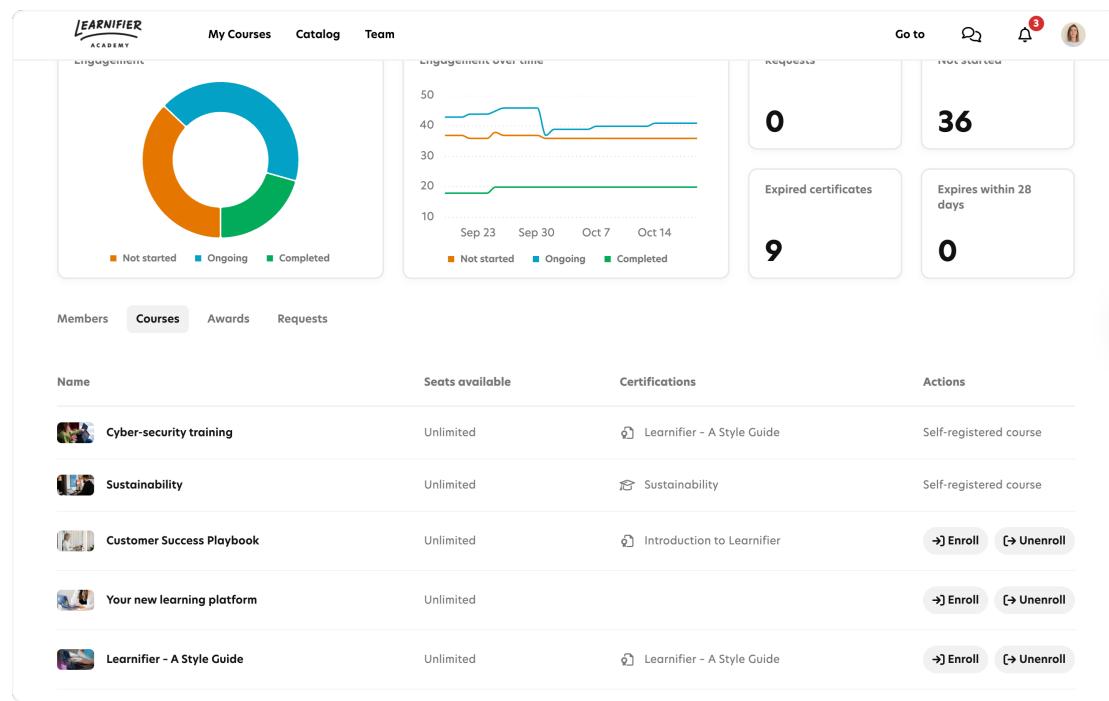
- access **Individual Member Dashboard** to view overall progress and status.
- view detailed course progress and status.
- enroll, unenroll, and/or add to waitlist for a specific course.

The screenshot shows the Individual Member Dashboard for "Demo Ester". It features a summary section with a donut chart and a line graph showing engagement over time. Below this is a table of courses with columns for Name, Last activity, Status, and Actions. The "Actions" column includes "Enroll" and "Unenroll" buttons.

Name	Last activity	Status	Actions
Learnifier - A Style Guide	4 days ago	Completed	[Enroll] [Unenroll]
Organizational Chart	19 days ago	Ongoing	[Unenroll]
Learnifier Preboarding	19 days ago	Completed	[Unenroll]

Courses Tab

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



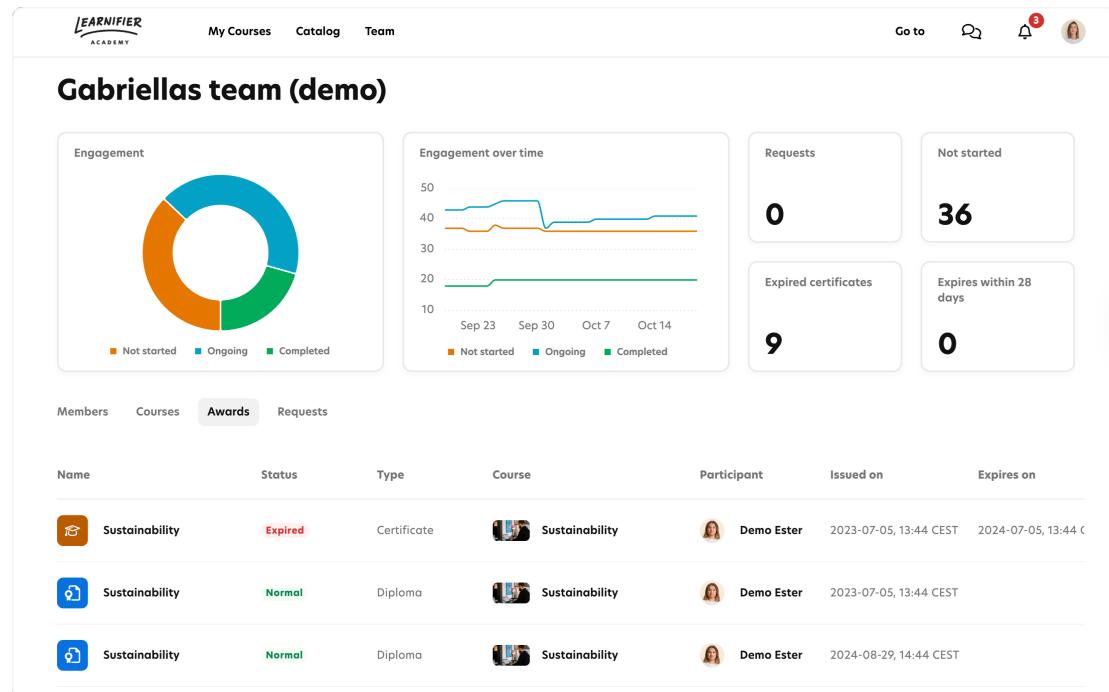
From here, you can:

- click a course name to access and view the **Course-Specific Dashboard**, providing overall course progress and status in your team.
- **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.

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

Awards Tab

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



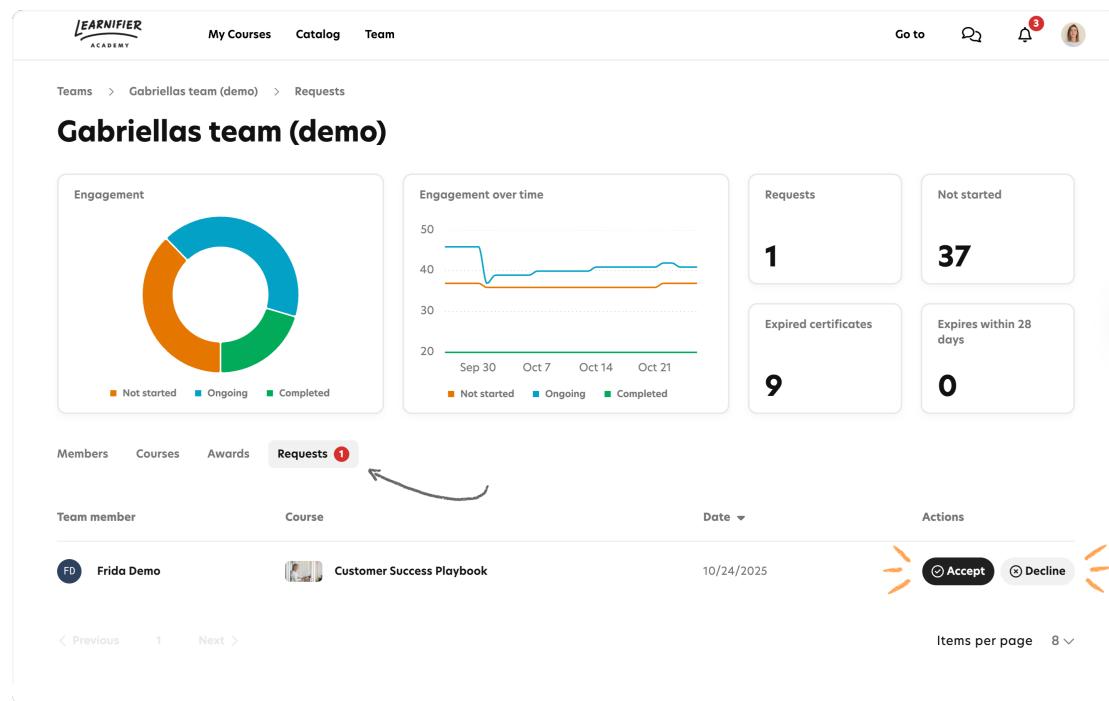
From here you can:

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

Requests Tab

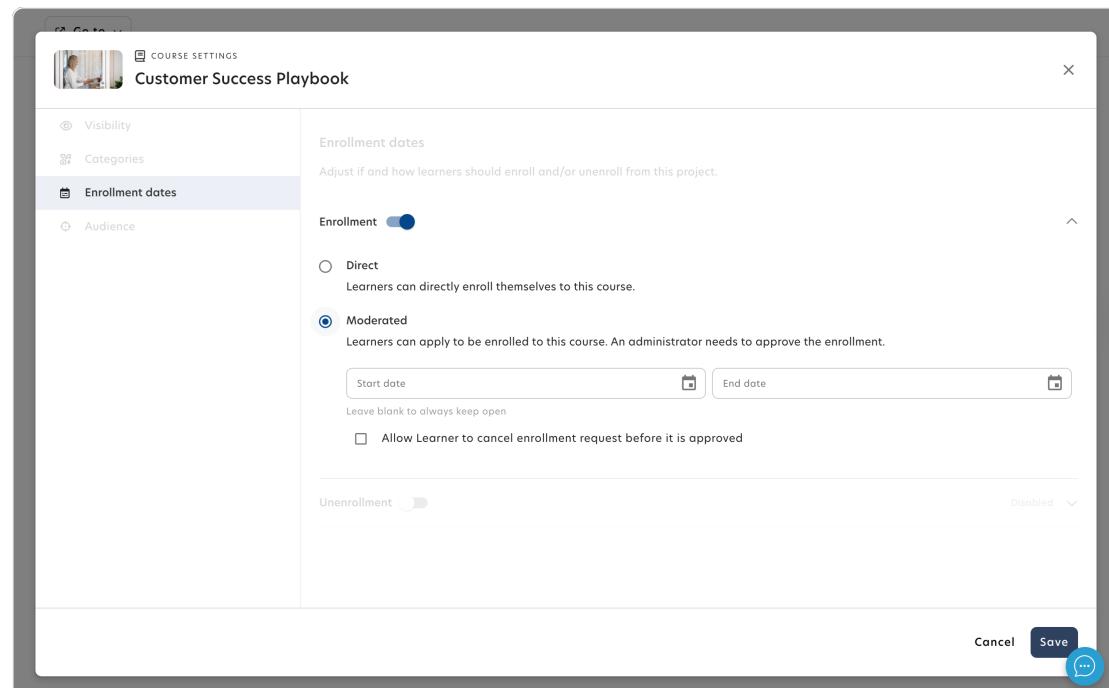
For courses with moderated enrollment, you can manage pending course applications in the **Requests** tab.

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



The screenshot shows the Requests tab for the 'Gabriellas team (demo)' in the Learniifier Academy. At the top, there are engagement metrics: a donut chart for 'Engagement' and a line graph for 'Engagement over time' from Sep 30 to Oct 21. Below these are four boxes: 'Requests' (1), 'Not started' (37), 'Expired certificates' (9), and 'Expires within 28 days' (0). The main table lists a single request for 'Frida Demo' in the 'Customer Success Playbook' course, dated 10/24/2025. The 'Actions' column shows 'Accept' and 'Decline' buttons. Navigation and search tools are at the top right.

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



The screenshot shows the 'Customer Success Playbook' course settings in the Catalog Builder. The 'Enrollment dates' tab is selected. The 'Enrollment' toggle is set to 'Moderated'. The 'Moderated' option is described as 'Learners can apply to be enrolled to this course. An administrator needs to approve the enrollment.' There are fields for 'Start date' and 'End date', and a checkbox for 'Allow Learner to cancel enrollment request before it is approved'. The 'Unenrollment' section is set to 'Disabled'. At the bottom are 'Cancel', 'Save', and a 'Help' button.

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