Kunskapsbas > Administration > Funktioner > Team view

Team view

Ester Andersson - 2026-02-12 - 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

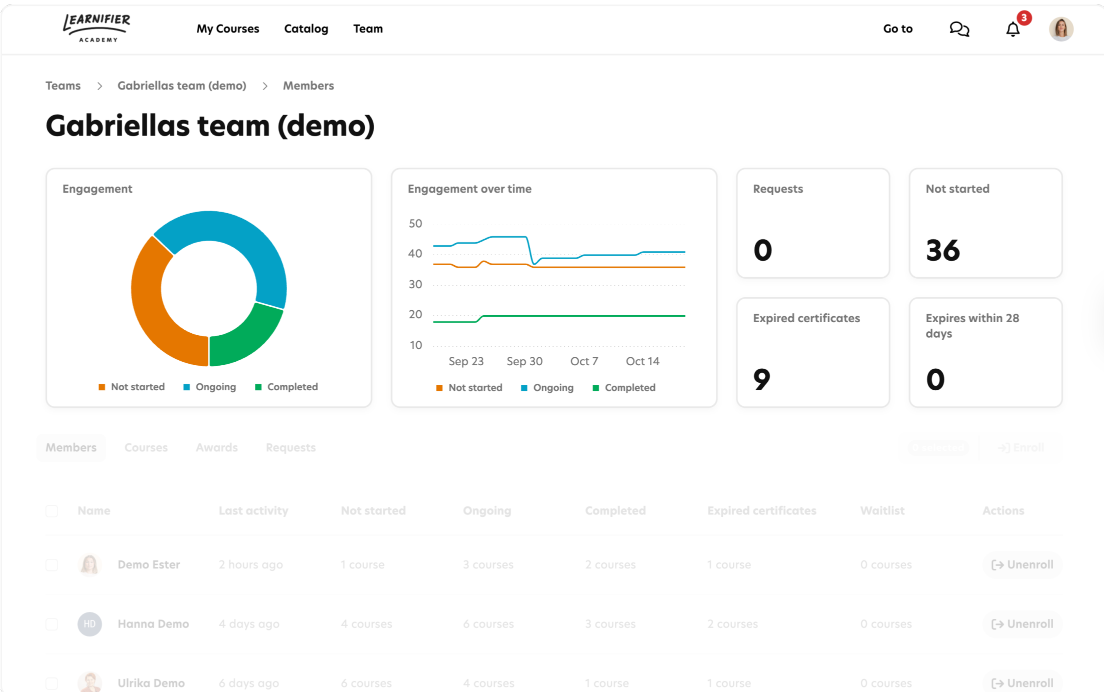
To access Team View, log in as a Learner.

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

Click it to access your team or teams.

Team View Dashboards

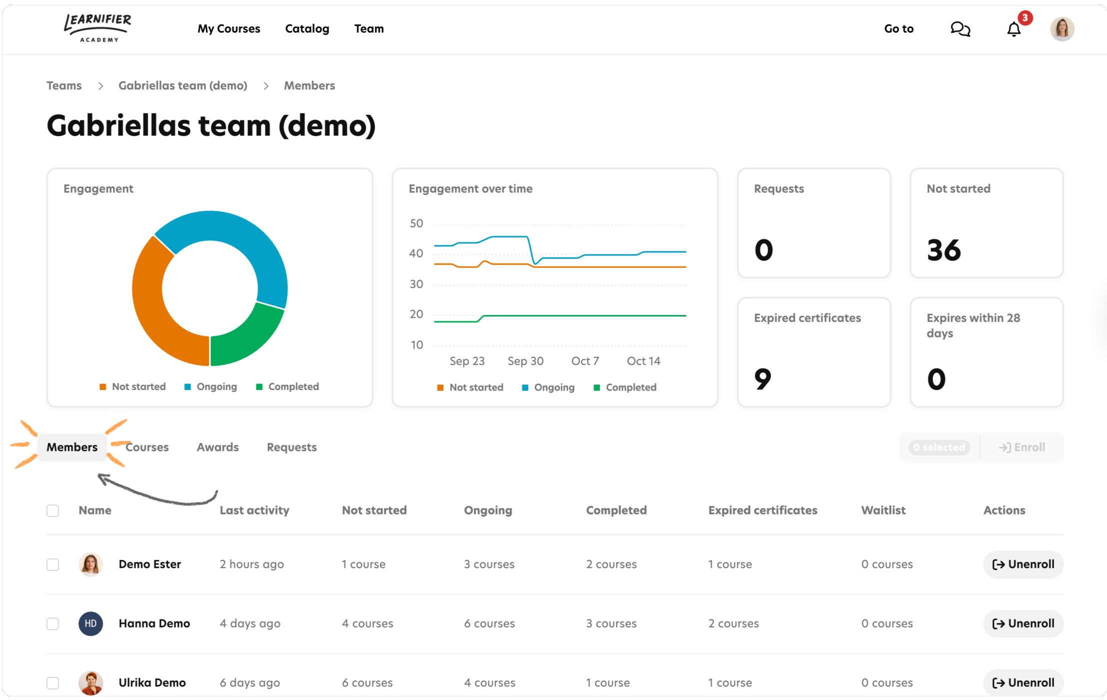
Team View offers three dashboards: **Team Dashboard, Individual Member Dashboard,** and **Course-Specific Dashboard**



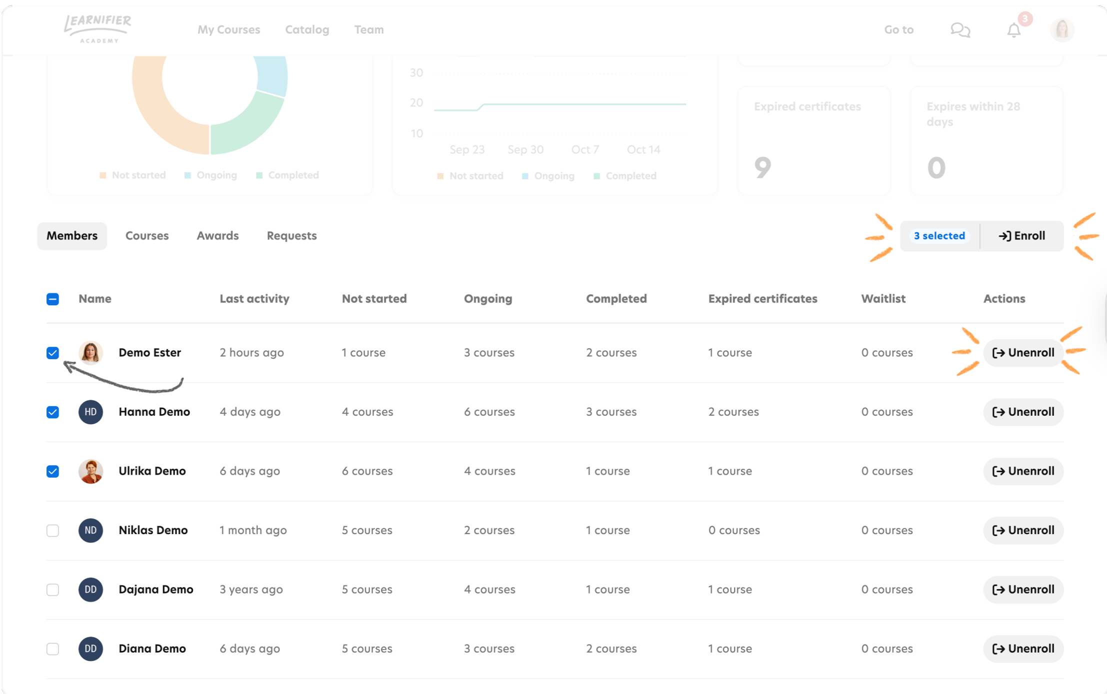
Each dashboard includes:
- **Engagement** (pie chart) – visualizes the current overall participation status.
- **Engagement over time** (line graph) – tracks changes in participation over time.
- **Requests** – number of pending enrollment requests. Click to view and manage.
- **Not started** – shows 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

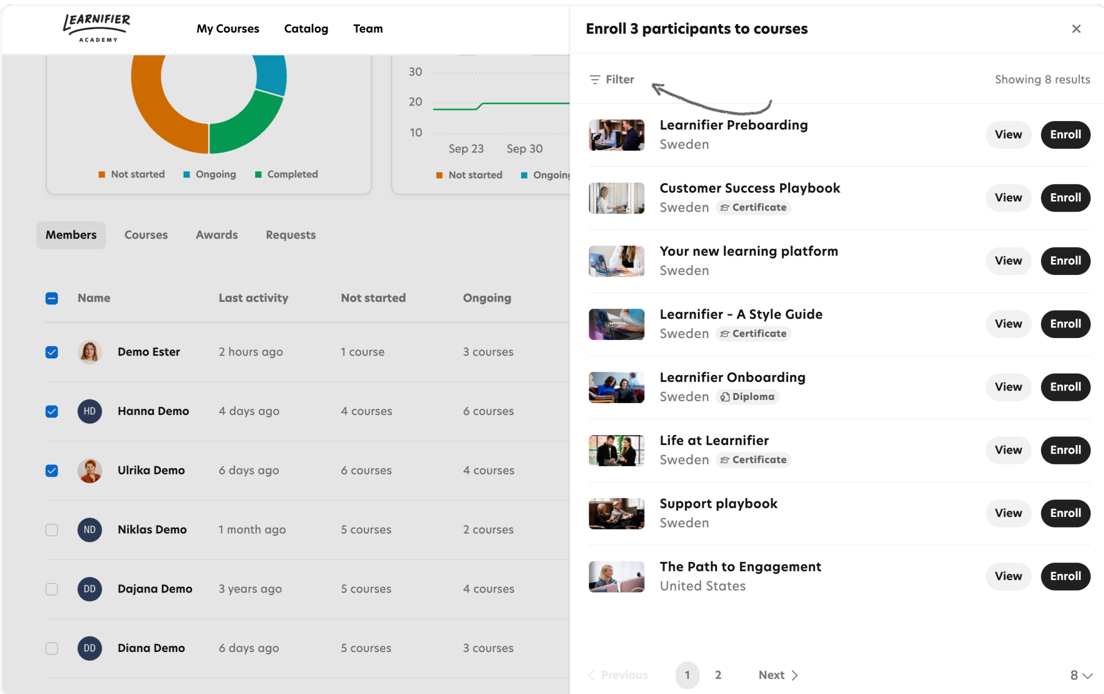
The Members tab provides a **Team Dashboard** and lists all your team members along with their learning progress.



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.



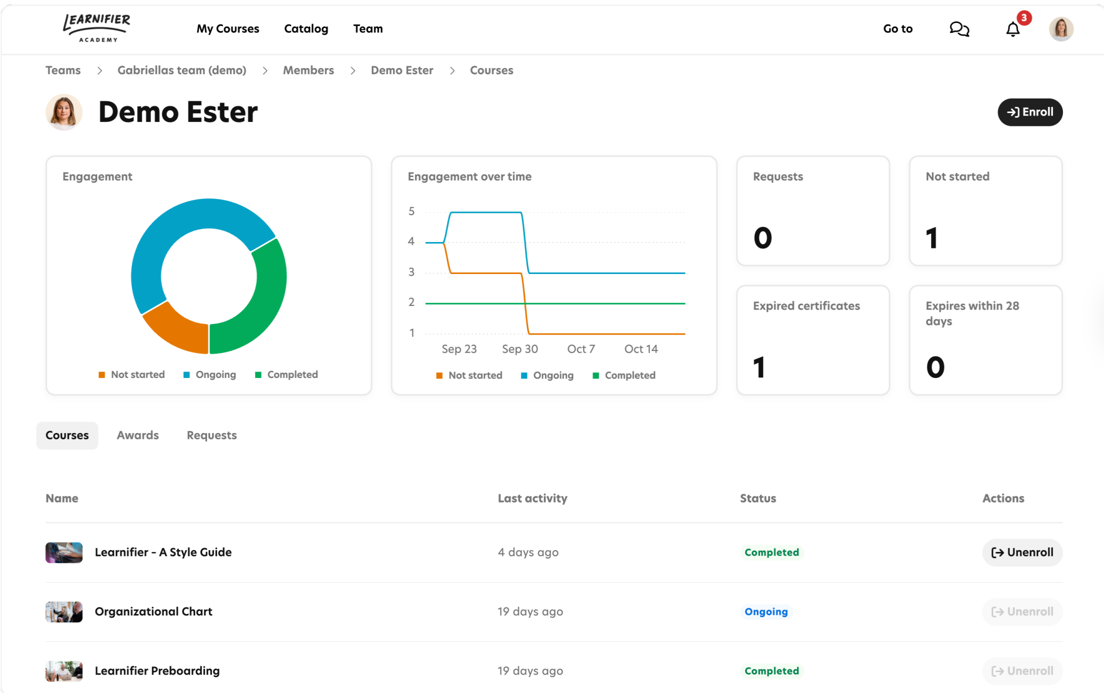
Use **Filter** to find specific courses



Individual team member

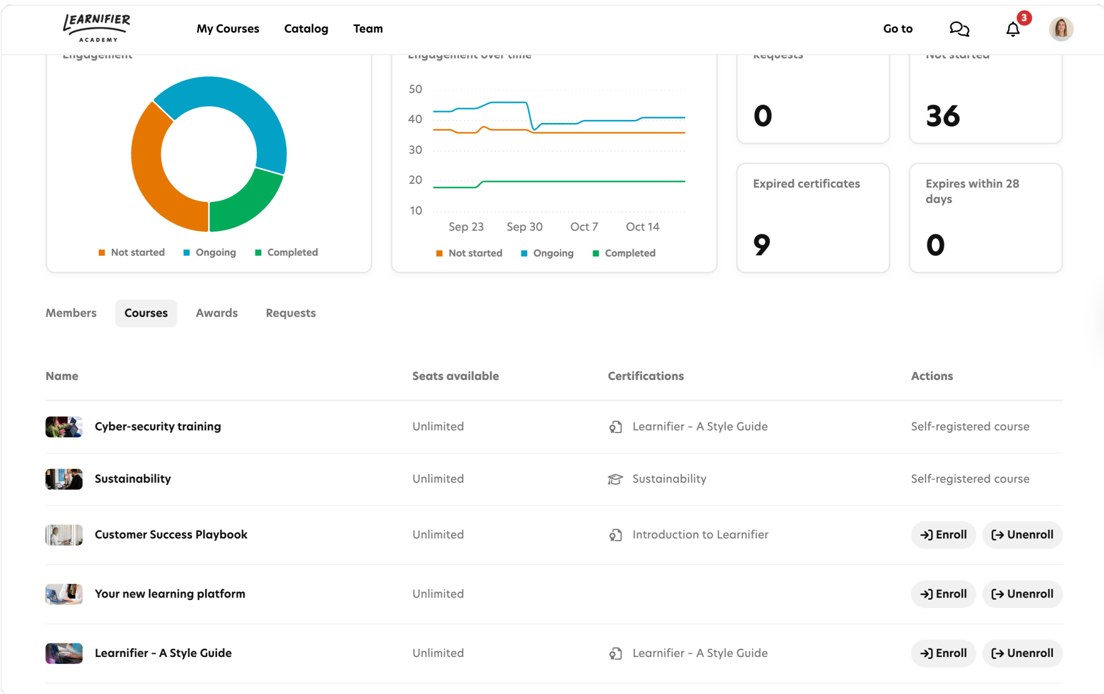
Click a member's name to:

- 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.



Courses Tab

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



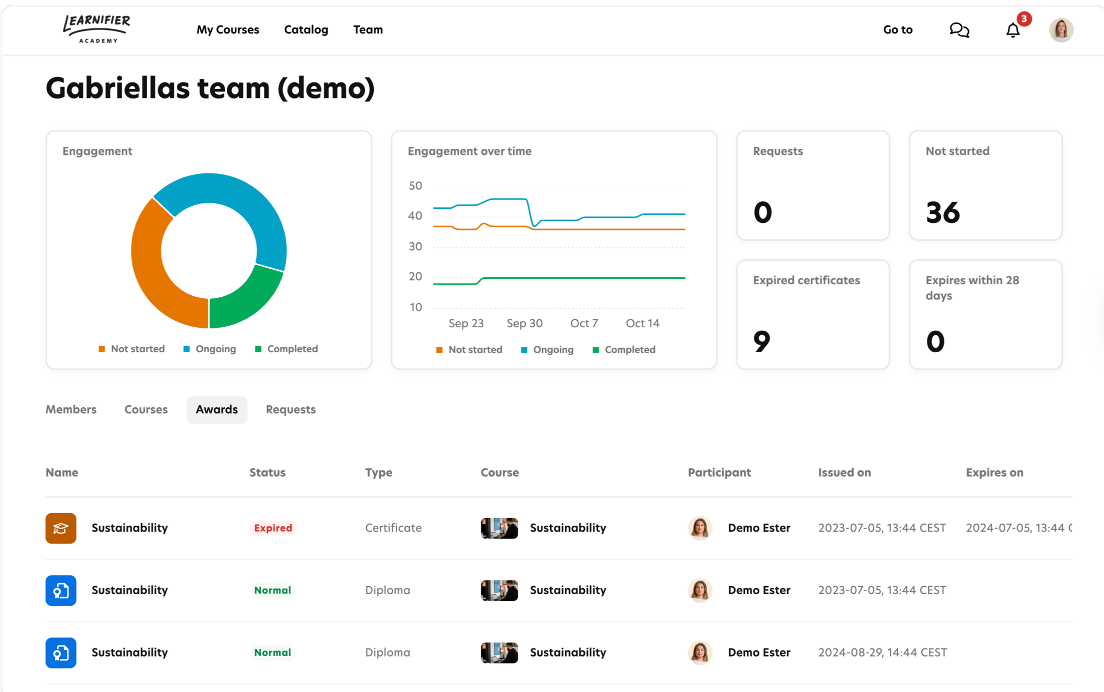
From here, you can:

- 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.



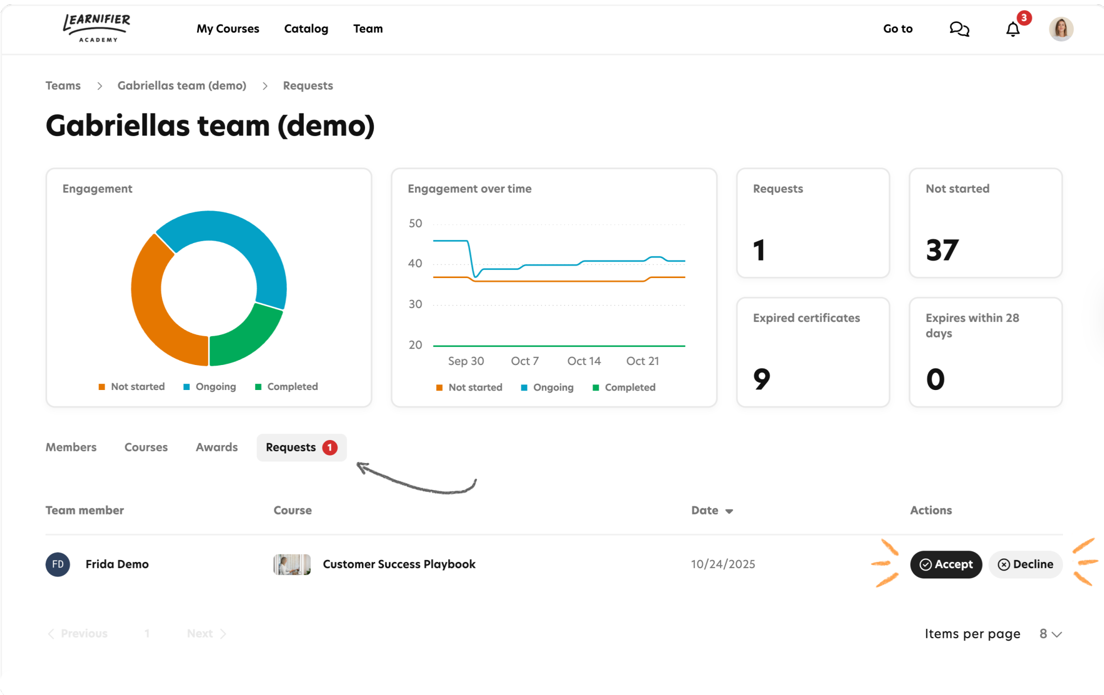
From here you can:

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

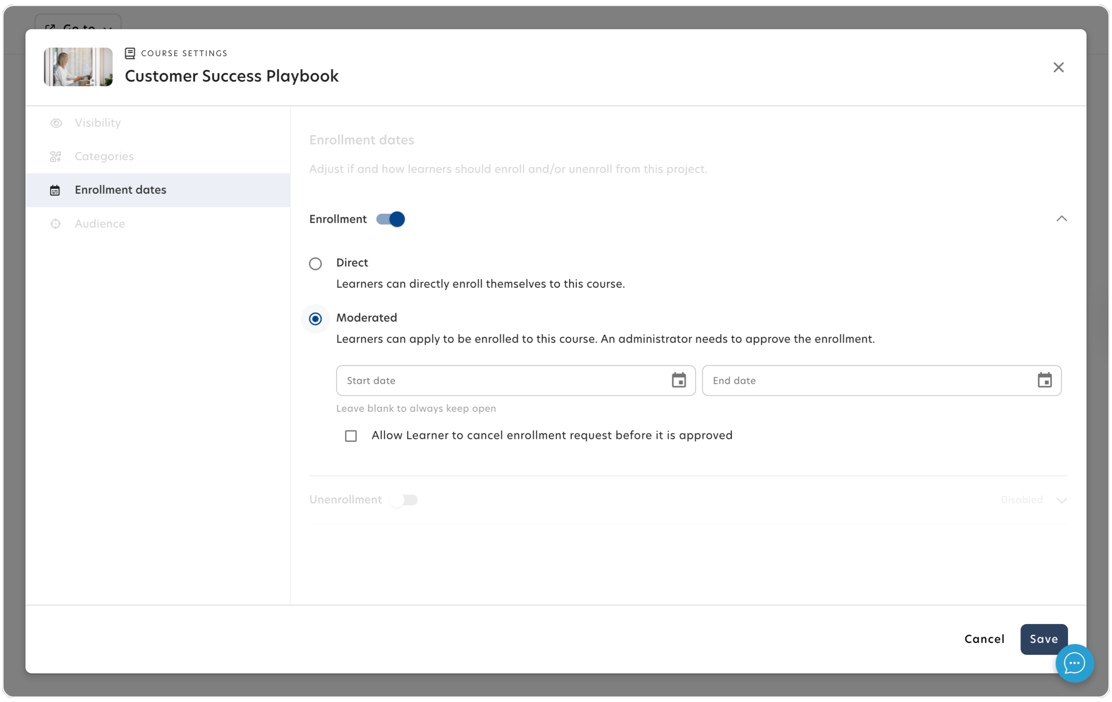
Requests Tab

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.



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