My Focus

Learning Workspace Configuration Guide

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1. Establish effective access

Coming Soon | Release 2026.10.1.0 | Edition 1 | 20 October 2026. Availability follows your organisation rollout, configuration and access. This guide is a preview reference, with no committed release date.

Configure the operational workspace through the existing Learning settings and native menu/security processes. It combines Learning licence/module availability, native menu access and workspace group privileges. A visible menu or setting is not a universal permission grant.

Administration route: Modules/eLearning/Admin/HRF_ELEARNING_SETTINGS.aspx. Workspace route: Modules/eLearning/HRF_LEARNING_ADMIN_WORKSPACE.aspx. Use these paths through the organisation My Focus root and normal authentication.

Check	Meaning and next action
View	Admission requires both the native workspace menu grant and workspace privilege.
Hierarchy	Maintains catalogue definitions in the permitted workspace scope.
Scheduling	Manages runs and delegated schedule actions through the native process.
Results	Effective result rights also require scheduling rights. Existing attendance and stage validation still apply.

1. Record enabled Learning tools, menu access and group membership in the target environment.

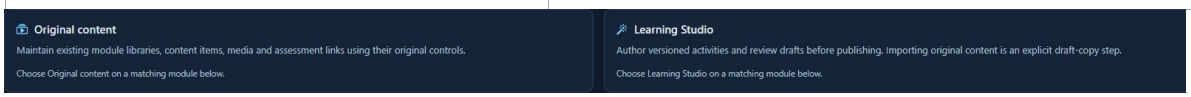
2. Review View, Hierarchy, Scheduling and Results separately. The group privilege editor saves one row at a time and requires Administrator membership server-side.

3. After an approved change, reload in a fresh session and test an allowed user, read-only user and denied user. Retain the actual result, not just the checked box.

2. Control enhanced learning and content

Settings are in Learning / General unless stated otherwise. Record registered values and effective runtime fallbacks separately; do not call a runtime fallback an installed default.

Check	Meaning and next action
ENABLE_ENHANCED_LEARNING	Master enhanced-learning switch when present. ENABLE_LEARNING_V2 is the legacy fallback. Feature and database readiness checks still apply.
LEARNING_CONTENT_WORKSPACE_MODE	ORIGINAL, STUDIO, BOTH or NONE. Blank or LEGACY resolves existing content flags; invalid mode resolves NONE. Studio also requires ready authoring.
LEARNING_V2_AUTHORING	Additional authoring gate. It does not replace effective module author/review/publish rights.
LEARNING_V2_PATHS_WORKSPACE	Requires supported objects/schema and effective hierarchy/capability checks.
LEARNING_V2_CREDENTIALS_WORKSPACE	Requires credential/authoring readiness and effective workspace capability checks. Staff credential access has additional rights.
LEARNING_WORKSPACE_CREDENTIAL_CODE	Controls the credential code presentation. Visibility does not grant staff access.



Check the effective Original content and Studio state for the selected module.

Learning settings also expose assessments, path and credential workspace options and selected schedule-column visibility. Missing registrations can disable a setting control. Do not enable optional AI or publish content merely to make a demonstration available.

3. Review defaults and process dependencies

Learning / Creation defaults preselect valid native options for supported new records. They do not rewrite existing records, bypass required validation or establish target lookup IDs across environments.

- Catalogue defaults cover school academy, programme core status, course category, type, run type, delivery mode, priority and certificate, plus module certificate.
- Schedule defaults cover reason, venue, coordinator, trainer and CEU context where valid. Use current valid lookup values and permitted ranges.
- INHERIT_PARENT_ROLES_ON_CREATE applies on supported new hierarchy/link paths with the required advanced per-level security. Preserve existing explicit child roles; do not treat inheritance as a general access grant.

1. Record the current value, its target lookup and the approved before/after value. Resolve lookup codes independently in each environment.
2. In an isolated permitted new capture, confirm the initial selection and allowed override, save and reopen, then compare what actually persisted.
3. For role inheritance, compare the parent and new child and test denial as well as the allowed action.

Agree attendance, success/completion status codes, assessor/moderator rules, questionnaire/certificate links, workflow and notification requirements with the process owner. A recorded training pass, credential award and printable certificate remain distinct. Verify notification delivery separately from persistence.

4. Roll out and troubleshoot with evidence

1. Record target environment, release, owner, effective settings, module/menu prerequisites and role matrix. Keep credentials and private before-values outside shared guides.
2. Test the needed native journey from open to save, reopen and downstream reconciliation, including feature-off behaviour and classic routes.
3. Inspect the actual scoped download before declaring export coverage. Distinguish local, Dev and production evidence.
4. Restore reviewed settings and use an approved reset only; do not delete shared catalogue or real learner outcomes to reset a demo.

For missing actions, check menu admission, workspace privileges, enhanced/content mode, schema readiness and the selected module role. For stale/conflict messages, reopen the authoritative record and reconcile the edit. For blank analytics or loading windows, retain the exact page/action and support reference rather than assuming no data.

Verification boundary: the retained captures show selected native views. Current local evidence includes Course and Module persistence and native editor launches; a filtered employee transcript XLSX was checked locally and in Dev. This does not verify every School, Programme, Schedule or result save, content publication, learner completion, credential award or certificate issuance. Dev workflow persistence remains outstanding.

Support boundaries: full hierarchy saves, scheduling/outcome reconciliation, publication, award, certificate and notification journeys require their own receipts. No deployment, target configuration change or release approval is provided by this manual.