My Focus

Learning Workspace User Manual

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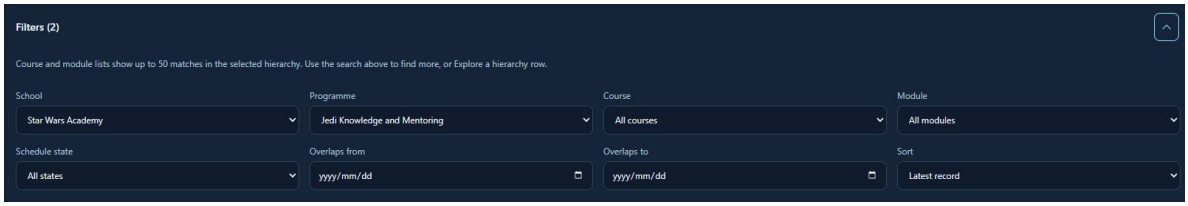
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1. Start with the right learning context

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.

Use Learning Workspace to organise the catalogue, manage scheduled learning and follow up recorded results. Employee My Learning is the learner view; it is a separate destination. Before changing a record, confirm the selected school and parent hierarchy and the action your role permits.



School, programme, course and module selectors retain learning context.

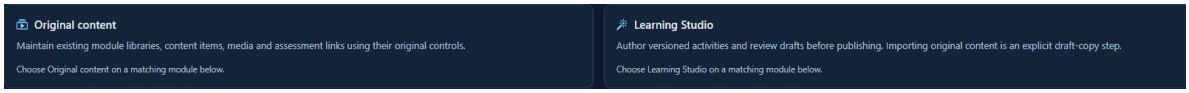
1. Open Learning Administration Workspace from your available Learning menu.
2. Choose the school and relevant programme, course or module; then apply search, schedule state, overlap dates or sorting as needed.
3. Read the selected context before opening a record. Course and module selectors show up to 50 matches; search or Explore a hierarchy row to find more.

Eight connected areas group the work: Schools, Programmes, Courses, Modules, Content, Learning paths, Credentials, and Schedules and results. Some actions are absent or disabled when features or rights are unavailable.

2. Maintain the catalogue and content

Schools contain programmes; programmes link to courses, and courses link to modules. Shared definitions can serve more than one hierarchy. Search for an existing definition before creating another.

1. Select the catalogue area and parent context. Use New or open the existing record through its native action.
2. Enter the exposed code, title and required values. Review existing links, role assignments and any creation defaults.
3. Save deliberately, wait for the result, then reopen the definition to confirm the intended values and links. Close returns to the selected workspace context.

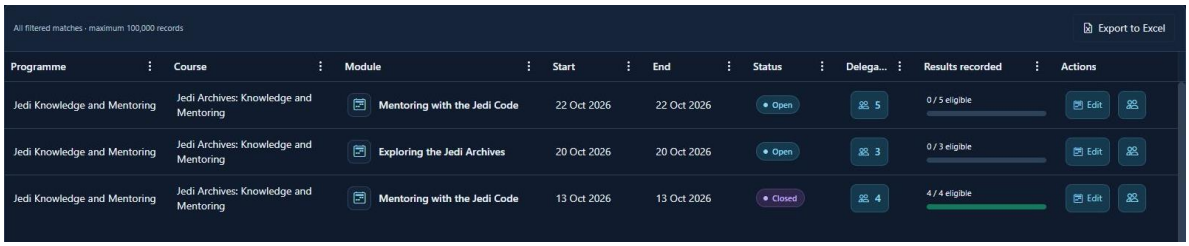


Original content and Learning Studio are distinct entry points with their own readiness and access.

Original content maintains established libraries, items, media and assessment links. Studio supports a governed versioned draft, review and publication process when available. Importing original content copies a draft; it does not publish. Published learning availability must be checked separately. A button or lifecycle diagram is not evidence that a transition completed.

Learning paths group supported targets and requirements. A saved path definition does not itself enrol staff. Credential definitions describe sources, validity and renewal rules; an award and its printable evidence are separate records and actions.

3. Schedule learning and record outcomes



Schedules and results show the selected runs, delegate counts and eligible result coverage.

1. Open Schedules and results and find the relevant run using hierarchy, status and date overlap filters.
2. For a new run, use New schedule and complete its exposed dates, course/module context and required scheduling information. Review configured venue, trainer and capacity feedback.
3. After an authorised save, reopen the run. Use the permitted delegate workspace to enrol or inspect learners and their current booking state.
4. For outcome capture, verify the run, learner and module; enter attendance, result and score in the native permitted fields, including assessor or moderator requirements.
5. Save once, reopen the source and confirm the persisted result. Refresh the learner history and reconcile source, date and status before reporting completion.

Results recorded is a coverage measure against eligible delegates. It is not a count of certificates issued or a claim that every delegate passed. Scheduling, result capture, finalisation, cancellation and notifications are separate actions. A saved booking does not prove an invitation was delivered.

4. Read insights and finish the follow up

Grid, Cards, charts and timeline answer different questions about the selected results. Read each label and selected hierarchy/date scope. Changing chart style changes presentation, not the business meaning of the underlying measure.

Check	Meaning and next action
Filters and counts	A displayed page is not necessarily the full matching population. Retain applied hierarchy, search, dates, status and sorting when discussing results.
Learning Operations analytics	Read the KPI definition and source context. Earlier native analytics evidence rendered overview plus five KPI frames out of 27 components; remaining component bodies and report/export paths were unresolved.
Export to Excel	Use the actual export offered by this surface. Check the downloaded format, criteria, columns, row scope and authorised records before sharing. This guide does not certify the workspace export.
Missing or loading panel	Check scope, feature readiness and permissions before treating it as zero or creating duplicate records. Record the page, action and support reference.

Example practice: Leia locates Jedi Knowledge and Mentoring, opens the recorded schedule and identifies whether the next action is delegate follow up, result capture or credential review. Stop before any save or notification unless that action is approved.

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.