



LMS Feature Checklist

We have divided the checklist into four parts: Features for admins, features for learners, features that help both, and important considerations that go beyond mere technological features.

LMS Administrative Features

Classroom scheduling and registration management

- Can admins create courses (instructor-led, virtual or classroom) with multiple sessions so users can self-enroll?
- Can attendance be tracked in the LMS?

Content management

- Is it easy to create groups of employees based on common attributes such as department, level, or tenure in the company, and easily assign courses for their specific needs?
- Can you easily assign deadlines and due dates?

Automated reporting

- Is it easy to set up and schedule reports?
- Can they be automatically emailed?
- Is standard reporting included?

Data security

- Is all data communicated over a secure (HTTPS) connection?
- What data is being recorded?
- Is that data encrypted?

Content options

- Does your LMS vendor also offer off-the-shelf content? Is it microlearning? Is it award-winning?
- Do you have company-specific topics where you need to create custom content? Does the LMS vendor offer these capabilities as well?

LMS Administrative Features (cont'd)

Competency management

- Does the off-the-shelf content match with validated competencies (for example, the Korn Ferry competencies)?

Authoring tools

- Can you easily create your own content?
- Are there professional editing tools (add special effects, edit out the "ums and ahs," etc.)?
- Do the tools work with or without a webcam?

Student materials storage

- Is it unlimited? Or is there tiered pricing?
- What formats/file types are accepted?

SCORM-compliant formats

- Is the LMS SCORM-compliant?

Data import/export

- Can you import and export data easily? Is it a turnkey process?

Survey tool

- Does the LMS offer access to a survey tool?

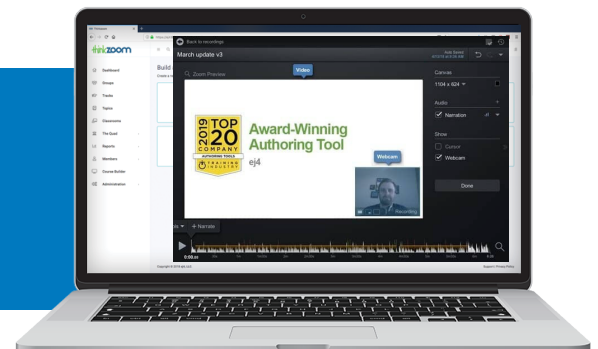
Exam editor

- Does the LMS allow you to create exams and follow-up quizzes?
- Does the LMS allow you to add in custom exam questions?
- Can you change scoring requirements as needed?

Hidden pricing

- What features would incur additional charges?

**Award-Winning
Authoring Tool**



LMS Learner Engagement Features

Mobile learning

- Is the LMS equally accessible on any device?
- Does the LMS allow for "just-in-time learning" 24/7/365?
- Are all features accessible on mobile?
- Can learners access content at the moment of need? For example:
 - Can a warehouse worker access a video on safety procedures from the warehouse floor?*
 - Could a salesperson on the road (in the airport or in their car) review training on objections, or DISC selling tips?*

Slack integration

- Can learners use a dedicated Slack channel to search for courses, find course requirements and due dates, or see which training reinforcement quizzes they need to take?

Training reinforcement

- Does the LMS offer training reinforcement?
- Can it generate reminder quizzes and email notifications?

Social learning

- Can learners choose who they want to follow?
- Is there a leaderboard?
- Can they see recent activity from those in their network?

Self-directed learning

- Can learners search and take courses not assigned to them, for enrichment?
- Can they self-enroll into Tracks, live and virtual classroom sessions?

LMS Features for Both Users and Administrators

Intuitive user interface

- How many clicks does it take a user to find and access the content he or she wants?
Is it less than five?
- Can your users and administrators figure things out without days and days of training?

LMS Features for Both Users and Administrators (cont'd)

Intuitive course catalog search

- Can learners and admins easily search topics, tracks, videos, and materials?
- Do the search results include search terms in the title and content that meet the context of the search word?

Personalization/Customization

- Can the homepage and login screen be easily customized with branding and images?
- Can the dashboard be easily customized? (For example, can users and admins drag and drop elements, or resize elements, as needed?)
- Can admins leave customized personal messages on the main dashboard for learners? (For example, can they leave a reminder to everyone to complete that much-needed compliance training?)
- Can admins personalize the welcome email users receive when being added to their company's account?

Going Beyond LMS Features

Vision for the future

- Is it obvious that the LMS can scale with the growth of your company?
- Does the LMS provider have plans for improvements?
- Are there additional charges for features launched during the contract but after the initial implementation?

Support

- Does the LMS provider offer personal support at no additional charge?
- Does the support include implementation? (Or is there an additional charge?)
- Do they offer an implementation checklist?

Does the support include...

- A personal learning consultant, assigned to your organization, that knows your name?*
- Technology/bug reporting?*
- Consultative services (such as course recommendations)?*
- Implementation support?*
- Ongoing training?*
- Is there a "marketing tool kit" to help you launch the program to your learners?
 - Can it also be used periodically for promoting new courses, etc.?*
- Is support included in the price tag? (How much of it is included?)



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