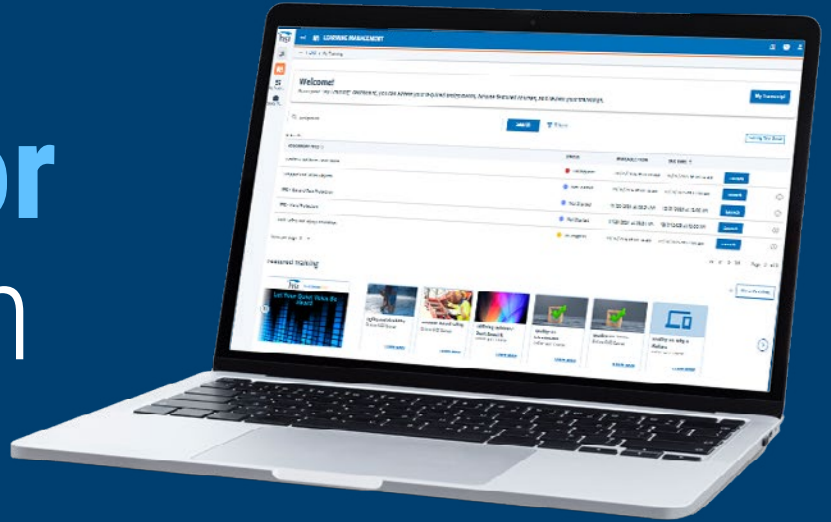




LMS Vendor Comparison Checklist



LMS Admin Capabilities

Data Security

Is all data served over HTTPS?

Is user data and detailed history of learner's interactions stored with the training?

Scalable User Limit

Is the LMS user limit scalable with planned expansions and growth?

Automated Enrollment

Can users be automatically enrolled into the LMS from an existing database?

Can learners be re-enrolled in appropriate training courses for upskilling and annual compliance?

Classroom Scheduling and Registration Management

Can admins create training courses (instructor-led, virtual, or classroom) with multiple sessions so users can self-enroll?

Can attendance be tracked in the LMS?

Custom Permissions

Can permissions be granted based on role, group, and user data?

Time-Zone Management

Is seamless organization and scheduling across time zones an option?

Course Notifications

Can the LMS send notifications to learners when training courses are ready to be completed?

Can email notifications be sent to alert admins of past-due user training?

Automated Reporting

Is standard reporting included?

Is custom reporting available?

Is it simple to set up and schedule reports?

Can data figures be visible on a dashboard identifying the status of training programs?

Can reports be emailed automatically?

Can notifications or reports be sent to managers, team leads, and administrators?

Can completions be tracked to measure the team or learner progress?

Can you track online, in-person and blended training?

Content Management

Is it easy to create groups based on common attributes (location, role, job, team)?

Can you build a series of training courses with a linear flow?

Can training courses be readily assigned for learners' specific needs?

Is a tool available to help you assess the training needs of your employees and provide customized training recommendations?

Are due dates simple to schedule?

Can you configure training frequencies for upskilling and annual compliance ahead of time?

Content Options

Is there off-the-shelf content to supplement your custom content?

Is it microlearning content?

Is the content award-winning?

Can custom content be created?

Can you upload your own content (SCORM/AICC courses, videos, PDFs, custom exams)?

Are closed captioning and transcripts available in multiple languages?

Competency Management

Can you create your own competency track?

How would you rate the ease of use when building customized competencies that align with organizational training needs?

Personalization/Customization

Can admins create training courses in the LMS?

Can existing training courses in the LMS be edited?

Can admins customize the welcome email for new users?

User Data Synchronization

Can data be synchronized with existing payroll or HRIS databases?

Can you import and export data easily?

Is it a turnkey process?

Exam Editor

Can you create exams and follow-up quizzes?

Are you able to add custom exam questions?

Can email notifications and reminder quizzes be generated?

Can you change the scoring requirements as needed?

Advanced Features

What advanced features would incur additional charges?

Does the LMS support AI?

LMS Learner Engagement Tools

User Self-Registration

Can users create an account and self-enroll without an admin?

Single Sign-On

Can learners sign directly into the LMS without credentials and through a different portal?

Simple User Interface

Can users easily find the required training and navigate to other tabs to find elective training courses?

Does the user have access to their own transcript?

Customizable User Profiles

Can profiles be customized with additional information, for instance: city, state, location, job title, and manager's name?

Mobile Learning

Is the LMS equally accessible on any device?

Is the content formatted for use on any device?

Are all features accessible on mobile devices?

Can learners access content at the moment of need wherever they're located?

Is "just-in-time learning" 24/7/365 allowable for training courses other than the required courses?

Training Reinforcement

Is training reinforcement available?

Can email notifications be generated?

Social Learning Experience

Can learners choose who they want to follow?

Can learners share training courses with other co-workers?

Are learners able to download certificates or wallet cards with scannable QR codes providing proof of course completion and regulatory compliance?

Self-Directed Learning

Can learners search and enroll in training courses not assigned to them for enrichment?

Can employees self-enroll into tracks, live, and virtual classroom sessions?

LMS Features for Both Admins and Users

Custom User Roles

Are there predefined and customizable roles for learners and admins?

Intuitive User Interface

How much training is required to learn the LMS software?

How many clicks does it take to find and access the desired content? Is it fewer than five?

Intuitive Course Catalog Search

Are topics, tracks, training videos, and materials easily searchable?

Do search results show relevant matches in titles and content?

Personalization/Customization

Can the homepage and login screen be easily customized with branding and images?

Can favorite training courses be saved and notes made regarding learning points?

Important Factors Beyond LMS Core Tech Features

Strategic Roadmap

Can features be turned on or off to allow for a phased roll out?

Is it obvious that the LMS can scale with the growth of your company?

Does the LMS provider have plans for improvements?

Are there extra fees for new features released after implementation?

Does the LMS support your entire training program?

Does it integrate with Human Resources Management Systems (HRMS) or Human Resources Information Systems (HRIS)?

LMS Provider Support

Is a LMS implementation checklist shared?

How long does it take to implement?

Is there a cost associated with implementation?

Is general customer support included in the cost?

Is personal support available at no additional charge?

Does personalized support include implementation? Or, for an additional charge?

Does customer support include:

- a customer service manager (CSM) assigned to your organization?

- technology/bug reporting?

- consultative services (course recommendations)?

- ongoing LMS software training?

- multilingual support?

Integration with Other Software

Can the LMS be integrated with other software, such as safety management system and chemical management tool, to provide a full suite of solutions?



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