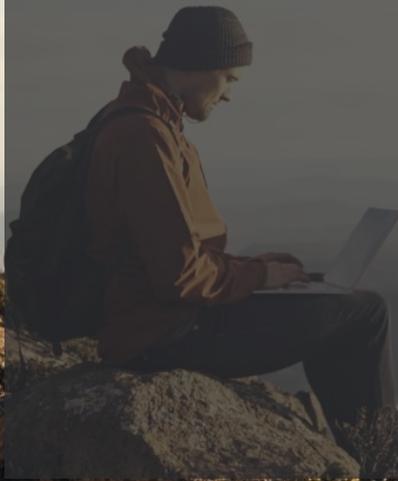




Learning Management System Evaluation Checklist

Select the right LMS for your organization



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Introduction

You might feel like you got more than you originally bargained for when you first started your search for a Learning Management System (LMS). With hundreds of LMS solution providers out there, selecting the right online training software can become a complex and time-consuming process. But it doesn't have to be.

The most important aspect of your software search is determining what your core requirements are and what you're willing to pay for an LMS. Once you've defined your "must-have" features, you can start to see which "nice-to-have" features will fit within your budget.

This **LMS evaluation criteria** will help you prioritize which features matter to you most as you analyze LMS solution providers—helping you to save time and quickly weed out the providers that aren't a good fit.



LMS Evaluation Criteria

Compare up to three vendors with this LMS feature checklist. Start by filling out the "Importance of Feature" column. Then, add your final three LMS providers to the checklist to see how they stack up against your most important criteria.

Feature	Importance of Feature	LMS Provider 1 Score	LMS Provider 2 Score	LMS Provider 3 Score	Comments
	5= Of High Importance 0= Not Important	5= Exceeds Requirement 0= Doesn't meet requirement	5= Exceeds Requirement 0= Doesn't meet requirement	5=Exceeds Requirement 0= Doesn't meet requirement	

Administrative Experience

Ability to add, edit & manage the following training curriculum types:

Online training- SCORM 1.2- & 2004-compliant courses					
Classroom-based training (Instructor-led)					
Self-paced training (Document upload)					
Webinars					
Microlearning-Video-based courses					

Ability to apply or enable the following details or characteristics of a course:

Certificates of completion					
Course evaluation (Survey/Quiz)					

Course prerequisites					
Course retake restrictions					
Course access levels- Required vs. Elective (Public)					
Course description- WYSIWYG HTML editor					
Course image					
Course due date					
Add to calendar					
<i>Ability to add, edit & manage course catalogs, groupings or series by:</i>					
Assigning courses to course catalogs, groups, or series based on predefined user roles or identification codes					
Share courses across catalogs and course series					
Manage course catalog or series display date range					
<i>The ability to add, edit and manage user groups, company divisions, business units and brands with:</i>					
Registration code administration for user enrollment					
Open user enrollment					

User import-Spreadsheet/Excel upload					
Single sign-on					
Creation or modification of user information or user profiles					
Hierarchy for the training structure based on organizations, departments, user roles and location					
Ability to mark a user complete for a course					
Email notifications & messaging					

The ability to manage user progress and performance with:

Real-time reporting dashboard					
Course reports –Course completions, course enrollments, etc.					
Classroom enrollment reports – Course completions, course enrollments, etc.					
User reports-Active users, certification completion, compliance completion, user login					

activity, user transcripts					
E-commerce reports- Purchased Courses, Course Payment by Payment Method, etc. (If E-commerce enabled)					
Course survey reports- Course satisfaction					
Report export & download					
Learner transcripts					
Ability to upload external training records					
Report integration- Google Analytics					
Automated report delivery					

Learner Experience

Clear log in form (If Single sign-on not used)					
Ability to self-register					
Ability to change password					
Intuitive navigation					
Intuitive search					
Engaging & visually					

appealing interface					
Responsive design- Mobile learning delivery					
Ability to access assigned courses					
Ability to access transcript					
Clear visibility into learning progress (Progress bar)					
View & print certificates of completion					
Easy enrollment for Classroom-based training and webinars					
Multi-day/location enrollment options for Classroom-based enrollment					
Course commenting					
Discussion board					
Course rating					
Social sharing					
Edit profile information					
Add a personal profile picture					
Specify language preference of the system					
View purchase history (If e-commerce is enabled)					

Support & Training

Email support					
Phone support					
Support representative					
System training included-Live, online, documentation					
Help desk					
Product video tutorials					

System/Other

Custom branding (White labeling)					
Open API					
Salesforce integration					
HRIS integration					
Data migration					
Multi-language (Localization)					
Course authoring tool					
Assessment builder					
Live Chat					
Cloud-based system					
Offline course player					
E-commerce					
Extended Enterprise					

What's next?

Once you've put aside the time to complete the LMS evaluation criteria checklist you'll be ready to start analyzing which provider(s) align best with your criteria. It's important to remember that not every solution provider will have all the features you're looking for if you have a tight budget, so you may have to be more selective as you distinguish "must-have" features from "nice-to-have features." Determining the right fit will be a balance of quantity and quality when it comes to looking at LMS features, so take your time to look at how closely each provider aligns with what is most important for your business.

Interested in seeing how
Knowledge Anywhere stacks up?

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