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?
Competency management
☐ Does the off-the-shelf content match with validated competencies (for example, the Lominger 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
☐ Is the LMS SCORM-compliant?

Surveys
☐ 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?
☐ Do the tools work with or without a webcam?

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?

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?)