

Your Learning Management System Checklist

So you're on the hunt for a new learning management software.

Whether you're new to the market and don't know where to start, or you're a seasoned LMS administrator looking for a different LMS that's a better fit, start with this checklist to be sure you find a solution that covers all the bases.

STEP 1

Determine your goals

Ask yourself - what are you trying to achieve by adopting a new LMS? What are some issues you're experiencing with your current LMS?

EXAMPLE GOALS:

- I want to better manage compliance within my workforce
- I want to create training videos
- I want to simplify onboarding

1. _____
2. _____
3. _____
4. _____
5. _____

STEP 2

What functionality do you want in your LMS? What are mandatories and what are nice-to-haves?

Tick those that are mandatory with an "X" and those that are nice-to-have with a ✓.

GENERAL

- Multi-language
- AICC/SCORM/HIPAA/Other compliance
- Blended learning
- Customisation and branding

CONTENT

- Import existing content
- Content marketplace
- Course library
- Built-in video editor
- Authoring tool
- Assessments

MANAGEMENT

- Dashboard
- Certification tracking
- Automatic content scheduling
- Lesson follow ups and reminders
- Reporting

OTHER

- Virtual classes
- Accessible on mobile devices
- Virtual reality
- Gamification
- Social learning
- Continuing Professional Development support
- Other feature _____

STEP 3

Consider the logistics - what works for your business?

Tick all the options that you would consider.

PRICING

- Free trial
- Per user/seat
- Monthly subscription
- Annual subscription
- Feature-based pricing
- Add-on pricing

SUPPORT

- 24/7 support
- Knowledge base
- Phone support
- Email support
- Video tutorials
- Training packages

INTEGRATIONS

- Single sign-on
- Microsoft SharePoint
- Salesforce
- G Suite (Google)
- ADP
- Zapier
- API
- Other System _____

Now that you've decided what you want in an LMS, go out into the world and compare your options!

Start with Velpic - we offer a next-generation LMS software that's simple yet powerful.

Sign up for a free trial to see for yourself at velpic.com.