

LMS Feature

Administrative Reporting

Administrative reports assist with managing users, assessing compliance, license usage, etc. If data is sensitive, you should be able to control access to report data by department(s), or managerial area.

Administrator Module

This module allows the user to control system settings, such as alerts/messages, default email and contact information. Having a separate module helps keep the interface uncluttered and clean for learners.

AICC Compliance

AICC is a standard output for course authoring software or off-the-shelf purchases. AICC allows you to import course content into any LMS that is AICC compliant – so if you change from one LMS to another, the course will continue to function. Purchased courses that are AICC compliant will also work with AICC compliant LMS's. AICC is an older standard however: most authoring tools now support SCORM and/or Tin Can API.

Authentication & Security

User login security requirements. This can include a single sign-on (a single user id/password combination is used at the corporate level to access all applications and web sites), or automatic password expiration (passwords changed at regular intervals).

Blended Learning

Courses that include both web and classroom instruction. Both types of instruction can be tracked in a supporting LMS.

Certification Management

Setup, assignment, tracking of employee certifications. This module should include supporting reports, auto-generated expiration notifications, reminders, and automatic re-assignment to the certification courses as needed.

Certification Tracking

This allows for manual tracking of employee certifications. The information is data entered into the LMS. The LMS should allow for reporting on the data. This does not include assigning and managing certifications.

Competency Management

Supports HR functions. Skills are defined, employees are tagged with mastered skills, training goals are set, and progress is measured. This is usually an add-on if supported in an LMS.

Compliance Management

Tracking and assessment of learner compliance – either regulated compliance (such as EPA regulated compliance training), or corporate compliance. Often includes automatic notifications to supervisors of non-compliance, reports on non-compliance/compliance.

Content Library

A place to store and share online learning content between course authors. A module stored in the content library could be used in multiple courses.

Content Management

The way course content is managed in the LMS. This includes course creation, quizzing, surveys, etc. Is there a built-in editor, can you include PDFs, videos, Flash clips, audio, SCORM, etc.?

Course Authoring

How do you create courses for the LMS? Is there a built-in authoring tool, or is all content produced using 3rd party tools? What type of desktop applications are supported, e.g. PowerPoint, Word, Flash, Captivate, Articulate.

Course Catalog

A listing of courses offered that is accessible by learners. The catalog sometimes allows for inclusion/exclusion of courses based on a setting. The catalog is often searchable and/or sortable.

Custom User Interface

The extent to which you can modify the user interface to have the look and feel of your corporate website or applications. Sometimes includes the ability to change button labels or text in the application.

Customizable Branding

The ability to customize the login page and/or application to use your branding (e.g. logo and corporate colors).

Customizable Fields

The ability to customize the training database to include data fields that you need for reporting or tracking purposes (e.g. Employee Number, Department Number).

Customizable Functionality

The ability to get specific functionality added to the application based on your needs. This is an additional cost.

Customizable Reporting

The ability to run customized reports by selecting the columns displayed on the output.

Data Import/Export

The ability to import/export HR or other data into the LMS. This can sometimes be automated (e.g. new employees can be added to the LMS database on a nightly, weekly, monthly basis).

eCommerce Support

The ability to process payments for course materials via the LMS. This can be done natively or by special request (as an add-on module, for example).

Email Notices/Reminders

Automatic training notifications and reminders. You should be able to specify the contents of the email and the frequency. Often includes the ability to notify superiors as well.

Exam Engine

Support for quizzes and exams. Features can include: quiz creation tool, question banks, question randomization, auto-grading, essay or document upload, multiple question types, time limit, # times quiz can be taken.

Individual Development Plans

A training plan created for an employee to support training and career goals. Course assignment is based on the plan.

Instructor-Led Classes

Traditional training classes led by an instructor. This module can include the following functions: scheduling of classes, self-registration, manager approval, automatic wait-listing, printing classroom roster, updating database with class attendance.

Legacy System Integration

Allows for back & forth communication of information between the LMS and a legacy system in use. Legacy systems are based on old technology, and may be used to store employee information in HR for example. An LMS could integrate data from the HR system into the LMS database using a customized software script.

Live Video Presentations

This is synchronous learning, such as a live webinar.

mLearning

mLearning stands for mobile learning. This means learners can take courses using mobile devices such as phones and tablets. While the application itself may support the use of mobile devices, many courses use Flash content, which is not supported on Apple products.

Multi-Currency

Support for more than one currency, usually used to bill back costs to departments.

Multi-Language

Support for multiple languages. This can mean courses can be developed and uploaded in multiple languages, or may extend to include multi-lingual support within the LMS itself (buttons and text can be displayed in multiple languages, for example).

Multi-Organization Structures

Support for corporations and corporation & subsidiaries as separate entities that are linked together, including rollup reporting.

Multiple Delivery Formats

The ability to produce and deliver course content in many formats, such as: HTML, SCORM, AICC, built-in editor, Flash, PowerPoint, classroom, on-the-job.

Performance Appraisal

The ability to store salary reviews, self-evaluations, and career goals/objectives.

PowerPoint Conversion

A conversion tool that takes a PowerPoint file and converts it to a web-accessible course.

Question Banks

A group of related quiz questions, placed into a 'question pool'. You determine the number of questions to be selected from each bank to generate a quiz. Using question banks extends the life of the quiz because each quiz is generated dynamically.

Registration Management

The method by which learners register for courses. This can include self-registration via a catalog, or course selection and payment via an eCommerce module.

Reporting

Selection and display of training data. Can include summary/rollup reporting, drill down reports, customized reports, scheduled reports. Data can often be exported in .csv or .tsv format.

SCORM Compliance

SCORM is a standard for course publishing that allows course content to be developed using a SCORM compliant tool and then uploaded to a SCORM compliant LMS. SCORM courses can also be purchased off-the-shelf and loaded into the LMS. Authoring tools include Articulate, Captivate, and Camtasia.

Self-Enrollment/Registration

The ability to self-enroll in courses, with or without manager approval.

Skills Assessment/Tracking

The ability to assess and track employee skills to support the development of a learning plan. Assessments can support automatic assignment of courses based on the assessment results.

Student Management

Defines how learners are managed in the LMS. This function can include: assignment of courses/curriculums, automatic notifications/reminders, group/department assignment, assignment of supervisor/manager, tracking of 3rd party training data.

Surveys

Post-training survey authoring tools. This function should include supporting reports and allow for anonymous responses.

Test Editor

A quiz/test/exam creation tool included in the LMS. This function should allow you to indicate right/wrong responses, include customized comments for each response, and include multiple question types. Links back to training material for incorrect responses is desirable. Reports should track questions/responses for each learner, and may include statistical reports.

Test Scoring

The ability to auto-correct quizzes/exams.

User Access Controls

The ability to control access to data and functions within the LMS. This includes multiple levels of access based on the user's role, and support for security/privacy requirements.

Virtual Classes

A class delivered by an instructor and broadcast via the web, such as a live webinar.