LMS Check List

When choosing a Learning Management System there are many things to consider. The answer to these will differ depending on if you are an independent trainer or part of a training agency.

Cost – is the system free or is there a fee. How often is the fee due? What is the fee for, do you get any services for the fee? Do you have to sign a contract? When will it deliver a return-of-investment (ROI)? What is included in the contract? Consider things like technical assistance and ongoing maintenance support. Some learning management systems have online user support groups on Facebook.

Certificates – does the system automatically issue certificates of completion or would you need to manually process a certificate of completion.

Payment – are you able to accept payment via the LMS. Are there rules that govern how your organization accepts payment?

Security – what type of security system is in place, if personal and financial information is stored. Who has access to this information? Is there a security certificate to protect user information?

Course Catalog – are you able to maintain and showcase a catalog of courses you offer.

Reporting Tools – are there options to create reports and gather information regarding training sessions.

Content – what type of content are you able to include in your coursework – videos, pictures, slideshow, discussion boards, comment sections, etc.

Registration – are participants able to register on their own for the courses. Is the registration customizable to meet your reporting needs? If not, are there opportunities to collect the information you need?

Webinars – are you able to host webinars via the LMS.

Mobile and Desktop platforms – will the training content be responsive to the size of the screen you are viewing the content on?

Ownership – if the LMS is hosted, who owns learner data and coursework?

Accessibility – what is in place to ensure all persons can access the course material? Are there opportunities for multiple means of representation?