**First Steps**

Before comparing systems, you need to ask yourself some basic questions. The questions below will help serve as a guide to let you know what type of system you might need, based on your preferences, and needs as a trainer.

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| Do I want to offer trainings web-based online or through live webinars? |
| Do I want/am I able to pay for the service I choose? |
| Do I want a website to house my trainings and business information? |
| Am I able to invest time, money, and energy to self-host a website (i.e. https://mytrainingagency.com)? Or would a hosted website be more practical (i.e. https://wordpress.com/mytrainingagency)? |
| Do I need trainees to access and register for sessions on their own? |
| Do I need a system that can take payment for me? |

**Next Steps**

Once you have a general idea of what you are looking for you are able to compare options available to you. There are many ways to find different options to review, ask other trainers, check with similar business, or Google are all ways to find systems to compare.   
Have a few systems in mind you want to compare? Use the checklist below as a guide to comparing some key features to each system.

This list is not all encompassing. You may find there are more, or less, questions you need answered in your journey to finding the best system for you. Once again, remember, there is no perfect system. But find one that that best meets your needs.

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| **LMS Comparison Check List** | **Option 1** | **Option 2** |
| **LMS Cost** Is the LMS free, or is there a fee?  What does it include?  Do they have good system support if there are problems? |  |  |
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| **Hosting (& Costs)** Is your training hosted on the LMS website?  If so, who owns the content and user data?  What’s the fee for your hosting (and domain name, security certificate, and add-ons), separate from the LMS fees? |  |  |
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| **Responsivity** Is the LMS responsive to the size of the screen you are viewing the content on?  Will it work as well on phones and tablets as it does on computers? |  |  |
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| **Accessibility**  What is in place to ensure all persons can access the course material (i.e. closed captioning, alt text)? |  |  |
| **Collect Registrations and Payments**  Are participants able to register on their own for the courses or do you need to add them?  Is the registration form customizable to meet your reporting needs (i.e. collecting the correct information for ECE-TRIS, maintenance or records for DCC)?  Does the system accept group registrations?  Are you able to accept payment via the LMS?  Does the LMS take a cut of that payment or control the cost of your courses? |  |  |
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| **Secure User Information**  Is your data served to and collected from users securely? (Secure sites start with https://)  Who has access to the user data? |  |  |
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| **Course Catalog** Are you able to maintain and showcase a catalog of courses you offer?  Is there a good search, or course filters in place for this catalog that allow users to easily find courses they might want to take?  Can you create your own categories and filters? |  |  |
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| **Course Progression** Are users able to start and stop as needed to progress through the course?  Do you want to be able to make course content available gradually or have everything available from the start? |  |  |
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| **Assignments** Does the system allow you to create user assignments and quizzes?  Does it keep track of learner progress, or would you to purchase a subscription for a companion LRS (Learner Record Store), and if so, what’s the cost for that?  How are you notified of assignments to be graded?  How do you provide feedback?  Are there ways to automate feedback after course completion? |  |  |
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| **Content** What type of content are you able to include in your coursework (videos, pictures, slideshow, discussion boards, webinars, comment sections, etc.)? |  |  |
| **Certificates** Does the system automatically issue certificates of completion or report/notify when users finish so that credit can be issued? |  |  |
| **Reporting Tools** Are there options to create reports regarding user enrollment, progress, and course interactions? |  |  |