

Use this easy checklist to compare features of your top three LMS choices.

| LMS Feature | LMS #1 | LMS #2 | LMS #3 |
|--|--------|--------|--------|
| <input type="checkbox"/> Administrative Reporting Does the LMS include administrative reports to assist with managing users, compliance, licenses, etc. | | | |
| <input type="checkbox"/> Administrator Module Is there a separate module for administrators? This helps keep the interface uncluttered and clean for learners. | | | |
| <input type="checkbox"/> AICC Compliance If you will be using course authoring software that publishes AICC content, this is a must have. AICC is an older standard however; most authoring tools now support SCORM or Tin Can API. | | | |
| <input type="checkbox"/> Authentication & Security What type of login security do you require? Do you need a single sign-on, or do you need passwords to be changed at regular intervals to maintain security? | | | |
| <input type="checkbox"/> Blended Learning Will you offer both classroom and web courses? Do you have training modules that require both types of training in order to complete the requirement? | | | |
| <input type="checkbox"/> Certification Management Does the LMS allow you to setup, assign, track and manage training certifications? | | | |
| <input type="checkbox"/> Certification Tracking Does the LMS track certifications without the ability to manage and assign certification training? This type of tracking would allow you to manually enter certifications and would possibly track expiration. | | | |
| <input type="checkbox"/> Competency Management Does the LMS have tools to track competencies (reports, etc.)? | | | |

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| <input type="checkbox"/> Compliance Management Does the LMS allow you to track and report on training compliance? | | | |
| <input type="checkbox"/> Content Library Does the LMS include a place to store and share training content? This means that a module stored in the content library could be used in multiple courses. | | | |
| <input type="checkbox"/> Content Management How does the LMS support course content management? Is there a built-in editor, can you include PDFs, videos, etc.? | | | |
| <input type="checkbox"/> Course Authoring How do you create courses for the LMS? Is there an authoring tool, or is all content produced using 3rd party tools? | | | |
| <input type="checkbox"/> Course Catalog Does the LMS include a course catalog? Can you include/exclude courses? Is it searchable? | | | |
| <input type="checkbox"/> Custom User Interface Can you customize the user interface by changing button labels, changing colors, adding/excluding modules? | | | |
| <input type="checkbox"/> Customizable Branding Can you customize the login page and/or application to use your branding (e.g. logo and corporate colors)? | | | |
| <input type="checkbox"/> Customizable Fields Can you customize the training database to include data fields that you need for reporting or tracking purposes (e.g. Employee Number, Department Number)? | | | |
| <input type="checkbox"/> Customizable Functionality Can customized programming be added to the application? | | | |

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| <input type="checkbox"/> Customizable Reporting Can you run customized reports by selecting columns for output, or are all reports canned? | | | |
| <input type="checkbox"/> Data Import/Export Can HR or other data be imported/exported? | | | |
| <input type="checkbox"/> eCommerce Support Does the LMS support eCommerce – either natively, or by special request? | | | |
| <input type="checkbox"/> Email Notices/Reminders Are automatic training notifications and reminders generated? Can you specify the contents and frequency? | | | |
| <input type="checkbox"/> Exam Engine Does the LMS include tools to create exams? Are question banks supported? Can questions be randomized? | | | |
| <input type="checkbox"/> Individual Development Plans Does the LMS support authoring/tracking of individual learning plans? | | | |
| <input type="checkbox"/> Instructor-Led Classes Can you manage and assign instructor-led classes? Is there a scheduling tool? Can learners self-register? Is there wait-listing? Manager approval? | | | |
| <input type="checkbox"/> Live Video Presentations Does the LMS support live video presentations? | | | |
| <input type="checkbox"/> Mobile Access Can training be accessed via a mobile device? (Apple devices do not support Flash, so training content may not be accessible). | | | |
| <input type="checkbox"/> Multi-Currency Can you specify more than one currency for billing back to departments? | | | |

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| <input type="checkbox"/> Multi-Language Can content be displayed in multiple languages? Is the user interface available in multiple languages? | | | |
| <input type="checkbox"/> Multi-Organization Structures Does the LMS support multiple organizations (e.g. corporation & subsidiaries as separate entities that are linked together, including rollup reporting)? | | | |
| <input type="checkbox"/> Multiple Delivery Formats Can you produce course content in several formats: HTML, SCORM, AICC, built-in editor, Flash, PowerPoint, classroom, on-the-job, certification? | | | |
| <input type="checkbox"/> Performance Appraisal Can you upload salary reviews, self-evaluations, and goals/objectives? | | | |
| <input type="checkbox"/> PowerPoint Conversion Does the LMS include a PowerPoint-to-web conversion engine? | | | |
| <input type="checkbox"/> Registration Management How do learners register for courses? Is the process easy to manage? | | | |
| <input type="checkbox"/> Reporting Does the LMS include rollup reporting, drill down reports, summary reports? Can the results be customized? Can reports be scheduled to run automatically, with results emailed on request? | | | |
| <input type="checkbox"/> SCORM Compliance Is the LMS SCORM compliant? Does it support the SCORM tools you use? | | | |
| <input type="checkbox"/> Self-Enrollment/Registration Can learners register themselves for courses? How is registration accomplished? | | | |

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| <input type="checkbox"/> Skills Assessment/Tracking Can you assess and track skills of learners to assist with development of learning plan? | | | |
| <input type="checkbox"/> Student Management How do you manage learners in the LMS? How are courses/curriculums assigned? How are notifications structured? Who gets notifications? | | | |
| <input type="checkbox"/> Surveys Does the LMS include a survey editor? Is the editor easy to use? Can you see the survey results? | | | |
| <input type="checkbox"/> Test Editor Does the LMS include a quiz/test editor? Is it easy to use? Does it track questions/responses for each learner? How do you see the results? Are statistical reports available? | | | |
| <input type="checkbox"/> Test Scoring Are quizzes/exams scored automatically? Can you easily link back to the course content for review? Can you customize the results with comments? | | | |
| <input type="checkbox"/> User Access Controls How do you control access to data and functions within the LMS? Are there multiple levels of access? Does the LMS support your security/privacy requirements? | | | |
| <input type="checkbox"/> Virtual Classes Does the LMS support delivery of virtual classes – that is, a class delivered by an instructor and broadcast via the web? | | | |