

ROADMAP: CHOOSING AN LMS

START

47%
% of companies
looking to switch LMS
vendors. *

* According to Brandon
Hall Group

WHAT IS AN LMS?

According to PC magazine, a learning management system is "an information system that administers instructor-led and e-learning courses and keeps track of student progress. Used internally by large enterprises for their employees, an LMS can be used to monitor the effectiveness of the organization's education and training. It is also beneficial in ensuring state- and federal-mandated courses are delivered in a timely manner."

DO YOU NEED AN LMS?

Ask yourself the following questions. The more questions you answer with 'yes', the more likely an LMS will be a valuable investment that will save time

- Do you offer training in multiple locations over long distances?
- Do you track employee training and requirements?
- Do you have an internal training department (or person in charge)?
- Do you have training courses?
- Do you have 'new hire' training that you deliver frequently?
- Would your employees benefit from 'anytime, anywhere' training?
- Do you need to report training compliance to government agencies?
- Do you deliver both classroom, and web-based, training?
- Would you benefit from having a single repository of all training data?

1 IDENTIFY YOUR TRAINING NEEDS

What features do you need in an LMS? Check off all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Administrative Reporting | <input type="checkbox"/> eCommerce | <input type="checkbox"/> Multi-Currency |
| <input type="checkbox"/> Administrator Module | <input type="checkbox"/> Email Notifications | <input type="checkbox"/> Multi-Language |
| <input type="checkbox"/> AICC Compliance | <input type="checkbox"/> Exam Engine | <input type="checkbox"/> Multi-Organization Structures |
| <input type="checkbox"/> Authentication & Security | <input type="checkbox"/> Individual Development Plans | <input type="checkbox"/> Multiple Delivery Formats |
| <input type="checkbox"/> Blended Learning | <input type="checkbox"/> Instructor Scheduling | <input type="checkbox"/> Offline Learning |
| <input type="checkbox"/> Certification Management | <input type="checkbox"/> Instructor-Led Classes | <input type="checkbox"/> PowerPoint Conversion |
| <input type="checkbox"/> Compliance Management | <input type="checkbox"/> Legacy System Integration | <input type="checkbox"/> Registration Management |
| <input type="checkbox"/> Content Library | <input type="checkbox"/> Live Video Presentations | <input type="checkbox"/> Reporting |
| <input type="checkbox"/> Content Management | <input type="checkbox"/> mLearning | <input type="checkbox"/> SCORM Compliance |
| <input type="checkbox"/> Course Authoring | <input type="checkbox"/> Mobile Access | <input type="checkbox"/> Self-Enrollment |
| <input type="checkbox"/> Course Catalog | <input type="checkbox"/> Multi-Currency | <input type="checkbox"/> Self-Paced |
| <input type="checkbox"/> Custom User Interface | <input type="checkbox"/> Multi-Language | <input type="checkbox"/> Self-Registration |
| <input type="checkbox"/> Customizable Branding | <input type="checkbox"/> Multi-Organization Structures | <input type="checkbox"/> Student Management |
| <input type="checkbox"/> Customizable Fields | <input type="checkbox"/> Legacy System Integration | <input type="checkbox"/> Student Self Service |
| <input type="checkbox"/> Customizable Reporting | <input type="checkbox"/> Live Video Presentations | <input type="checkbox"/> Survey Management |
| <input type="checkbox"/> Data Import/Export | <input type="checkbox"/> mLearning | <input type="checkbox"/> Test Building |
| <input type="checkbox"/> Document Management | <input type="checkbox"/> Mobile Access | <input type="checkbox"/> Test Scoring |
| | | <input type="checkbox"/> Testing |

2 FIND POSSIBLE VENDORS

It's time to start identifying possible software solutions. Using your top 10 features from Step 1, look for vendors that meet these criteria.

TIP

Search the web. Google terms like 'learning management systems', 'LMS vendors', 'web-based LMS'.

TIP

Use a software directory. Capterra is a highly ranked directory (capterra.com), as is Software Advice (softwareadvice.com).

3 SCHEDULE DEMOS

Create a short list of 3-5 vendors and schedule software demonstrations. Be sure to address the requirements you've identified above. If possible, arrange to 'test drive' the software yourself for 15-30 days to see if it delivers everything you need.

4 COMPARE...

COMPARE EVERYTHING

What is included in pricing? Are there hidden costs? What about upgrades, customization, data loading? File and data limits? Is the solution scalable? Flexible? How is system maintenance and backup handled? What are the terms of the agreement?

5 SELECT THE BEST LMS FOR YOUR ORGANIZATION

If you've determined your requirements, researched vendors, done the demos, & evaluated the LMS trial version - you can be confident in your choice of LMS. Congratulations!