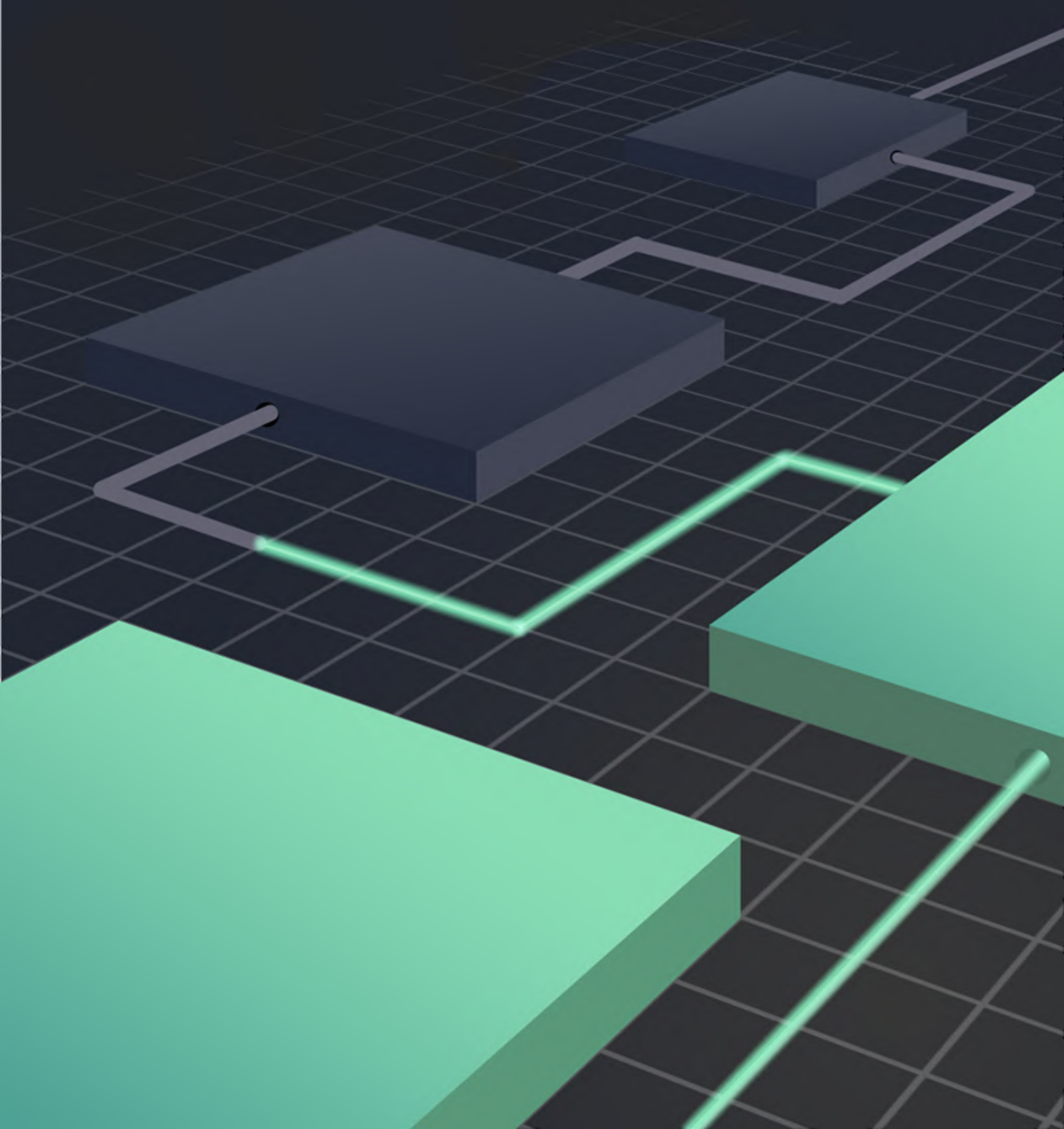


Checklist

# How to select a learning management system



## Checklist

# How to select a learning management system

Choosing a learning management system for an SMB? In the global eLearning market, there are more than 1,000 LMS solutions.

Each vendor's website offers an endless list of features and promises assured success. To help you stop looking for a needle in the LMS haystack, we put together a list of must-have requirements for a modern LMS for employee training. Together with your specific requirements, this checklist will help you make the right decision.

## Quick start

- The LMS is easy to use for both admins and learners
- It's clear how to add users
- It's easy to create a learning path
- It's easy to generate reports and analyze them
- The LMS is in the cloud so no installation or IT involvement is required
- I can test the LMS before purchase: upload my courses, invite employees, and get the first training reports
- It doesn't take long to learn the ropes of the system

## Tech requirements and security

- The LMS fully meets the security standards of our company
- There's integration with corporate systems via API

- Single sign-on is supported
- The system can work flawlessly with our number of users
- Personal data is stored in compliance with national law/legislation
- I (or the vendor) can customize the LMS to tailor it to our business needs
- The LMS is fully compatible with my authoring tool
- The stats for courses and learners are displayed correctly
- We own the rights to our content, and the vendor doesn't take royalties from course sales
- I can assign different roles and access levels to LMS users

## **LMS features**

- I can assign courses to learners or make them open (with self-registration)
- The LMS supports all types of content I need, e.g. SCORM courses, video, PowerPoint, HTML5, images, Word, PDF, and HTML files
- There's unlimited storage, and I can upload as many courses as I need. Many vendors charge extra for it
- The LMS has insightful analytics, and reports that can be fine-tuned to our needs
- Mobile learning is fully supported, and my content plays fine on any device
- Employees can take courses offline via a mobile app with a clear UX
- I can combine courses together in a learning path
- I can mark attendance for classroom-led activities in the events calendar

- I can host and record webinars right in the LMS
- I can create paid courses
- The system has gamification: leaderboards, badges, and points
- The LMS has community and collaboration features so that users can leave feedback for courses or ask questions to instructors or admins

## **Design and usability**

- The LMS supports multiple languages
- The LMS is compatible with modern browsers and operating systems
- I can match the system design with our corporate identity (change logo, fonts, and color scheme)

## **Friendly and helpful customer support**

- The vendor provides a knowledge base, video tutorials, and help docs written in plain English
- There are clear and useful video tutorials
- The vendor can provide individual training for our team
- A company representative explained to me what's included in the product price
- The vendor provided our team with a demo and showed a solution for our business case
- I can contact technical support in multiple ways (by phone, email, or live chat) and get an answer within a reasonable time frame (e.g. 1-2 hours)
- Product updates are released twice a year, or even more frequently

- The vendor provides testimonials of users who I can contact

Here are the key use cases for a typical learning management system. Mark those that fit your company and ask the vendor to show examples of how the system has been deployed for clients with similar cases:

- Employee certification/assessment
- Onboarding
- Training dispersed employees
- Selecting employees for a talent pipeline
- Creating a knowledge base for employees
- Product-related training
- Creating individual learning paths

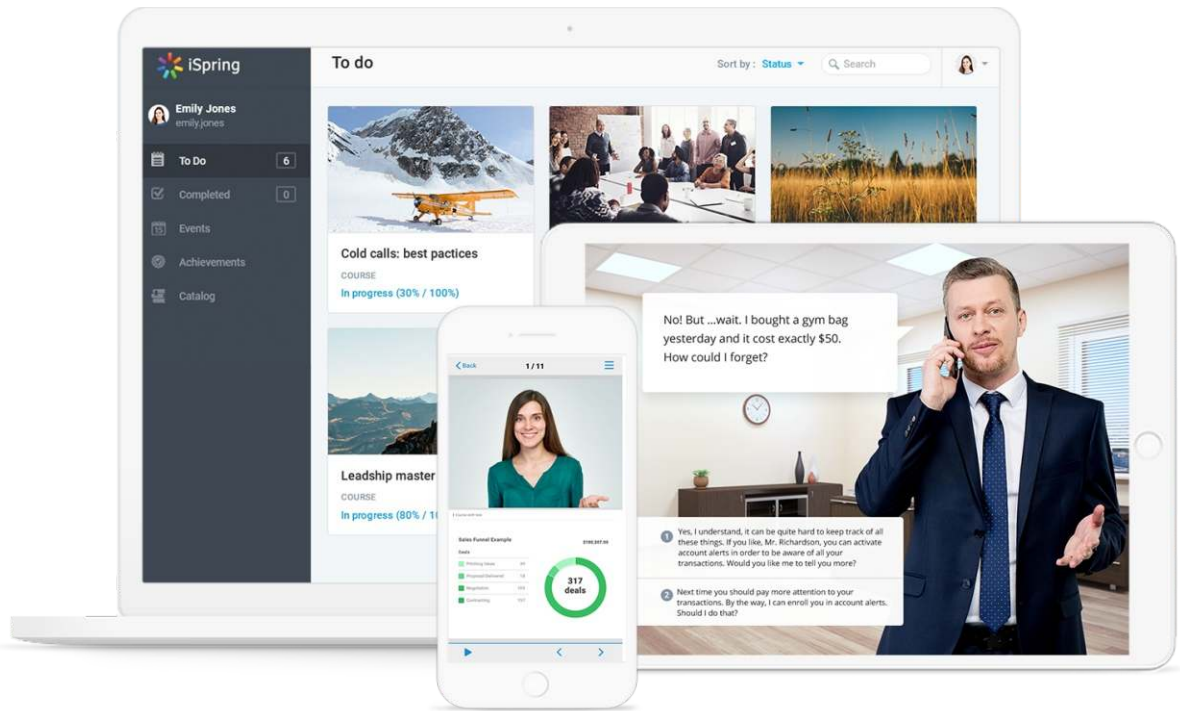
## Handy tip

Before giving LMSs a test drive, make sure that you clearly define measurable training goals, describe your learner personas and use cases, and get a budget approval from your management. Planning these steps in advance will help you select a system that fits you best without getting lost in endless LMS features.

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### Choosing an LMS for training your employees? We've got you covered!

Call us at +1 844 347 7764 or drop us a line at [customer.care@ispringsolutions.com](mailto:customer.care@ispringsolutions.com). We'll discuss your business needs, offer the best possible solutions, and offer a price for you.



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## Powerful LMS to Train Employees

### Fast and easy eLearning jump-start

The learning portal is ready right after you sign in. Just upload your courses and quizzes, invite your employees, and track their learning progress. All set in one day.

### Advanced reporting

With iSpring Learn, you know exactly how your employees are learning. The LMS collects all performance data in one place and features 20+ types of clear reports.

### Powerful authoring tool

Quickly create courses, videos, simulations, and tests right in the familiar PowerPoint interface. The tool has no learning curve, so you can build courses in a snap.

### Mobile learning

Deliver your training to any device: computers, tablets, and phones. Thanks to the mobile app, learners can take courses and tests wherever they prefer, even offline.

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