

# eLearning Launch Checklist: Essentials Only

If you're looking to launch eLearning in your organization quickly and effectively, this brief checklist is for you. Follow these steps to ensure a smooth and efficient training launch:

01. Choose the Right LMS - An LMS that meets all your business needs is the key to success
Define your business goals and training needs to identify the features you need from an LMS
Explore the market and evaluate LMS vendors based on your company's needs
Sign up for demos of the solutions that best suit your needs
Sign up for a free LMS trial from your shortlist of solutions
Select the right LMS and begin implementation
Tip
Choose an LMS that is intuitive and easy to use, so your team can get up and running quickly without delays. A user-friendly platform will reduce the learning curve and allow you to focus on delivering effective training right from the start.
02. Pick the Best Authoring Tool - Courses are essential for corporate training
Answer the question: 'What is the primary eLearning goal an authoring tool will help me achieve?'
Assess which features are must-haves for you
Allocate your budget range

Explore the market and evaluate authoring tools

based on your requirements and budget

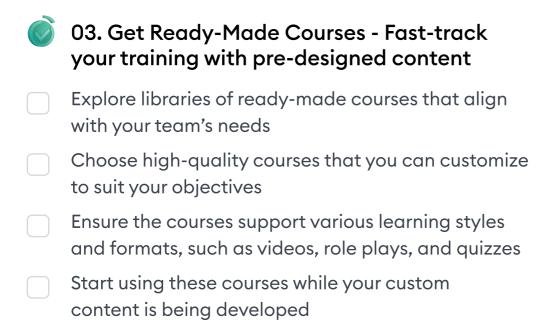
Sign up for a free trial with a shortlist of solutions
Purchase the solution and provide onboarding training for your team

### Pay attention to:

- Technical aspects: compatibility with your LMS, platform compatibility (Windows, macOS, etc.), support for universal eLearning standards (SCORM 1.2/2004, xAPI, AICC), and regular updates
- Templates: Ready-to-use templates and characters can help you create courses much faster
- Interactivity and Gamification: Features like quizzes, interactive slides, awarding points, branching scenarios, Al assistant, and more

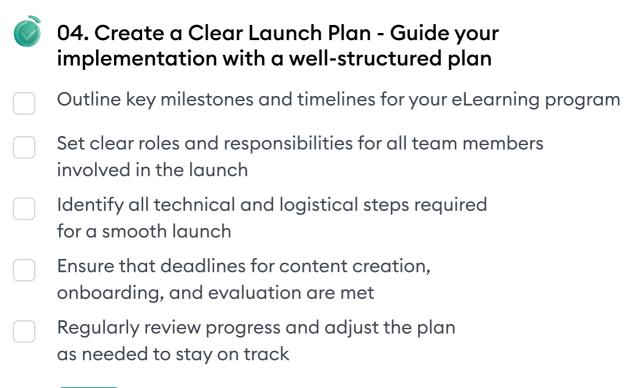
Tip

Opt for an intuitive, user-friendly tool that does not require a technical background to use effectively from day one.



# Tip

Pay attention to LMS platforms that include ready-made courses as part of the package. If these courses align with your needs, you can avoid the extra cost of purchasing a separate course library and start training right away.



# Tip

Make sure your launch plan includes regular check-ins with key stakeholders. This will help keep everyone aligned, ensure progress is on track, and address any concerns early before they become obstacles.



# 05. Create a Clear Launch Plan - Guide your implementation with a well-structured plan

Arrange for technical support during the initial setup phase

Choose a provider that offers comprehensive onboarding and ongoing support
Assign a dedicated internal contact to handle any issues or concerns
Use live chat or helpdesk services to resolve problems in real-time
Provide your team with training on the system to ensure they can use it effectively

# Tip

Choose a provider that offers comprehensive support during the launch phase, including dedicated technical assistance and communication in your local language. Early support will help you avoid potential issues and ensure a smooth start, so your team can focus on training, not troubleshooting.

# Bonus Tips for a Smooth eLearning Launch:

- Involve Stakeholders Early: Get buy-in from key decision-makers to ensure smooth implementation and adoption.
- Provide Ongoing Training: Keep your team engaged and motivated with continuous learning opportunities.
- Track and Optimize: Measure the impact of your training regularly and optimize content based on feedback and results.



# If your time is limited, just start with our pilot eLearning package, where we carefully set up everything you need for a successful start:

- iSpring Learn Business
  - Streamline all training processes, from onboarding to performance evaluations.
- iSpring Suite Max

  Create interactive courses with no professional experience needed.
- Library of ready-made courses

  Save time and show progress right from the start.
- Fast eLearning Launch Checklist
  A clear plan for a quick launch.
- Certification

  Master iSpring tools and improve your training ROI.

Book your demo today and secure the best price!



## Why Choose the iSpring Learn 3-Month Pilot?

- Low-Risk Trial
  Evaluate the platform without a long-term commitment.
- Cost-Effective Entry
  Reduce initial investment while showcasing value.
- Faster Buy-In

  Real usage helps build internal stakeholder support for full adoption.
- Accelerated Implementation

  Speeds up feedback loops and decision-making for full rollout.
- Smooth Onboarding
  Helps identify training gaps early and refine rollout strategy.

Get started with your pilot today and unlock the full potential of your training!

Book your demo today

