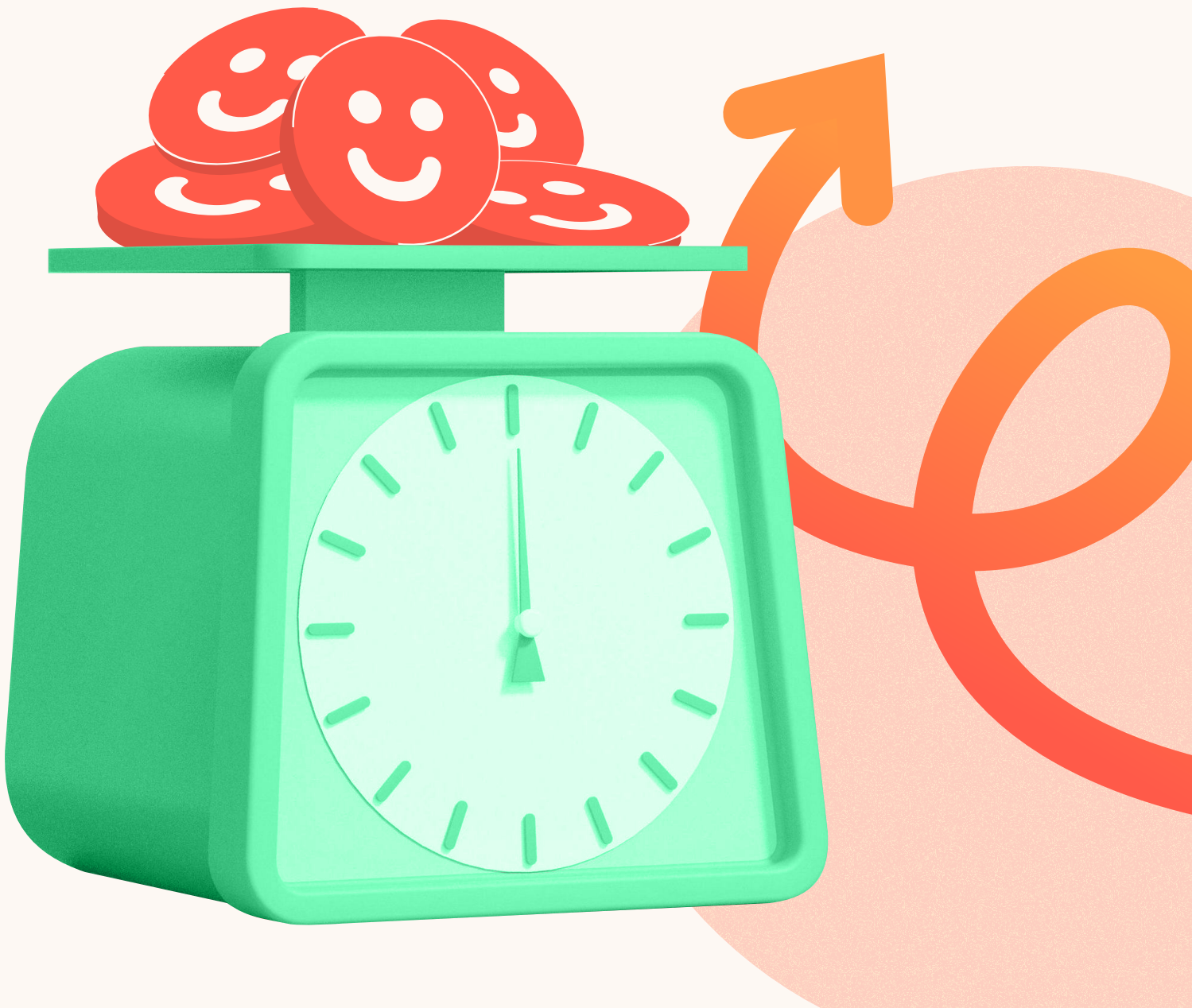


FREE CHECKLIST



# LMS EVALUATION



Feature	Function	Priority Level	Notes
<b>User Management</b>			
User Self-Registration	The LMS allows users to register themselves in the system via link, email, or login		
User Data Synchronization	User data can be synchronized with existing databases		
Automated Enrolment	Automatically enroll users into the LMS from an existing database		
Custom User Roles	The LMS has predefined and customizable roles for learners and administrators		
Customizable User Profiles	Users can customize profiles with names, pictures, and bios		
Custom Permissions	Administrators can grant permissions based on role, group, and user data		
Time-Zone Management	Seamless organization and scheduling across timezones		
Scalable User Limit	The LMS user limit is scalable with planned expansions		
Learning Tracks	The LMS allows you to create a series of courses with a linear flow		
Re-Enrollments	Learners can be re-enrolled in appropriate courses		
Course Notifications	The LMS sends notifications to learners when courses are ready to be completed		

Feature	Function	Priority Level	Notes
<b>Content Management</b>			
Course Creation	Administrators can create courses in the system		
Course Editing	LMS managers can edit and enhance existing courses in the system		
Course Catalog	Available courses are displayed to corresponding users		
Course Enrollment	Users can enroll and be enrolled in courses		
Content Storage	LMS managers can upload and access learning content.		
Content Library	Content Creators can access a premade content library with assets to support course creation		
Training Calendar	Instructors can schedule virtual and live training sessions		
Course Certification	Digital certificates are delivered to learners on completion		
SCORM Import	LMS managers can import courses in SCORM format into the LMS		
<b>Assessment</b>			
Quiz and Survey Creation	Users can create quizzes and surveys		

Feature	Function	Priority Level	Notes
Different Question Types	Quizzes offer a range of question types		
Quiz Attempt Tracking	Administrators can monitor quiz attempts		
Manual Grading	Administrators can manually grade quiz answers		
Automatic Grading	Quiz answers can be automatically graded		
Test Feedback	Users receive automatic quiz feedback		
Scheduled Reports	LMS managers can schedule reports for convenient times		
<b>Reporting</b>			
Progress Tracking and Reports	Administrators can create reports and track learner progress		
Custom Reporting	Users can create custom reports		
Automated Reporting	Reports can be automated		
Course Completion Reports	Administrators can create reports on completion rates		
Quiz Performance Reports	Administrators can create reports on quiz and test performance		
Content Engagement Reports	LMS managers can generate reports on usage and engagement		
Instructor Feedback and Review	Users can provide feedback on instructors and instruction		

Feature	Function	Priority Level	Notes
<b>Customization</b>			
White Labelling	Users can customize the learning portal to make its look reflect their brand and tailor its functionality to their learners' needs		
Custom Branding Options	LMS interface can be customized to reflect your brand		
Branded Email Notifications	LMS administrators can easily request custom email notifications to match your brand		
Custom Domain	The LMS has a custom domain		
Tailored Onboarding	LMS providers can tailor LMS onboarding to company specifics		
<b>Assessment</b>			
Single Sign On (SSO)	Users can use existing sign-in details to access the LMS		
HR System Integration	The LMS integrates seamlessly with the existing HR system		
Integration with Video Conferencing Tools	The LMS integrates effectively into your existing video conferencing tools		
Integration with CRM	The LMS integrates effectively into your existing CRM tools		
Integration with eCommerce	The LMS integrates effectively into your existing eCommerce tools		
Custom API	Custom integrations can be developed by the IT team		

Feature	Function	Priority Level	Notes
<b>Accessibility</b>			
User Interface	The LMS has an accessible user interface		
Mobile App	Learners can access the LMS via a mobile app		
Multiple Device Compatibility	Learners can access the LMS across multiple devices		
Offline Content Access	Learners can access instructional content offline in the mobile app		
Multi-lingual Support	Learners can use the LMS in multiple languages		
Compliance with Accessibility Standards	The LMS complies with company accessibility standards		
<b>Security</b>			
Data Privacy and Protection	User data is stored securely in compliance with data protection laws		
SSL Encryption	The LMS encrypts data transmitted by users		
Security Updates and Audits	The LMS provider regularly audits code and updates security measures		
<b>Learner Engagement</b>			
Social Learning	The LMS supports social learning such as collaboration, mentoring, and learner-generated content		

Feature	Function	Priority Level	Notes
1-on-1 Chat	Users can use the LMS to communicate		
Collaborative Learning	Users can learn together in a dynamic way		
Blended Learning	The LMS facilitates learning both online and in-person		
<b>Pricing</b>			
License or Subscription Model	The LMS has a clear pricing structure, whether license or subscription-based		
Implementation Fees	The LMS vendor doesn't charge additional fees for implementation		
Support and Maintenance Fees	The LMS vendor doesn't charge additional fees for support and/or maintenance		
<b>Support</b>			
Technical Support	The LMS vendor provides technical support for the life of the software		
Training and Onboarding	The LMS vendor provides training and onboarding for users		
Knowledge Base	Learners can access a knowledge base for self-learning whenever they need it		

Feature	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Notes
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**User Management**

User Self-Registration						
User Data Synchronization						
Automated Enrolment						
Custom User Roles						
Customizable User Profiles						
Custom User Groups						
Custom Permissions						
Time-Zone Management						
Scalable User Limit						

**Content Management**

Course Creation						
Course Editing						
Course Catalog						
Course Enrollment						
Content Storage						
Content Library						
Course Activities						
Course Calendar						
Course Certification						



Feature	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Notes
<b>Assessment</b>						
Quiz and Test Creation						
Different Question Types						
Quiz Attempt Tracking						
Manual Grading						
Automatic Grading						
Test Feedback						
<b>Reporting</b>						
User Progress Tracking and Reports						
Custom Reporting						
Automated Reporting						
Course Completion Reports						
Test and Quiz Performance Reports						
Content Usage Reports						
Instructor Feedback and Review						
Content Library						
Course Activities						
Course Calendar						
Course Certification						

Feature	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Notes
<b>Customization</b>						
White Labelling						
Custom Branding Options						
Branded Email Notifications						
Custom Domain						
Tailored Onboarding						
<b>Integration</b>						
Single Sign On (SSO)						
SCORM Import						
Content Embedding						
HR System Integration						
Third-Party Integrations						
Custom API						
<b>Accessibility</b>						
User Interface						
Mobile App						
Multiple Device Compatibility						
Offline Content Access						
Multi-Lingual Support						
Compliance with Accessibility Standards						

Feature	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Notes
<b>Security</b>						
Data Privacy and Protection						
SSL Encryption						
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<b>Learner Engagement</b>						
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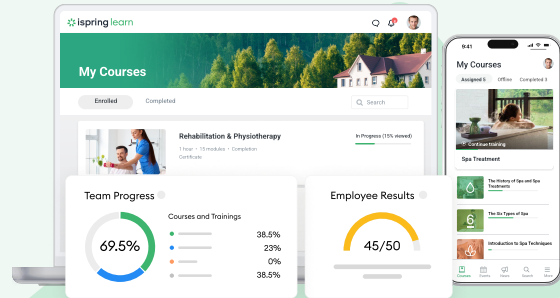
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Instructor Feedback and Review						
Content Library						
Course Activities						
<b>Support</b>						
Technical Support						
Training and Onboarding						
Knowledge Base						

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