



A Collection of Resources

Successful LMS Implementation

 Checklist

LMS Implementation Checklist

- ☐ Set training goals together with stakeholders
- ☐ Identify training needs
- ☐ Establish an LMS implementation plan and timeline
- ☐ Assign roles to team members
- ☐ Develop training content
- ☐ Announce the launch of the LMS
- ☐ Set up your LMS
- ☐ Check the current completion rate
- ☐ Evaluate training results

To dive deeper into the LMS implementation process, [read our step-by-step guide](#) developed by an industry expert.

 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

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- ☐ 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)

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- ☐ I can match the system design with our corporate identity (change logo, fonts, and color scheme)
- ☐ 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)
- ☐ The LMS is fully compatible with my authoring tool
- ☐ 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.

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. We'll discuss your business needs, offer the best possible solutions, and offer a price for you

Training needs analysis template

Developing a training program has always demanded a serious investment, so the overarching goal of a needs assessment is to give a credible estimate if these investments will pay off and make sure that learning can solve the problem.

This template will provide you with spreadsheets that will help you to effectively conduct a needs analysis even if you're doing it for the first time in your life.

1 Interview with Stakeholders Worksheet

Interviewee: _____/_____
(Name) (Position)

Date: _____

1. What problem are you going to address with the new employee training program? Why do you think the training is necessary?

2. How is this problem being addressed now?

3. How are employees performing? What results are being achieved?

4. What should be happening (as opposed to the current performance)? What are the goals?

5. What prevents the goals from being achieved:

- Is the gap between the current and the desired performance caused by knowledge, skills, or attitude shortfalls?

- How much of the gap is caused by the environment, a process, or a technical factor?

6. What is the target audience for the training?

How many people are there? What is their age, location, job position, level of education, and preferred style of learning?

7. Have they received any training in the past?

What kind? What was the result?

8. Have you considered anything other than training solutions to address the problem?

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Interview with Employees Worksheet

Interviewee: _____/_____
(Name) (Position)

Date: _____

1. What are the main knowledge and skills required for your job?

2. What is the most challenging part of your job?

3. Can you list any factors that you feel are preventing you from reaching the maximum results in your job?

4. What would help you to perform your job successfully?

5. Do you think that training could help you to be more efficient at your job? If so, what kind?

6. Have you received any training in the past? If so:

- What kind? (List any courses and workshops you attended while working for the company.)
- Did any of the training help with your job results? How?

3

Gap Analysis Template

Focus Area

Write down the targeted areas such as customer service, onboarding, etc.

Current State

Write down the current performance indicators.

Desired State

Write down the desired performance indicators.

Identified Gap

Write down the difference between the current and desired performance level.

Effect of the Gap

Write down how the existing gap affects business.

4 Need Assessment Checklist

- ☐ You've conducted an initial interview with the client
- ☐ You've analyzed the present situation at the company.
- ☐ You've got credible information about the current performance of the employees.
- ☐ You've explored the gap between the present situation and the desired outcome.
- ☐ You've established clear and measurable goals.
- ☐ You've found the root cause of the existing performance gap.
- ☐ You've made sure that all parties involved agree about the cause.
- ☐ You've analyzed all the plausible alternative ways to reach the same goal.

 Tips and tricks

Best Practices for Creating Engaging eLearning for HTML5

- Analyze all content and ask SMEs questions prior to production in order to reduce the amount of rework.
- Know your target audience (ages, locations, etc.) and keep that in mind when creating your learning project: you must relate to your audience.
- Design an overall template and vision of the project (colors, font scheme, and 5-10 basic page types for quick creation).
- Chunk presentation into 5-10-minute bite-sized components for easy retention and digestion of material.
- Integrate all content into templates and use the optimization needed for the target audience (mobile data, etc.).
- Stimulate engagement: interactivity, animation, exploratory content, and videos.
- Quality assurance: check your work on different devices and browsers.

 Checklist

What to Verify to Assess the Quality of a Course

- ☐ Course goals and objectives are clearly stated
- ☐ Contents or a course map have been created
- ☐ The time needed to take the training is stated
- ☐ The function of each button in the course is explained
- ☐ There is no information that can be removed without causing a loss in meaning
- ☐ A maximum of 3 fonts and colors are used in the course's design
- ☐ Images/screenshots are of sufficient quality, and the information they contain is clearly visible
- ☐ The course is designed using a single unified style
- ☐ There are compelling examples that show how to apply the new knowledge
- ☐ Practical tasks help consolidate the learning material
- ☐ The course looks perfect both on desktop and mobile devices
- ☐ The course has a final test or assessment

How to Manage Your eLearning Project



Develop an eLearning project plan

Define project milestones, specify what resources you'll need for each milestone, and set deadlines.



Gather your resources

Get all the human resources (designers, course developers, etc.) and tech tools (an authoring tool, an LMS, etc.) that you need for your project.



Develop the course

Organize your staff to create the course while ensuring that all the processes occur on time, within budget, and to standard.



Beta test your course

Organize a trial run by assembling a group of learners who will take the entire course and provide feedback on the content and overall user experience.

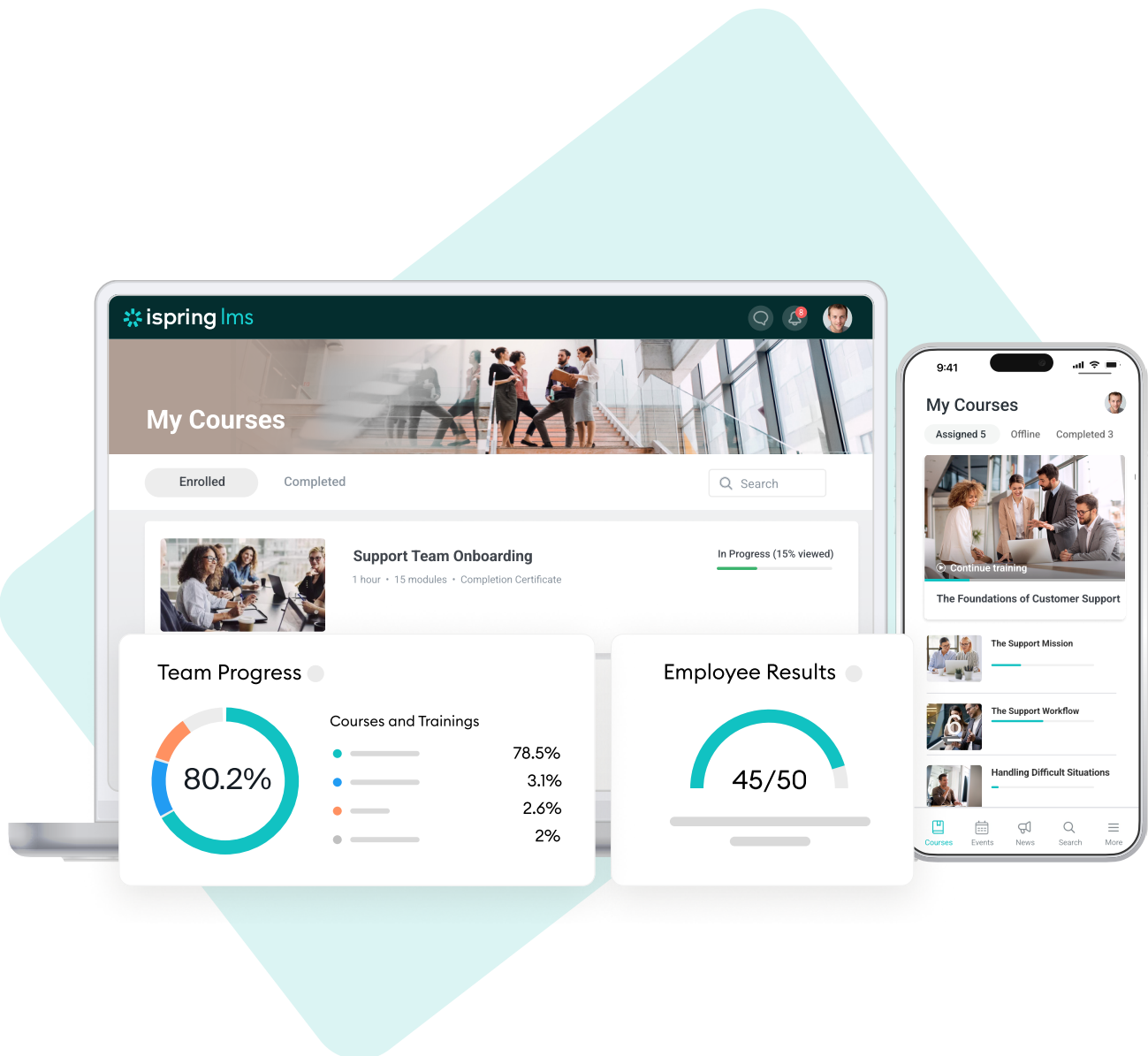


Finalize the project

Arrange a project close-out meeting, where you both celebrate your wins and discuss what can be improved.



Scan this QR code to
download a free eLearning
Project Plan template.



Book a live demo of iSpring LMS. It's free!

See iSpring LMS in action. We'll dive into your project's specifics, consult you on your case, and show you how our platform will be of great help.

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Welcome to the iSpring Community!

Feel free to join and become a valuable part of a community of instructional designers and eLearning professionals who are taking training to the next level with iSpring.

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PowerPoint Keyboard Shortcuts

For Windows

Objects

 Duplicate an object	Ctrl + D	 Send an object to the front	Ctrl + Shift + {
 Group items together	Ctrl + G	 Send an object to the back	Ctrl + Shift + }
 Ungroup items	Ctrl + Shift + G	 Select all objects	Ctrl + A
 Grow an object	Shift + ↑	 Select another object	Tab

Texts

AA Make selected text bold	Ctrl + B	A→ Copy formatting only	Ctrl + Shift + C
AA Apply italic formatting	Ctrl + I	→A Paste formatting only	Ctrl + Shift + V
AA Apply underline formatting	Ctrl + U	Ae Ab Find and replace text	Ctrl + H
 Center the paragraph	Ctrl + E	A^ Increase the font size	Ctrl + Shift + →
 Left align the paragraph	Ctrl + L	A^ Decrease the font size	Ctrl + Shift + ←
 Right align the paragraph	Ctrl + R	 Insert a hyperlink	Ctrl + K

Navigation

 Move the selected slide or section forward in order	Ctrl + ↑
 Move the selected slide or section back in order	Ctrl + ↓
 Add a new slide	Ctrl + M
 Duplicate a slide	Ctrl + D

Slideshow

 Start a slideshow from the first slide	F5
 Start from the current slide	Ctrl + F5
 Zoom in/out	Ctrl + ↑/↓
 End the slideshow	Esc