



A BUYER'S GUIDE

Learning Management Systems

Tools and information to help you
make a better buying decision

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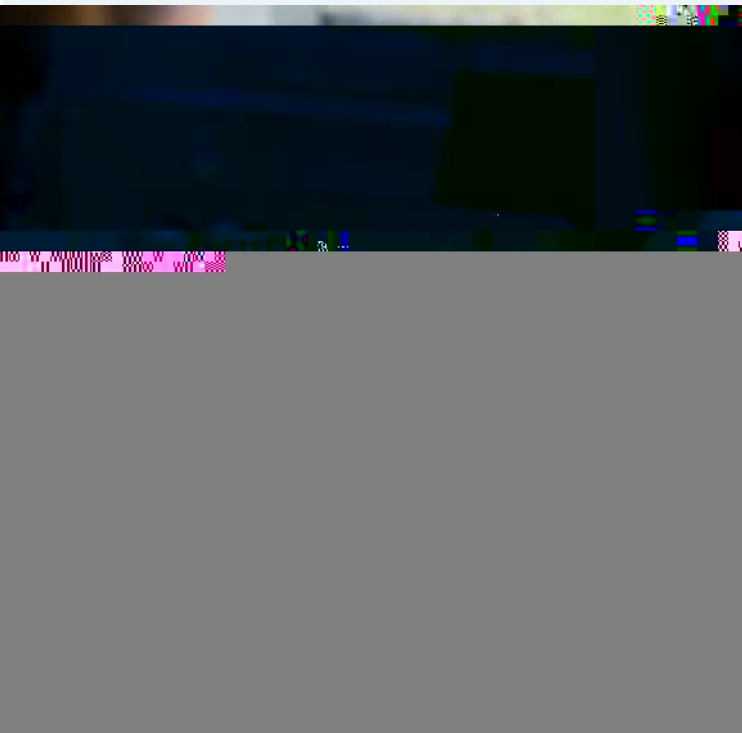
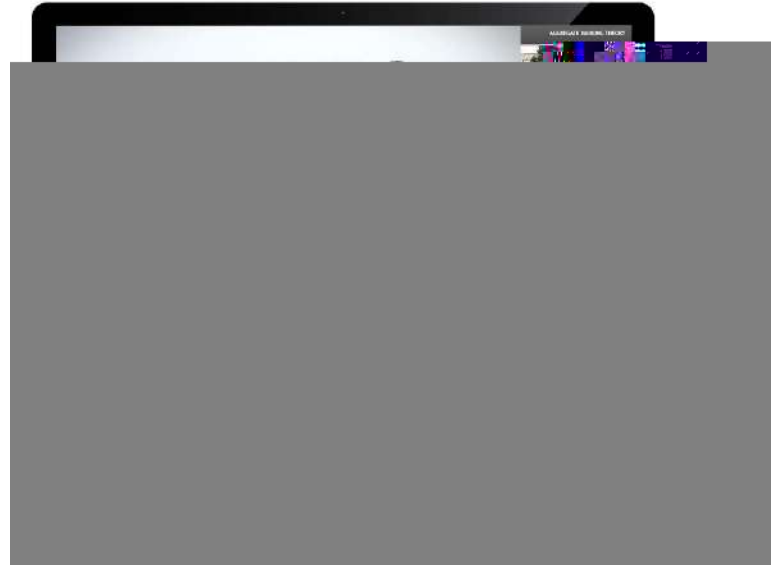
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High-level Features of an LMS

The most common way a learning management system is used is to deliver training courses to employees or learners. An LMS can deliver and host third-party training courses such as safety courses, equipment training, leadership/supervisor training, driver safety courses, and so much more. It can also be used to upload and deliver any of your in-house training courses that are unique to your organization.



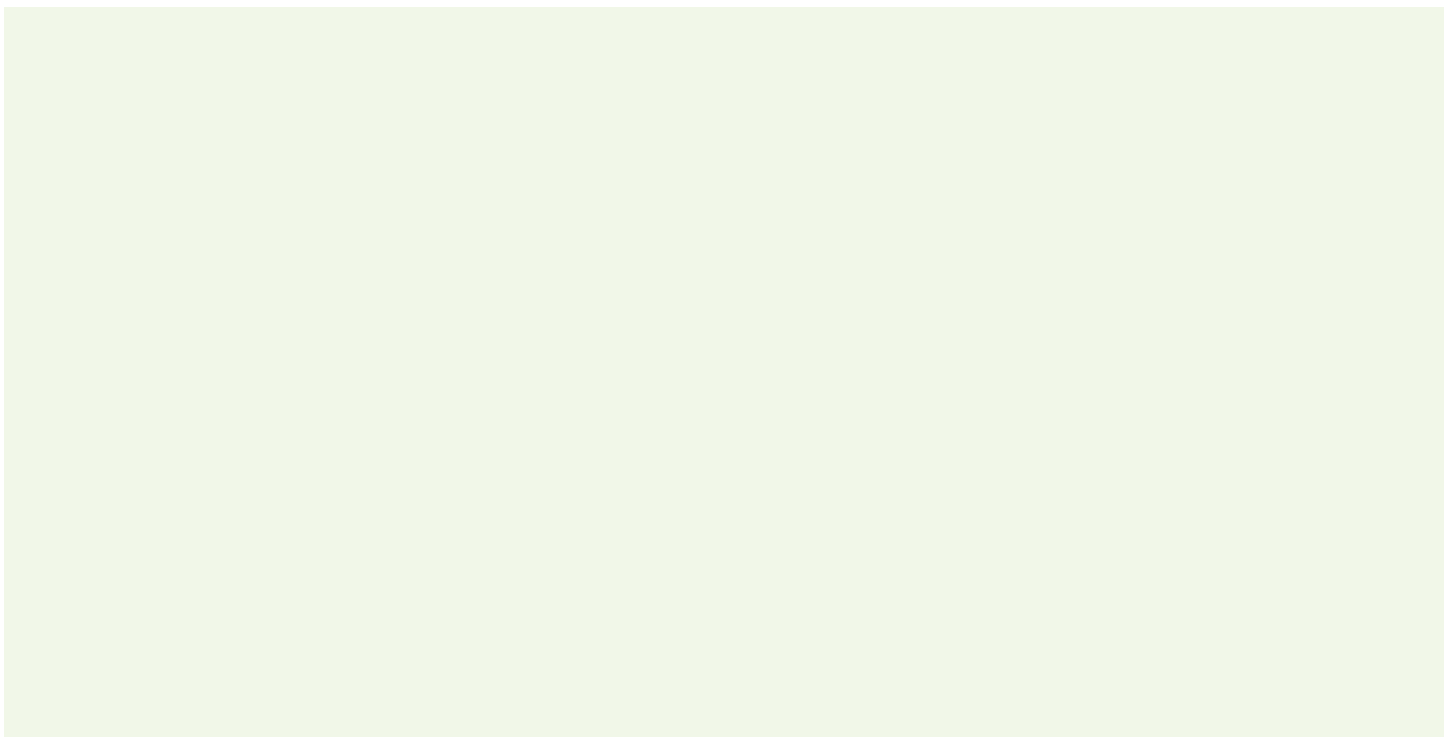
A great feature of advanced learning management systems is the ability to create online orientations and employee onboarding presentations. With a powerful LMS you can upload all the orientation material like video, slides, images, as well as create quizzes. An effective onboarding program can provide new employees with insight into information on company policies and procedures, expectations for the role, and existing company culture. Online orientations delivered through an LMS are an adaptive solution to boost the effectiveness of onboarding procedures.



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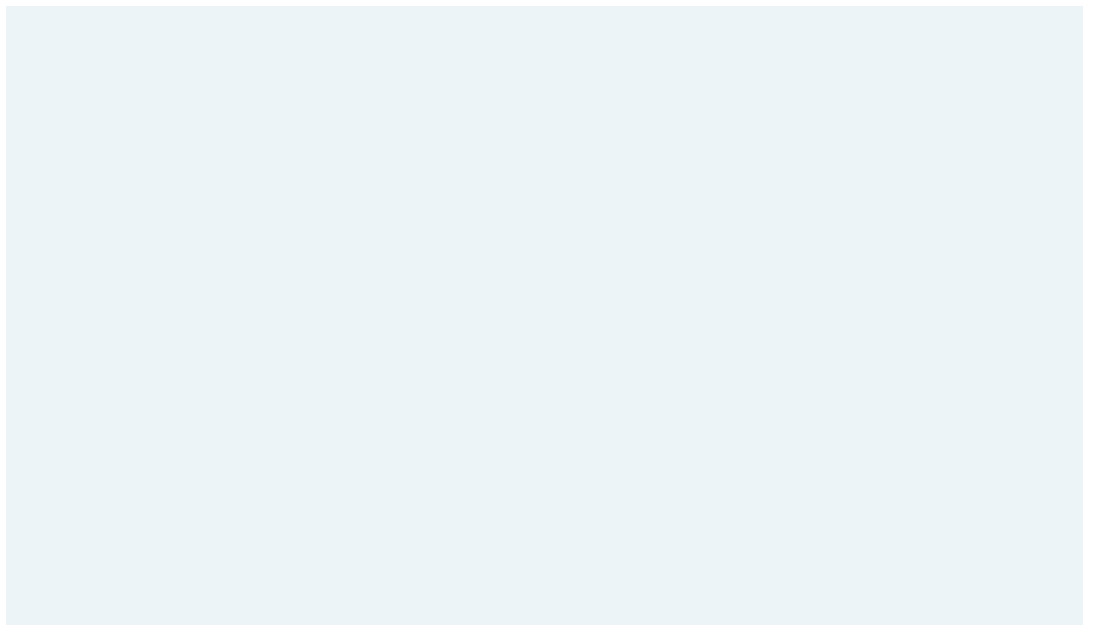
A robust LMS will have digital forms functionality integrated right into the online orientations to streamline the entire process. Onboarding paperwork may include tax forms, payroll information, policy signoffs etio r6.

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Leadership skills are important and can be developed at any level of the organization. By continually developing leaders at every level, you can help develop and engage effective teams and streamline your company's success. You should look for an LMS that can

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Additional Reasons to Consider an LMS

Learning Management Systems are generally used for training staff and/or delivering content to employees, but there are less obvious ways that it can

changes, people retire, and new people join your team, there will be challenges that need to be addressed.

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Millions of people are going into retirement over the next decade, and in a lot of cases they have knowledge that needs to be retained and shared with new workers. A strong training program, cohesive organizational learning goals, and the preservation of this cultivated knowledge can be better achieved by deploying a great LMS. When researching options, keep these challenges in mind.

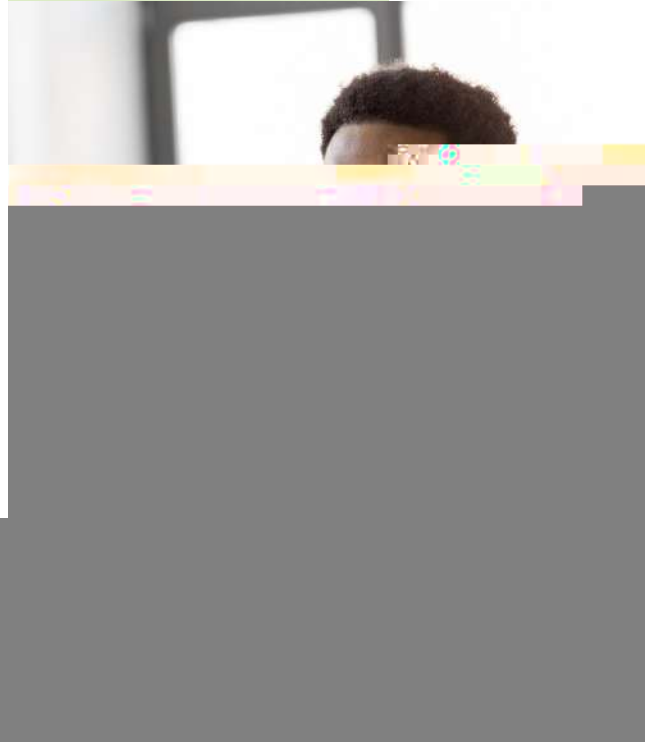


An LMS can be incredibly cost-effective in comparison to traditional classroom-based if you have substantial ongoing and recurring training requirements. There is the cost of the instructor, course materials, travel to and from the location, and administrative costs of in-person training. An LMS can eliminate many of these costs and automate the administrative work that would otherwise need to be done manually.





An LMS can provide access to a wide variety of tools, and create unique learning paths and training programs to personalize and customize training based on role, location, etc. Not only does this save training costs, which can get very expensive, but it aids in employee retention and increased revenue.



Ú Š 2 Toyota has been able to train over 18,000 mechanics, technicians, and sales staff in more than 50 countries since 2005.

The company upgraded its LMS in 2013 so employees could be provided continuous in part due to their training systems. The LMS, or "Toyota Connect", provides learning material for hundreds of retail stores amongst their 30 distributors in the 50+ countries they operate in.



Important Features to Look for Within an LMS

Some Learning Management Systems are more simplistic with limited functionality, whereas more advanced LMS software can have hundreds of features that provide incredible value to an organization.

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is the best way to ensure you have everything your company needs. Here is a list of the features you will want to consider when choosing an LMS.

One of the most powerful components of effective LMS software is the ability to view and download quality reporting and analytics. You need measurable results to

able to see a clear picture of your company's health and safety in real-time.

This tool is the perfect way to take the administrative work out of your training program. With a training matrix, you can upload unique company roles and



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Learning Management System Feature Comparison Chart

			
SCORM Compatibility	✓	✓	✓
Course Chapter Management	✓	✓	✓
Multimedia Playback	✓	✓	✓
Branding/White Labelling	✓	✓	✓
Notifications & Alerts	✓	✓	✓
Reporting & Analytics	✓	✓	✓
Secure Exam Engine		✓	✓
YouTube & Vimeo Compatibility		✓	✓
Adaptive Bitrate Video (Responsive to screen)		✓	✓
Certificate Generator		✓	✓
Interactive Activities		✓	✓
Mobile Compatible		✓	✓
Text Slides		✓	✓
Course Code Generator		✓	✓
Detailed Exam Reports		✓	✓
Supplementary Printable Resources		✓	✓
Content Library Asset Hosting		✓	✓
Content Branching		✓	✓
Blended Learning		✓	✓
Multi-Lingual Capabilities		✓	✓
eCommerce integration		✓	✓
Expiry Automation		✓	✓
Prerequisite Management		✓	✓
Random Question Generator			✓
Long Answer Exams			✓
Training Matrix			✓
Document Uploader			✓
Competency Assessments			✓
Digital Form Integration			✓



Anyone with an account can log in on their smartphone, tablet, laptop, or desktop and complete their courses on their own time. Employees are no longer required to take hours or days off work and travel long distances to take training in a classroom setting.



Recommendations for Choosing an LMS

An authoring tool is the software portion that allows users to create learning content and courses with media, text, and other interactive elements. However, you need to make sure the LMS and authoring tools are not integrated. By keeping them separate, you can remove your courses if you need to move them to another system. If the two systems are integrated, you will have to depend on that single LMS for those courses for as long as you need them.

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LMS. You could face hundreds or thousands of dollars in fees or wages in the event you

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so most LMS programs are designed for their delivery. If you ever need to move a SCORM course from one LMS to another, this can be done with a few clicks.

A good analogy for SCORM is to think of it as a DVD and the LMS is like the DVD player. You can take the DVD and play it on other players because all DVDs are created following the

regular DVD. SI9020C00 Iik834838uA4atP0



Common Pricing for Learning Management Systems

There are several common pay structures available with most LMS programs. Depending on the features, accessibility, integrations, included content, or the size of the software itself,

A recent study by [LIST SOURCE](#) showed that the for an enterprise LMS

solutions. This goes to show that price does not always mean satisfaction. The study also mentions that 59% of organizations spend more than they expect on their LMS, which could be due to hidden costs or incorrect budgeting.

so you can avoid missing important information.

This is the most common payment option because it is cost-effective and convenient for those that require ongoing training. This payment structure is based on the number of users in the system rather than each course being taken.

Pricing in this option is typically \$100 to \$200 per user per year.

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You may not need an LMS for your company on an ongoing basis; it may just be for irregular employee training. This payment option could mean you are charged based on the modules used, the number of active accounts, or the content used.

Prices in this option range from \$50 to \$100 per user per year and it is a great option for those companies that do not need to train their employees very often.

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Some companies may want to purchase a license to install the LMS software on-site. A licensing fee could be required annually or as a one-time fee, and there may be additional implementation costs for this option.

You can expect to pay \$10,000 to \$25,000 for this option, and it may be well over \$25,000 for the initial setup. This can be a good solution if you run a larger company that already has an IT department.

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Some LMS suppliers implement a pay per course option which means employees/employers pay one time, for one course. The courses could be stored in an online library or delivered through third-party Learning Management Systems.

2 Paying per course is a great option for industries like construction, mining, and transportation

In the payment options reviewed previously, there are typically other costs that pertain to the initial implementation or set up of the system itself. These costs are easy to overlook, so be sure to ask about the following expenses:

Start-up fees vary from company to company based on what is provided within each system.



So far, we have reviewed features, system types, and pricing for an LMS, so now it is time to narrow it down to the best option for your company. Every company is unique and may need something different for their organization, but

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and the ones that would be nice to have. Use this as a starting place to narrow down which LMS companies you look at in greater detail. Sifting through all the features can be overwhelming, so narrow down the non-negotiables.

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When you are excited about a new program it can be easy to overlook how it will integrate with your current systems. It is important to note which LMS can work with your existing software so you do not increase the workload for yourself and your team. Ask questions about setting up APIs and single sign-on (SSO) to ensure the LMS can integrate properly with your other software and make life easier for your administrative team.

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One thing that you may not have thought about right away is the security of the system itself. The LMS will handle all employee personal information which means it should be secure enough to avoid data leaks. A few questions to consider: Does the company follow proper privacy legislation? Do they have backups? Are the servers located in your country? Which hosting company do they use? Doing the due diligence now will save you potential problems in the future.

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Client testimonials are one of the most important pieces of information a business can have on its website. Positive reviews give a business credibility and reliability so you can put your trust in them, which is especially important when introducing something as large as a new software into your company.





Investing in an LMS is a big decision, and the process can seem daunting, especially given how many options there are on the market. Understanding what you need from an LMS, what an LMS can do to help your organization, and whether you need to adapt your system to accommodate an LMS, or vice versa, are all important considerations.

Hopefully, this guide will help point you in the right direction and help you decide which system is best for your organization.