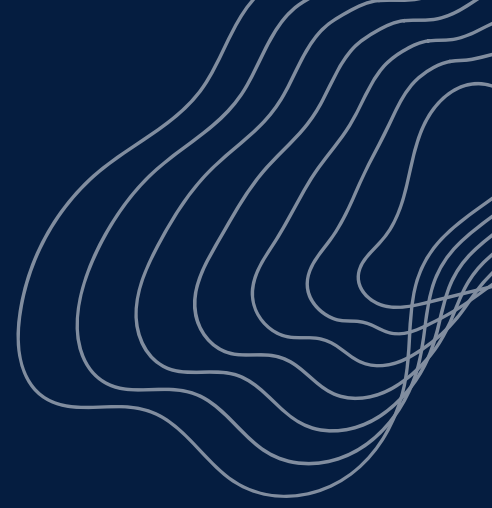


THE ULTIMATE LMS REQUIREMENTS CHECKLIST ✓

A practical buyer's guide to evaluating Learning Management Systems for organizational training and development



Table of Contents



Introduction	03
Costs and Onboarding	04
Learning Experience and Engagement	05
User Interface and Accessibility	06
Content Creation and Management	07
AI Tools for Learning	08
Reports and Analytics	09
Users, Roles, and Access	10
Branding and Customization	11
Security and Compliance	12
Integrations and Automation	13
Training Library	14
Conclusion	15

Introduction

Why Choosing the Right LMS Matters?

Selecting the right Learning Management System (LMS) is one of the most important decisions for HR, Learning & Development (L&D), and training leaders. The right platform supports business goals, engages learners, integrates smoothly with existing systems, and scales as the organization grows.

This checklist helps decision-makers evaluate and compare LMS options based on functionality, usability, scalability, security, and support. It can be used to assess current systems, shortlist vendors, or guide full procurement processes.




Disclaimer:

The information provided in this eBook is intended for educational purposes and general guidance only.


Costs and Onboarding

→ Check how much the platform costs, and how easy and affordable it is to get started.

		Option 2	Option 3
Monthly cost	<input type="text"/>	<input type="text"/>	<input type="text"/>
Installation and setup cost	<input type="text" value="Free and included"/>	<input type="text"/>	<input type="text"/>
Onboarding cost	<input type="text" value="Free and included"/>	<input type="text"/>	<input type="text"/>
Free demo sessions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Free user/admin onboarding	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Free trial	<input type="text" value="14"/> Days	<input type="text"/> Days	<input type="text"/> Days
Free limited version	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No


Learning Experience and Engagement

→ See how well the platform keeps employees interested, motivated, and moving through their training.

		Option 2	Option 3
Learning paths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focused learning space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personalized learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gamification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course catalog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer reviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learner engagement tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learner progress tracking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-platform support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single-use enrollment links	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


User Interface and Accessibility

- Make sure the platform is easy to use for everyone, on any device, and accessible to all learners.

		Option 2	Option 3
Modern, clean interface	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easy navigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile-friendly design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multilingual interface	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility (WCAG 2.1 AA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light and dark mode	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avatars and profile pictures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Content Creation and Management

→ Check how quickly you can create, update, and manage training content with your team.

		Option 2	Option 3
AI course builder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCORM support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File uploads (media, docs, slides)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible content types	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team collaboration on courses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal editor notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tasks for learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessments and grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unlimited storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content performance insights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Localized training content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video hosting on platform	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video via YouTube	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


AI Tools for Learning

→ See how AI can help you save time, support learners, and improve training quality.

	techclass	Option 2	Option 3
AI learning tutor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AI support ticket replies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AI content generation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text-to-speech lessons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AI translation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AI-assisted evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Reports and Analytics

→ Confirm you can measure progress, performance, and impact with clear, useful data.

		Option 2	Option 3
Overview dashboards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real-time reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual and team performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course completion tracking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training feedback tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data visualizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User activity logs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaderboards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Central email hub	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learner sentiment insights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom user fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Users, Roles, and Access

→ Check how easily you can organize people, control access, and support different roles.

		Option 2	Option 3
User management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission and access control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Role-based portals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learner groups (teams/departments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulk user import	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User invitations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-registration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email domain restrictions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Archive inactive users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impersonate user view	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User profiles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Branding and Customization

- Ensure the platform can look and feel like your company, not a generic tool.

		Option 2	Option 3
Full white labeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom domain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom logo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom color scheme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom CSS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Page builder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom homepage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom certificate designs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom header and footer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use own email server	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom email templates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Security and Compliance

→ Make sure your data, employees, and organization are protected and compliant.

		Option 2	Option 3
GDPR-compliant data handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure hosting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data encryption and secure login	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSL (HTTPS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IP whitelisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular backups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disaster recovery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data export/download	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privacy mode for content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Integrations and Automation

- Check how well the platform connects to your existing tools and automates routine work.

		Option 2	Option 3
Zapier integration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n8n integration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make (Integromat) integration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
API and webhooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training Library

- Does the provider also present an extensive training library suitable for modern workspaces?

		Option 2	Option 3
Access to training library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Artificial Intelligence trainings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cybersecurity trainings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance trainings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity trainings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company own trainings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion

01.

A Guide, Not a Scorecard

Use this checklist as a practical guide to compare options, not a strict pass/fail test. Focus on what really supports your training goals.

02.

Tailor It to Your Organization

Adapt the items to your size, culture, and industry. Add, remove, or highlight points to ensure the checklist reflects what matters to your company.

03.

Keep Learning Practical

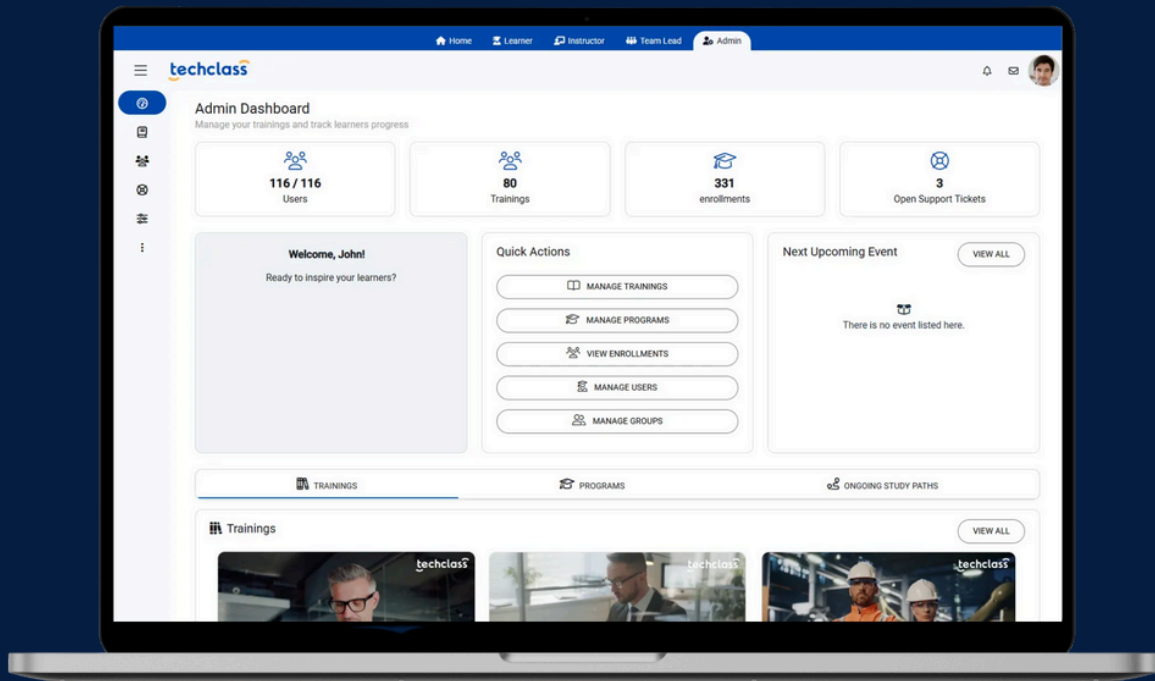
Use the checklist to choose tools that connect training to real tasks, roles, and performance. The right LMS should help employees learn what they need and apply it on the job quickly.

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#1 All-in-One
Employee Onboarding
and Training Platform



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