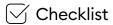


A Collection of Resources

Successful LMS Implementation



1



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.





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



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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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.



Interview with Stakeholders Worksheet

Interviewee:	(Name)	(Position)
Date:		
<u>-</u>		ss with the new employee training is necessary?
2. How is this proble	em being addressed	now?
3. How are employe	ees performing? Who	at results are being achieved?
4. What should be horrormance)? Who	nappening (as oppos at are the goals?	ed to the current
5. What prevents th	e goals from being o	achieved:
Is the gap bet	ween the current an	d the desired performance



•	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?

2 Interview with Employees Worksheet

	(Name)	(Position)
Date:		
. What are the main kno	owledge and skill	s required for your job?
2. What is the most chal	lenging part of y	our job?
3. Can you list any facto	ors that you feel c	ire preventing
or oarry oa not arry racto		



- 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?

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.





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 erformance of the employees.

You've explored the gap between the present situation and the desired outcome.

You've established clear and measurable goals.

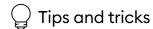
You've found the root cause of the existing performance gap.

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.

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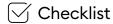




Best Practices for Creating Engaging eLearning for HTML5

 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.





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.



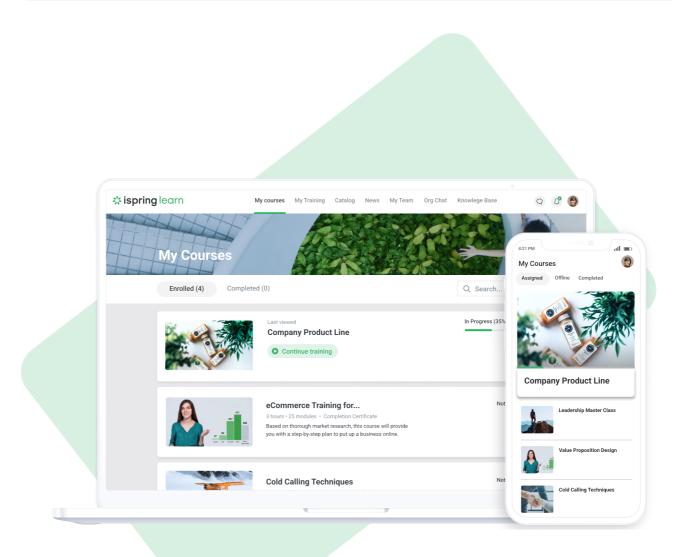
Finalize the project

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 Learn. It's free!

See iSpring Learn 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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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 + 1

■<u>□</u> Select another object

Tab

Texts

AA Make selected text bold

Ctrl + B

Copy formatting

Ctrl Shift + C

AA Apply italic formatting

Ctrl + I

Paste formatting only

Ctrl Shift + V

A<u>A</u> Apply underline formatting

Ctrl + U

Ae 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 + ←

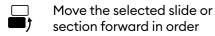
Right align the paragraph

Ctrl + R

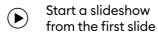
nsert a hyperlink

Ctrl + K

Navigation





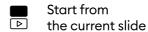


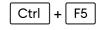
Slideshow



Move the selected slide or section back in order







+ Add a new slide





_____ Duplicate a slide



■ End the slideshow

Esc