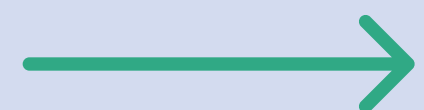# Essential LMS Features: A Handy Checklist

Choosing an LMS isn't always easy. There are tons of features, and you probably won't need all of them right away, and that's fine. What matters most is knowing what's out there so you can compare options and pick a system that works for your team and your budget.

To make things simpler, we've put together an LMS Vendor Comparison Checklist. It helps you focus on what really matters and avoid paying for features you don't need.

LMS Admin Capabilities

- **Data Security:** Is everything served over HTTPS? Are user data and learning history stored safely?

- **Scalable Users:** Can the LMS grow with your organization?

- **Automated Enrollment:** Can users be enrolled automatically? Can they be re-enrolled for upskilling or compliance?

- **Classroom Management:** Can you schedule courses, track attendance, and let users self-enroll?

- **Permissions & Roles:** Can access be controlled by role, group, or individual?

- **Notifications & Reporting:** Can the LMS send reminders and generate reports automatically?

Content & Learning

- Can you organize learners by team, role, or location?

- Can you create learning paths, assign courses, and schedule deadlines easily?

- Are off-the-shelf courses, microlearning content, or your own custom content supported?

- Can you add captions or transcripts in different languages?

Competency & Personalization

- Can you create competency tracks for skills and training goals?

- Can courses be edited or customized for your team?

- Can emails, reminders, and dashboards be personalized?

Data & Exams

- Can you sync data with HR or payroll systems?

- Can you create quizzes, exams, and adjust scoring rules easily?

Advanced Features

- Which features cost extra?

- Does the LMS support AI tools?

Want to make LMS selection easy?

Download our full checklist

and start working on your LMS right now

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