**Checklist of Reviewing a Learning Management System**

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|  | Checkpoint | Yes | No |
| 1. | Ability of LMS to allow browser lockdown to ensure assessment security. |  |  |
| 2. | Ability of testing tool to randomize quiz question answers. |  |  |
| 3. | Ability to embed videos into assessments. |  |  |
| 4. | Ability to integrate course content with rubrics. |  |  |
| 5. | Ability to send grades from LMS to other recording software such as Questionmark. |  |  |
| 6. | Ability to use rubrics to grade essay questions within an online assessment. |  |  |
| 7. | Ability to copy rubrics from semester to semester. |  |  |
| 8. | Ability to use one rubric in multiple courses sections. |  |  |
| 9. | Ability to use Fill in the Blank/Short Answer Question Type . |  |  |
| 10. | Ability to use Answer/Paragraph Question Type . |  |  |
| 11. | Ability to use Type Matching Question Type . |  |  |
| 12. | Ability to use Multiple Choice Question Type . |  |  |
| 13. | Ability to use True or False Question Type . |  |  |
| 14. | Ability to create graded pre and post-test surveys. |  |  |
| 15. | Ability to create a group discussion topic or assignment and then assign it to all groups at once. |  |  |
| 16. | Ability to provide detailed tracking of when students select an answer (i.e. time stamp of answer choice) |  |  |
| 17. | Ability to re-grade assessments. |  |  |
| 18. | Ability to grade objective quizzes automatically and reveals results to students. |  |  |
| 19. | Ability to export and import from the LMS into Excel and other software products such as Grade Book. |  |  |
| 20. | Ability for students to submit papers online and allow instructors to grade and give feedback without downloading the assignment. |  |  |
| 21. | Ability for students to see their grades. |  |  |
| 22. | Ability to track to easily track attendance in the Grade Book. |  |  |
| 23. | Ability to notify/alerts at-risk students. |  |  |
| 24. | Ability of system to support statistical analysis of assessment results (ease index, differentiation index minimum). |  |  |
| 25. | Ability to include or support the use of portfolios to document student learning. |  |  |
| 26. | Ability to map learning outcomes to assessments in a way that achievement of specific outcomes can be evaluated. |  |  |
| 27. | Ability for students to receive announcements outside the LMS for emergency notifications. |  |  |
| 28. | Ability to copy announcements to new courses. |  |  |
| 29. | Ability for System Admins to edit active announcements. |  |  |
| 30. | LMS has a Blog tool. |  |  |
| 31. | Ability for instructors to bookmark areas within the course. |  |  |
| 32. | Ability for students to bookmark areas within the course. |  |  |
| 33. | Ability to set start and stop time for calendar events. |  |  |
| 34. | Ability to create a reoccurring calendar entry. |  |  |
| 35. | Ability to provide an RSS feed for students to subscribe. |  |  |
| 36. | Ability for calendar events to be added automatically to other calendars such as MS Outlook. |  |  |
| 37. | Ability for instructors to select specific items to copy into a new course. |  |  |
| 38. | Ability to share content between courses. |  |  |
| 39. | LMS has a live chat feature. |  |  |
| 40. | LMS has a live whiteboard feature. |  |  |
| 41. | Ability to log/save chat transcripts. |  |  |
| 42. | Ability to use RSS to send notifications of updated content to students. |  |  |
| 43. | Ability to include social media integration. |  |  |
| 44. | Ability to create course templates |  |  |
| 45. | Ability to conduct threaded discussions. |  |  |
| 46. | Ability to grade discussion postings. |  |  |
| 47. | Ability for students to attach documents in discussion forums. |  |  |
| 48. | Ability for students to embed links in discussion forums. |  |  |
| 49. | Ability to allow group creation in discussion forums. |  |  |
| 50. | Ability to have anonymous postings. |  |  |
| 51. | Ability to set release conditions for multiple discussions at the same time. |  |  |
| 52. | Ability to search Discussions. |  |  |
| 53. | Ability to moderate discussion forums. |  |  |
| 54. | Ability for students to have private discussions. |  |  |
| 55. | Ability to use rubrics to grade discussion forums. |  |  |
| 56. | Ability to use the WYSIWIG or HTML editor in the discussion forums. |  |  |
| 57. | Ability for students and faculty see who is logged into courses. |  |  |
| 58. | Ability to conduct instant messaging capability. |  |  |
| 59. | E-mail tool provides "spell checking" ability for narrative fields. |  |  |
| 60. | Ability to forward internal e-mail to an external account. |  |  |
| 61 | Ability to archive incoming and outgoing e-mails throughout the course. |  |  |
| 62. | Ability to use search capabilities in the internal e-mail. |  |  |
| 63. | Ability to create folders for filing/sorting e-mails within the e-mail tool. |  |  |
| 64. | Ability to use mobile devices to access course content. |  |  |
| 65. | All course tools are available in the mobile client. |  |  |
| 66. | Ability to be mobile-friendly when using the web version through smart phones and tablets. |  |  |
| 67. | Ability to record inputs in a journal tool. |  |  |
| 68. | Ability to use the WYSIWIG or HTML editor in the journal tool. |  |  |
| 69. | Ability for students to make notations within the course. |  |  |
| 70. | Ability to use search within a course to find course content. |  |  |
| 71. | Ability of LMS to send text message alerts. |  |  |
| 72. | Ability to enable students to create social connections. |  |  |
| 73. | Ability to integrate with Facebook. |  |  |
| 74. | Ability to integrate with Twitter. |  |  |
| 75. | Ability to integrate with YouTube. |  |  |
| 76. | Ability to access leading portfolio solutions through single sign-on. |  |  |
| 77. | Ability to track student progress. |  |  |
| 78. | LMS has a Wiki tool. |  |  |
| 79. | Has a built in fully functional WYSISYG or HTML editor that is available for students and faculty. |  |  |
| 80. | WYSISYG or HTML editor can modify HTML pages created outside of the LMS. |  |  |
| 81. | Provide a drag and drop, customizable environment. |  |  |
| 82. | Accommodate custom banners and icons on course homepage, header, footers, etc. |  |  |
| 83. | ADA/Section 508 compliance requirements are followed. |  |  |
| 84. | Ability to support the use of screen readers. |  |  |
| 85. | Ability to set different assessment time frames for individual students (e.g., students with disabilities who need more time) |  |  |
| 86. | Ability to provide a variety of feedback types (e.g., text, audio, video) for assignments, discussions, other student activities |  |  |
| 87. | Ability to add audio/video components to quizzes or exams. |  |  |
| 88. | Ability to add captions to assessments. |  |  |
| 89. | Ability to scale the implementation for increased usage. |  |  |
| 90. | Ability to handle backup and retrieval options at the system administrator level. |  |  |
| 91. | Are the servers located in the US? |  |  |
| 92. | What is the redundancy plan? |  |  |
| 93. | Is there a range of reporting options in the LMS? |  |  |
| 94. | Does the LMS reporting allow drilling down to individual and program level activity? |  |  |
| 95. | How does the solution ensure the highest degree of student privacy, e.g. FERPA? |  |  |
| 96. | How are data and session activity encrypted? |  |  |
| 97. | The LMS supports common internet browsers such as Internet Explorer, Firefox and Opera. |  |  |
| 98. | Ability to assign privileges to system roles (various admin level). |  |  |
| 99. | Ability to assign privileges to course roles. |  |  |
| 100. | Ability to assign admins to a selected group of courses. |  |  |
| 101. | Training material available at no extra cost. |  |  |
| 102. | The LMS provides prerecorded online training materials. |  |  |
| 103. | Ability to import/export grades from the LMS using APIs. |  |  |
| 104. | Ability to integrate with student response systems (clickers). |  |  |