

# Learning Management System (LMS) Evaluation Tool

<b>Evaluator Name:</b>					
<b>Evaluator College:</b>					
Evaluation Criteria	How Well does the LMS Perform this function?				Notes
	Not at all 1	Poorly 2	Well 3	Very well 4	
<b>Course Migration</b>					
Exports course structure and content using an industry-standard such as IMS Content Packaging so that course can be imported into another LMS.					
Ability to copy, archive, import and export files and assessments from current courses within LMS.					
<b>Design and Layout</b>					
User friendly interface					
Allows for Customization and Personalization					
Responsive design (Used easily on different devices & Mobile-friendly)					
Allows users to work completely offline and upload when there is a network connection					
Ability to use a template to lock specific settings or content items (e.g. use a particular font throughout course)					
<b>Content organization</b>					
LMS provides a repository for content and basic tools for content organization.					
LMS has ability to create modules or units					

LMS provides the ability to sequence students through content		
LMS provides a record of learning that could be used across multiple disciplines/functions		
LMS capable of using content from public, private and shared workspaces including subscription-based content (e.g., podcasts and feeds) to archival content.		
<b>File Management &amp; Exchange</b>		
LMS provides an assignment tool (or drop-box functionality) to allow students to send materials to instructor and vice versa.		
LMS provides secure drop-boxes and shared folders for file exchange among students.		
Allows for bulk (zipped) downloads or uploads files.		
Allows for drag and drop all files (eg., audio, video etc.)		
Potentially allow for secure transmission of large files (like Filex.com)		
Compatible with all major Word processors including Google Docs		

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<b>Content authoring</b>					
Provides tools for authoring media-rich content (e.g., Camtasia, Adobe, Articulate)					
Imports content (Scorm files capability, etc)					
Drag-and drop interfaces					
Embedding rich content types such as podcasts, video clips that does not require third party software to run.					
Use template updates to all associated courses through course synchronization.					
<b>Communication</b>					
Both asynchronous (email) and synchronous communication tools are present					
Has a high level of flexibility for the use of email (asynchronous by roster, individual or group)					
Has the ability for instant messaging, voice messaging, video chat, video announcement and threaded discussion.					
Announcements and emails forwarded to PV email.					
<b>Calendar and Adaptive/Selective release</b>					
Has calendar function that provides a single location to update due dates for all tasks, checkpoints, and assessments.					

Ease of use of Selective/Adaptive release for all course tools including discussion boards		
Pop-up announcements & reminders		
Ease of navigation by students to access calendar tasks.		
<b>Collaboration (social learning tools)</b>		
Allows shared access to files among users.		
Provides a campus wide-framework that supports collaborative work such as wiki with version		
Enables sub-groups to be defined within courses for collaboration.		
Provides ability to create organizations to support special project work among small groups.		
Integration with Google Docs or other file sharing tools.		

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<b>Group and Learning Community Features</b>					
Ease of accessing and operating group work					
Peer evaluations					
Analytics and Reports (attendance, retention, etc.)					
Discussion Forums (scalability, composite view of group participation)					
Web-Based Video Conferencing Integration or Options (including recording)					
Group Grading/Instructor of Record (IOR) scores					
<b>Gradebook and tracking</b>					
Highly functional grade book that is easy to use.					
Grades can be exported to a spreadsheet or student information.					
Communication capabilities when assignments are posted and when discussion questions responses have been completed.					
Clear and simple tracking tools available for all user activity, including instructional users (audit log, student participation log, time on task etc)					
Students are automatically emailed when their participation is substandard					
Ability to delete columns in the grade center (not just hiding the column).					

<b>Testing and assessment tools</b>		
Simple assessment tool to add different types of questions (eg. multiple choice, short answer, essay questions, equation, word cloud, matching etc).		
Adaptive testing, ex: Multipart questions and branching		
Calculation capabilities beyond +-*/. (e.g engineering equations)		
Ability to include pictures or diagrams with question		
Integration with Qualtrics & its scoring functionality & other survey software		
Provides tools to share the results of polls and surveys with the class.		
Ease of use and user friendliness of the system to provide contextual comments on written papers (e.g. pdf annotator)		
Robust rubric integration		
Tests can provide immediate feedback with tips for remediation.		
Provides tools for creating assessments with multimedia, learning games and other interactive tools such as polls and surveys.		
<b>Course evaluations</b>		
Potentially has ability to tie into PICA course evaluation		

<p>Hierarchical and flexible system for anonymous evaluations at course, department and institutional level for either summative or formative purposes. Includes item pools, templating, announcements, reminders, and tools to easily target different audiences.</p>		
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<b>E-Portfolio</b>					
Tools to allow students and instructors to create ad-hoc or structured presentations, gather and present student work products					
Assessment tools for e-portfolio.					
A full featured e-portfolio tool is integrated into the LMS and makes possible the gathering, review and presentation of work products to support any portfolio strategy (resume, learning, tenure, etc).					
Reporting tools allow for individual, departmental or institutional assessments.					
Ability to share ePortfolio outside of the LMS					
Learner Profiles (competencies, certifications, badges)					
<b>Archives</b>					
Good archival tools that support backup of completed courses with student submissions and discussions intact.					
Provide instructor access to completed and archived course.					
Potentially provides for retrieval of student learning history (including any learner profile and learning path components).					
<b>Training materials</b>					
Quality of printed materials					

Opportunities for webinars, online and classroom training sessions.		
<b>Textbook publisher support</b>		
Supports variety of texts and publishers		
well-organized materials		
easily installed and based on industry or community standards. (e.g., Common Cartridge)		
<b>Online help resources</b>		
Contextually-appropriate help files are accessible from all pages and provides assistance for students, faculty and system		
Pop-ups or rollovers provide “just-in-time” information for specific actions.		
Has an online user manual.		
A 24/7 live interactive helpdesk		
<b>Final Overall Ranking</b>		