WELEARN
LEARNING SERVICES

Learning Technology Selection Quick Guide

Top Questions

Do you need your learning technology to include Authoring Tools?

Will you use only the Out of Box (OOB) functionality?

Will you require Customization of any of the Out of Box functionality?

Do you need to incorporate your brand in your learning technology?

What does your current and future learning content include:

- [ ] Courses (Scorm, XaPI, AICC)
- [ ] Documents (PDFs)
- [ ] Instructor led classroom (either virtual or in person)
- [ ] Videos, Games or other multi-media
- [ ] Other _____

Who Is Your Audience?

Is your audience Global or will it be in the near future?

How many learners do you anticipate using this learning technology?

What countries do you support in your audience?

How do your learners access learning i.e. mobile, desktop, etc.?

Do your learners have appropriate level of bandwidth?

What are the browsers your organization use?

Does the Learning Technology Adhere to Accessibility Conformance?

☐ US Americans with Disabilities 508
law compliance

☐ WCAG AA (Web Content Accessibility Guidelines)

☐ WCAG A (Web Content Accessibility Guidelines)

☐ Did the vendor provide you with a Voluntary
Product Accessibility Template (VPAT).
This outlines how the platform conforms to accessibility guidelines
and to what level. Check out How to Conform to Accessibility Guidelines
blog post for more information.

What Service is Provided?

What level of service
is available?

Does it include a
dedicated service agent?

General support ticketing
system for all customers?

What do other businesses
think about this vendor's
service?

What is your expected
service level agreement
(SLA) response time?

What is your resolution SLA?

Clarifying key performance indicators in your
contract will help you resolve any unfortunate
misunderstanding.

What Security and Data Privacy Measures Are Required for Your Business?

☐ What protocols are needed for login, registration and authentication?

☐ Is the solution GDPR compliant?

☐ Does it meet country, state or province date privacy and security guidelines or laws for the countries you do business in?
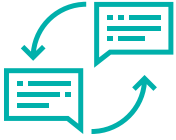
How Often Does the Learning Technology Release New Product Functionality?

☐ Do customers get to review prior to going live?

☐ Do you get to pick and choose what is enabled/disabled?

☐ Do you have a Release Management Process to help guide you on what features to enable/disable that adds value to your learning experience?

Do you require language translations?

What languages will
you want to translate your
learning to?

Does your learning
technology automatically
translate?

What translation process does the
learning technology utilize? i.e. Google
Translate, natural language translation?

How does the learning technology address
changes required for translations in hard-
coded (only the vendor can change) areas
of the product?

How will the user engage
in the platform in their
language preference?

Do you do business in countries that
require language translation by law? Will
you within the contract period?

Are you planning to sell your content?

☐ Do you want a subscription model?
Is your learning technology designed to support a subscription or bundle mode?

☐ Do you want a pay as you go model?
Does your technology support this?

What is your budget?

There are **many different pricing models** for an LMS, from one-time payments, monthly subscription to free with a membership.

What is your budget range per learner?

- ☐ $1 - $5
- ☐ $5 - $10
- ☐ $10 - $20 per year
- ☐ Over $20 per year

☐ How many individuals will be using this learning technology on a regular basis?

If you would like support in your search for your next learning technology, our expert team is ready to help you get the **right fit** the **first time**.

Chat with our **WeLearn team** for expert advice, because together we learn

hello@welearnls.com

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