

WE LEARN

Learning Technology Selection Quick Guide





Top Questions



Do you need your learning technology to include Authoring Tools?



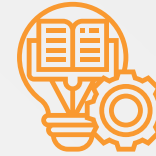
Will you use only the Out of Box (OOB) functionality?



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 _____



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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)



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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 data privacy and security guidelines or laws for the countries you do business in?



How Often Does the Learning Technology Release New Product Functionality?



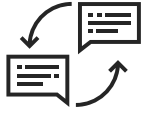
Do customers get to review prior to going live?



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.

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