BUILD EMPIRE

LMS Buyers Checklist

for higher education

Current LMS assessment

Reflect on the strengths and gaps in your current LMS

Area	Assessment Question	Yes/ No	Notes
User experience	Is the LMS intuitive and easy for all user types (admins, learners, SMEs)?	☐	
Engagement	Are users regularly engaging with training content?	☐	
Reporting	Does it provide robust reporting and analytics?	☐	
Content support	Does it support SCORM, xAPI, video, microlearning, etc.?	☐	
Tech limitations	Are you facing downtime, loading issues, or outdated UX?	☐	
Support	Is vendor support timely and knowledgeable?	☐	
Cost	Is the ROI aligned with your learning goals?	☐	

Core requirements 🔍

Requirements	Priority	Must have?	Notes
Easy user onboarding (admins + learners)	*High/Mid/Low*	☐	
Customisable branding	*High/Mid/Low*	☐	
Mobile accessibility	*High/Mid/Low*	☐	
Learning paths/ curriculum builder	*High/Mid/Low*	☐	
Gamification	*High/Mid/Low*	☐	
Built-in content authoring	*High/Mid/Low*	☐	
Integrations	*High/Mid/Low*	☐	
Reporting and data export options	*High/Mid/Low*	☐	
API access	*High/Mid/Low*	☐	
User segmentation	*High/Mid/Low*	☐	
Certification and compliance tracking	*High/Mid/Low*	☐	

Higher education considerations 🎓

Feature	Why it matters	Required?	Notes
Integration	Ensures smooth data flow	☐	
Accessibility and data protection	Meets legal standards and supports all learners	☐	
Ease of use	Encourages adoption and smooth daily use		

Scalability and future proofing

Consideration	Question	Must have?	Notes
Scales to 10x current users	Can the LMS grow with us?	☐	
Modular features	Can you add or remove functionality as needed?	☐	
Multi-region/ server support	For global orgs	☐	
AI or adaptive learning roadmap	Forward-looking capability	☐	

Vendor and support evaluation 🤝

Questions	Yes / No	Notes
Do they offer a sandbox or free trial?	☐	
Is implementation supported (onboarding, migration)?	☐	
What's their SLAs and uptime guarantee?	☐	
Are customer reviews positive and relevant to your sector?	☐	
Is pricing transparent and predictable?	☐	

Final steps checklist

Here are 6 final steps that will help you complete your LMS buyer checklist

- ✅ Conduct stakeholder interviews (faculty, heads of department, academic services, IT, student support)

- ✅ Gather feedback on current LMS pain points

- ✅ Prioritise 5–7 "non-negotiables"

- ✅ Demo at least 3 platforms

- ✅ Map features to goals using this checklist

- ✅ Pilot test with a small group

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Get in touch

We pride ourselves on putting the needs of our customers first, and creating innovative solutions that solve their biggest challenges.

Book a demo to see our platform in action.