The Beginner's Guide to LMS Solutions: Tips to Invest in the Best LMS for Your Organization

The Complete Beginner's Guide to Learning Management Systems!

If you're looking to implement a Learning Management System (LMS) into your training business, then this eBook is for you!

We cover everything you need to know when you're shopping around for a new LMS, from tips on choosing the best LMS, hidden fees you should avoid, and implementation obstacles you need to avoid.

So, enjoy our 'The Beginner's Guide to LMS Solutions: Tips to Invest in the Best LMS for Your Organization' eBook, and we hope it makes the LMS decision-making process much smoother!

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The Importance Of Finding The Right LMS For Your eLearning Course

Finding the right LMS can be a complicated process, but we've got some tips to ensure you find the perfect one for you, your business, and your customers!

Why You Should Find The Right LMS For Your eLearning Course

If you've decided to make a move to eLearning, or perhaps you are already offering eLearning and want to move to a different [Learning Management System](#) (LMS), it is necessary to find the right LMS for your particular training business.

Every training business will have different needs, and there are so many systems on the market, it can be hard to know where to start. We've got some tips for you on how to pick the right LMS for the eLearning courses you offer as having an LMS in place is a vital eLearning tool!

1. Think About Growth

Instead of looking for an LMS that only suits your needs now, you need to think about an LMS that will suit where your company is going to be in the next few years. If you're looking to expand your offering in the next couple of years, there's no point in picking an LMS that can't grow with you, or you'll have to do the whole shopping around process again, which is just a massive waste of time.

It will also mean getting your staff and customers up to speed on a new system, moving all your details across, migrating your content across, and lots of other manual tasks which are just a waste of time and effort for everyone involved.

Think about where you might want to go with your eLearning and think about the features you will need to make this happen. This could mean paying more money for extended features in the future, but at least if you stay with the same LMS provider, you won't have the hassle of moving across to a new system.

2. Add Up Those Numbers

How many courses do you want to offer? How many students do you typically serve per course? Both of these numbers could massively affect which [LMS](#) you purchase. You need to be able to provide the level of service you want to your customers, and therefore you need to make sure that you can host the number of courses you need to and see if there are any limits on the number of students you can have on each course at any one time.

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A higher number of courses and students on your LMS may lead to your payments increasing, so it's important to be clear on this before you sign up. You don't want your budget to limit the service you can provide to your students, so be clear on all the additional costs and capacity of your potential LMS before you decide to buy.

3. What Features Do You Need?

Every training company will have different needs when it comes to their eLearning, so it's important to do some prep work before you start shopping around. There is no 'one size fits all' option, and this is a crucial stage of ensuring you pick the perfect LMS for you.

Sit down and think about the features you need to make your business successful, and don't be drawn in by features that look flashy but don't have much functional use when it comes to your business.

Knowing the exact things you are looking for will make it much easier to narrow down your list of potential Learning Management Systems and therefore find the perfect one for you.

4. Take Your Time

If you're trying to introduce a new form of learning into your offering, it can be easy to get swept up in the excitement and want to get things going as soon as possible. However, it's important to take your time and take as much time as you need to make the right decision.

Don't rush into things and buy the first LMS that looks like it might be okay for your business. Make sure you slow down a little and keep looking until you're sure you've found 'the one'.

5. Think About Your Audience

What audience are you trying to hit with your LMS? Are you aiming for individual students or are you looking to offer eLearning on a larger scale to whole companies or departments at the same time? This will massively affect the type of LMS you are looking for and what features you need to keep an eye out for.

Always keep your ideal audience at the front of your mind during the decision-making process!

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6. Stick To A Budget

It can be easy to get carried away, so it's important to set a budget for your LMS and make sure stick to it! While we're sure there will be a little wiggle room for the perfect system, you need to make sure you are making a good ROI on your new LMS, so don't be tempted by a system you really can't afford.

7. Think About Content

What type of content do you need to upload to your LMS? Do you have documents, videos, mini-assessments, etc.? It's important to make sure that your new LMS will be able to support all the content you want to provide to your students.

Also, check what formats of content you can upload to your LMS, such as SCORM content. This is even more important if you've pre-created the content before you purchase your LMS, or if you're moving content across from another LMS, as you need to ensure it's compatible.

8. Ask Questions!

Don't be afraid to ask questions to make sure you have all the information before you sign on the dotted line. Take a free trial, sign up for demos of how the system works, and get in touch with the LMS provider and asking them all the questions you have!

This is a big decision, and you need to get it right first time, so don't leave any question unanswered!

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7 Benefits Of Investing In A Learning Management System

Thinking of investing in a Learning Management System? There are lots of benefits that come from offering eLearning to your students. Read on to find out more!

Why You Should Consider Investing In A Learning Management System

Spending money on any new piece of software is a big decision for any business, and you want to make sure that you're getting a good Return On Investment from any outgoings.

If you're looking to make a move to eLearning, the idea of purchasing an LMS (Learning Management System) may seem off-putting as it's an additional cost, but it's important to think of it as an investment which is going to bring lots of benefits to your training business, rather than just thinking about the fact you're spending money.

Let's take a look at some of the top benefits of investing in an LMS!

1. Add eLearning To Your Offering

The first main benefits of investing in an LMS is the fact you will now be able to offer eLearning to your customers. Adding another string to your bow is always a positive idea, and it gives you another thing to shout about when you're marketing to your potential customers.

2. Attract More Customers

Offering eLearning will allow you to attract more customers than you were able to service previously. If you only offered classroom-based training in the past, then only students who could attend your classes at the designated times would be able to train with you. You were also limited to people who lived geographically close to your training center and had good access to things like transport, childcare, etc.

With eLearning, your students can complete your courses in the comfort of their own home, at their own pace. They don't even need to be in the same country as you!

This will open your training company up to a much larger audience!

3. Save Time And Money

Running eLearning courses will typically be a lot cheaper and less time consuming for you than running classroom-based sessions. You

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won't have to schedule any instructors, which will save you money in additional salaries, and allow them to get on with other tasks at the same time.

You also won't have to pay for venues, textbooks, print-outs, or things like catering or transport.

Finally, there will be a lot less admin time spent preparing for eLearning courses, as once the course is uploaded online there will be no pre-class preparation to do every time.

4. Stand Out From Competitors

Adding eLearning to your training offering is a great way to stand out from your competitors who may not provide eLearning as an option for their students. It also gives you the chance to start looking at blended learning, which is a combination of eLearning and classroom-based elements, to make sure you are giving your students lots of different learning options.

5. Offer More Classes With The Same Resources

Using eLearning means that you can offer more classes to your students, all without increasing your resources! You won't need to source bigger or additional venues, and you won't need to hire more staff. You simply need to get your LMS up and running, and you're good to go—you can start bringing on students!

This means you can offer a lot more classes, all without increasing your resources, but you will be increasing your revenue!

6. Increase Course Offering

If you decide to make a move to eLearning, not only will you be able to offer the same sort of courses you offered before, but you will also be able to look at expanding your course offering as well.

Previously you may only have been able to offer courses that your teaching staff were experts in, but with eLearning, you can purchase LMS content for some subjects, and you may not need to have teaching staff on-site to manage these courses.

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This means you may be able to expand your course catalog to include far more courses than you offered before.

7. Service An Unlimited Amount Of Students

With classroom-based sessions, you are limited by things like the number of teachers you have and the number of seats you have in your venues. This means all the classes you offer will have a capacity, and they will have to be marked as full at some point.

However, with eLearning, you can have as many students taking your online courses as you want! As everything is managed online and by the students themselves, there will be the same amount of work for you whether you're looking after 10 students or 1,000! This means that for the same amount of effort as you used to put into your classroom-based only offering, you could be teaching thousands of students, and bringing in a much larger chunk of revenue at the same time!

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10 Tips To Choose The Best LMS For Your Organization

Check out our 10 tips for choosing the perfect Learning Management System for your training business, so your customers get the best learning experience possible.

Choose The Best LMS For Your Organization With These 10 Tips

Shopping around for new software can be challenging! When it comes to Learning Management Systems, there are so many options on the market; it can be hard to know what to look for to ensure you are picking the best choice for your particular business.

Luckily for you, we've got 10 tips on how to choose the best LMS for your organization!

1. Think About The Problems You Are Trying To Solve

The first thing you need to think about before you even start the shopping-around process is what problems are you trying to solve within your business? Are you introducing eLearning, or are you on the lookout for an upgrade for your current LMS? Both these issues will have a different set of problems you are trying to solve, and if you're looking to swap systems, clearly there is something that's not working well with your current system. What is that?

Thinking about these problems will help you pinpoint the things you need to look for in your new system. It will also be helpful if you take a demo with your potential new software providers, as you can explain to them precisely what your current problems are, and they can see how they can help!

2. Ask Everyone Involved What They Want

It's also important to ask everyone who will be working directly with the LMS what they want from the new software. You may know what you would like to see in a new LMS, but other teams around your business could have very different ideas. That's why it's essential to have this discussion before you start the shopping process, and make sure that everyone is on the same page!

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3. Pick What Your Essential Features Are

The next stage is to think about what your essential features are for your new LMS. Think about the type of eLearning you want to offer and what you want to provide your customers, and this should help you shape this list.

Do you want to offer an extended enterprise experience? Do you want to be able to customize your LMS content? Do you want to be ready to serve an unlimited number of students? Think about everything you need before you start shopping around, and this will allow you to narrow down your potential choices pretty quickly.

4. Read Reviews Online

If you want to find out how good an LMS is, then why not read some reviews and hear from the people who are using it? You can have a look at the review sections on each Learning Management System's website, but you may also want to check out independent software review sites so you can get an impartial view of both positive and negative reviews.

It's important to get a full picture of what your potential new software is like to use, and getting the inside scoop from current and past customers is a great way to gain some extra insight.

5. Take A Free Trial

If an LMS you like the look of offers a free trial, then sign up and have a play around! See if it's easy to work, what things you like, and what things you don't like. Sometimes, you can tell pretty quickly if a piece of software is going to be a good fit for you, and that's why free trials are always a good idea.

6. Book A Demo

If you want to delve a little deeper into what a Learning Management System could do for you, why not book a demo and get a personalized explanation of the whole system? This is a great chance to delve a little deeper than you can with a free trial, and it also gives you the opportunity to ask any specific questions you may have.

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7. Be Realistic About Your Budget

It would be great if we could get everything for cheap, but that's not the way the world works, unfortunately. You may have an idea of how much you would like to spend on some new software, but is it realistic? You need to take into account all the features you expect your LMS to provide and then research whether you can get anything near that for the money you would like to spend.

If your figures are way off, it's important to consider which is more important—saving a little money on software costs or not getting the vital features you need to run your eLearning? Think about the return you'll be getting from the software, and consider that when you plan your budget!

8. Think About Support

Something which you may not immediately consider when you're looking at a potential new Learning Management System is the level of support that will be available to you when you purchase. If something goes wrong, you will want to get it fixed as quickly as possible, so it doesn't negatively affect your customers. You also want to know that if you get stuck while using the software, you will have the help you need.

Make sure you look at the level of support they offer, and the different ways you can get in touch with their support team to ensure you pick the perfect option for you.

9. Think About How Your Company Will Grow

When you are planning the perfect software for your company, you may only think about what you want to offer your customers right now, but it's also vital to think about what you want to provide them within the future. As your business grows, will you want to expand your eLearning offering? Make sure the LMS you are looking at has the potential to grow with your company, or you'll have to do the shopping around process again in a few months' time.

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10. Does It Integrate With Your Other Systems?

The final point you might want to consider is whether your LMS will integrate with other systems that you use as a business. Do you need to pull your LMS reporting data into your reporting system? Do you want your course booking system to work with your LMS so you can manage all your courses in the same place? Take all this into consideration when you're shopping around, so you don't make life more difficult for yourself.

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9 Hidden LMS Fees Every eLearning Pro Should Consider

When shopping around for a new LMS, ensure you are clear on any additional costs involved to make sure you budget for your new software efficiently.

What Hidden LMS Fees All eLearning Pros Must Be Aware Of

One big part of bringing new software into your business is making sure you budget for it adequately. While you may think you have all your costs estimated, there could be some hidden costs involved to unlock the functionality that you need to run your eLearning the way you want to.

Let's take a look at some of the most common hidden costs involved with Learning Management Systems so you can avoid them, or at least ask about them upfront to ensure you don't throw your budget off after you've made your purchase.

1. Implementation Fee

If you're installing new software in your business, you want to get it set up as quickly and as stress-free as possible. Your Learning Management System's implementation team will be able to handle this for you, as they can get you up to speed on how to use the system, and how it can work best for your business.

However, the implementation may take a lot of time, and your LMS implementation team will have to spend a lot of time getting up to speed with your company, and how the software will work best for you, so chances are this is going to cost you an additional fee. This is a vital stage of the process, and so you will want to ask about these fees and take them into account when you're budgeting for your new LMS.

2. Content Licensing Fees

This fee may not be directly from your LMS provider, but if you buy off-the-shelf eLearning content rather than writing your own, then you may have to pay content licensing fees on top of the initial purchase fee to keep using the material for a specified time period.

Make sure you are clear on exactly what additional fees you have to pay, and how often you need to pay them so you can budget accordingly, and maybe even see if creating custom content would be more cost effective for you.

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3. Training Fees

Alongside implementation fees, if you need to train additional members of your team on how to use your new software, this may be an additional cost.

If you have new members of staff starting or need to train a whole new team on how to use the LMS, you may wish to get the LMS provider to run the training instead of doing it yourself. This will ensure that your entire team gets the same level of training everyone received when you first purchased the system.

4. Support Fees

With a lot of products, support comes as standard, but it's always important to check what level of support you get for free, and if there are additional costs involved if you need more help.

For example, you may get email and phone support during office hours as standard, but if you need help at the weekend or late at night, this may be an additional cost, or you'll have to wait until you can contact them during office hours.

5. Per-User Fees

Some Learning Management Systems may charge you a small fee for every student you have that signs up for your eLearning courses. You may have a limited number of students included in the set price, and then have a small fee for every user you go over that each month or you may pay on a user by user basis. Either way, make sure you're clear on which pricing model your LMS provider is using before you purchase so you can work out which will be the most cost-effective system for you.

6. Per-Course Fees

Similarly to the per-user fees, you may be charged for every different eLearning course you upload to your LMS. It's important to be clear on this as if this is the case, and you run several different courses this may lead to a substantial increase in what you thought the price was going to be.

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7. Upgrade Fees

It's important to pick an LMS that is going to grow with your business, and if you see yourself wanting to add lots more features in the future, you need to see if your LMS provider is going to charge for these additional features.

There is nothing wrong with having to pay more for additional features, as obviously, you are getting more functionality, but it's is vital to be clear on these costs before going in so you can accurately project how much you will be spending on software in the future as your business grows.

8. Customization Fees

Most Learning Management Systems will usually come with a standard interface, but some will give you the option to customize the LMS to reflect your branding so you can give your students a personalized experience.

If this is something you are keen on doing, then make sure you know if this incurs an additional fee, or if it comes as a standard option.

9. Mobile App Usage

The beauty of eLearning is that your students can learn on their own devices, wherever they want. This means you may want to make sure your LMS is mobile-friendly, so your students can complete their learning on their phone or tablet.

Again, this may be standard, or it may incur an additional cost as your LMS provider will need to ensure all your content is mobile-friendly and displays correctly.

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5 Top Features To Look For In Your Next Corporate eLearning LMS

Are you in the marketing for a corporate LMS for internal eLearning? Here at the five things you need to look for!

What Features You Should Look For In Your Corporate eLearning LMS

If you're on the lookout for a new Learning Management System for your internal corporate learning, it can be hard to know what to look for.

Today, we're going to talk about some of the top features you want to keep an eye out for when you're shopping around for a corporate eLearning LMS to ensure you get the best system for your business.

1. Built-In Reporting

Reporting is a key element of any Learning Management System, but it will be particularly important if you are running corporate eLearning and you want to keep track of your employees and their training.

LMS reporting will allow you to get an overview of all the employees in your business, and how they are getting on with their training, which will be particularly handy if your business is quite large and would, therefore, be quite hard to keep track of.

Once all your employees are set up, you can use reporting to see what progress has been made through the courses they are signed up to, as well as check if the courses have been finished before any deadlines you have set to your team.

You can also keep track of things like mini-assessment results to ensure your staff is getting to grips with the material they are being taught.

Having a quick and easy way to check on the progress of your whole workforce will also be great for your training administration team, and for individual team managers so as to get a detailed overview of how their specific team is doing.

2. Custom eLearning Content

If you are using your corporate LMS to run training that is very specific to your business, then it's vital that your new LMS allows you to upload custom content instead of having to use some pre-made off-the-shelf content.

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Some of the courses you offer could be quite generic, such as first aid, but for more business-specific courses it's vital that you can create your own custom content to ensure that your staff is getting the exact training that they need.

Being able to use custom content will also mean you are able to make changes to the content and re-upload it whenever you need to. This is useful if you notice mistakes, or you just want to add or remove content to a course.

3. Integrate With Internal Systems

If you're using your LMS for internal training, it may be handy to be able to integrate your LMS with some of your internal systems to make everything nice and organized.

For example, you may want to integrate it with your current HR system, which will enable you to store everyone's current training records alongside the rest of their employee information, so everything is in one place and easy to find.

You may also want to be able to pull the data through into your main reporting system so you can compare the data you collect from your LMS with data from the rest of your business seamlessly, without lots of exporting and importing.

4. Easy To Use

A big thing to look for in your corporate LMS is a system that is easy to use.

First of all, you want it to be easy to set up so that your internal training team can get everything up and running with ease. If you're asking your entire business to learn how to use a new system at the same time, this can create a lot of problems if the system is complicated and hard to use. Try and make it as simple as possible, or your internal training team will likely spend all day answering questions!

It's also important that it's easy to use when working through the training courses, as your staff will be doing it in their own time, at their own pace, so you don't want anything to slow them down and waste their time.

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5. Online Assessments

The last key feature we think you need to look for in your corporate LMS is the ability to run online assessments. If all your course information is taught online through [eLearning](#), then ideally you want to do your assessments online as well.

This is a good idea for the following reasons:

- Staff will be completing the courses at their own pace, and therefore can just do the assessment whenever they finish, rather than waiting to sit the assessment in a group.

- You don't have to coordinate group assessment sessions, which could take a lot of time to plan, and will take a lot of people away from their work at the same time.

- Easy to arrange resits as they can just be completed online again.

- Results will be automatically pulled into your [reporting system](#) without any additional manual work.

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5 Tips To Create An Accurate Budget For Your Next LMS

How much can you afford to spend on a new LMS? Check out our tips for working out how much return you will get from your new software, so you know how much you can spend!

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How To Create An Accurate Budget For Your Next LMS

When you decide to purchase a new piece of software, you need to budget for it accurately. Buying software is going to cost money, but what ROI (Return on Investment) are you going to get from the new system? You need to make sure the software is going to be of massive benefit to your company and give you a higher return than you are paying.

Let's take a look at some of the factors you may want to consider when drawing up a budget for your new LMS, to see how much return you will be able to get on a system, so you know what LMS options you can afford.

1. How Will It Affect Your Admin Team's Time?

Making a move to eLearning means your courses will be easier to manage than traditional classroom-based sessions because once everything is uploaded to your LMS, it pretty much handles itself.

Once your course content is uploaded into your LMS, and your courses are listed online, there are far less management and manual tasks that need to be undertaken compared to other types of training. Course sales can be processed through your website, and course details can be automatically sent to your students, so you have very little to worry about once things get going.

This will mean even if you start to offer lots of more courses, or swap some of the courses you are running now to eLearning ones; your admin team won't be overrun with lots of manual tasks to complete as the LMS will take on a lot of them itself. This will mean your Training Administration team will have more time to complete other tasks and won't suddenly be overloaded.

2. How Will It Affect Your Instructor's Time?

Purchasing an LMS gives you the chance to run a lot more courses than you did before, but without having to put any increased strain

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or tasks on your instructors. Chances are your instructors will not be involved in the day-to-day running of your eLearning courses, though they may help create content for the courses, or help grade assessments at the end of courses.

Again, this means you will be able to run a lot more courses without putting any additional strain on your instructors.

3. How Many Additional Courses Can You Offer?

The great thing about eLearning is you will be able to offer far more courses than you can currently, as right now you may be limited by factors like venues, have free instructors, and the number of hours in the day! With eLearning, because everything is based online, you won't have to worry about any of these things. Also, because students complete the work in their own time, at their own pace, you don't need to worry about scheduling all your classes to work with each other.

This means you can offer as many courses as you can create the content for, which gives you more chances for profit than having a limited amount of classroom-based sessions.

4. How Many More Students Can You Serve?

Similar to the number of courses you can offer, with eLearning you can serve as many students as purchase a place on your courses, as you will no longer be limited by things like the number of seats in your venue.

eLearning also means you can offer training to students you may not have been able to reach before, such as those who live far away from your training centers, or who wouldn't be able to attend full-time courses in person due to other commitments.

This will again open you up to a much larger chance of profits as you can have as many students on your eLearning courses as you wish!

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5. Will You Need To Hire More Staff?

Offering lots of courses for your students could traditionally mean having to hire lots of new staff to manage the extra workload. However, as we mentioned above, eLearning courses will allow you to expand your offering by a large number of classes without creating a lot of additional work, meaning you should be able to add this extra arm to your training offering without making any further hires.

This will save you lots of money because hiring staff can be an expensive business! Not only will you have extra salaries to account for, but you'll also spend lots of time and money in the recruitment process.

eLearning will allow your training offering to grow without having to hire lots of new people to support it!

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8 Top LMS Implementation Obstacles To Avoid

Make the implementation of your new LMS a breeze by avoiding these common implementation obstacles.

LMS Implementation Obstacles You Should Be Ready To Overcome

Researching the perfect LMS for your company is a very important part of the [LMS](#) buying process, but there is another equally important stage that really comes into play once you have purchased your LMS, and that's implementation.

Buying a software system that seems a good fit for your training business is only half the battle. If you don't have a successful implementation period for your new software, you could end up wasting a lot of time and money, and still not have new software that does the job it was intended for!

We've picked 8 of the top obstacles you may come across when it comes to implementation, and what you can do to avoid them!

1. Ask About Implementation During The Buying Stage

You need to start thinking about the implementation process before you even commit to buying your LMS in the first place, and it should be a vital part of the decision-making process.

If you're bringing a complicated new piece of software into your business, it's important to know how much support you're going to get from the software company, and what sort of implementation package they offer.

If this is the first time your company is going to be using an [LMS](#), then you may need a higher level of support compared to other companies who have used eLearning previously. It's all about finding the perfect level of support for your business.

2. Set Expectations Before You Start

It's important that both you and the LMS providers are clear about what is going to happen in the implementation process, as there's nothing worse than having expectations which are not met because you didn't discuss them at the offset.

Get them to lay out a complete plan of what the implementation will

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involve, but also make sure you tell them your needs before you get started, so they know what you need and can adjust their plans if they need to.

3. Involve Everyone That Needs To Be There

If you have implementation sessions or regular calls with your implementation team, it's important to involve everyone who needs to be there. You may be keen to try and limit the number of people that attend these sessions as it may seem like quite a large use of time, especially if there's going to be quite a lot of people involved. However, it's key that everyone who will be using the system intensively from the start is involved in the implementation process.

This will allow everyone in the company who needs to use the software to get up to speed at the same time, which should help ensure the implementation of your LMS goes smoothly, and you can start using your new system as soon as possible.

4. Set A Realistic Timeline

When you buy a new system, you may be keen to get going as quickly as possible. However, it's important to work through the implementation process with a clear timeline in mind to make sure you don't rush things, and you give yourself enough time to learn everything you need to.

Sit down with your LMS implementation team before you start, and work out a timeline with them for when the implementation process will most likely be complete, and when you can start using the LMS, so everyone is clear before you start.

5. Poor Communication

If you have an implementation team working you through getting your LMS up and running, it's vital you keep up a good level of communication with them.

If you have regularly scheduled sessions, make sure you actually attend them! Similarly, if you get stuck on a problem, get in contact with your team to make them aware of it, don't just suffer in silence. Your implementation team is there to help you get your LMS up

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and running quickly and effectively, so it's important you continue to communicate your needs with them throughout the process. Otherwise, they won't be able to help you tackle any issues you come up against.

6. Not Doing The Work On Your Side

While your implementation team is going to do everything they can to help you get your LMS up and running, there will also be work that you need to do on your side. Chances are you will be assigned work to do between implementation calls, such as making yourself familiar with particular parts of the system, so you're up to speed for your next session.

If you don't take the time to do your side of the work, not only are you going to slow down your implementation time, but you're also less likely to be able to use the system as effectively as you need to, which could be bad for your business in general.

Make sure you set aside the time to do the work that's expected of you, and don't agree to do more than you'll be able to fit into your workday so that everyone has the same expectations.

7. Be Clear About Costs

Another important thing to discuss upfront is costs! Perhaps your LMS provider will offer different implementation packages, but they will all come at a different price. You need to find the package that will work for you, but also look at what pricing level is going to work for your business as well.

Pick the package that suits you best, and make sure you know about all the additional costs upfront, so you're definitely signing up for a package you can afford.

8. Don't Be Afraid To Ask For Help

As we said above, it's vital that you keep in touch with your implementation team when you need to. If something is going wrong, you're getting stuck, or something isn't working as you think it should, then get in touch and get some help!

There's no point in floundering and trying to find a solution for ages as this will just waste lots of your time.

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You want to make sure your implementation goes as smoothly as possible, and if you're spending a lot of time being confused by the system rather than learning how to use it properly, this could create problems for you before you ever get started.

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3 Key Benefits Of An Extended Enterprise LMS

Why could an extended enterprise LMS be better for your training business instead of a normal LMS? Let's take a look at the key benefits of an extended enterprise LMS.

What The 3 Most Important Benefits Of An Extended Enterprise LMS Are

If you offer eLearning as part of your training business, you will need to have a reliable LMS (Learning Management System) in place to ensure your business serves its customers efficiently.

One option for your LMS is to look at extended enterprise Learning Management System options to see if this would work well for your training business.

An extended enterprise LMS means that you can still manage all your eLearning tasks and courses from one central point, but you can customize the look and content that will appear in different instances of the LMS. This allows you to tailor it depending on which customer is using the LMS, and what courses they need to see as part of their training.

Let's take a look at some of the key benefits you can expect if you decide to use an extended enterprise LMS in your business. You are offered the ability to:

1. Brand And Customize LMS Interface

One huge benefit of extended enterprise Learning Management Systems is the ability to customize the look and feel of the LMS to suit your audience. You may only want to brand your LMS to reflect your brand, but you could also brand different instances of your LMS to satisfy the customers which will be using them.

This is particularly handy if you sell eLearning courses to entire businesses where a lot of their staff members will be using it at the same time, as you could then brand the LMS to suit their business.

You will also be able to customize the content which is accessible through each instance of your LMS, to ensure everyone only has access to the content they need and have purchased from your training company. This is an easy way to split up your eLearning content across your different customers and give each user a completely customized experience.

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2. Serve Lots Of Customers

Offering an extending enterprise LMS will give you the possibility to serve a lot more customers than you were able to before. Let's look at some of the ways you can increase your customer base and, therefore, your revenue!

Offering eLearning in the first place will allow you to serve a lot more customers than if you were merely offering classroom-based sessions because you won't be limited by things such as:

- The size of your classrooms.
- The location of your training centers, as typically you will only attract customers who live close to your offices if you only offer classroom-based sessions. eLearning means anyone from anywhere in the world could purchase training from you.
- The amount of free teaching time your teaching staff has.
- The amount of teaching staff you employ.
- The number of hours in the day!
- You don't need to have a full-time instructor who is an expert in each subject you offer, as you can buy off-the-shelf eLearning content for your courses.

Making a move to extended enterprise will also give you the chance to serve larger customers and provide them with a personalized experience. This could be things like delivering internal training for a large company where all of their staff will be logging into your Learning Management System at the same time from their individual computers. If you offer the ability to customize the learning experience for each of your enterprise customers, it means that you can control the course content and the branding of each LMS instance. This means you can serve as many of these larger customers as you want, as you can create as many customized LMS instances as you need to!

3. Detailed Reporting

One huge benefit of an extended enterprise Learning Management System is how easy it will be to report on all your eLearning courses from one place. Instead of potentially having lots of different Learning Management Systems to run your various customized options for different customers, extended enterprise means you can offer all of this from one system.

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This means when it's time for [reporting](#), you can report on everything from the one place instead of having to export and import lots of data from various other systems to get a full picture of all your eLearning courses.

Not only will this save you lots of time when you need to produce your reports, but it will also cut down the chance of human error playing a part in your data as everything will be compiled automatically.

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5 Essential LMS Reports Your Learning Management System Should Provide

Reporting is a crucial feature of any Learning Management System (LMS), and we've picked the top 5 LMS reports you need to be able to pull from your LMS reporting system.

Which LMS Reports Should Be Included In Your Next Learning Management System

When you think about what features you need from your Learning Management System (LMS), your first thoughts are probably the features that will improve the eLearning experience for your students. While this is incredibly important, you also need to think about how your LMS can make your life easier as well, and this is where reporting comes in.

Though it may not be the first thing you look for when you're shopping around for learning management systems, reporting does need to be a factor in your decision-making process. You need to ensure you can pull the data you need from anywhere in your LMS, whenever you need it, to give you an accurate picture of how your eLearning is performing at any given time.

Today we're going to look at the essential reports that you need to be able to pull from your LMS to allow you to measure your training effectively!

1. Time Spent On Each eLearning Course

It can be hard to measure how much time your students should be spending on eLearning courses as they are designed to be completed in chunks, whenever your students have time to do some studying. This means that even though a class could be completed in a week or two if a student was working on it full time, it could end up stretching over many months if a student is only putting in a couple of hours per week.

However, LMS reporting will allow you to see the amount of actual time a student spends working on a course, by measuring how much time they spend logged into your LMS and the activities they complete in that time.

This will give you an indication of whether your students are making good progress through your classes, as you should have a rough idea of how long each course will take to complete in full. It can also highlight if any students are getting stuck in particular areas of the

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course and spending much more time on specific modules than you would expect.

Not only does this give you the chance to raise any potential problems with your students, but it also allows you to look over your course content and see if there are any sticking points which could be tripping people up. Perhaps, one section of the course is a little confusing or is missing the required detail for your students to grasp the concept entirely.

Always being aware of how your students are interacting with your courses will let you know where any problems are and highlights areas which you could improve on for the future.

2. Satisfaction Ratings Per Course

Surveying your students to see how much they enjoyed a course and their interactions with you as a training company is an important task to undertake. You want to make sure that your customers are happy with the experience you are providing them, and if they're not, then you can take steps to make sure you challenge any problems head-on.

While it's great to have stats on the overall performance of your training company and your teaching staff, it's more useful still to have the feedback broken down by each course your run, so you can quickly and easily see the overall satisfaction rate for all of your classes.

This can help you pinpoint any courses which may need improvement, as you will be able to see which courses have low ratings or specific problems raised against them.

3. Qualification Tracking

While some training may be a one-off, lots of training needs to be topped up periodically to ensure it remains valid. This means the same students may return to you again and again to complete their training to ensure they stay certified.

This is an excellent remarketing opportunity for as you can alert students to the fact that their training is about to run out and encourage them to come back to you for repeat business.

However, how are you going to keep track of this to make sure you don't miss out on that future business? The best way to do this is to

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mark on each course of this type how long that qualification stays valid for from the completion date. Then, you will be able to pull a report which shows the upcoming dates where the training will run out. Pulling this [report](#) every few months or so will show you the list of people you need to alert about their training running out, and hopefully encourage them to repurchase from you to complete their training again.

4. Completion Rates

Not every student who buys a course from your will complete it. Sometimes life gets in the way, but sometimes people give up on a course because they are not enjoying them, they're too complicated, or they don't cover the topics your students expect them to.

While one or two people not completing a course will probably happen from time to time, if you notice a large number of students giving up on courses and never finishing them, then perhaps it's time to look at your course content and see if you could make any improvements.

Completion rate reports will enable you to quickly see if there are any courses which have higher than average non-completion rates, so you will be able to see if there are any problems with your course content you need to deal with.

You can also get in touch with the students who have not completed your courses, as you can quickly pull all their data from your [LMS report](#). This will enable you to ask them why they didn't finish the course, as this may make fixing the problem more manageable. You can also encourage them to go back and complete the course once you have dealt with these problems!

5. Assessment Results Throughout The Course

Pulling reports on assessment results is vital for a number of reasons. It allows you to see which students have passed and which have failed, but it's also crucial to be able to look at results of mini-assessments or mid-course assessments as well as these could indicate a student is having a problem before they hit the final assessment at the end.

If a student is failing all the mid-course assessments, then chances

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are they're not going to be able to complete the course. Having this information to hand will allow you to get in touch with the student and address any problems they are having. You could also offer additional teaching support if possible to help them complete and pass the course.

Additionally, this is another way to flag up any potential problems with your course content. If lots of students are failing a particular assessment, then maybe it's time to have another look at it and see if there are any problems. Are all the questions clear? Does the prior course material cover everything in enough detail? It's important to check to make sure you are providing your students with the best learning experience possible.

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6 Tips To Make The Most Of Your LMS Demo Or Free Trial

Learn how you need to prepare for your LMS demo or your LMS free trial, before you get started, to ensure you use your time wisely and get the most out of them!

How To Make The Most Of Your LMS Demo

One important part of shopping around for new software for your business is taking free trials or receiving demos of the product, so you can decide if it's the perfect fit for your business.

Participating in free trials and demos may seem like it uses up a lot of your time, but it's important to do the legwork so you don't waste money on a system that won't work for your business or will potentially make things worse!

When it comes to shopping around for a [Learning Management System](#) (LMS), you need to ensure you pick a system that's going to work for your students, your instructors, and your Training Administration team, as all of them will be interacting with it on a regular basis.

Let's take a look at how you can make the most out of your free trial or demo to make sure you pick the correct software for you at the end of the process.

1. Involve All The Right People

The first thing to do is to make sure you involve all the right people in the decision-making process. If you're going to attend a demonstration of an LMS, you want to involve everyone who will be primarily using the system. This could mean having representatives from lots of different departments in your business to make sure you're meeting the needs of all the different groups who will be using it.

It may be hard to organize having a large group of people attending a demo at the same time, but it will be worth it, in the long run, knowing that you're picking the perfect system, so take the time to make the most of your demo.

If you're worried about spending a lot of time on demos and pulling a lot of staff away from their usual work, then make sure you narrow down your list of potential Learning Management Systems to the ones you are really interested in before you get to the demo booking stage. That way you will be limiting the number of demos you need to attend and will only be focussing on the Learning Management Systems which seem well-suited to your needs.

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2. Do Your Research

It's important to do quite a bit of research before you get to the demo/free trial stage. As we said above, when you decide you want to book a demo of an LMS, you need to be sure it's one of the main contenders. Otherwise, you're just wasting a lot of people's time.

Spend some time looking at the websites of various LMS providers to see what services they offer, what they do differently from each other, how much they cost, how easy they are to implement, how easily they integrate with software systems you already use, etc. Having a look for all this information first will allow you to rule a lot of systems out of the running before you get anywhere near booking a demo.

It is also a good idea to look at reviews and feedback for particular Learning Management Systems to see what actual users are saying about how good each LMS is. This will allow you to see some real-world recommendations instead of trying to guess which ones perform the best.

3. Write Your Questions Beforehand

If you've got to the stage of actually booking a demo, you want to make sure you are as prepared as possible. The person giving you the demo will likely have limited time themselves as well, so you want to make sure you get the most out of your time.

The best way to go in prepared is to decide on a list of questions you want to ask before you attend the demo. This may mean sitting down with everyone who will be attending the demo, so you can work on the list together and make sure you are covering all your bases.

You may also want to ask teams who will not be on the demo if they have any points they want to be answered, just to make sure you are covering the needs of everyone in your business that will be using the LMS when the time comes.

4. Be Clear On Your Company's Needs

While you're doing your preparation, it's also important to make sure you are completely clear on what your company needs from an LMS. Not all Learning Management Systems are built the same, and not every training business needs the same functionality. That's why

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it's vital that you be all clear on exactly what you need, and what features are important to you before you attend a demo!

5. Trial As Much Functionality As Possible

If you do get access to a free trial of the LMS, it's important you use your time wisely and have a play around with the software as often as you can. Try out all the different pieces of functionality that the trial gives you access to, though be aware that you may not have access to everything that a paying customer would have!

Having a bit of a play around with the free trial before you get to the demo process will give you the chance to get a little more familiar with the system, see what works for you, and see what is perhaps missing from the functionality that you would like to see. This means you're not going into a demo completely blind, as this can lead to your wasting time, just getting to grips with the basic functionality of the system. If you're a little more clued up on the basic feel of the system, it will allow you to use the demo as a more personalized experience.

6. Highlight The Parts You Want To Be Covered In The Demo

The last way we think you can get the most out of your demo is to tell the demonstrator what parts of the system you actually want to see in more detail! The chances are that they will have certain parts that are key for them to show you, but it will be very helpful for them to know what parts you want to focus on and what things will suit your company's needs, so don't hold back from being specific!

If you've sat down and done the groundwork we've laid out in the first couple of steps, you should know by now exactly what parts of the system are going to be the most beneficial to your company, so use your demo time wisely and focus on your needs!

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Can You Afford Not To Have An LMS? How A Learning Management System Boosts ROI

Thinking about buying an LMS but not sure if it's worth the money? We're here to tell you that you can't afford to NOT have an LMS in your training company.

Ways A Learning Management System Boosts ROI

If you're thinking of making a move to eLearning or, at least, introducing some eLearning courses into your learning offering, we're here to tell you it's the right decision! There are lots of reasons why offering eLearning is a great move for your training business, but we're going to focus on all the different ways implementing a Learning Management System (LMS) can boost your ROI!

1. Lower Class Running Costs

One huge benefit to any training company is how much cheaper eLearning courses will be to run compared to a classroom-based session! Let's take a look at just some of the ways you can save money with an LMS:

- As there is no instructor required for eLearning courses, you won't need to take into account any instructor salary.
- You won't need to have a physical venue for the classes as they are all held online, which will save you money on external venue hiring costs. If you house the training yourself, then you can use these rooms to host other classroom-based sessions, which in turn means more revenue!
- No physical classes also mean no physical materials, such as textbooks or printouts.
- You won't need to book any additional services such as catering or transport.

2. Unique Offering To Attract More Customers

Purchasing an LMS for your business and running eLearning courses means you're adding another arm to your teaching offering for your students. This might just be the extra push any potential customers need to actually purchase their training from you.

Perhaps, some students are unable to attend full-time courses, or they won't be able to travel to your training center to physically sit the training with you. eLearning gives them the opportunity to do their training with you regardless of their other commitments or

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locality to your training center.

Of course, there are some students who just prefer eLearning because it suits their learning style better as it allows them to work at their own pace, whenever they want to and allows them to go back over material they are perhaps struggling with before sitting their assessments.

If you offer eLearning and some of your main competitors are yet to catch up, you could land yourself lots of extra customers!

3. Save Staff Time

As well as saving lots of money, eLearning can also save your business lots of time!

- No need for teachers to prep for lots of classes, as everything is managed online.
- Having more students doesn't mean more work, as you can send communications in an instant to the students enrolled in your LMS no matter how many students are currently signed up!
- Any updates which need to be made to documents or course content can be done in seconds and will be automatically updated for all users. This means you don't need to contact everyone to alert them to the updates, or even print off loads of documents again!
- Less work for your Training Administration team as all the sign-up and class details are handled through the LMS once a student has booked a place on your course.

4. Use It For Internal Training

If you install an LMS within your training company, you don't just have to use it for external training—you can use it for staff training as well!

Depending on the sort of training your staff complete when they are working with you, an LMS could be a perfect way to administer the training.

eLearning means your staff can work through their training at their own pace, whenever they have some free time. This is much easier to organize than trying to book a classroom-based training session where you need a location, an instructor, and a time when a large group of your staff is free.

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It also makes on-boarding a breeze as you can have all the training new staff members need to complete pre-loaded into your [LMS](#), then all you need to do is set your staff up with a login and let them get to work! Again, this takes out the stress of booking multiple training sessions for new members of staff in a short time period to make sure they are brought up to speed quickly, as they can get started on their eLearning courses straight away!

All the reasons we've listed above for saving time and money will also apply to internal training as well, so that's double the saving!

5. Service Unlimited Amount Of Students

One of the best things about eLearning is you can literally service as many students as you want without any restrictions!

With classroom-based sessions, you are limited by things like the number of instructors you have, when your instructors have free time, whether you have free training rooms, the size of your training rooms, the amount of money you have to spend on new courses, the number of hours in the day, etc.

When it comes to eLearning, none of those restrictions are in place, and you can serve as many students as sign up for your training courses! This means you have the potential to increase your student base massively, which means a lot more revenue and profit are possible than if you only run classroom-based sessions.

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4 Reasons Why The Future Calls For LMS Integration

What does the future hold for Learning Management Systems? If you offer eLearning to your students, read on to find out the software we think your LMS need to integrate with!

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LMS Integration Is What The Future Holds For Training Businesses

While we think there are many things on the horizon which will make Learning Management Systems better for the training businesses who purchase them and the students who use them, today we're just going to focus on one—LMS integration with Training Management Systems (TMS).

Why Integrate?

It makes sense for Learning Management Systems to integrate with other systems which training companies will find useful in the future rather than come as a standalone product. Having to work across lots of different pieces of software can create a lot of manual work for your staff, so ideally you would want to have everything in one place, so that everything can be managed centrally.

If you want to manage everything in one place, then the best way to do this is through a Training Management System. Sure, there will be other systems which will integrate with your LMS, but you will still have to manage data in multiple places at the same time, not to mention paying for multiple systems rather than just one. A TMS has everything you need to manage your training in one place, so adding an LMS to this solution just makes sense!

Let's take a look at some of the ways your LMS could integrate with the different elements of a TMS to make the perfect solution to all your training management worries!

1. LMS And Reporting

Being able to report on the data from your LMS is vital to any training business that offers eLearning, as it provides you with detailed insight into that side of your business. If your LMS integrates with your reporting system, it means that you can also easily compare other data from across your business with your eLearning data, all without having to export or import any data or do any additional manual work.

Here are just some of the data points you can pull from LMS reporting which will help with your training measurement:

- How many students have you serviced in total through your

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LMS?

- How many students have taken a particular class?
- Compile feedback from student surveys.
- Completion rates for particular classes or modules.
- Assessment results.
- Mini assessment and quiz results.
- Split assessment results by class or by teacher for easy comparison.

2. LMS And Online Course Sales

Training Management Systems which integrate with your website will allow you to sell your courses online and take online payment all in one step. This is great if you offer eLearning because you will obviously be selling your courses to students through your website.

Setting up all your courses through your TMS, whether they are eLearning, classroom-based, or blended learning, will be exactly the same process. This makes it really easy to get all of your classes up on your website without having to worry about pulling data from different systems or making sure you've got all the data correct, as everything will be pulled directly from your TMS with no additional work.

It also means that if you make any edits to your course catalog within your TMS, the changes will automatically be updated on your website in real-time, so you don't need to worry about checking that you've updated the data in various places.

3. LMS And Sales System

As a training business, it's so important to keep track of all your sales. If you offer different training methods and have different ways people can book their class with you (such as online, over the phone, or via email), it's important to have one central system where you can store all your sales data.

Having everything in one place means it's easy to find exactly the data you're looking for, as well making it really simple to pull data from all over your business into the reports you need to see without having to source data from lots of different places.

If you have your LMS integrated with your Training Management System's sales system, it means every sale you make through

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your website will automatically be pulled back into your TMS, so everything is nice and organized. Not only will this store all the details of the sales (such as customer name and contact information), but it will also record the details of the specific sale. This information will be exactly what you need when it comes to reporting and things like working out your revenue and profits for the year. However, you will also have the ability to enter any other sales manually, such as those that come in over the phone, so you still have visibility over everything.

4. LMS And CRM

As we mentioned above, keeping track of everything in your training company is vital, and this also includes contact details. This could be your customers, your staff, or your suppliers, but either way, it's important to have a centralized system where all this data is stored and managed.

Keeping everything in one place is so important because not only does it mean everyone will know where to look when they need to go and find something, it also means that there is only one place where details can be edited, so you can be confident you are always using the correct contact details.

As with the sales system, whenever a customer buys with you through your website, all their details will automatically be pulled back into your CRM and stored as a new customer contact. This also means that if these students make further purchases with you in the future, their contact record will be updated, so everything is stored in that one place and easy to reference at a later date.

Next Steps

If you're interested in integrating an LMS with a TMS, why not have a shop around just now and see what there is on offer? Training Management Systems, like Administrate, come with an LMS already built-in to their product, so you don't even need to worry about shopping around for separate products that will work with each other!

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Interested in Administrate?

Are you interested in trying out Administrate's amazing training management system?

Administrate is made for training providers and can help you keep track of all your important documents and data, help you save loads of admin time, increase your course bookings, and deliver exceptional eLearning!

If you're interested in seeing how Administrate could work specifically for you, why not book a personalised demo with one of our team?

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